

Minutes - June 10, 2019

The regular meeting of the Cinnaminson Sewerage Authority was held on June 10, 2019 in the conference room located within the Cinnaminson Municipal Building and commenced at 6:00 PM.

Chairman Richard Strobel was not present at the start of the meeting. Vice Chairman Robert O'Connor 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, Frank Szymkowski and Thomas Kollar. Mr. Richard Strobel arrived at 6:10 PM. Also in attendance were Cynthia Doerr, Administrator, Wayne D. Simpson, Authority Engineer, Bradford Smith, Authority Solicitor and Kevin Kramer, Superintendent of Operations.

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

PUBLIC COMMENT

Vice Chairman O'Connor opened the meeting to the public and hearing no comment, moved to Old Business.

OLD BUSINESS

Mr. O'Connor asked the Board to address the regular and executive session minutes of May 13, 2019 after confirming with Mr. Brad Smith that he had no recommended changes.

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt the regular and executive session minutes of the May 13, 2019 meeting as submitted. Vote: Mr. Kollar abstained; all others aye.

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

As I reported last month, the construction will not start until after school is out. Now, we also have to work around the paving of the parking lot back behind the school which is scheduled for the first week in July. In the meantime, the generator would not be ready by then so they will start on some other work first.

M-080-146 Flow Study

The meters were removed about a month ago and I did receive the proof from the data on Friday so I will be working on that.

Mr. Kollar asked Mr. Simpson to review where the meters had been placed. Mr. Simpson confirmed that the flow meters were in eight locations; four at the Central Pump Station, one on Willow Drive, one along the creek leading towards Route 130 on the other side of town and one before and after the creek crossing by Fairfax. He confirmed the flow meters were in place for two months and there was some significant rainfall during the time. He said he will be looking at the charts and trying to pick up patterns.

Mr. Simpson continued with developments:

M-081-136 Global - 1105 Route 130

We have one new project and that is the old Acme site. It will be redeveloped. There will be a storage facility in the building that had the Acme and then two restaurant pads out in front of that. One is designated as an IHOP already. There will also be an early education building so there will be three pads. There will be a pump station out front to accommodate those three buildings and bring a small force main all the way around back of the Acme where the gravity picks up. We did alert them to some corrections to the gravity system that Acme was supposed to address but did not and which must be addressed now.

Mr. Simpson stated there was nothing further for his report.

Mr. O'Connor asked about connections on Taylors Lane. Cindy Doerr confirmed that there are probably about five so far. She stated it

has mostly been businesses and said Excalibur is in the process of connecting and requested a payment plan. Mr. Strobel, who had arrived at the meeting, suggested a follow up letter be sent out regarding the requirement to connect. Mr. Szymkowski asked about requiring connection by a certain date and Mr. Brad Smith confirmed that the rule states that it must be done within a reasonable time. Mr. Strobel said he feels the Board should establish a period of time after which residents would be referred to the Authority's attorney for enforcement. Mr. Smith confirmed that enforcement would come from the County Health Department. Mr. Strobel said he understands but suggested the letter mention referral to the Authority's attorney. Mr. Strobel asked Cindy Doerr to draft a letter for Mr. Smith's review.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Administrator Cindy Doerr for an update. Cindy confirmed she had nothing for discussion. Mr. Strobel mentioned that Cindy had received a proposal to implement what was discussed at the last meeting regarding a security camera over the Authority's window, similar to the one over the Tax Office window. Mr. Strobel stated the proposal would be done through the auspices of the Police Department and they would have the responsibility of oversight and all monitoring. He stated that the Authority would deal with them if there was need to review any footage. He stated it is an upfront fee with no ongoing maintenance fee. Cindy confirmed that she just found out that the Authority would not be able to reimburse the Township because they bid the cameras for a certain price. Cindy stated that Mr. Smith suggested that she get quotes for an individual system or to tie into the Police Department. Mr. Smith confirmed that the current quote would need to be updated for prevailing wage. There was a brief discussion.

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 but noted Polymer had to be used again because of the flows due to rainfall. He confirmed there were no violations to permit parameters during the period.

He reported with sadness that Mr. Bob Morris, Authority's electrical contractor, had passed away over Memorial Day Weekend. He confirmed that he contacted Municipal Maintenance as an interim emergency

electrician until the Authority is able to go out to bid for a new contract. Mr. Simpson confirmed that he believed he would be able to get bids before the next meeting and make a recommendation for award then. Mr. Strobel recommended to Kevin that he hold off on anything that is not emergent. Mr. Kramer stated there was one item which he had to get quotes for but other than that, he would hold off unless there was an emergency.

Kevin reported that he was still in the process of getting pricing for replacement of some parts for the headworks system.

Safety: Kevin reported that there were three safety training sessions: OSHA Respiratory Protection with Fit Test training on May 14, CPR and First Aid on May 21, and a joint training hands-on confined space drill with the Cinnaminson Fire Department Confined Space Team on June 5 at the Plant in an offline primary settling tank. Kevin stated that the employees are trained every year using automatic external defibrillators (AED devices) and noted that the Authority does not own one. He said he feels the Authority should have one. He reported he received a price for an AED with a mounting kit from Mr. Harry Smith of Certified Health and Safety Services in the amount of \$1,965.00 and suggested the Board consider purchasing one at some point.

Projects: Kevin reported that Mr. Liam Callahan from JIF had met with Jack Haines, Authority Safety Coordinator, to do a review of plans and inspection of the Plant. Kevin stated a Loss Control Report was received which noted some issues and contained recommendations for correction. Mr. Kramer confirmed that all items were corrected as of June 7 with the exception of one. He reported that there is metal grating between the primary and final settling tanks that moves and is a tripping hazard. Mr. Haines received two quotes for its replacement. Mr. Kramer reviewed the quotes from Fazio's for \$7,992.66 and McMaster-Carr for \$12,398.82 and there was a brief discussion. Mr. Conville asked about the large discrepancy between the quotes and Mr. Syzmkowski suggested it is because McMaster-Carr is a supply house that buys and marks up and is not a fab shop.

Motion: Made by Mr. O'Connor and seconded by Mr. Syzmkowski to authorize Fazio's to replace the grating between the settling tanks in the amount of \$7,992.66. Vote: All ayes

Mr. Kramer confirmed with Mr. Simpson that the polymer bid was pushed back to June 27, 2019. Mr. Simpson stated that the current supplier need that much time to get the correct bonding in place so the bid was pushed back to allow for the right participation.

Mr. O'Connor confirmed with Mr. Kramer that the new air conditioner units were installed and working well.

Mr. Kramer stated he had another item which was not in his report. He said he received a phone call from Riverton Country Club regarding soggy ground on Golf Road near the force main. He stated he is trying to investigate and will report back on whether it is a sewer issue or an issue with the Club's sprinkler system. He said he believes about five or six years ago, there was a small issue with the force main which was repaired. He noted there doesn't seem to be any odor in the area. He said he is working with the Country Club and with Booth to do some investigative work and will report back.

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

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel stated that the JIF Loss Control Report had already been discussed. He noted that there is an AEA Commissioner Forum on Thursday evening at the Evesham MUA for anyone interested in attending.

TREASURER - THOMAS KOLLAR

Mr. Kollar indicated the Treasurer's report and Trial Balance. He said it is 33% through the fiscal year. He stated that User Charges are at 27% and said total revenue is at 24% versus 31% last year which is a bit lower than expected. On the expense side, Mr. Kollar reported that total expenses are at 38% which is slightly high. He noted that Solids Disposal is at 36% of budget and said the State Permit Fees category is high. He confirmed with Cindy Doerr that the permit fees were paid up front. He also mentioned the Lab Testing category as high and Mr. Kramer confirmed it was due to issues with industrial user contaminants and additional testing.

Motion: Made by Mr. O'Connor 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 \$276,014.96 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 three requisitions for Renewal & Replacement totaling \$28,860.00 and certified that funds are available.

#19-772 Booth Mechanical, Inc.	\$ 7,710.00
#19-773 Booth Mechanical, Inc.	\$ 16,900.00
#19-774 Booth Mechanical, Inc.	\$ 4,250.00

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

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

Mr. O'Connor asked about the electric bid and Mr. Brad Smith confirmed that bids were taken in October last time. Mr. Smith confirmed that he spoke with the consultant at Gable Associates regarding the timing of the bid and was told to contact him in July.

The meeting was adjourned at 6:37 PM.

Next scheduled meeting - Monday, July 8, 2019 at 6:30 PM