

Minutes - July 8, 2019

The regular meeting of the Cinnaminson Sewerage Authority was held on July 8, 2019 in the conference room located within the Cinnaminson Municipal Building and commenced at 6:30 PM.

Chairman Richard Strobel read the following:

OPEN PUBLIC MEETINGS ACT

N.J.S.A. 10:4-6 et seq.

Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by;

- (a) prominently posting the Annual Notice of Meetings Resolution and maintaining such notice on a public bulletin board reserved for such or similar announcements.
- (b) by submitting the Annual Notice of Meetings Resolution for publication in the Burlington County Times, the Board's official newspaper, and the Courier Post, the Board's alternate official newspaper in February 2019 within seven days of the Board's reorganization meeting;
- (c) filing the Annual Notice of Meetings Resolution with the Clerk of the Township of Cinnaminson; and
- (d) mailing the Annual Notice of Meetings Resolution to any persons who shall have prepaid to receive such notice.

This statement shall be entered into the minutes.

On roll call those present were Board Members: John Conville, Robert O'Connor, Richard Strobel, Frank Szymkowski and Thomas Kollar. Also in attendance were Cynthia Doerr, Administrator, Wayne D. Simpson, Authority Engineer, Bradford Smith, Authority Solicitor and Kevin Kramer, Superintendent of Operations.

Mr. Alex Villari of The Barclay Group was in public attendance.

PUBLIC COMMENT

Chairman Richard Strobel opened the meeting to the public and hearing no comment, moved to Old Business.

OLD BUSINESS

Mr. Strobel asked the Board to address the regular session minutes of June 10, 2019. Mr. Brad Smith had a couple of suggestions for clarification purposes on page 46. Mr. Smith recommended that the word "had" be removed in the first sentence of the fourth paragraph under Projects. Also on page 46, in the second sentence of the sixth paragraph, Mr. Smith indicated that the word "needs" should be

replaced with the word "need" and the words "the right" should be replaced with "more".

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt the regular session minutes of the June 10, 2019 meeting with the edits recommended by the Solicitor. Vote: All ayes

NEW BUSINESS

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to review his report.

Engineer's Status Report - Wayne D. Simpson

Mr. Simpson:

M-080-144 Central Pump Station Generator Replacement

The contractor is working on getting his delivery date satisfied. Once he knows when all of his equipment is coming, he will be moving on-site. He expects that to be soon. He was going to get me a schedule today but I didn't receive it.

M-080-146 Flow Study

I still have some more evaluations to go but I am noticing that the pipeline that goes under the Pennsauken Creek by Fairfax is consistently picking up 50,000-60,000 gallons per day. There is something going on there and the Authority will be able to see some savings if it can line that piece of pipe. Mr. Brad Smith confirmed with Mr. Simpson that it was the same pipe that was previously difficult to get a camera through.

Mr. Strobel asked if the line is near the Pumping Station and Mr. Simpson confirmed that it is very close to it. Mr. Kollar confirmed with Mr. Simpson that the increased flow is every day and there is no increase during a storm event. Mr. Simpson stated that it is a minimum of 50,000-60,000 gallons every day and it leads him to believe that it is because it is under the creek and there is a steady flow coming in.

M-080-147 Manor Road Pumping Station

We are still working on the design. The mechanical design is done. We are working on getting the electrical design done.

Mr. Simpson stated there was no development activity to report for this month but there were two bids to report on. He reported that on July 3, 2019, bids were taken on the Annual Maintenance/Repair of Electrical Apparatus. He stated that Municipal Maintenance was the low bidder at \$67,000.00. He clarified that it is an on-call type contract so the Authority may or may not spend that much. He stated that the bid price for the same bid items year to year, increased by about 20% going from the previous contract held by Mr. Robert Morris.

Mr. Simpson confirmed there was also a bid from ABS Electric, who performed the electrical work during the Plant upgrade. He confirmed that the bid from ABS was for \$87,900.00. Mr. Strobel confirmed with Mr. Simpson that as electrical work is needed, Mr. Kramer would call and the work would be invoiced conforming to the contract. Mr. Bradford Smith confirmed that the proposed resolution indicates "as-needed". Mr. Strobel confirmed with Mr. Simpson that Municipal Maintenance has performed work for the Authority and Mr. Simpson added that Municipal Maintenance has this type of contract for many Authorities. Mr. Simpson also stated that Municipal Maintenance will be performing the work on the Central Pumping Station generator which hasn't yet started. Mr. Strobel confirmed the proposed resolution, which would award the bid, as resolution number 2019/2020-15 with the secretary.

Mr. Strobel stated there is a second proposed resolution, Resolution 2019/2020-16 for the Supply of Sludge Dewatering Polymer. Mr. Simpson confirmed that bid was taken on June 27, 2019 with bids from the Authority's current supplier, Custom Environmental Technology, Inc. and from George S. Coyne Chemical. He stated that the contract is written so that it is the cost per ton of dry sludge that actually determines the low bid price. He said that each different polymer might use a different amount of polymer per ton of solids to effectively do the job. He reported that Custom Environmental was the low bidder with a total bid price of \$41,965.00 with a cost per ton of dry sludge of \$16.67. He said it is 1% higher than their bid last year. He stated that George S. Coyne Chemical was at \$28.60 per ton of dry sludge which is 73% higher than last year. Mr. Simpson confirmed that the current polymer is doing the job. Mr. Strobel asked if the Authority has been using less or more polymer. Mr. Kramer confirmed that no more polymer is being used than in the past. He said it is used more when the flows are high to help settle the solids. He said currently, polymer has not been used for about a month. Mr. Simpson stated that the Plant seems to be off of polymer more often than in the past and said things seem to be stabilizing. Mr. Strobel confirmed with Mr. Simpson that his recommendation was to award the bid to Custom Environmental Technology, Inc.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolutions 2019/2020-15, Award of Bid Maintenance/Repair of Electrical Apparatus, and 2010/2020-16, Award of Bid Supplying of Sludge Dewatering Polymer. Vote: All ayes

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Administrator Cindy Doerr for an update. Cindy reported that she contacted three companies for quotes for the office security camera. She stated that only one company, Networks Plus, supplied a quote. She reported that they quoted for a single, stand-

alone camera for over the window at a cost of \$1,250.00. She stated it would record and could be set up to go onto a hard drive. She reported that it records when there is motion. She said if it required review, it could be downloaded to a thumb drive and looked at or submitted to the Police Department. Mr. Strobel asked about the Police Department's recommendation. Cindy stated that it was through PSx.Inc. and the cost would be \$3,372.00 plus shipping. She confirmed that this camera would be installed and wired into the Police Department's server. There was some further discussion. Mr. Kollar said his recommendation would be to have the camera wired directly to the Police.

Cindy Doerr also reported that a customer who owns two properties on Nathan Drive has requested that her interest be waived. Cindy stated that the property owner claims that she did not receive her bill and therefore does not want to pay the interest. Cindy confirmed that the customer's interest was waived once previously for the same claim, as a one-time courtesy, after the customer spoke with Mr. O'Connor. Mr. O'Connor confirmed with Cindy that the resident is aware that she can access her bill and all account information online. Mr. Strobel stated that the Authority's rules with regard to payment are the same for all rate-payers and advised Cindy to confirm to the customer that the interest is due.

Lastly, Cindy stated that BB&T Bank has a new Vice President who came to the office to meet with her. The Vice President confirmed to Cindy that BB&T will be merging with Sun Bank and will be called Truist Bank. Cindy reported that this will take place at the end of August or September and said she was told that the bank hopes to work better with towns and municipalities. Cindy confirmed that the Authority was given a better interest rate of 2.23%. Mr. Strobel confirmed that Cindy feels the bank is good to work with and Mr. Kollar asked about services such as pick up of deposits. Cindy stated that the bank cannot provide an armored car for pick up. Mr. Strobel confirmed with Cindy that the Township and School use the same bank and that the Police Department provides a ride to the bank for deposits daily. Cindy stated that one person must ride with the police and it rotates between someone from the Authority and someone from the Tax office. Cindy confirmed that she had no other matters for discussion.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to proceed with having the office security camera system installed and wired into the Police Department's server by PSx.Inc. in accordance with the proposal dated June 3, 2019.

Mr. Conville confirmed there were no other matters for discussion under Administration.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Superintendent Kevin Kramer to review his report.

Superintendent of Operations Report - Kevin Kramer

Operations: Mr. Kramer confirmed that things were going well at the Plant and that there were no violations to permit parameters during the period.

He reported that Mr. Jack Haines installed the new grating for the walkways between the tanks at the Plant which was approved by the Board at the last meeting.

Kevin reported that Paul Booth of Booth Mechanical dug an exploratory hole at the Riverton Country Club and confirmed that there did not seem to be a force main leak there. Mr. Booth concluded that it was a low-lying area with a lot of ground water coming in and sitting in the area. The Superintendent of Riverton Country Club was present and agreed that he would handle the drainage issue going forward.

Safety: Kevin reported that there was no safety training during the past month.

Projects: Kevin reported that they are doing quarterly maintenance on all equipment at the Plant. He stated that preventative maintenance on the collection system continues approximately three days/week depending on the weather. Kevin reported they go out in the morning with the vactor truck to ensure the mains are being maintained and are generally done by noon. Mr. Strobel asked about employees involved and Mr. Kramer confirmed the staff.

Mr. Strobel asked about an outstanding item regarding the Loss Control Report. Mr. Kramer confirmed that he is in the process of getting quotes for a davit arm system to provide non-entry rescue capabilities for the equalization tank. Mr. Kramer confirmed that it is not something that is required right away.

Hearing no further matters for Operations, Mr. Strobel moved to Personnel.

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel stated that he had one personnel item for executive session and Mr. Brad Smith noted that he had a contract item for discussion in executive session as well.

TREASURER - THOMAS KOLLAR

Mr. Kollar indicated the Treasurer's report and Trial Balance. He said it is about 42% into the fiscal year. He stated that User Charges are at 35% which is a bit concerning versus 41% last year at the same time. He noted that Connection Fees are also down at only 12% of budget. He reported total revenue at 31% versus 41% last year. On the expense side, Mr. Kollar reported that total expenses are at 46% which is slightly higher than where it should be versus 47% last year. He noted that Solids Disposal is at 46% of budget and said Utilities are also a little high. He also noted that the Professionals category was tracking slightly high.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve the Treasurer's Report and Trial Balance as submitted. Vote: All ayes

Mr. Kollar submitted a list of Operating Invoices & Payroll Expenses totaling \$172,006.17 and certified that funds are available.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of Operating Invoices and Payroll Expenses as submitted. Vote: All ayes

Mr. Kollar submitted two requisitions for Renewal & Replacement totaling \$14,662.65 and certified that funds are available.

#19-775 Joseph Fazzio, Inc.	\$	8,137.65
#19-776 Ward Heating and Cooling	\$	6,525.00

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of the Renewal & Replacement requisitions as submitted. Vote: All ayes

Mr. Kollar submitted two deletions from the month of June totaling \$389.40 and certified that funds are available.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve the deletions as submitted and to credit the customers' accounts accordingly. Vote: All ayes

Mr. Strobel asked if there were any further matters for discussion.

Mr. Brad Smith reported that the consultant from Gable Associates, who handles the energy supply bid, sent forms to get the information needed for the electric usage on the Authorities different accounts. He confirmed that Cindy provided the information. He said Gable Associates will prepare a request for bids and will take bids likely in early October.

Mr. Brad Smith reported that he has been working on the Personnel Policy and Procedures Manual which has been taking a considerable amount of time. Mr. Strobel said he wanted to give the Board some background information and stated that the Authority participates in the Joint Insurance Fund (JIF) which is a very good program with low premium costs. He stated that JIF puts a heavy emphasis on prevention and risk reduction. He said there are certain checklist items that the Authority needed to do and the Solicitor has been tasked with reviewing the model policies on the JIF website and comparing them to what the Authority has, as well as updating Authority policies that require updating. Mr. Strobel said he has received a few reports over the last few months of what Mr. Smith has been working on. Mr. Brad Smith confirmed that the updating is basically complete and said he should be able to email Commissioners something to start reviewing next week. Mr. Strobel confirmed with Brad Smith that he anticipated having a resolution for adoption at the next meeting. Mr. Brad Smith reported that JIF apparently puts out updates every couple of years and said that the manual had not been updated since 2006. He stated that the last JIF update was in April of 2018 so the Authority will be updated to that date. He stated that when the next JIF update comes out, the Board should look at it and make any necessary changes at that time.

Mr. Brad Smith stated he had a contract item for discussion in executive session.

Mr. Strobel entertained a motion that the Board enter into a closed session to discuss matters of personnel and contract negotiations, results to be disclosed when no longer prejudicial to the interests of the Authority. Mr. Kollar moved the motion and Mr. O'Connor seconded the motion. Vote: All ayes Time: 7:15 PM

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to return to open session. Vote: All ayes Time: 8:36 PM

The meeting was adjourned at 8:36 PM.

Next scheduled meeting - Monday, August 12, 2019 at 6:30 PM