

Minutes - May 14, 2018

The regular meeting of the Cinnaminson Sewerage Authority was held on May 14, 2018 in the conference room located within the Cinnaminson Municipal Building and commenced at 6:33 PM.

Chairman Richard Strobel was not present. Vice Chairman Robert O'Connor called the meeting to order and 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, Frank Szymkowski and Thomas Kollar. Chairman Richard Strobel arrived just after roll call. Also in attendance were Cynthia Doerr, Administrator, Wayne D. Simpson, Authority Engineer, Bradford Smith, Authority Solicitor and Superintendent of Operations Kevin Kramer.

Authority employee Matthew Naisby was in public attendance along with Authority Health Benefits Broker James Bristow and Mr. Ben Young, resident of 116 Woodview Lane.

Vice Chairman Robert O'Connor turned the meeting over to Chairman Richard Strobel.

**PUBLIC COMMENT**

Mr. Strobel opened the meeting to the public for comment. Mr. Ben Young, resident of 116 Woodview Lane, asked about the status of the paving of Taylors Lane. Authority Engineer Wayne Simpson confirmed that there will be a pre-construction meeting on June 11, 2018. He stated that at that point, the settlement period for all the work that

was done by the other utilities will have been sufficient. Mr. Young asked about the road overlay and backfill and Mr. Simpson confirmed that it will be a 2-inch mill and overlay and said the backfill is sufficient. Mr. Young asked about the Wawa area and Mr. Simpson confirmed that it is the responsibility of Wawa's contractor to restore the road below Surrey Lane. Mr. Young asked if Mr. Simpson was aware of the status there and Mr. Simpson confirmed that the work on the sewer line by Wawa's contractor has been completed. Mr. Simpson said that he believes all tests were passed. Mr. Young asked if any residents had applied for connections and Administrator Cynthia Doerr confirmed that Wawa and Whitesell have already paid their connection fees. She noted that one resident picked up an application and another called regarding acquiring one. She stated that there was also an inquiry from a commercial user. Mr. Simpson said that Mongo's should be looking to connect soon because he had followed up on some concerns that they had inquired about to Mr. John Marshall regarding connection. Mr. Young initiated a brief discussion regarding the Hoeganaes property and its possible sale or subdivision.

#### **OLD BUSINESS**

Mr. Strobel asked the Board to address the regular and executive session minutes of April 9, 2018.

Mr. Strobel confirmed that he had some recommended corrections to the regular session minutes as follows: On page 24, in the fourth paragraph, first sentence, replace the word "newer" with "new". In the same paragraph, the fifth and sixth sentences should be combined to read, "He said if someone is building a condominium development and everything internal is going to be private, the sewer lines would be private work and couldn't be bonded." Mr. Strobel also recommended a correction to the fifth paragraph on page 24 in the first sentence, noting the word "Wawa" should be added before "Taylors Lane". On page 25 in the second to last paragraph in the second sentence, Mr. Strobel recommended the word "case" be replaced with the word "event". Lastly, on page 27 in the sixth paragraph in the first sentence, he recommended that the word "would" be removed after the word "rental". Mr. Strobel asked Mr. Brad Smith if he had any recommendations and Mr. Smith confirmed that Mr. Strobel had covered them.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt the regular session minutes of April 9, 2018 with the corrections as noted by Authority Chairman and to adopt the executive session minutes of April 9, 2018 as submitted. Vote: All ayes**

#### **NEW BUSINESS**

Mr. James Bristow was present to discuss the Authority's renewal of health benefits. He distributed information packets to the Commissioners and Administrator and stated that last year's renewal was

at an increase of 19%. He confirmed that renewal of the current Oxford Plan with the same number of participants would be at an 11% increase; however, he stated that the Authority will pay less than last year. He noted that this is the case because two employees have moved to other plans and said that the average employee age has decreased. He stated that using the new census at the old rates, the existing cost would have been \$12,122.82/month and the renewal is \$13,681.18/month which is about \$3,600.00 less a year than what the Authority is now paying. Mr. Bristow explained that costs are determined by network. He stated that the current plan has a national network, is an EPO (Exclusive Provider Organization) and is a gated plan. He briefly reviewed the copay, deductible, coinsurance, maximum out of pocket, prescription and vision costs to employees of the current plan with the funding of the HRA (Health Reimbursement Account).

Mr. Bristow then discussed the dental benefits renewal with Delta Dental. He stated that the 12-month renewal rate for a single has an increase of \$.60/month and the 24-month renewal rate for a single increases by \$1.60/month. He said the family rate increases by \$1.93/month. He stated that the 24-month renewal rate is more than double the one year rate and recommended that the Authority renew with Delta Dental at the 12-month renewal rate.

Mr. Bristow explained that the potential risk to the Authority under the current plan was \$76,000.00 and stated that actual costs incurred were \$10,290.00. Mr. Bristow indicated the information packet, noting that a few pages covered the different types of plans such as HMO, PPO, EPO and POS as well as the differences between FSA, HSA and HRA. He stated that he also included information on United Healthcare and the difference between local/national provider and national provider.

Mr. Bristow confirmed that the renewal of the current plan increases the maximum out of pocket from \$4,000.00-\$8,000.00 to \$4,500.00-\$9,000.00 which increases the Authority's potential risk to \$85,500.00. He reviewed several plans from AmeriHealth and Horizon, noting that none gave compelling reasons to leave the current plan. He stated that he was going to look at Aetna but Aetna's plans in New Jersey are no longer fully funded. He also discussed different options within United Health Care; Oxford Plans with a PEO (Private Employer Organization). Lastly, Mr. Bristow reminded the Board that renewal of the current plan will cost less than last year and made the recommendation to renew the current Oxford Plan through United Health Care.

Mr. Strobel asked Commissioners if there were any questions. Mr. Kollar asked Administrator Cynthia Doerr if there were any issues with the Oxford Plan. Mr. Bristow noted there was one issue involving Cindy Doerr regarding a bill which still has to be resolved. Mr. Kollar asked Mr. Naisby about the current plan and he confirmed he was happy with it. He said he ran into one problem when he went to see a doctor who was in a Virtua building but who wasn't actually part of the

network. Mr. Bristow noted that the carriers are putting more responsibility on employees to check and make sure that the doctors are covered under their plan. He stated that he does get some calls from the employees with issues and they are usually resolved fairly quickly.

Mr. Bristow indicated that Authority employees have virtually the same plan that they had sixteen years ago with the addition of the Health Reimbursement Account. Mr. Strobel stated that he was satisfied with what he was hearing that the current coverage was covering the employees well, at a fair cost, under the circumstances in comparison to what else was on the market.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to renew with Delta Dental at the 12-month renewal rate and to renew the current, Oxford Gold Liberty Gated Health Plan for an additional year in accordance with the information provided by Authority Health Benefits Broker James Bristow. 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**

The contractor is finished with the regular and change order work. Final documentation is being processed.

Mr. Brad Smith reported that there is a Change Order No. 3 on the project and in preparing the resolution; he found that there was a typographical error in Change Order No. 1. He noted there was a figure of \$125,722.40 which should have been \$125,772.40; a \$50.00 difference. He stated that he gave Cynthia Doerr a corrective resolution correcting that figure and it was repeated in Change Order No. 2. He stated that no other action must be taken and confirmed that the total amounts of increase was correct and the Change Order was attached and made a part of the resolution. He was noting this for the record. Mr. Simpson wanted to note for the record that Change Order No. 3 entails the replacement of some additional piping at the Influent Pump Station. He confirmed that when Quad Construction was replacing the pumps and piping within the station, they found that some of the pipes leading up to the station was also rotting and Alaimo directed them to replace those pipes. He said that the change order also lists some corrections on items that were not needed.

Mr. Kollar asked about the possible condition of pipes prior to those leading to the station since they are likely of the same age. Mr. Simpson confirmed that the pipes he mentioned led from a manhole to the wet well. He said the pipes beyond the wet well could be inspected

with a TV camera. Mr. Kramer corrected that the pipes that were replaced were actually on the discharge end. He confirmed that the pipe coming to the wet well had been televised and it will need to be replaced or lined at some point. He said it is a gravity line, not a pressurized pipe. Mr. Simpson stated that Mr. Kramer was correct. Mr. Kollar commented that he would hate to see the Authority invest such money into a large project and leave out a few items. Mr. Simpson said it was not a matter of trying to save money to replace the pipes because they know they will need to be replaced but it was a matter of timing with the bypass pumps and getting materials. Mr. Kollar said it should be budgeted for possibly next year and Mr. Simpson confirmed it should be done in the summer when flows are low.

**Mr. Simpson continued:**

**M-080-141 Taylors Lane Sewer Extension**

This project was discussed in the public portion of the meeting.

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

We are reviewing shop drawings and the contractor will probably move on-site later this month.

Mr. Strobel asked about the Wayne Drive Bridge and Mr. Simpson stated that he has not received authorization from the Township to advertise for bids. He stated that Township Committee needs to allocate the money for the project. Mr. Strobel suggested that Mr. Simpson check with the Township Administrator on the status.

Mr. Simpson stated that there are two developments that were just reviewed at the end of the week.

**Mr. Simpson continued:**

**M-081-130 2716 Branch Pike**

This is two new homes on a subdivided lot. They are going to bring the sewer back to an easement and we have questions regarding who will maintain the easement and if there is an agreement between the different property owners. Authority employees currently maintain a sewer main that is on that easement and the developer is not anticipating extending that sewer line which is probably for the best. It is very hard for Authority employees to get there and do any maintenance work on that sewer line. We did not approve the plans; they will come back for review.

**M-081-131 2801 Riverton Road**

This is a very large single family dwelling with three different buildings. They need to determine how they can connect to the sewer system which may require them to go under the creek.

There was a brief discussion regarding the previous home which has been torn down.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-29, Amendment to Wastewater Treatment Plant Upgrade Contract Change Order No. 3. Vote: All ayes**

Mr. Brad Smith noted that there was another change order resolution and a sludge dewatering polymer award resolution.

Mr. Strobel confirmed the resolution number as Resolution 2018/2019-31 for the Taylors Lane Extension of the Sanitary Sewer Change Order No. 2. He reported the Change Order was for changes which necessitated in the amount of a \$15,329.82 increase. Mr. Strobel stated the changes were referenced in Mr. Simpson's correspondence dated April 11, 2018. Mr. Simpson briefly explained the scope of the work which included extra excavation to bring laterals either above or below the bank which contained the conduit encased in concrete. Mr. Simpson stated that PSE&G renewed the lines within the conduits in the event they might someday be used again.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-31. Vote: All ayes**

Mr. Brad Smith indicated to the Administrator that the Change Orders should be attached to the Resolutions in both cases.

Mr. Simpson reported there were bids on sludge dewatering polymer from two suppliers and he explained the necessity of the week-long testing before a polymer could be accepted for bidding, as well as the need for the cost effective analysis in the specifications. He explained the calculations used and recommended award of bid to Custom Environmental Tech. Mr. Kollar asked about the amount of polymer that is expected to be used. Mr. Simpson confirmed that the Plant will be using more polymer with the new process than it had previously been using but said the Authority will be saving on disposal costs.

**Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to adopt Resolution 2018/2019-30, Award of Bid, Sludge Dewatering Polymer. Vote: All ayes**

Mr. Brad Smith indicated to the Administrator that Mr. Simpson's letter should also be attached to this signed resolution.

Mr. Strobel stated that there were three emergency purchase resolutions under Operations on the agenda to be addressed. He noted that two of the resolutions relate to the purchase of polymer from the contractor that had just been awarded the bid. He stated that there should not be any further emergency purchases for polymer going forward.

**Motion: Made by Mr. O'Connor and seconded by Mr. Galosi to adopt Resolutions 2018/2019-25 & -27, Emergency Purchases re: Emulsion**

**Polymer for the two different time periods, April 10, 2018 and May 1, 2018. Vote: All ayes**

Mr. Strobel indicated that Resolution 2018/2019-26, Emergency Purchase, was for the rental equipment for the influent bypass system which has now been returned. He stated that the amount was for \$14,256.45 to Xylem Inc.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2018/2019-26. Vote: All ayes**

Mr. Strobel confirmed with Mr. Simpson that he had nothing further.

Mr. Strobel asked about Olmstead (Vines at Cinnaminson). Mr. Strobel confirmed with Mr. Simpson that the developer had never submitted a maintenance bond. Mr. Simpson stated that there are some defects that need to be corrected. Mr. Smith confirmed that Mr. Simpson recommended that the Authority advise the bonding company of the need to complete the punchlist corrections. There was a brief discussion and the Board directed Mr. Smith to contact the bonding company. Mr. Smith asked Cindy Doerr for a copy of the performance bond.

**DIRECTOR OF ADMINISTRATION - PETER GALOSI**

There were no items 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**

Mr. Kramer reported that everything is completed with the Influent Pump Station. He confirmed that there are no longer bypass pumps and said everything is running well without issues. He said that the contractor's work was excellent.

Mr. O'Connor added that he had been at the Plant in freezing weather on a holiday and saw the contractor's crew at work and was very impressed. Mr. Kramer stated that one of the owners of the company had actually come out to help that day.

Mr. Kramer continued with his report, stating there were no major permit violations this month. He said the preventative maintenance program is continuing, with the first quarter section of town now about halfway done. He stated that John Kenkellen and Matt Naisby are doing an excellent job. He briefly discussed the type of maintenance being performed and said there was an issue at Chatham Drive with roots which was resolved using the vac truck with a root cutter. Mr. Brad Smith asked if the proprietary root product was being used and Mr. Simpson stated the contract is due to be bid.

Mr. Kramer stated there have been two safety classes since the last meeting, Confined Space Awareness and Operations on April 12, 2018 and Fire Extinguisher Operation with live fire training on April 26, 2018. He said the classes were conducted by Mr. Harry Smith of Certified Health and Safety Services. He explained that Mr. Harry Smith had machinery which created a controlled live fire and all the employees got experience with a fire extinguisher.

Mr. O'Connor asked about the new employees and Mr. Kramer said they were performing well, asking questions and learning quickly. Mr. Naisby was in agreement.

Mr. Kramer continued with his report, stating that there are some projects going on at the Plant. He said they are replacing some chain on several of the primary settling tanks which is general maintenance. He said the chain is in stock. He added that they are running electricity and putting in lights in some of the sheds and stated that work is being done by the Authority's electrical contractor.

Mr. Kollar asked about the scrap metal that had been previously discussed and Mr. Kramer said they are still working on getting an actual value on the iron worker. Mr. Kramer had nothing further to report.

Mr. O'Connor stated he had a personnel item for closed session.

**DIRECTOR OF PERSONNEL - RICHARD STROBEL**

Mr. Strobel distributed information to the Commissioners regarding JIF (Joint Insurance Fund) Training. He stated that Commissioners can take an online course, which he had done, and the Authority will get a training credit of \$250.00. He said Commissioners have until the end of July to take the course but he strongly encouraged them to take it sooner. He briefly discussed the course content areas and stated he found the technology part interesting.

**TREASURER - THOMAS KOLLAR**

Mr. Kollar indicated the Treasurer's report and Trial Balance stating that at 25% through the fiscal year, User Charges are at 22% versus 21% last year. He noted that Connection Fees are only at 2% but said that Taylors Lane connections should start coming in soon. He indicated that total revenues are at 22% versus 23% last year. He said Capital Expenditures are at 19% of budget. On the expense side, he stated that total expenses are at 28% versus 24% last year and there was a brief discussion regarding the Plant Maintenance and Chemicals numbers being elevated due to the rental equipment and polymer use.



**Motion: Made by Mr. Kollar and seconded by Mr. Galosi 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 \$216,194.00 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.**

**Discussion:** Mr. Strobel asked about a payment to Rutgers University and a payment to the Mt. Laurel Police Department. Mr. Kevin Kramer stated the payment to Mt. Laurel Police was for traffic control for a manhole repair when Cinnaminson Police Department was not available. Mr. Strobel stated that the check and the invoice for Rutgers are for \$350.00 but it is listed as \$750.00. Cindy Doer will look into the matter. Mr. Strobel also asked about a payment to a resident. Cindy Doerr explained that the resident had the ACH Direct Debit and just realized he was still being billed although he had moved two years ago. Cindy stated that there was never a call from a title company to notify the office. She stated the resident was reimbursed and the new resident was billed.

**Amended Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of Operating Invoices, with the exception of payment of the Rutgers invoice, which is conditioned upon further investigation, and Payroll Expenses as submitted. Vote: All ayes**

Mr. Kollar submitted three requisitions for Renewal & Replacement totaling \$14,852.65 and certified that funds are available.

#18-715 Booth Mechanical, Inc.	\$ 3,377.00
#18-716 Booth Mechanical, Inc.	\$ 5,236.00
#18-717 R. H. Morris Electric	\$ 6,239.65

**Motion: Made by Mr. Kollar and seconded by Mr. O'Connor to approve payment of the Renewal & Replacement requisition as submitted. Vote: All ayes**

Mr. Kollar submitted four requisitions for the NJ Environmental Infrastructure Trust Fund totaling \$341,281.94. He asked Cindy Doerr about funds currently available. Cindy Doerr confirmed that not all of the funds have been received yet and also stated that the Taylors Lane Sewer Extension account has been finalized out. She confirmed that one invoice payment (for Booth Mechanical for \$94,277.72) was shorted by \$7,000.00. She confirmed she will be making a transfer from the General Fund to cover it and any future invoices that come in for that project.

#18-712 Alaimo Associates	\$ 59,332.51
#18-713 Alaimo Associates	\$ 23,387.40

#18-714 Booth Mechanical, Inc.	\$ 94,277.72
#18-718 Quad Construction	\$ 164,284.51

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of the NJEIT Fund requisitions as submitted, noting that \$7,000.00 will be transferred from General Funds for payment of the Taylors Lane Sewer Extension (Booth Mechanical) invoice. Vote: All ayes**

Mr. Kollar submitted six invoices for Builder's Escrow totaling \$1,578.08 and certified that funds are available.

#103030 1700,1702 Taylors Lane	\$ 92.50
#103023 Shoppes at Cinnaminson, A,B & G	\$ 82.50
#103024 Vines at Cinnaminson	\$ 41.25
#103025 Bajwa Petroleum	\$ 412.50
#103026 Walmart Expansion	\$ 329.33
#103027 Mercer Car Wash	\$ 620.00

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

Mr. Kollar submitted two deletions in the amount of \$382.80 and certified that funds are available.

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

Mr. Kollar presented Resolution 2018/2019-28, Quarterly Withdrawal, in the amount of \$504,404.00 for operating costs for the next quarter.

**Motion: Made by Mr. Kollar and seconded by Mr. Galosi to adopt Resolution 2018/2019-28. Vote: All ayes**

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

Mr. Brad Smith stated that the Commissioners were aware that there was an issue with sewer charges on Siena and he wanted to report that it has been paid in full and there will be no litigation involving that sewer bill.

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

**Motion: Moved by Mr. O'Connor and seconded by Mr. Kollar. Vote: All ayes Time: 8:18 PM**

Motion: Made by Mr. Kollar and seconded by Mr. O'Connor to return to open session at 8:42 PM. Vote: All ayes

The meeting was adjourned.

Next scheduled meeting - Monday, June 11, 2018 at 6:30 PM