

Minutes - March 12, 2018

The regular meeting of the Cinnaminson Sewerage Authority was held on March 12, 2018 in the conference room located within the Cinnaminson Municipal Building and commenced at 6:30 PM.

Vice Chairman, Mr. 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 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.

On roll call those present were Board Members: Robert O'Connor, Peter Galosi and Frank Szymkowski. Chairman, Richard Strobel, arrived at 6:35 PM. Mr. Thomas Kollar was absent. 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 along with Mr. Ben Young, formerly of Township Committee.

**PUBLIC COMMENT**

Mr. Ben Young stated that he was interested in hearing an update regarding Taylors Lane and asked to make comments/ask questions after the Engineer's Report during Construction. Mr. O'Connor agreed to his request.

**OLD BUSINESS**

Mr. O'Connor asked the Board to move to the regular and executive session minutes of February 12, 2018. He asked Solicitor Brad Smith if he had any recommended changes or corrections.

**Discussion:** Mr. Brad Smith confirmed that he had some recommended corrections to the regular session minutes. He noted that on page 1 at the top, it should read that the meeting was held in the conference room. On page 2, in the third paragraph, the second sentence should have end quotation marks after the word "issues". On page 6, in the fourth paragraph and in the first sentence, the word "reward" should be replaced with the word "award". On page 8, in the second paragraph, the eleventh sentence should end with the word "program". Also on page 8, in the last paragraph, the company's name in the first sentence should read, "SmartProcure". Lastly, on page 12, in the first paragraph, the last sentence should read: "Mr. O'Connor stated that he would contact the Township and inform them that Alaimo would perform the inspections."

Mr. Strobel arrived at the meeting and Mr. O'Connor turned the meeting over the Chairman. Mr. Strobel asked the Board to address the minutes.

**Motion:** Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt the regular session minutes of February 12, 2018 with the corrections as noted by Authority Solicitor and to adopt the executive session minutes of February 12, 2018 as submitted. Vote: All ayes

**NEW BUSINESS**

Mr. Strobel indicated Resolution 2018/2019-6, Chairman's Signature Authorization and confirmed with Mr. Simpson that the resolution is a requirement of the DEP, DRBC and US EPA and would authorize the Chairman to sign documents necessary to be filed with those agencies.

**Motion:** Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-6. Vote: All ayes

**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**

We have some work that is going to be performed as part of Change Order No. 1. That work is replacing the pumps in the Influent Wet Well. You might recall that this is something that we added on to be put into the State Loan as the pumps failed about the first week of this year. They will be replaced next week.

Mr. Strobel confirmed with Mr. Simpson that the State had added this work to the State Loan. Mr. Simpson stated that there is other work that needs to be done in the wet well and said there is room in the project for another change order. Mr. Simpson stated that he has received one quote so far for this work and is awaiting pricing from two others. He confirmed that the work entails rehabilitating the concrete walls of the wet well. He said there is severe corrosion and rebars are exposed, and he noted that the work should be done at the same time that the work on the pumps is being performed because there will be bypass pumps already in operation. Mr. Simpson confirmed that the only quote received so far is for \$80,000.00. He said the well is 14 ft. in diameter and the work would include: the cleaning of the surface of the concrete and removal of any loose concrete, and the spray application of a cement-like material specially formulated to be subjected to sewer gases. Mr. Simpson said that he would like to give Quad Construction permission to hire the contractor with the lowest of the three quotes in order to get the work done while the pump station is being bypassed in about two weeks. He confirmed that this work would be Change Order No. 2. Mr. Simpson stated that Quad Construction has the prime contract and will add on the allowable overhead and profit on that and it will all be under contract. Mr. Simpson stated that although he does not have the other quotes, he wanted to let the Board know the magnitude of what is being looked at and to have the Board's permission to have the work done while the pump station is being bypassed. He will provide the formal change order for the next meeting.

**Mr. Simpson continued:****M-080-141 Taylors Lane Sewer Extension**

Booth Mechanical has completed the sewer main and the laterals. The contractor is testing now but I don't believe has completely finished the tests. If all the tests pass, then people can start connecting on that segment of the main that has been installed from L&L Concrete to Surrey Lane. The other portion of Taylors Lane that has a new sewer line is from the new Wawa to Surrey Lane. That is not ready yet for anyone to connect. There are issues with that pipe but we are going to resolve them; it is due to the difference in contractors. The

Authority had Booth Mechanical and Wawa had a contractor that had never put sewers in the street doing the private work.

While on the subject of Taylors Lane, Mr. O'Connor asked if he could discuss inspections there. Mr. O'Connor confirmed that he spoke with Mr. Ernie McGill of Township Committee and said Mr. McGill seemed to agree that the inspection of the Authority's work should be performed by Alaimo and that ratepayers and taxpayers should not pay for two different inspectors. Mr. O'Connor confirmed with Mr. Simpson that PSE&G also wanted to put gas mains in the road and stated that he didn't believe that would change anything since the Authority is paving the road after all the work is completed. Mr. O'Connor said he had some other conversations with Mr. McGill but never heard back from him regarding the inspection. Mr. O'Connor reported that he also had a conversation with Mr. Bud Evans of Township Committee, who informed him that Remington & Vernick is not the inspection engineer for the Township. Mr. Evans said he would get back to Mr. O'Connor regarding the matter but Mr. O'Connor has not had a response to date. Mr. Strobel suggested that Mr. O'Connor follow up with Mr. Evans again.

Mr. Simpson reported that because of the installation of the gas main by PSE&G, there was no need to rush the award of the paving portion of the project. He said it has worked out as the State has not yet issued that authorization.

**Mr. Simpson continued with his report:**

**Mr. Simpson:**

**M-080-142 Treatment Plant Roof Replacements**

We will take bids on April 27, 2018.

Mr. Strobel confirmed with Mr. Simpson that the work should start in late spring.

**Mr. Simpson continued with his report:**

**M-081-126 NJAWC Temporary Connection**

The well testing on New Albany Road will occur next week and the week after. Mr. Simpson confirmed that if there is too much rain, he will let NJAWC know that the testing will need to be postponed again.

Mr. Ben Young asked if he could comment. Mr. Young asked about paving at the other end of Taylors Lane. Mr. Simpson confirmed that Alaimo is only inspecting the sewer installation for Wawa's work and said that someone from the Township should be reviewing the road requirements there. Mr. Young also asked if anyone had applied for connection and Mr. Simpson confirmed that it was just 1700 and 1702, the Whitesell properties, so far but he said testing is not complete yet. There was some discussion regarding the sending of a notification letter to residents regarding the requirement to connect when testing is completed. Lastly, Mr. Young mentioned a local news article which incorrectly attributed delays in development at Taylors

Lane to the Authority and he stated that the Authority should be congratulated for its work and cooperation on the project.

Mr. Strobel indicated two resolutions and stated that the Engineer reported on the two change orders. He said one is an amendment to the Taylors Lane Sanitary Sewer Extension Contract and the other is an amendment to the Wastewater Treatment Plant Upgrade Contract.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-13, Amendment to Taylors Lane Sanitary Sewer Extension Contract, Change Order No. 1 and Resolution 2018/2019-14, Amendment to Wastewater Treatment Plant Upgrade Contract, Change Order No. 1. Vote: All ayes**

Mr. Simpson reported that bids were taken on the 2018 Emergency Sewer Repair Contract. Mr. Brad Smith stated that there is a proposed resolution. Mr. Strobel indicated Resolution 2018/2019-15, Award of Bid, Emergency Sewer Repair Service, stating that it is an annual contract and an attempt by the Authority to get a competitive price for emergency sewer repairs by getting unit prices based upon expected work. Mr. Simpson confirmed that an estimated number for each of the units is listed and based on that, contractors can bid on the various units. He noted that the total on the contract is \$215,200.00 but said the end expenditure on the contract will be different as it depends on the type of work required during the course of the year. He reported that Booth Mechanical was the low bidder and said the prices went up about 10% over last year which mostly related to paving items. Mr. Strobel confirmed with Mr. Simpson that there were no other bidders. Mr. Simpson said there were two other plan holders who did not submit bids.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-15, Award of Bid, Emergency Sewer Repair Service. Vote: All ayes**

**DIRECTOR OF ADMINISTRATION - PETER GALOSI**

Mr. Strobel confirmed with Mr. Galosi that he was not aware of any matters for discussion. Mr. Strobel asked Cindy Doerr if she had any items and she confirmed there were none.

Mr. Strobel stated that last month, technologies relating to customer accounts and payments had been discussed at length and he noted that the Board had decided to move forward with a new system from Edmunds & Associates. He confirmed with Cindy that there was nothing further to discuss on that 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 the return pumps were upgraded to larger pumps in order to help the activated sludge return at a higher rate and help the solids settle better. He said the first pump was done on February 28 and the second pump was operational on March 6.

He said that due to the recent weather they have been dealing with higher flows at the Plant. He reported that for the past two weeks, over 2 million gallons have come through the Plant every day with the exception of three days. He stated that the camera truck is being used to try to see where extra flow is coming into the system and noted that the majority is coming from the Central Pumping Station side. He mentioned that Mr. Bill Smith had provided them with an older piece of equipment to help with measuring flow, called a Flow Poke. He said it will provide measurements of flow from manhole to manhole once they get it functioning properly.

Mr. Kramer confirmed that there were no permit violations during the past month and the Plant has been running well without issues. He noted that the Confined Space Training scheduled for March 7 was rescheduled due to a refresher training course that had been changed to the same date because of a snowstorm.

Mr. Kramer reported that an old door (no longer in use) in Office 1 was blocked up and bricked to prevent leaking into the room. He also noted that the diesel back-up pump is still being rented from Xylem Pumps until the repairs have been completed at the Influent Pump Station. Mr. Kramer said he had no other items for discussion.

Mr. O'Connor briefly discussed the need for Mr. Kramer to have a laptop computer for his access and use in monitoring the Plant from home, as well as for use at the Plant with a docking station. Mr. O'Connor noted that Mr. Kramer is currently using his wife's laptop at home. Mr. O'Connor recommended that the Authority purchase a laptop and docking station for Mr. Kramer and said it would be a worthwhile investment. Mr. Simpson noted that the IViewOps, operational program, would be used and it requires an i7 Processor in order to run so he suggested that be included. Mr. Strobel stated that such a computer would be Authority property and should be tagged and inventoried. He said he was in agreement that the Superintendent should have the ability to monitor the Plant at all times and felt it was an appropriate request.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to authorize the purchase of a laptop computer with an i7 Processor, cost not to exceed \$1,000.00. Vote: All ayes**

Mr. O'Connor asked Cindy Doerr how Mr. Kramer would purchase the computer and Mr. Simpson suggested that he look under New Jersey State

Contract. Cindy Doerr mentioned that the Authority also has an account with Sam's Club.

Mr. O'Connor said that there were three emergency purchase resolutions for the Board's consideration. Mr. Brad Smith noted that technically, emergency purchases are only for items over \$17,500.00 and those are required to be sent to the State. He clarified that the Authority has its own policy of putting certain purchases into resolutions to keep the Board up to date.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolutions 2018/2019-10, -11 and -12.**

**Discussion:** Mr. Strobel briefly discussed the reasons for the purchases noting that Resolution 2018/2019-12 was for polymer. Mr. Brad Smith stated that Resolution 2018/2019-12 for polymer has to be sent to the State until the polymer is bid. Mr. Simpson reported that the new polymer had been tested and worked. He confirmed he will be taking bids for polymer supply on April 3, as well as bids for lab services and liquid sludge removal. Mr. Strobel confirmed with Mr. Simpson that the Plant Upgrades will lessen the need for liquid sludge removal. Mr. Simpson stated that the dewatered sludge removal will be the main sludge removal contract and confirmed that the liquid sludge removal contract will remain just in case needed for any reason. He noted that it is possible that nothing will be spent on the contract as it will be an "if and where directed" contract.

**Vote: All ayes**

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

**DIRECTOR OF PERSONNEL - RICHARD STROBEL**

Mr. Strobel stated there was one item for personnel regarding hiring for discussion in executive session.

**TREASURER - THOMAS KOLLAR**

Mr. Kollar was absent. Mr. Strobel indicated the Treasurer's report and Trial Balance stating that at only one month into the fiscal year, there was not much to address but said the categories looked in order. Mr. Strobel asked Cindy Doerr if there had been any significant changes to last year's budget since the previous meeting and she confirmed that total expenses remained under budget as of the end of February. She said she is still processing a few more invoices but she does not expect to go over budget.

**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. Strobel submitted a list of Operating Invoices & Payroll Expenses totaling \$186,005.84 and certified that funds are available.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve payment of Operating Invoices and Payroll Expenses as submitted.**

**Vote: All ayes**

Mr. Strobel submitted five requisitions for Renewal & Replacement totaling \$52,137.50 and certified that funds are available.

#18-700 Booth Mechanical, Inc.	\$ 2,950.00
#18-701 Edmunds and Associates	\$ 28,540.00
#18-702 Alaimo Associates	\$ 6,262.50
#18-707 Alaimo Associates	\$ 7,885.00
#18-708 Mid Jersey Masonry LLC	\$ 6,500.00

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve payment of the Renewal & Replacement requisitions as submitted.**

**Vote: All ayes**

Mr. Strobel submitted three requisitions for the NJ Environmental Infrastructure Trust Fund totaling \$199,974.13 and certified that funds are available.

#18-704 Alaimo Associates	\$ 16,274.45
#18-705 Booth Mechanical, Inc.	\$ 160,880.58
#18-706 Alaimo Associates	\$ 22,819.10

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve payment of the NJEIT Fund requisitions as submitted. Vote: All ayes**

Mr. Strobel submitted four invoices for Builder's Escrow totaling \$1,870.00 and certified that funds are available.

#102013 Siena	\$ 450.00
#102016 Cinnaminson Baptist Church	\$ 440.00
#102017 1700 & 1702 Taylor's Lane	\$ 570.00
#102018 Burger King	\$ 410.00

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

Mr. Strobel submitted two deletions from the month of February totaling \$521.40 and certified that funds are available.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve the deletion amounts and to credit the customers' account accordingly.**

**Vote: All ayes**

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

Mr. Brad Smith stated that he had an item for executive session.

Hearing no other matters for discussion, Mr. Strobel entertained a motion to adopt a resolution to enter into an executive session to discuss personnel and contracts, results to be disclosed when no longer prejudicial to the interests of the Authority.

**Motion: Moved by Mr. O'Connor and seconded by Mr. Szymkowski. Vote: All ayes Time: 7:21 PM**

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to return to open session at 7:48 PM. Vote: All ayes**

Mr. Strobel entertained a motion that the Authority communicate to Mr. Edward Douba and Mr. Robert Trammell an intent to hire as Operator D, conditioned on successful completion of a physical, drug test and background check with start date to be determined by Authority Administrator and Acting Superintendent; initial salary for 90 days at \$17.52/hr. and with benefits starting upon date of hire.

The motion was moved by Mr. Galosi and seconded by Mr. Szymkowski.  
Vote: All ayes

The meeting was adjourned at 7:50 PM.

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