

Minutes - March 11, 2019

The regular meeting of the Cinnaminson Sewerage Authority was held on March 11, 2019 in the court room located within the Cinnaminson Municipal Building and commenced at 6:30 PM.

Mr. 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 Superintendent of Operations Kevin Kramer.

Authority employee Charles Staub was in public attendance along with Mr. Timothy Latimer and Mr. Alex Villari, representatives of The Barclay Group of Riverton.

**PUBLIC COMMENT**

Mr. 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 February 11, 2019.

Mr. O'Connor asked Authority Solicitor Mr. Brad Smith if he had any recommended corrections. Mr. Smith indicated that Consulting Engineer, Mr. Wayne Simpson, had suggested changes for clarification purposes. On page 8, the second sentence should read: "Whereas the plumber says the stub for the lateral was placed right up against the PSE&G conduit that runs along the curb, the contractor for Wawa says there is sufficient room." The third sentence should read: "The other plumbers are going under the conduit and that is the way it should have been done." Also on page 8 in the same paragraph, the fifth and sixth sentences should read: "It is only six feet deep and the plumber for Enser got past it pretty quickly. So I left it with the Fire Company that, since I have conflicting reports, I need to have the hole opened."

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt the regular session minutes of February 11, 2019 with the edits as noted by Authority Solicitor. Vote: All ayes.**

#### **NEW BUSINESS**

Mr. Strobel indicated Resolution 2019/2020-5, Chairman's Signature Authorization, stating it was a carry over from the February meeting as it wasn't in prepared form then. He said it confirms authority to sign documents including those required by NJDEP, DRBC and DPA.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2019/2020-5. 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:**

We will be taking bids on four contracts between now and the next meeting. On April 4<sup>th</sup>, we will take bids for Liquid Sludge Hauling (M-080-007-001) and Laboratory Services (M-080-007-002) and on March 22, we will receive bids for the Emergency Sewer Repairs (M-080-132) and for the generator replacement at Central Pump Station (M-080-144).

Mr. Strobel commented that three of the bids are annual and the last is a construction project. Mr. Strobel confirmed with Wayne Simpson that the current contracts are with Booth Mechanical for Emergency Sewer Repairs, Garden State for Laboratory Services and Franc Environmental for Liquid Sludge Removal.

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

At the last meeting, we discussed an emergency resolution for Keystone Engineering on the maintenance of the SCADA system. Since then, I've talked with Kevin Kramer and Brad Smith about the situation and

possible ways we might go about getting competitive quotes or bids on this and the necessity for it. Last year was a little bit unusual, we had the Plant Upgrade and had some extremely heavy flows in the fall. We think that led to Keystone being over on the bid threshold on their expenditures for the year. We don't see that being repeated this year and we recommend against going out for bids on this. It is a bit of a difficult specification to describe exactly what the services are but there will be an opportunity because eventually, the computers are going to need to be upgraded. They are currently running Windows 7 which is no longer supported. In order to upgrade to Windows 10, you need new computers. So, I will be working with Kevin and Keystone on that to see if that is something we can put a spec together on and get some competitive quotes.

Mr. Strobel asked about the expected cost and Mr. Simpson confirmed with Mr. Kramer that Keystone had not provided that information. Mr. Simpson said it could be significant. He stated that he will follow up on it and try to get some pricing.

**Mr. Simpson continued his report:**

At about 4 PM this afternoon, I received a call from the Fire Company. They are going to be back out on Thursday morning, opening up the trench again and letting us look at how the connection was made and could possibly be made underneath the duct bank. We will have someone out there and I will notify the contractor for Wawa also that they are welcome to be there and observe and comment.

Mr. Strobel asked if they would just look or if they would be prepared to take any action. Mr. Simpson stated that he hoped they would be prepared to make the correction. He explained that he needs to see what is there due to the conflicting stories he received. He noted that the Fire Department has stated that if their plumber is right, they will be looking for payment of the cost to reopen the hole. Mr. Brad Smith stated that if that is the case, Wawa would be responsible for that payment.

Mr. Simpson said he had nothing further and Mr. Szymkowski confirmed there was nothing further for Construction. Mr. Strobel moved to Administration.

**DIRECTOR OF ADMINISTRATION - JOHN CONVILLE**

Mr. Conville asked Cindy Doerr to update the Board regarding any Administration matters. Cindy stated that last month, she had mentioned the matter of second meters and what a big process it has become. She recommended that the meters be read only once a year instead of twice a year. She reported that initially, years ago, they were only being read once a year but said somewhere along the line, it seems to have gravitated to twice a year. She said they are spending a great deal of time between the administrative work, Joe Pulak going

back and forth due to meters not being in proper working condition and all the phone calls. Mr. Strobel stated that his understanding was that the default was once a year and only upon request is it twice a year. Cindy confirmed that to be true but said many people are still using their sprinklers and watering after August so are requesting another reading. Cindy said the requests for an additional reading are coming in through November, December and sometimes even later. There was some discussion regarding the current fees for the meter readings. Mr. Strobel asked Mr. Kramer about the second meter readings effects on Plant Operations. Mr. Kramer indicated that Joe Pulak is very busy during August for the initial readings, but said the additional readings do not effect the Plant as much as the office staff who is dealing with all the calls and scheduling. There was some discussion regarding the timing of the readings and when the credit is given on the bills. Cindy Doerr confirmed that second meter readings are done in August and the credit is given on the October/November billings. Mr. O'Connor suggested that the second meter readings be changed from August to October or November to accommodate for the continued water usage into the fall. He stated it should eliminate the need for an additional reading. Mr. O'Connor also pointed out that 90% of the customers, who currently have their second meters read once, would benefit because they would receive a larger portion of their second meter credit quicker than they currently are by moving the reading back.

Mr. Strobel recommended that a notice go out on the bills to let second meter customers know about the change in timing of the second meter reading and the subsequent change in timing of the credit. There was some further discussion regarding the fees for second meter readings and addressing them next year if required. Mr. Brad Smith suggested that the notice should indicate that the change is being made to save the ratepayers the extra expense of an additional reading. Mr. O'Connor added that it should note that it will capture all of the summer water usage. Mr. Strobel asked Cindy Doerr to prepare draft language for the notice and said he will review it.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to move second meter readings from August/September to October/November and to have the credits issued on the December/January bills as opposed to the September/October bills to be effective in the current calendar year 2019 and going forward. Vote: All ayes**

**DIRECTOR OF OPERATIONS - ROBERT O'CONNOR**

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

**Superintendent of Operations Report - Kevin Kramer**

Mr. Kramer confirmed Plant Operations have been steady with no permit violations during the past month. He said they are currently in the

process of doing quarterly maintenance on Plant equipment including pumps, motors, blowers, etc. and noted that mechanic Mr. Jack Haines is in charge of the maintenance and does a good job.

Mr. Kramer reported that there was a problem with the headworks unit that produced an alarm which they had never heard before. He said it took a bit of diagnosing to figure out the problem which was a lower bearing on a motor on one of the units. He confirmed they got a new motor, put the unit back online on Friday and things have been running well since then.

Mr. Kramer reported that during this period, they had Fire Safety, Extinguishers and Evacuation training provided by Certified Health and Safety Services.

Under projects, Mr. Kramer stated that there are two dry pit submersible pumps at Cinnaminson Crossing Pump Station that were put in about twelve years ago by Jack Haines. He reported that in reviewing stock for parts for pumps, it was determined that there are no spare parts for these two pumps. He said he contacted the pump supplier at Gayle Corporation and found out that parts are no longer available anywhere for the pumps. He noted that the pumps are currently working fine but he is concerned that if there was a problem, there would be no way to get the pumps back up and running. He stated that they would have to bypass and it would be very difficult to do because the nearest manhole is about 700 feet away. Mr. O'Connor noted that it is at the bottom of Berwick Drive. Mr. Kramer reported that after speaking with Mr. O'Connor, he decided to get quotes on new pumps. He said the lowest of the three received quotes is from Gayle Corporation in the amount of \$12,180.00 for two pumps. He said also needed are two bases and a stand, bringing the total cost to \$13,958.00. The other quotes were from Municipal Maintenance and Xylem Corporation. Mr. Kramer said that the pumps were ordered because there is a 6-8 week time frame for them to come in. Mr. O'Connor asked Mr. Kramer to discuss the cost savings involved since the current pumps are still working and Mr. Haines will be able to do work in-house for to prepare for installation. Mr. Kramer stated that Municipal Maintenance had provided a quote on the work to install the pumps and to do the fabricating work necessary to make the pumps fit the existing connections. He confirmed that work was quoted at an estimate of \$8,000.00-\$10,000.00. Kevin stated that Jack Haines will be able to fabricate the stands as necessary to fit where needed and said the installation will be done in-house. Kevin reiterated that if the current pumps were to fail and it was necessary to wait 6-8 weeks for new pumps, the cost to bypass would be significant. Mr. Strobel asked Mr. Simpson if he had any comment and Mr. Simpson stated that he agreed with Mr. Kramer's assessment.

Mr. Kramer said he also wanted to discuss the Headworks unit that he had previously mentioned. He said it was installed about six years

ago. He relayed that the unit is a preliminary treatment that removes rags and grit from the system before it reaches the pumps in the station. He said the alarm that went off had never happened before so he was in contact with the vendor, Huber Technology. During that conversation, he learned that some of the wear parts on the equipment have a life span of about five years or a certain number of hours and he reported that they are already over five years old and are approaching the number of hours. The Huber representative suggested having a Huber tech come from NC to do preventative maintenance work. Kevin reported that the quote was for \$9,724.91 which included labor and parts as well as associated travel expenses. He said the travel expenses alone totaled almost \$3,000.00. Mr. Simpson confirmed that it is common for manufacturers to charge for travel expenses when coming out for non-warranty work. Mr. Kramer confirmed that the employees had installed the motor themselves but said he does recommend that the maintenance work be performed professionally or training be provided for the first time. He said he put in a call to Municipal Maintenance to see if they can provide a quote for this work. There was some further discussion regarding the use of certain parts. Mr. Brad Smith suggested the possibility of having Jack Haines travel to Huber for training and the Board asked Mr. Kramer to look into that as an option.

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

**DIRECTOR OF PERSONNEL - RICHARD STROBEL**

Mr. Strobel stated that the Joint Insurance Fund (JIF) requires an agreement with the Authority's consultant. He stated it is the standard form recommended by JIF that the Authority completes on an annual basis and sends to them. He noted that the resolution adopted last month authorized the execution of any documents. Mr. Smith stated that numbers 2 and 3 should be looked at regarding the charges. Mr. Strobel stated that number 2 conforms to what was proposed by the contractor but said he was unsure about number 3. Mr. Latimer from The Barclay Group confirmed that he had sent the document to Cindy Doerr after the last meeting. He explained that number 3 is an alternative option. He said in the case that the Authority wanted to do a standard carrier, it could appoint The Barclay Group to get quotes and shop the market. He said the competition is built into the program and the 4% would not be included. Mr. Strobel stated that he didn't believe that would happen as the Authority is very happy with the Joint Insurance Fund.

**Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to authorize the execution of the NJUA JIF Risk Management Consultant Agreement.**

**Vote: All ayes**

Mr. Strobel reported that Mr. Ed Iuliano of Adirondack Energy Conservation had visited the Plant and submitted a report regarding the Power Management System. He stated that the report continues to show that the Authority is saving money on energy costs. Mr. Simpson reported that he had called Mr. Iuliano after the new equipment was installed because Mr. Iuliano had mentioned that if there were major changes in equipment, the efficiency should be checked again. Mr. Simpson confirmed that Mr. Iuliano did make some adjustments. Mr. Kollar noted that the report indicates the power factor, which is the efficiency, is now .98 which has significantly increased. He said prior to the Plant Improvements, it was .89. Mr. Kollar said that the downside is that the Authority is consuming more electricity on a monthly basis because of all the additional equipment. However, he pointed out that it is still less than in 2013. Mr. Strobel noted that the high rain levels and flows were also a factor.

Mr. Strobel also reported that the Authority had received two OPRA requests. He said that one was from Charles Jones requesting billing records. Cindy confirmed that there is a program built into the Edmunds billing parameter that allowed her to forward the records for their access. Mr. Strobel stated that the other request was from a reporter from the Burlington County Times regarding Authority expenses over a two-year period. He confirmed that Cindy Doerr reported to him that there was an article written on March 4 which mentioned other towns but did not mention the Authority. There was a brief discussion.

Lastly, Mr. Strobel confirmed with each Commissioner who was or was not receiving AEA email updates and newsletters via mail and asked Cindy Doerr to follow up with AEA on those who were not receiving them. He said he raised the question because he received information on an upcoming workshop on drones and cyber security being used at Plants which he thought was an interesting topic. He said the workshop will also address cyber threats, cyber risks and how to respond to a cyber attack.

#### **TREASURER - THOMAS KOLLAR**

Mr. Kollar indicated the Treasurer's report and Trial Balance. He stated that it was only one month into the new fiscal year and said that total expenses are at 6% of budget versus 5.2% last year. On the revenue side, he reported that User Charges are currently at 4% which is the same as last year and said total revenues are at 3% versus 4% last year.

**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 \$145,067.49 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 four requisitions for Renewal & Replacement totaling \$19,088.75 and certified that funds are available.

#18-762 Alaimo Associates, Inc.	\$	7,703.75
#18-760 Booth Mechanical	\$	4,442.50
#18-761 Booth Mechanical	\$	4,442.50
#18-763 Booth Mechanical	\$	2,500.00

**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 requisitions for the NJ Environmental Infrastructure Trust Fund totaling \$5,236.09 and certified that funds are available.

18-764 Alaimo Associates	\$	4,735.27
18-765 Alaimo Associates	\$	500.82

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

Mr. Kollar submitted seven invoices for Builder's Escrow totaling \$1,427.03 and certified that funds are available.

#107266 Vines at Cinnaminson	\$	510.52
#108787 Vines at Cinnaminson	\$	92.50
#108790 Wawa Taylors Lane	\$	427.76
#108791 MEND	\$	92.50
#108788 Mercer Car Wash	\$	41.25
#108789 PSE&G Substation	\$	82.50
#96034 Wawa Church Road	\$	180.00

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

Mr. Kollar said he had nothing further under Finance.

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

Mr. Brad Smith confirmed that he had left a phone message for the consultant regarding the timing of the energy supply bid.

Mr. Kollar asked Cindy Doerr to give an update regarding online bill payments. Cindy stated that seven payments had been received over the weekend. She said the number of payments varies daily but said that

approximately \$22,000.00 was paid online last month. She also reported that the next set of bills will have a notification regarding online payment options.

Hearing no further matters for discussion, the meeting was adjourned.

**Time: 7:39 PM**

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