

Minutes - June 11, 2018

The regular meeting of the Cinnaminson Sewerage Authority was held on June 11, 2018 in the conference room located within the Cinnaminson Municipal Building and commenced at 6:30 PM.

Chairman Richard Strobel was not present. Vice Chairman Robert O'Connor called the meeting to order and 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 2018 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.

Secretary Judy Devone was not present. On roll call by Administrator Cynthia Doerr those present were Board Members: Robert O'Connor, Peter Galosi, Frank Szymkowski and Thomas Kollar. Chairman Richard Strobel arrived at 7:15 PM. Also in attendance were Cynthia Doerr, Administrator, Wayne D. Simpson, Authority Engineer, Bradford Smith, Authority Solicitor and Superintendent of Operations Kevin Kramer.

Authority employees Matthew Naisby and Charles Staub were in public attendance.

PUBLIC COMMENT

Mr. O'Connor opened the meeting to the public for comment and hearing none, moved to Old Business.

OLD BUSINESS

Mr. O'Connor asked the Board to address the regular and executive session minutes of May 14, 2018. He asked Mr. Smith if he had any

corrections to either set of minutes. Mr. Smith stated he had a question and some suggested changes to the regular session minutes.

In the regular session minutes on page 32, Mr. Smith indicated the third sentence, explaining that the figures and wording were confusing. He suggested the sentence should read: "The renewal is \$13,681.18/month which is about \$3,600.00 less a year than what the Authority is now paying." In the third paragraph on page 32, Mr. Smith suggested that the words "health insurance" be inserted in the first sentence for clarification so that it reads: "Mr. Bristow explained that the potential risk to the Authority under the current health insurance plan was..."

On page 33, Mr. Smith also recommended some corrections for clarification. In the second paragraph under Mr. Simpson's Engineer's Status Report, the fourth sentence should read: "He stated that no other action must be taken and confirmed that the total increases were correct and the Change Orders were attached and made a part of the resolutions." In the same paragraph, the seventh sentence should read: "He confirmed that when Quad Construction was replacing the pumps and piping within the station, they found that some of the pipes leading up to the station were also rotting..."

Mr. Smith recommended that on page 35 in the third paragraph, the second sentence should read: "He reported the Change Order was for changes which were required in the amount of \$15,329.82." Mr. Smith also confirmed with Mr. Simpson that in that same paragraph in the last sentence, the word "renewed" should be replaced with the word "replaced".

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt the regular session minutes of May 14, 2018 with the corrections as noted by Authority Solicitor and to adopt the executive session minutes of May 14, 2018 as submitted. 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-080-130 Plant Improvements

All that remains to be done for this project is for us to finish the O&M Manual and we are getting close to that and will hopefully issue that this month.

M-080-141 Taylors Lane Sewer Extension

We will be having a preconstruction meeting for the paving portion of the project and that will be held here on Thursday morning. We have the Township and all the utilities invited.

Mr. O'Connor confirmed with Mr. Simpson that Alaimo will be handling the inspection work for the paving. Mr. Simpson stated that he will clarify that again if necessary at Thursday's meeting. Mr. O'Connor stated that the Township does not also need to send their inspectors there as far as he is concerned. He said it is a duplication of services and unnecessary to bill the ratepayers and the taxpayers which are the same people for inspection. He confirmed that he spoke with both Mr. Ernie McGill and Mr. Bud Evans of Township Committee regarding the matter. Mr. O'Connor also said that the Authority had already budgeted for the inspection and confirmed with Mr. Simpson that it is a requirement of the Trust Fund.

Mr. Simpson continued his report:**M-080-142 Treatment Plant Roof Replacements**

Work has started on-site and will probably be going on for another month or two.

M-080-143 Asset Management Plan

The asset management plan is required by the Trust Fund and we will be ready to issue that to the Authority in a week or so.

Mr. Simpson continued on developments:**M-081-113 Olmstead (Vines at Cinnaminson)**

I have been in touch with the applicant, finally, after Mr. Smith's letter went out and some recent billings went out, and the applicant has promised to come in quickly and get the punch list rectified.

Mr. Smith reminded the Board that at the last meeting, he was asked to send a letter to the bonding company which was Mr. Simpson's suggestion. Mr. Smith confirmed that when looking into the matter, he discovered that the punch list had never been forwarded to the contractor, Mr. Pagenkopf at CN Development, LLC. Mr. Simpson had sent it to the Administrator and asked her to forward it but it had not been forwarded. Mr. Smith confirmed that instead of addressing a letter to the bonding company, he had sent a letter to Mr. Pagenkopf with the punch list enclosed.

Mr. Smith also stated that there was some contention with the Township Construction Office regarding the Treatment Plant Roof Replacements. He said they wanted to charge approximately \$3,400.00 for a permit fee. Mr. Smith confirmed that with the assistance of Mr. Simpson's office, along with his own legal research and mailing of a mini brief to the Township's Solicitor, he was able to conclude the matter and the fee was not required.

Mr. Simpson stated he had nothing further under his report.

Mr. O'Connor confirmed with Mr. Szymkowski that he had nothing further under Construction.

DIRECTOR OF ADMINISTRATION - PETER GALOSI

Mr. O'Connor asked Mr. Galosi and Cindy Doerr if there were any matters for discussion under Administration. Cindy Doerr stated that Mr. Strobel had questioned a check for \$750.00 to Rutgers at the last meeting. Cindy said she wanted to confirm that the check was issued for employees, Joe Pulak and John Kenkellen, to go to a Video Inspection Sanitary Sewer Class at a cost of \$375.00/person. Mr. O'Connor thanked her for clarifying the matter.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

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

Superintendent of Operations Report - Kevin Kramer

Mr. Kramer reported that there had been a permit violation to the chlorine limit in the past month. He explained that there are three 950-gallon sodium hypochlorite tanks at the Plant which disinfect before discharge to the river. He said there is a 2-foot retaining wall around the tanks and a PVC Header that is connected to all the tanks with some ball valves. He confirmed that what happened was that one of the PVC ball valves broke and all the sodium hypochlorite in one tank went out and leaked through the cracks in the one retaining wall, which is the outer building wall. He said it leaked into a tank and was recirculated throughout the Plant for approximately two hours before the problem was detected. He said it leaked chlorine into the tanks and when they tested, the result exceeded the permit limit. Mr. Kramer explained that he notified DEP and contacted Mr. Simpson at Alaimo as well as Authority Consultant, Mr. Bill Smith. Mr. Kramer said he had one of Alaimo's engineers come out to look at the Plant and he is getting a quote from a painting contractor, who had worked with Quad Construction, to seal the inside of the retaining wall with a special epoxy coating that is made for sodium hypochlorite. Mr. Kramer confirmed that he reported the preventative steps being taken to Mr. Dave Stewart at DEP. He also noted that the Plant was back on track within about 45 minutes after the issue was discovered. Mr. Kramer discussed the matter further noting the damage to the valve as seen in pictures that he had included with his report. Mr. O'Connor asked if DEP had made any recommendations about whether another wall would need to be built or if the existing building wall was sufficient. Mr. Kramer confirmed he will get more feedback from Mr. Simpson and the painting contractor before discussing their recommendations with Mr. Stewart at DEP.

Mr. Kramer reported there was another issue at Central Pump Station behind Cinnaminson High School. He said Mr. Kenkellen and Mr. Haines were doing some preventative maintenance there when they found that several valves, two check valves and two gate valves need to be replaced. Mr. Kramer said it is crucial to get these valves replaced and described their current condition. He said it would make sense to replace all four valves at the same time as the station must be bypassed to do the work. Mr. Kramer stated the job needs to be done in a timely fashion and he received two quotes, one from Quad Construction and one from Booth Mechanical. He said the quote from Booth Mechanical is lower and there was some further discussion.

Mr. Galosi asked a follow up question regarding the first issue about whether there was a sump pump between the first wall and the second wall and there was some discussion about where water would be pumped. Mr. Kramer confirmed that there had been 650 gallons that had leaked and about 550 went into the system. Mr. Kramer confirmed that he was able to use a sump pump and pump the rest into an empty tote that was on-site which saved the rest from going into the system. He added that there had been some discussion about putting some type of alarm in the bottom that would go off if it sensed any type of moisture or got wet. Mr. Kramer said he feels getting the wall sealed will take care of the problem but he is happy to do more research regarding a secondary alarm if the Board wants him to look into it. Mr. Szymkowski confirmed with Mr. Kramer that all four walls are being sealed. Mr. Kramer said that the three 950-gallon tanks will need to be removed. He stated that there is now a temporary 450-gallon tank ready and he is getting sodium hypochlorite delivered on Wednesday so that the other tanks can be removed.

Mr. Kollar asked some further questions regarding the retaining wall and the photos which had been provided. Mr. Kramer also confirmed that the chlorine that had been recirculated ended up getting into the aeration tanks where the microorganisms are located and had killed most of them. Mr. Kramer stated that Mr. Simpson had contacted Evesham's MUA who had their own tanker and brought a load on both Friday and Monday at no cost to the Authority. Mr. Kramer said that things had recovered at the Plant but last night, there was 5-1/2 inches of rain. He said usually the summer flow is about 1.2-1.3 million gallons per day (mgd) and he checked before the meeting and the flow was about 2.9/mgd. He said there were no permit violations today but noted that the employees had to work some extra hours. Mr. Kollar asked another question regarding the chlorine contact tank and there was some further discussion.

Mr. Kramer confirmed that he, Mr. Naisby and Mr. Staub would be taking their S3/C3 tests at the end of the month. He said that Mr. Bill Smith has done a couple review classes to help prepare them. He stated that the employees had taken some safety courses, Respiratory Protection with Fit Test Training was on May 24 and Confined Space

Rescue with Hands-on Drill Training was on June 5. Lastly, he stated that the roof replacement had just started at the Plant.

Mr. Kollar asked if the SCADA system was all hooked up at the Plant and Mr. Kramer said it was. He said the last thing that they are working on is the DO control for the aeration tank.

Chairman Richard Strobel, who had entered the meeting, asked about the roof replacement and the rain. Mr. Kramer confirmed that nothing had been opened up yet on the roof; they had just started doing the copings on the side.

Mr. Strobel also asked if the Loss Control Report had been discussed and Mr. O'Connor confirmed that he left it for Mr. Strobel to discuss during Personnel.

Motion: Made by Mr. O'Connor and seconded by Mr. Galosi to award the work to contractor, Booth Mechanical, to replace the valves at the Central Pump Station in the amount of \$8,412.00 per the quote. Vote: All ayes

Mr. Strobel asked if there was anything that could have been done to prevent the PVC ball valve from failing. Mr. Kramer explained that the coupling that screws on to the ball valve is what broke. He said it is not a pressurized line, it is gravity and he has never seen anything similar to that happen before. Mr. Kramer confirmed that the whole header system is being replaced. He also said that the valve that broke had been replaced relatively recently, possibly within the last year, so it possibly could have been over cranked when it was tightened.

Mr. O'Connor indicated there were some proposed resolutions for the root control product and dewatered sewerage sludge removal and transportation.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-32, Authorization for Proprietary Product Specification Root Control Herbicide. Vote: All ayes

Mr. Simpson stated that he would prepare specifications for bidding for the root control and for the annual electrical services contract.

Mr. O'Connor stated that proposed Resolution 2018/2019-33 is for a 5-year agreement with Woolston Company, Inc. for dewatered sewerage sludge removal and transportation with total value of the contract not to exceed \$237,150.00. Mr. Simpson confirmed that there were two other bidders and Woolston was much lower than them. He said Woolston is about 15% higher than before but is reasonable in the increases over time at less than a 3% average over the five years.

Motion: Made by Mr. O'Connor and seconded by Mr. Galosi to adopt Resolution 2018/2019-33, Award of Bid Removal and Transportation of Dewatered Sewerage Sludge. Vote: All ayes

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel indicated the NJUA JIF Loss Control Report and stated that one of the benefits of JIF is the emphasis on safety and prevention and said they have worked well over the years with Joe Pulak. Mr. Kramer confirmed that Joe Pulak is training Jack Haines to slowly take over the role of Safety Coordinator. Mr. Strobel stated that the report implies there has been good progress with the JIF Safety Incentive Program. Mr. Strobel asked about the LOTO Audit that is mentioned that Joe performs and Mr. Kramer was not sure what that was. Mr. Strobel said the report mentions that there are now formal Safety Committee meetings where members discuss issues and noted it is a good thing. Mr. Strobel noted that Joe was asked to conduct additional JSOs so he can get credit and said he didn't know what that acronym means. Mr. Kramer said he was unfamiliar with the term too. Mr. Strobel said it mentions that the Authority does annual drivers' license checks and CDL physicals and a pulmonary function test. He said it also mentions grab and go PPE bags and clarified that is personal protection equipment. Mr. Strobel stated that a tour of the pump stations was completed and there were a few items that require attention with recommendations. Mr. Strobel discussed those items which are located at Park Place and Industrial Pump Stations. Mr. Strobel confirmed with Mr. Kramer that the items are being addressed and asked him to make sure they are in place within thirty days. Mr. Strobel stated that a heavy emphasis is placed on safety and prevention and it is important that the employees understand it is everyone's job to have good safety practices and to keep their eyes open for issues.

Mr. Galosi commented that at his last employment, they had safety meetings at lunch time before pay day so they had everyone's attention and incentive to come to the meeting.

TREASURER - THOMAS KOLLAR

Mr. Kollar indicated the Treasurer's report and Trial Balance stating that at 33% through the fiscal year, User Charges are at 32% versus 28% last year. He noted that Connection Fees are at 28% which is good. He indicated that total revenues are at 31% versus 27% last year and said revenues are on track. On the expense side, he stated that total expenses are at 38.34% which is running high. He reviewed that Plant Maintenance is running high at almost 50% and Chemicals is up due to polymer. He also noted that utilities are a little 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 \$269,691.73 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.

Discussion: Mr. Kollar asked Cindy Doerr if she wanted to comment again regarding the \$750.00 expense last month since Mr. Strobel wasn't present earlier. Cindy stated that last month there was a question regarding a \$750.00 expense to Rutgers and that was for a Video Inspection of Sanitary Sewer Class for Joe Pulak and John Kenkellen at \$375.00/person. Mr. Strobel thanked Cindy for reporting on the matter.

Vote: All ayes

Mr. Kollar submitted two requisitions for Renewal & Replacement totaling \$7,032.96 and certified that funds are available.

#18-722 Deckman Electric, Inc.	\$ 2,535.47
#18-719 Atlantic Switch & Generator	\$ 4,497.49

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

Vote: All ayes

Mr. Kollar submitted two requisitions for the NJ Environmental Infrastructure Trust Fund totaling \$114,173.94 and certified that funds are available.

#18-720 Alaimo Associates	\$ 22,248.95
#18-721 Quad Construction	\$ 91,924.99

Motion: Made by Mr. Kollar and seconded by Mr. Galosi to approve payment of the NJEIT Fund requisitions as submitted. Vote: All ayes

Mr. Kollar submitted five invoices for Builder's Escrow totaling \$2,074.19 and certified that funds are available.

#103545 Cinnaminson Baptist Church	\$ 185.00
#103543 Wawa at Church Road	\$ 1,286.69
#103540 Bajwa Petroleum	\$ 82.50
#103538 Siena Adult Community	\$ 267.50
#103541 Mercer Car Wash	\$ 252.50

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of the Builder's Escrow invoices to Alaimo Associates as submitted. Vote: All ayes

Mr. Kollar said he had nothing further under Finance.

Mr. Strobel stated that every year, the Authority has to meet requirements to qualify on its Employment Practices Liability and one of the items is that Cindy Doerr and Kevin Kramer must attend Manager and Supervisory training offered by NJUA JIF. He stated that the closest location for training is at the Evesham MUA and he provided the information to Cindy and Kevin. Mr. Strobel stated that at the last meeting, he also discussed the opportunity for Commissioners to each take online training and save the Authority \$250.00 and he had provided the information. Mr. Galosi provided his certificate of training to Mr. Strobel.

Mr. Strobel asked if there were any further matters for discussion and heard none. Mr. Strobel reported to the Board that he did speak to the Auditor and invited him to come to the meeting but he had not yet completed his report.

Hearing no other matters for discussion, Mr. Strobel adjourned the meeting.

Next scheduled meeting - Monday, July 9, 2018 at 6:30 PM