

Minutes - May 11, 2020

The regular meeting of the Cinnaminson Sewerage Authority was held on May 11, 2020 via video conference due to the COVID-19 pandemic and commenced at 6:30 PM.

Chairman Richard Strobel noted that those present were Board Members: Richard Strobel, Robert O'Connor, Frank Szymkowski, Thomas Kollar and John Conville. He confirmed that 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. He also noted that Mr. Jim Bristow, Authority Health Benefits Consultant, was present.

Mr. Strobel read into the record the legal notice (See (e) below and the notice attached) regarding the meeting which was published in the Burlington Country Times and the Courier Post on May 6, 2020.

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.

PUBLIC COMMENT

Mr. Strobel opened the meeting to the public for comment. Hearing none, he confirmed with Administrator Kim Fitzpatrick, the meeting host, that she saw no members of the public present. He stated that he would open the meeting to the public again at a later time to be sure nothing was missed. He proceeded to Old Business.

OLD BUSINESS

Mr. Strobel asked the Board to address the regular session minutes of April 20, 2020.

Motion: Made by Mr. O'Connor to adopt the regular session minutes of April 20, 2020. Mr. O'Connor asked Solicitor, Brad Smith, if he had any recommended corrections or changes.

Discussion: Solicitor Brad Smith stated that he had two suggestions and one correction. On pg. 25, in the second sentence of the second paragraph, he suggested that the initials "TSS" be replaced by the words "Total Suspended Solids". On pg. 26, he stated that in the last paragraph in the fifth sentence, the language in the quotation marks should read, "NOW THEREFORE BE IT RESOLVED..." Lastly, on pg. 27, in the third paragraph in the first sentence, Mr. Smith suggested that the word "obtain" should replace the word "acquire".

Amended Motion: Made by Mr. O'Connor to adopt the regular session minutes of April 20, 2020 with the suggested changes from the Authority's Solicitor and seconded by Mr. Szymkowski. Roll Call Vote taken by Secretary Judy Devone is recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes.

NEW BUSINESS

Mr. Strobel asked Authority Health Benefits Consultant, Mr. Jim Bristow, to report regarding the renewal of Authority medical and dental insurance policies which expire at the end of this month. Mr. Strobel confirmed that Mr. Bristow did submit a health insurance options report which was included in the meeting packets. Mr. Strobel asked that Mr. Bristow begin with the dental insurance plan renewal.

Mr. Bristow confirmed that the one-year option for renewal of the current dental plan with Delta Dental came in with no increase so the cost is the same as last year. He stated that he believes that last year's renewal was at only about a .5% increase from the prior year. Mr. Bristow confirmed that his recommendation was to renew the same plan at the same rate.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to renew the same dental insurance plan with Delta Dental for one year at the same rate as last year. Polled vote by Secretary Devone recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes. Mr. Strobel asked that the necessary steps to implement the renewal be taken internally.

Mr. Bristow indicated page 3 of his report (which Administrator Kim Fitzpatrick had displayed on screen) and confirmed that it contained a

listing of the plan designs which he had included in the report after narrowing his search. On page 4, he noted that he had numbered all the plans and categorized them by color. He noted that Plan 1 is the current Authority plan. He mentioned that there is a risk associated with the plans and briefly explained what that means, mentioning the Authority's use of an HRA (Health Reimbursement Account). He noted that with the HRA, the employees benefits have changed very little since about 2002. He reported that the cost increase to renew the current plan is 8.06% and said there would be a change to the deductible going from \$600.00 to \$900.00 and to the Maximum Out-of-Pocket (MOOP) of \$100. He reported that \$20,242 was spent from the health reimbursement account last year.

Mr. Bristow briefly reviewed some other plans but did not recommend them due to their limited networks or higher renewal rates. Looking at pg. 5 of his report, he reviewed in more detail the plans he numbered as 10, 11 and 12 and discussed co-pays, deductibles, co-insurances, in-hospital costs, MOOPs, prescriptions and total costs as compared to the Authority's current plan. He noted that the current plan renewal would have a change to the deductible and the MOOP and reported that the cost per month would increase from \$20,559.52 in 2019 to \$22,215.10 for 2020. He indicated plan number 11 and stated that it is also with United Healthcare and is a Liberty Gold, Non-Gated Plan with the same national network. He said the co-pay is better, the deductible is higher, the MOOP is better, the prescription is \$20/50/75 and the cost per month would be \$21,023.19. He noted that the potential risk factor of \$109,250.00 is less than what it would be with the current plan renewal which would be \$114,000.00 and stated that the cost increase is 2.2%. His recommendation was that the Authority renew with the plan numbered as 11, **UHC Liberty Gold NG 30/50/2000/50 EPO 20**. He stated that the cost increase for this plan is low and in the current environment, he felt it might be difficult to change to a new carrier which would not be necessary with this plan.

Mr. Strobel asked Mr. Bristow to explain the difference to Commissioners between a gated and a non-gated plan. Mr. Bristow explained that in a gated plan referrals are required for specialists and in a non-gated plan they are not required. Mr. Strobel also asked about the desire or need for a national network if all the employees are in the general Cinnaminson vicinity. Mr. Bristow explained that if a person contracts a certain disease or illness, there is the possibility of travelling to several different hospitals, some even across the country for certain treatments. He said a national network allows for more options and more specialty doctors and hospitals. He gave an example using the Regional Preferred from Amerihealth. He suggested that if someone wanted to go to Sloane Kettering in NY for treatment, it would not be an option. Mr. Strobel confirmed that when Mr. Bristow mentioned risk potential, it refers to all employees and their dependents hitting the max cost. Lastly, Mr. Strobel asked

about what percent of the risk potential number is usually seen. Mr. Bristow stated that the number was a little bit higher last year than in the past but noted that two families were added to the plan. Mr. Bristow confirmed that the number is generally close to 17%-18% of the risk factor.

Mr. Bristow stated that with plan 11 and dental insurance factored in as well, the overall insurance renewal rate increase would be about 1.8%. Mr. Strobel asked if there were any questions from the other Commissioners. Mr. O'Connor and Mr. Szymkowski did not have questions but thanked Mr. Bristow for his work on the renewals. Mr. Conville confirmed with Mr. Bristow that plan 11 on his report is under United Healthcare as is the current plan. Mr. Kollar confirmed with Mr. Bristow that the deductible in plan 11 is \$2000/4000. Mr. Bristow confirmed those numbers as correct but indicated that the MOOP is lower. There was some further discussion.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to authorize and direct the renewal of health insurance benefits with UHC Liberty Gold NG 30/50/2000/50 EPO 20 as recommended by Authority Health Benefits Consultant. Recorded vote: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes.

Mr. Bristow stated he would be happy to make a presentation regarding benefits to the employees in whatever form will work during this time. Kim Fitzpatrick and Kevin Kramer will talk to employees and get back to Mr. Bristow regarding a presentation. Mr. Bristow confirmed with Mr. Strobel that he would contact Prime Pay regarding the HRA account. Kim Fitzpatrick confirmed that Prime Pay had contacted her and Mr. Bristow stated he will work with Kim to complete necessary information for Prime Pay. Mr. Bristow excused himself from the meeting.

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 that had been postponed. They have been re-advertised for opening on May 19, conducted in full accord with the Local Government Services Guidelines for Bid Openings with a zoom meeting connection for anyone in the public that wants to witness the bid opening. Those will be bids for the Huber Treatment System Parts and the Emergency Sewer Repair Contract for the year.

Mr. Strobel asked where they would physically convene and Mr. Simpson stated that he and Kim Fitzpatrick would be in the Township Municipal Building. He stated that all bidders have been advised to submit their bids by overnight services so they can have a receipt of when their bids arrived. Mr. Strobel confirmed that people will witness the actual opening via video cam.

Mr. Simpson continued with his report:**M-080-147 Manor Road Pumping Station**

We are still waiting to hold the preconstruction meeting for this project until restrictions open up a little more.

Mr. Simpson stated he had nothing further to report. Mr. Strobel asked if there were any questions for Mr. Simpson and heard none. Mr. Szymkowski confirmed he had no other matters for Construction.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Kim Fitzpatrick to provide an update on Administration. Kim confirmed that things are running very smoothly. She reported that they are processing payments and handling all phone calls, voicemails and emails. She said the extension of the payment deadline approved by the Board for April was posted on the website. She said there were about two or three calls expressing difficulty with payment and she reminded them of the deadline extension. She reported that she had no other matters for discussion.

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 they are still operating with two separate crews as they were last month and things are going well. He said they are practicing social distancing and using face coverings per CDC guidelines.

Safety: Kevin confirmed that he continues to have daily meetings to reiterate proper hygiene, social distancing and cleaning of common surfaces.

Projects: Kevin confirmed that they have been doing some maintenance on the pumping stations such as pressure washing. He said they also plan to paint some exterior walls but are waiting to use Public Works' bucket truck until concerns over the spread of COVID-19 have decreased.

Kevin reported that he has been in contact with Keystone Engineering, the firm that created the computer program that controls some of the Plant equipment (pumps and blowers). He stated there have been some issues over the past few months that he has been able to resolve by phone with Keystone's technicians but he is setting up a visit to see

about any preventative maintenance necessary for the Plant's SCADA towers. He confirmed that one SCADA tower is over 20 years old and is the one that has been having the most problems.

Mr. Strobel asked if Commissioners had any questions for Kevin and hearing none, he asked Mr. O'Connor to address resolutions.

Mr. O'Connor stated that Resolution 2020/2021-18 relates to the extension of the contract for removal, disposal and transportation of liquid sludge and he asked Mr. Simpson to comment. Mr. Simpson stated that the contract can be extended in accordance with the specifications. He confirmed that the contractor has accepted the limit on increases to 2% so the Authority can offer a two-year extension on the contract.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-18. 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 2020/2021-19, Assignment of Annual Generator Maintenance Contract. He asked for Mr. Simpson's comments. Mr. Simpson reported that the contract was awarded to Atlantic Switch & Generator, LLC who was recently bought out by GenServe, Inc. Solicitor Brad Smith confirmed that the contract was extended by the Board in February for two years and said Atlantic Switch & Generator just sold its generator maintenance business to GenServe, Inc.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-19, Assignment of Annual Generator Maintenance Contract.

Discussion: Mr. Brad Smith reported that he checked with Wayne Simpson to be sure that GenServe, Inc. qualifies as a responsible bidder. Mr. Smith said that Mr. Simpson indicated to him that Alaimo has worked with GenServe, Inc. in the past and they are qualified. Mr. Simpson voiced his agreement with Mr. Smith's statement.

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

Mr. O'Connor confirmed there were 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 and he asked Mr. Kollar to discuss Budget & Finance.

TREASURER - THOMAS KOLLAR

Mr. Kollar: On the Revenue side, at 25% through the fiscal year, User Charges are at 23% versus 23% last year. Connection Fees are up; \$34,000.00 in Connection Fees was received in March and Connection Fees are at 40% of budget. Total revenue is at 23% versus 20% last year so it is tracking a little higher than last year. On the expense side, all the categories are tracking fairly well with a couple exceptions such as under Employee Benefits, particularly with the NJ State Pension Plan. Kim Fitzpatrick sent me a notice stating that under PERS, the NJ State Pension Plan, the Authority's cost went up and is \$12,000.00 more than what was budgeted.

Mr. Kollar indicated that was not good news, however, said that Kim indicated a couple ways that the Authority is offsetting that cost. He said that an employee was budgeted for that has not yet been hired due to the COVID-19 crisis. Mr. Strobel said it is the intention to fill that position, however, the Authority is benefiting currently from that delay. Mr. Kollar also noted that with the reduced staff at the Plant and with limiting exposure there, overtime has decreased which can be seen in the Plant Personnel category, currently running slightly under budget. Mr. Kollar asked Kim Fitzpatrick about a prepayment of a full year of insurance and Kim confirmed that the payment was for liability insurance, not health insurance. Mr. Kollar indicated that there was also a testing cost where an error was made on a purchase order and he asked Kim Fitzpatrick to provide more detail. Kim explained that she charged the cost to the wrong budget line, to Testing instead of to Plant Operations. She confirmed that she moved the expenditure into the proper account. Mr. Kollar stated there was also an additional \$3,200.00 in expenses from the 2019 budget that either came in late or was somehow missed. Kim Fitzpatrick explained that it was during the transition from Cindy to her as Administrator and she is not positive how the items were missed. She reported she received a statement and noticed an open balance and she had confirmed to the company that she did not have the invoices. She said documentation had already been sent to the Auditors for their preliminary audit. She confirmed that she will get guidance from the Auditor on how to best handle those expenses.

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 \$247,661.89 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 four invoices for Builders Escrow totaling \$2,157.83 and certified that funds are available.

#115578 Village at Cinnaminson Harbour	\$	295.45
#115579 Siena - Capital Seniors Housing	\$	97.50
#115580 Fieldstone Partners, LLC 8 Paddock Ln	\$	427.38
#115582 Lidl Grocery Store	\$	1,337.50

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

Mr. Kollar indicated Resolution 2020/2021-20, Quarterly Withdrawal. He stated it requests a withdrawal from the General Fund for quarterly operations in the amount of \$533,325.00.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-20, Quarterly Withdrawal. Roll call vote recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes

Mr. Kollar confirmed he had no other matters for discussion.

Mr. Strobel stated that the next meeting is scheduled for Monday, June 8, 2020 at 6:30 PM. He thanked everyone for helping to make the remote meetings successful and for their participation in both the April and May meetings. He stated that there is no guarantee of where the next meeting will take place but noted that the Zoning Board has advertised their meeting, which is the week prior, as being held remotely. He said it will ultimately be the Township Committee's decision when it is safe enough to reopen the Municipal Building. He noting Township Committee is guided by the CDC, the NJ Department of Health and the Governor. He stated that the meeting would be advertised in advance of the date, if the meeting will take place electronically.

Mr. Strobel asked if there were any other matters for discussion. Mr. Kollar confirmed with Commissioners that their Authority email addresses were forwarding properly. He reported that he looked into the matter and found that sometimes Comcast flag items erroneously as spam so he filled out a form to prevent that from happening. He said Comcast confirmed that the domain was removed from the spam filtering process. Mr. Kollar also confirmed that he took the MEL online training course and suggested the other Commissioners do so. Mr. Strobel confirmed that the Commissioners have until the end of the month to take the course.

Mr. Strobel reopened the meeting to the public and Kim Fitzpatrick confirmed that there were still no members of the public present.

Hearing no other matters for discussion, the meeting was adjourned at 7:53 PM.

Next scheduled meeting - Monday, June 8, 2020 at 6:30 PM

PLEASE TAKE NOTICE, the regular scheduled monthly meeting for the Cinnaminson Sewerage Authority for Thursday May 9, 2019 has been rescheduled for Monday May 11, 2020. 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 May 11, 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, Res. Extension of Laboratory Contract, Res. Extension of Hauling 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: 862-3816-1325, Password: 242064.

Kimberly Fitzpatrick
Administrator