

Minutes - March 9, 2020

The regular meeting of the Cinnaminson Sewerage Authority was held on March 9, 2020 in the conference 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 2020 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: Richard Strobel, Frank Szymkowski and Thomas Kollar. Mr. John Conville was absent (out of town) and Mr. Robert O'Connor was absent. Also in attendance were Kimberly Fitzpatrick, 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. Strobel opened the meeting to the public for comment and hearing none, proceeded to Old Business.

**OLD BUSINESS**

Mr. Strobel asked the Board to address the regular and executive session minutes of February 10, 2020.

**Motion:** Made by Mr. Szymkowski and seconded by Mr. Kollar to adopt the regular and executive session minutes of February 10, 2020 as submitted.

**Discussion:** Mr. Strobel confirmed with Solicitor Brad Smith that there were no recommended corrections.

**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**

Municipal Maintenance finished the punch list last week and we are processing their final payment.

#### **M-080-147 Manor Road Pumping Station**

This project was awarded to Municipal Maintenance and we will have a preconstruction meeting on March 26.

#### **M-081-094 Siena Active Adult Community**

The contractor is performing punch list repairs so this project may finally be removed soon from the project list.

#### **M-081-139 Lidl Grocery Store**

We have provided review comments and will wait for a response from their engineer.

Mr. Strobel stated that he heard (through word of mouth) that the Planning Board gave approval at their recent meeting for the project. He stated that Lidl already opened a store in Cherry Hill and said he thinks the store will be a good thing for Cinnaminson.

#### **Mr. Simpson continued:**

The only other item is that we put out a specification for the Huber replacement parts and we will take bids on that on March 19, 2020.

Mr. Strobel noted that correspondence was received from NJ DEP, addressed to Cindy Doerr, regarding Infrastructure Trust Fund financing. Administrator Kim Fitzpatrick confirmed that there was \$114,000.00 in savings which was not anticipated and she stated that she forwarded the information to the Authority's auditor.

Mr. Szymkowski confirmed there was nothing further for Construction and Mr. Strobel moved to Administration.

**DIRECTOR OF ADMINISTRATION - JOHN CONVILLE**

Mr. Conville was absent. Mr. Strobel indicated Resolution 2020/2021-13, Authorizing Online Sale of Surplus Property, and stated that the resolution was prepared by the Solicitor. Solicitor Brad Smith confirmed that the sale items are listed in one of the paragraphs in the resolution. Mr. Strobel stated that the items would be listed on GovDeals.com and included a Brother typewriter, Epson receiptor/validator and a Metrologic scanner.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2020/2021, Authorizing Online Sale of Surplus Property.  
Vote: All ayes**

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

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

**Superintendent of Operations Report - Kevin Kramer**

**Operations:** Mr. Kevin Kramer confirmed Plant operations are running well. He said the flows have slowed down which is starting to help settle solids. He reported there were no permit violations during the past month. He noted they are in the third section in town continuing the preventative maintenance program and said he believes they will have the entire town done by the end of the summer.

**Safety:** Kevin confirmed there was no safety training during the period but said it will begin again at the end of this month.

Kevin reported that Jack Haines and Matt Naisby attended the JIF Safety breakfast. He stated that the Authority completed the safety incentive program for 2019 and received an eight years lost time/accident free award. Matt Naisby reported that a plaque was received and he confirmed that the meeting was very informative relating to cyber safety. Mr. Kollar asked if any changes in procedures would be required based on the information presented and Mr. Kramer stated that someone would be coming to review cyber safety. Kim Fitzpatrick confirmed that LookFirst Technology will be coming to do an overview using the checklist from MEL and looking to see that all policies are up to date.

Kevin reported that he and Kim Fitzpatrick attended a Reasonable Suspicion for CDL Drivers course through MEL on February 24, 2020 and an Indoor Air Quality Training course on March 6, 2020.

There was a brief discussion regarding the courses.

Continuing with Mr. Kramer's report, he moved to projects.

**Projects:** Kevin stated there will be a preconstruction meeting for the Manor Pump Station on March 26, 2020.

Kevin reported that he and Matthew Naisby will be taking their S3 test on March 31, 2020. He confirmed that he, Matthew Naisby and Charles Staub took a refresher course in Eatontown, NJ today and will go again on Wednesday.

Mr. Strobel wished them luck on the test and he thanked Matthew Naisby and Charles Staub for coming to the meetings and for the interest they take in their jobs and their career with the Authority.

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

**DIRECTOR OF PERSONNEL - RICHARD STROBEL**

Mr. Strobel indicated a resolution, Resolution 2020/2021-12, for the Board's consideration regarding the auditor contract. He reported that he received a telephone call from Mr. Mike Holt for the auditing firm. He noted that Holman, Frenia, Allison PC was awarded the contract for Auditor for this year. He stated that Mr. Holt confirmed that the firm has legally separated. Mr. Strobel stated that the office that was based out of Ocean County, NJ, which Mr. Holt referred to as HFA (Holman, Frenia, Allison PC), is continuing and the Medford office, where Mr. Holt was based, is now Holt, McNally & Associates (HMA). Mr. Holt confirmed to Mr. Strobel that the separation was done in a cordial way and they are sharing some staff to meet their obligations. Mr. Holt wanted to inform the Authority of the change and indicate their interest in continuing to serve. Mr. Strobel stated that it is technically a new entity and Mr. Holt said they would honor what was proposed in the RFP documents. Mr. Strobel stated he gave Mr. Holt some feedback and asked him to get in touch with Authority Solicitor, Brad Smith. Mr. Strobel noted that Mr. Smith followed up with Mr. Holt and the end result is the proposed resolution.

Mr. Brad Smith confirmed that the contract was awarded in February to HFA. He stated that the contract has two parts, one part is auditing financial statements and the other is auditing the deferred compensation plan. Mr. Smith confirmed that HMA is taking over the audit of the financial statements under the same terms and conditions as HFA would do; all set fees are the same and no rebid is required. Mr. Smith confirmed that HFA is retaining the audit for the deferred compensation plan because HMA is not set up to do that. Mr. Smith stated that the proposed resolution accomplishes this and assigns the audit of the financial statements.

Mr. Strobel: From a practical standpoint, this should not have any meaningful impact since the Medford office is continuing to service

the Authority, honoring the same terms as in the past with the same person overseeing things.

Mr. Brad Smith explained that a portion of the contract is being assigned to HMA under the same terms and conditions. Mr. Smith added that the Authority is getting the benefit of the bidding process.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-12, Approving Partial Assignment of Auditor Contract. Vote: All ayes**

**TREASURER - THOMAS KOLLAR**

Mr. Kollar reported that the final budget numbers for the 2019-2020 fiscal year came in at 106% of budget or \$126,437.20 over budget. He stated that the numbers were trending slightly over budget for most of the year. Kim Fitzpatrick confirmed that she would have a budget resolution for the next meeting. Mr. Kollar confirmed that under expenses, utilities were 18% over budget which related to the Plant improvements/new equipment. He reported that Chemicals were down (25% under budget) but said Lab Testing was a little over. He stated that Prime Pay was over budget as were Office Supplies. Mr. Kollar also confirmed that total revenue came in under budget. Kim Fitzpatrick reminded the Board that some connection fees went into the previous year's budget.

Mr. Kollar stated for the current fiscal year, at one month into the year, total revenue is at 4% and total expenses are at 5% of budget. Mr. Kollar confirmed with Kim Fitzpatrick that Capital Expenditures were at 24% due to the first payment of debt service for the loans.

**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 \$169,135.39 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 invoices for Builders Escrow totaling \$3,538.43 and certified that funds are available.

#114401 Fieldstone Partners Paddock Lane	\$	400.35
#114508 Siena - Capital Senior Housing	\$	1,011.80
#114509 Walmart Expansion	\$	195.00
#114510 Global 1105 Route 130	\$	1,931.28

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of the Builders Escrow Invoices to Alaimo as submitted.**

**Vote: All ayes**

Mr. Kollar submitted two deletions from the month of February in the amount of \$198.00.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve the deletions and to credit the customers' accounts. Vote: All ayes**

Kim Fitzpatrick confirmed that the audit will begin on March 16, 2020.

Mr. Strobel stated that notice was received from the Joint Insurance Fund (JIF) regarding their Safety Incentive Program with required and recommended training and he confirmed with Kevin Kramer that he reviewed it and posted it at the Plant.

Mr. Strobel asked about the NJUA JIF SIP Assessment that was posted to the document site as he was unable to access it and Mr. Brad Smith shared his copy for Mr. Strobel's review.

Mr. Strobel stated that he received, at the end of last month, the Employment Practices Liability Program memo from MEL. He stated that the Commissioners can take an online training course and each save the Authority \$250.00 for doing so. He said he would forward the information to Commissioners.

Mr. Strobel stated that Mr. Brad Smith has recently updated policies with model documents and reported there will be a new model manual and employment handbook posted no later than June 1, 2020 with a full year given to incorporate the updates. Mr. Strobel reported that there will be seminars for municipal and authority attorneys to discuss the updates and he asked Mr. Smith to keep it in mind. Kim Fitzpatrick briefly discussed the employee handbook and the personnel policies and procedures manual, noting that they are virtually the same document with the exception of two sections in the handbook that pertain to medical benefits.

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

Mr. Kollar stated that he wanted to briefly discuss some technology changes. He said that Kim Fitzpatrick has done a great job with disseminating information regarding the new email addresses. He reported that there is now an extra link on the website for Title Companies. He said that he and Kim are looking to upgrade the website itself and he noted that the Township has upgraded their website using WordPress. He stated that the plan is to upgrade the computers at the Plant and the operating system to Windows 10 and to have Office 365. He reported that Kim is currently updating the website as needed in real time.

Hearing no other matters for discussion, the meeting was adjourned at 7:36 PM.

**Next scheduled meeting - Monday, April 12, 2020 at 6:30 PM**