

Minutes - June 8, 2020

The regular meeting of the Cinnaminson Sewerage Authority was held on June 8, 2020 via video conference due to the COVID-19 pandemic and commenced at 6:30 PM.

Chairman Richard Strobel read the follow into the record:

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.

(e) advertising of legal notice regarding this meeting due to the COVID-19 Pandemic; see full notice attached.

This statement shall be entered into the minutes.

Mr. Strobel also confirmed with Administrator Kimberly Fitzpatrick that the legal notice, (See (e) above and the notice attached) which addressed the change to an electronic meeting and communicated information to allow for the public's participation in the meeting, was published on June 3, 2020 in the Burlington County Times and the Courier Post and an affidavit from the newspapers was received.

ROLL CALL

On roll call by the Secretary, Board Members Richard Strobel, Thomas Kollar and John Conville were present. Mr. Strobel confirmed he received a text message from Mr. O'Connor saying he may not be able to make the meeting. Also in attendance were Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer, Bradford Smith, Authority Solicitor, Superintendent of Operations Kevin Kramer and Secretary Judy Devone. Board Members Robert O'Connor and Frank Szymkowski joined the meeting at 6:54 PM and 7:05 PM respectively.

PUBLIC COMMENT

Mr. Strobel opened the meeting to the public for comment. Hearing none, he confirmed with Administrator Kim Fitzpatrick, the meeting host, that there were no members of the public present. He stated that he would reopen the meeting to the public again before its conclusion. He proceeded to Old Business.

OLD BUSINESS

Mr. Strobel asked the Board to address the regular session minutes of May 11, 2020.

Motion: Made by Mr. Kollar and seconded by Mr. Conville to adopt the regular session minutes of May 11, 2020.

Discussion: Solicitor Brad Smith noted a typo requiring correction on pg. 32 in the third paragraph. The word "Country" should be replaced by the word "County". Mr. Smith also suggested clarification regarding the second to last sentence in the first paragraph on pg. 34 which referenced the Maximum Out of Pocket (MOOP) and \$100.00. Secretary Devone confirmed the wording of the sentence, noting that \$100.00 represents the amount of the change to the MOOP for the current policy's renewal. Mr. Smith and Mr. Strobel indicated no correction was required.

Amended Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt the regular session minutes of May 11, 2020 with the correction from the Authority's Solicitor. Roll Call Vote taken by Secretary recorded as: Mr. Strobel, Mr. Kollar and Mr. Conville - All ayes.

NEW BUSINESS**DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI**

Mr. Szymkowski was not present. Mr. Strobel stated that the Engineer's Status Report was received and dated June 5, 2020 and he asked Mr. Simpson to review his report.

Engineer's Status Report - Wayne D. Simpson**Mr. Simpson:**

We have one project for the Township that is getting underway, the **Wayne Drive Bridge Sewer Replacement (M-080-140)**. It is going out to bid on July 9, 2020.

M-080-147 Manor Road Pumping Station

We recently (May 27, 2020) held a preconstruction meeting with the contractor and he intends to start on-site in August and do all of the work in the month of August. He is hoping to be done before Labor Day. So, we are just awaiting shop drawings and we will turn those around right away so the contractor can hopefully keep his schedule.

M-081-139 Lidl Grocery Store

We have completed our review and recommended acceptance by the Authority so this project can moved forward with its Treatment Works Approval Permit for the State.

Mr. Strobel mentioned the Wayne Drive Bridge Project and reported that he attended a meeting recently where another project involving a bridge and sewer mains being constructed was discussed. He confirmed that Mr. Simpson was familiar with the development at 2801 Riverton Road, a single family residence, and briefly discussed the sewerage tie in which needs to be on the opposite side from the parcel across Riverton Road and underneath the road where a bridge is located. Mr. Strobel confirmed that Mr. Simpson reviewed the project and is satisfied with the plan design, specifically the minimization of any stream flow obstructions and clean out issues. Mr. Simpson stated the situation is different because at Wayne Drive, the sewer line was possibly built before the bridge, but certainly at about the same time, 50 years ago. He stated it was a gravity sewer line. He said that the line had to be placed at an elevation, where it is now, in order to get gravity sewer flow. He confirmed that for the project on Riverton Road, the line will be a small diameter force main, and said that as he recalls, it will be bored under the stream so it will not be in a situation impacted by storm or stream flows. He said it will be protected.

Mr. Strobel said that Mr. Ben Young has been very interested in the Wayne Drive Bridge Project and Mr. Strobel feels that even though Mr. Young is no longer involved with the governing body, he was right to ensure that Wayne Drive was resolved properly. Mr. Strobel said that is why when the Riverton Road project was mentioned, he wanted to confirm with Mr. Simpson that the Authority is doing everything possible to ensure that the new arrangement works as well as can be expected. Mr. Strobel asked if there were any other questions for Mr. Simpson and heard none.

Mr. Simpson stated he had nothing further to report.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Kim Fitzpatrick to provide an update on Administration. Kim confirmed that the insurance proceeds from the Riverton Country Club incident in December 2019 were received. She also confirmed that all Authority employees plan to return to the

office and the Plant on Monday, June 15. She stated that Kevin would discuss the Plant further in his report but she confirmed that she and Amy Williams have worked out a plan where they can safely return. She said they will use different printers and have supplies such as masks, hand sanitizer and disinfectant wipes. She confirmed that they would return to the normal business hours of 8:30-4:00 PM.

Mr. Strobel asked about the rest of the Municipal Building employees and Kim said they are still working from home if they want to but she has noticed that the employees are coming back voluntarily. She confirmed that the building is still closed to the public. She said the court office has been ordered to come back and she believes they will start holding court soon but said she has not seen any recent emails to verify that. Mr. Strobel asked if she received any notice regarding the building opening to the public and she confirmed that she has not received any information on that. Mr. Strobel stated that as a tenant in the building, the Authority can conduct its work but must wait for the Township to open the building before it can entertain business from customers. Mr. Strobel asked if there was any rise in signups for payment by bank debits and Kim confirmed that unfortunately, they have not seen any increase with debit payments or online payments. Kim confirmed that many customers are mailing payments and using the drop box. Mr. Strobel asked if there was an increase in lack of payment and Kim confirmed that the monthly revenue, compared to last year, is down by about \$42,000.00. Mr. Strobel asked if she has any thoughts about the reason and Kim said it is possibly due to people being cautious with bill paying due to unemployment and/or return to work uncertainty.

Mr. Strobel noted for the record that Mr. Robert O'Connor had joined the meeting.

Lastly, Kim stated that a couple of months ago, it was mentioned that there were some prior year lab testing fees in the current year budget expenditures and she was asked to reach out to the Auditor about it. She confirmed that the Auditor said they were immaterial and there was nothing that needed to be done.

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

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor noted there were some resolutions to address but asked Mr. Kramer to first review his report.

Superintendent of Operations Report - Kevin Kramer

Operations: Mr. Kramer confirmed that Plant operations are running well with no permit violations during the past month. He reported

that with the recent bad storms, at one point, about half of the pump stations had lost power. He said at the majority of the stations, there are generators on site. He stated that at Industrial, Randolph and Park Place Pumping Stations, there are not generators on site and they use a towable generator if required. He reported that power was lost at both Park Place and Industrial Pumping Stations so a portable generator was rented from GenServe, Inc. on Thursday, June 4 at about 10 PM. He said if the generator was not rented, the employees would be required to work around the clock until service was restored. He confirmed that by late Saturday afternoon, June 6, power had been restored to all the pumping stations. He commended the employees for doing an excellent job keeping everything up and running during this time.

Mr. Strobel confirmed with Kevin there was no damage to equipment or property from the storms.

Kevin continued his report:

He confirmed that on June 15, they would return to full staff at the Plant. He stated that he would hand out guidelines to the staff regarding procedures to maintain safety, practice hygiene and properly distance. He confirmed they have about 500 disposable masks and received washable masks from the State so that every employee can receive five for their personal use. He added that Kim Fitzpatrick did the research to obtain the washable masks and he will pick them up in Brick Township.

Mr. O'Connor asked if Mr. Kramer received any information regarding restrictions or instances where masks should not be worn. Kevin confirmed that he has been monitoring the WDF and the DEP websites and has not seen anything specific to that. He said generally if there is a need to be in a manhole or confined space, it is only one employee (one employee at the top and one in the space). He confirmed that he doesn't believe the person in the confined space would require the use of a mask. He reported that he is planning to limit the number of employees to three to four in the Plant at one time and the others will be working outdoors doing maintenance at the Pumping Stations and working with the vector truck. He said there will be two different lunch times to cut the crew in the building in half and he will try to keep certain employees using certain trucks. He confirmed that there are hand sanitizing stations throughout the Plant. Lastly under operations, he reported that the State cancelled two license testing dates, one in March and the one for July. He said the next scheduled date is in November and he is hoping that he can test for his S3 along with Matthew Naisby and Charles Staub.

Safety: Kevin confirmed that he rescheduled four missed safety classes due to COVID-19. He reported that all employees were able to resume training on June 3 with Mr. Harry Smith for Control of Hazardous Energy Lockout Tagout.

Projects: Kevin confirmed that they will resume with the preventative maintenance program on June 15 with the return of the full staff.

Kevin reported that Mr. Martin Auman from Keystone Engineering Group came to the Plant on June 2 to fix some current issues with the SCADA program and said he reviewed the current equipment and recommended spare components that should be on-site. Mr. Auman will be sending a quote with a price list on the parts he is recommending. Kevin said he will review it and will get additional quotes.

Mr. Strobel asked if Commissioners had any questions for Kevin. Mr. Szymkowski confirmed that he had just joined the meeting (after a late return from work.)

Mr. O'Connor stated that Resolution 2020/2021-21 relates to the Award of Bid for Huber parts and he asked Mr. Simpson to comment. Mr. Simpson confirmed that the bid was in order and for parts to be provided by the manufacturer, Huber, for the Rotomat pre-screening device that is at the Plant and was discussed several months ago. He said they had actually provided a quotation on the parts but it was over the bid threshold. Mr. Simpson confirmed that Huber submitted the only bid and it was for the exact same amount as the quote that had been given several months earlier.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-21. Recorded roll call vote taken by Secretary: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes

Mr. O'Connor indicated Resolution 2020/2021-22, Award of Bid, Emergency Sewer Repair Service. He asked Mr. Kramer to comment. Mr. Kramer confirmed Booth Mechanical as the low bidder and said he has been very pleased with their service and work. Mr. Simpson confirmed that the bid was in order and reminded the Board that it is the contract where a bid price is received based on many unit prices depending on the type of work that may be required and the final price of the contract will be determined by the work that is done over the next year. Mr. Simpson stated that the unit prices on a few items came down a little bit and confirmed that the overall bid price is less than 1% lower than what it was last year.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-22.

Discussion: Mr. Strobel confirmed with Mr. Simpson that there were no other bidders. Mr. Simpson reported that other firms took out the plans and specifications but did not submit a bid.

Recorded roll call vote: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes

Mr. O'Connor had no other matters for discussion under Operations.

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel confirmed that he did not have any matters to report on under Personnel but said he wanted to applaud Authority personnel for continuing to perform admirably and for the flexibility shown during these times. He thanked staff for observing all the appropriate safeguards which has allowed for the successful operation of the Authority.

TREASURER - THOMAS KOLLAR

Mr. Kollar: On the Revenue side, at 33% through the fiscal year User Charges are at 26% versus 27% last year. Connection Fees are at 40%, with installment connection fees during the last two months, coming in and helping revenues, at 38% of budget. Total revenue is at 27% versus 24% last year so it is tracking a little higher than last year. On the expense side, all the categories are tracking fairly well and total expenses are exactly 33% where they should be versus 38% last year.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve the Treasurer's Report and Trial Balance as submitted. Roll call vote recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville- All ayes

Mr. Kollar submitted a list of Operating Invoices & Payroll Expenses totaling \$139,188.51 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. Roll call vote recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes

Mr. Kollar submitted one Renewal and Replacement requisition totaling \$4,500.00 and certified that funds are available.

#20-002 Booth Mechanical

\$ 4,500.00

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of the Renewal and Replacement requisition as submitted. Roll call vote recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes

Mr. Kollar submitted one NJ Environmental Infrastructure Trust (NJEIT) Fund requisition totaling \$7,297.00 and confirmed it as the final pay

out for the Taylors Lane Sewer Extension. He certified that the funds are available.

#20-003 Booth Mechanical

\$ 7,297.00

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of the NJEIT Fund requisition as submitted.

Discussion: Mr. Strobel confirmed with Mr. Simpson that it was the final payment of the project. Mr. Simpson said that the reason for its lag so far behind the construction activity is because Alaimo was waiting for the project closeout documents, including the as-built plans, which have now been received so he recommended payment.

Roll call vote recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes

Mr. Kollar indicated there was a deletion from the month of May in the amount of \$118.80 and certified that funds are available. He said the deletion information had not been provided and he confirmed with Kim Fitzpatrick that it was a credit to one customer. She did not have the name of customer readily available.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve the deletion and to credit the customer's account accordingly.

Discussion: Solicitor Brad Smith suggested the name of the customer be added to the minutes.

Roll call vote recorded as: Mr. Strobel, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes; Mr. O'Connor - Abstain (due to lack of name)

Kimberly Fitzpatrick confirmed that she located the information and the customer's last name is Partridge. The credit is for a leak. Mr. O'Connor stated that Mrs. Partridge had previously reached out to him for information regarding the process for a credit for a leak.

Mr. Kollar confirmed he had no other matters for discussion under Finance. Mr. Kollar said he had a comment regarding technology. He wanted to give credit to Kim Fitzpatrick for using her time to learn a new skill set in Word Press which is a web page development program. He said her goal is to update the Authority's website. He said, unfortunately, when Kim went to deploy the new test web page, it broke the access to the document page last week. He said the access has been restored and he is hopeful that Kim is not discouraged from continuing her efforts to reach the goal of updating the website. Mr. Kollar confirmed that Word Press is free and said it comes with the hosting company who provides the infrastructure and support. He reported that the Authority actually has two domains,

cinnaminsonsewerage.com and cinnaminsonsewerage.org. He said they are using the cinnaminsonsewerage.com as the test site, though both are active domains.

Mr. Strobel thanked Mr. Kollar for the update. Mr. Strobel said he wanted to mention to Mr. Kramer that they were in the process of bringing on a new staff member when COVID happened and he asked Mr. Kramer to let him know when he thinks it is an appropriate time to continue that process so they can communicate about the candidates. Mr. Kramer replied that once they are back to full staff at the Plant and have a regular routine again, he will reach out to Mr. Strobel.

Mr. Strobel asked if there were any other matters for discussion. Mr. O'Connor asked if there was any need for an executive session since he missed the early part of the meeting. Mr. Strobel confirmed there were no matters for an executive session. Mr. Strobel stated the next meeting location would again be determined closer to the date. Mr. Kollar asked if the opening of the Township building corresponds to Phase 3 of the State's reopening or if it is something that the Township decides. Mr. Strobel said he believes the Township has discretion.

Mr. Strobel reopened the meeting to the public for comment and heard none.

Hearing no other matters for discussion, the meeting was adjourned at 7:35 PM.

Next scheduled meeting - Monday, July 13, 2020 at 6:30 PM

LEGAL NOTICE APPEARING ON JUNE 3, 2020 IN BURLINGTON COUNTY TIMES & COURIER POST:

PLEASE TAKE NOTICE, the regular scheduled monthly meeting for the Cinnaminson Sewerage Authority for Monday June 8, 2020 will be held electronically. In accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et. seq, N.J.S.A. 44:7-7 and Executive Orders No. 103 and 107, issued by Governor Murphy on March 9 and 21, 2020 respectively, declaring a State of Emergency in the State of New Jersey, the CINNAMINSON SEWERAGE AUTHORITY does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of the authority, the monthly meeting of the Cinnaminson Sewerage Authority scheduled for June 8, 2020 at 6:30 pm at 1621 Riverton Road, Cinnaminson New Jersey will be held electronically. Members of the public who wish to participate in the meeting electronically should follow the instructions at: <https://www.cinnaminsonsewerage.org>, click on "Meeting" on the left side. Individuals will be able to fully participate in the meeting. Including providing public comment. Formal action may be taken. Agenda items are as follows:

Approval of prior month's minutes, Engineer's Report, Administration Report, Operations Report, Approval of Emergency Sewer Repair Contract, Approval of Roto Mat Parts Contract, Treasurer Report/Trial Balance, Operating & Payroll Expenses, Renewal & Replacement, Builder's Escrow, and any other matter that may come before the board. The board may hold an executive session if needed.

For members of the public who wish to call in, please call one of the following numbers:

Dial by your location

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

+1 253 215 8782 US

+1 301 715 8592 US

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 418-914-8828, Password: 769244.

Kimberly Fitzpatrick
Administrator