

Minutes - October 11, 2018

The regular meeting of the Cinnaminson Sewerage Authority was held on October 11, 2018 in the conference room located within the Cinnaminson Municipal Building and commenced at 6:30 PM.

Chairman Richard Strobel was not present. Vice Chairman Robert O'Connor opened the meeting 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 by Secretary Judy Devone those present were Board Members: Robert O'Connor, Frank Szymkowski and Thomas Kollar. Mr. Peter Galosi was absent. Chairman Richard Strobel arrived at 6:40 PM. Also in attendance were Cynthia Doerr, Administrator, Wayne D. Simpson, Authority Engineer, Bradford Smith, Authority Solicitor and Kevin Kramer, Superintendent of Operations.

Authority employees John Kenkellen and Charles Staub were in public attendance.

OLD BUSINESS

Mr. O'Connor asked the Board to address the regular session minutes of September 10, 2018.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt the regular session minutes of September 10, 2018 as submitted. Vote: Mr. O'Connor abstained, all others aye.

PUBLIC COMMENT

Mr. O'Connor opened the meeting to the public for comment and hearing none, moved to New Business.

NEW BUSINESS**DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI**

Mr. Szymkowski asked Mr. Simpson to review his report dated October 9, 2018.

Engineer's Status Report - Wayne D. Simpson

Mr. Simpson:

M-080-130 Plant Improvements

M-080-141 Taylors Lane Sewer Extension

The Plant Improvements were certified by the DEP as being complete as was Taylors Lane Sewer Extension. However, there is some minor punch list work to be finished on Taylors Lane.

Mr. O'Connor confirmed with Mr. Simpson that Alaimo performed all the inspections for Taylors Lane.

Mr. Simpson continued:

M-080-142 Treatment Plant Roof Replacements

The roof is complete. I received word that the last punch list item was completed so the manufacturer will be in to do a final walk through and certify the roof. The roof is designed to hold water; there will be water on the roof. Because of the way the roof was originally constructed, the concrete decking underneath the roof, it is not possible to provide a slope to get the water to come off the roof all the time. That is why a special roofing material was supplied and it is designed to hold water.

There was some further discussion regarding the roof and Mr. Simpson confirmed that there are roof drains but there will be some puddles as some water pools far from where the roof drains are located. Mr. Kollar asked if there might be issues with ice when the water freezes and Mr. Simpson confirmed that there shouldn't be any issues.

Mr. Simpson continued:

M-080-144 Central Pump Station Generator Replacement

We are working on the Central Pump Station generator replacement. Hopefully later this month or early next month, we will have it ready for bids.

Mr. Simpson (on developments):

M-081-113 Olmstead (Vines at Cinnaminson)

The developer has addressed the punch list items and we are going to send someone out to do a check.

M-081-133 MEND - 1410 Riverton Road

We have reviewed a project for the rebuilding of the Cinnaminson Home. We have approved their plans but there is a defect in the Authority's sewer line out front that will have to be corrected by the Authority. Years ago, under someone else's watch, three residents were allowed to tie in laterals at various elevations in the upstream manhole which is a dead end manhole. John Kenkellen and his crew can not get the sewer jetter into that manhole to clean it out and because of what is happening downstream, grit backs up in that sewer line in between the dead end and where the line comes in across the easement on the Cinnaminson Home property. So, there is a 200-300 ft. line on Riverton Road that fills up with grit every once in a while and it impedes the flow. We are concerned that bringing in new flow will cause some backups. It is fixable. John Kenkellen got a quote from Booth Mechanical to take the laterals that were installed improperly and bring them downstream from the dead end manhole so they flow into the sewer line like they should and leave the manhole free to perform whatever maintenance is needed.

Mr. Strobel, who had arrived at the meeting, asked when the laterals were installed and Mr. Kenkellen confirmed that he believes it was about 15 years ago, before he started work for the Authority. Mr. Simpson confirmed that the three houses are on the same side as the old Cinnaminson Home in between the Home and the Township Building. Mr. Simpson described how the laterals come into the manhole in different directions and take up all the space within the manhole. Mr. Kenkellen commented that the jetter hose got stuck in the manhole. Mr. Strobel asked how the laterals were allowed to move forward that way and Mr. Simpson said there is no record of a review done by his office. He stated the tie ins would not have been allowed as his office requires that laterals be tied into mains not into manholes. Mr. Simpson said that even if a lateral is brought in right at the base of the channel, when Authority employees are working in manholes they don't expect a lateral to be discharging on them while they are working. Mr. Simpson said unless it is an extenuating circumstance, laterals are tied into the mains. He confirmed that Booth's proposal is for \$16,900.00 and noted that the Authority can get additional pricing as it doesn't fall under the contracted emergency repairs. Mr. Simpson said the work should be done before the MEND project is ready to hook up. Mr. Smith noted that the cost is under the bid threshold. Mr. Strobel stated that the Authority should move ahead with getting pricing so as not to hold up the project and he noted that it is disappointing that the Authority is in this position.

Mr. Simpson continued with his report:

We are reviewing some connections on Taylors Lane. He said they recommended approval of the proposed connection at 1704 Taylors Lane. Cindy Doerr confirmed that it is called Excalibur Properties. Mr. Simpson stated that they are also reviewing Enser Corporation.

Mr. Strobel asked about **M-081-132 Bagelatti Renovation** and Mr. Simpson briefly discussed the project. Mr. Strobel briefly mentioned plans for a drive-thru at the Dunkin Donuts next door.

Mr. Brad Smith asked about the Asset Management Plan. Mr. Strobel noted that it was reviewed and discussed at a previous meeting.

Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to adopt the Asset Management Plan prepared by Alaimo. Vote: All ayes

Mr. Strobel asked if sidewalks were installed on Taylors Lane and Mr. Simpson stated there were none under the project but there are handicapped ramps.

DIRECTOR OF ADMINISTRATION - PETER GALOSI

Mr. Galosi was absent. Mr. Strobel asked Cindy Doerr if there were any items for Administration. She mentioned that the materials for the AEA Annual Meeting on November 13 & 14 were posted to the document site. Mr. Strobel asked that interested Commissioners let Cindy know so she can handle registration.

Cindy also noted that at the last meeting, she had indicated that she received an email from the budget supervisor which led her to believe that the Authority's budget would have to be introduced earlier this year. She said she called him because some of the information seemed unclear and was told that the way the Authority has been submitting the budget is acceptable so it will be introduced at the next meeting.

Mr. Strobel asked about the new accounting system which would allow for online bill payment. Cindy confirmed that training would take place in either November or December. She said it would include 40 hours of training for Accounts Receivable and 40 hours for Accounts Payable and General Ledger. Mr. O'Connor asked that Cindy let him know the dates when available. Mr. Kollar mentioned that he will put a link on the Authority's website to the payment option. Mr. Kollar mentioned having a link on the Township's website to pay your sewer bill as well.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Mr. Kramer to discuss his report.

Superintendent of Operations Report - Kevin Kramer

Mr. Kramer reported that Plant operations are running well despite higher than normal flows. He stated that there were 12 inches of rain in September. Mr. Strobel asked about locating infiltration and Mr. Kramer confirmed that Mr. Kenkellen goes out and looks for sources of inflow around waterways but said it is difficult to pinpoint.

Mr. Kramer stated that there were no permit violations during the last month. Mr. Kramer reported that the EJIF Audit was passed with a result of 100%. He said there was a concern about a spill kit near the used oil drum and it has been addressed. Mr. Strobel noted that the audit also recommended installation of a level gauge and Mr. Kramer confirmed that it would be purchased and installed.

Mr. Kramer reported that the Westfield Leas pump station went down for about a 48 hour period. He stated that the pumps get primed through a vacuum pump and there are many things that can go wrong with that style pump. He said that Mr. Kenkellen had to do a lot of trouble shooting to determine the issue. He confirmed that he had shifts work around the clock with the vactor truck to keep the station from backing up. He stated that the issue was determined to be air escaping from check valves not allowing the pumps to prime. He said replacement valves were sent overnight and Mr. Kenkellen and Mr. Haines installed them. Mr. Brad Smith asked about the cost and Mr. Kramer confirmed that it was approximately \$1,300.00.

Mr. Kramer reported that there were two safety classes. He said on September 13, 2018, there way had Spill Control and Counter Measures and Personal Protective Equipment training and on September 27, 2018, they had Active Shooter Safety and Sexual Harassment/Workplace Violence training. He confirmed that both classes were conducted by Mr. Harry Smith of Certified Health and Safety Services.

Under projects, Mr. Kramer stated that Manor Pump Station is a station that was not designed by the Authority but was turned over to it. He said the Authority has seen many issues with the station over the past couple years with pumps. He stated that the electric needs to be upgraded there. He confirmed that he asked Alaimo to do an inspection and put together a proposal for work to possibly fall under next year's budget. Mr. Kramer confirmed that the pump station is in front of the police station. He said the proposal will included upgrading the electrical and replacing pumps and check valves. Mr. Simpson stated that the wet well does not need to be replaced but needs minor improvements for safety and accessibility. Mr. Kramer confirmed that currently, the electrical connections are in the wet well hanging on the rails. Mr. Kenkellen added that there is also a junction box in the well where wires are just hanging and he said he is required to go into the well to unhook the pump and hook it back

up. Mr. Strobel asked about the age of the station and Mr. Kramer said he believed it was built in 1992 or 1993.

Lastly, Mr. Kramer reported that there was an emergency manhole replacement done on Pompess Avenue by Booth Mechanical. He said during wet weather, they look for inflow and Mr. Kenkellen noticed large amounts of ground water seeping through the manhole sidewalls. Mr. Kramer said he went out and looked at it and called Booth Mechanical to come take a look at it. He confirmed that the job was very involved and came in at a higher than expected cost but said the Authority should see lower flows which will help the Plant run better in wet conditions. He said Booth needed to have pumps to drain the constant flow of ground water and to bypass the flow going into the manhole while the manhole was being replaced. Some discussion ensued regarding the photos which Mr. Kramer had provided to Commissioners. Mr. Kramer confirmed that the manhole goes directly to Randolph Pump Station where there is a flow meter and said it already seems to be getting about 20,000 to 40,000 less gallons per day. Mr. Kollar confirmed that the manhole was 20 feet deep and the whole manhole was replaced. There was some further discussion regarding the large scope of the job. Mr. Brad Smith asked if there were any other manholes in that area that could have the same issue. Mr. Kramer confirmed that there are other manholes which have been checked but none that are as close to the creek as the manhole which was replaced.

Mr. Kramer said he had nothing further for discussion. Mr. O'Connor asked about the next S3 license test date and Mr. Kramer confirmed that the test is at the end of October. Mr. O'Connor asked about any training from Mr. Bill Smith and Mr. Kramer said they have been doing "Go To Meeting" with him during lunch right on the laptop computer.

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel stated that the AEA Annual Meeting had been discussed under Administration.

DIRECTOR OF BUDGET AND FINANCE - THOMAS KOLLAR

Mr. Kollar indicated the Treasurer's Report and Trial Balance and stated that at 66.6% through the fiscal year, total revenues are at 60% of budget versus 58% last year. On the expense side, he stated that total expenses are at 68.5% which is running slightly high versus 60.7% last year. He said the expenses seem to be trending down and getting more in line with where they should be.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt the Treasurer's Report and Trial Balance as submitted. Vote: All ayes

Mr. Kollar submitted a list of Operating Invoices & Payroll Expenses totaling \$146,196.59 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 two requisitions for Renewal & Replacement totaling \$8,500.00 and certified that funds are available.

#18-736 Booth Mechanical, Inc.	\$ 4,250.00
#18-735 Booth Mechanical, Inc.	\$ 4,250.00

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 \$30,166.35 and certified that funds are available.

#18-737 Alaimo Associates	\$ 21,966.35
#18-738 Alaimo Associates	\$ 8,200.00

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 three invoices for Builder's Escrow totaling \$3,158.91 and certified that funds are available.

#105893 Vines at Cinnaminson	\$ 574.75
#105895 Bagelatti	\$ 330.00
#105894 Wawa at Taylors Lane	\$ 2,254.16

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

Mr. Kollar submitted two deletions totaling \$1,405.80 and certified that funds are available.

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

Mr. Kollar had nothing further for Budget and Finance. Mr. Strobel asked if there were any further matters for discussion.

Mr. Brad Smith stated that there was a letter from Mr. Holt, Authority Auditor, regarding connection fees with a recommendation. Mr. Strobel stated that the current connection fee is \$5,500.00 and the Auditor recommended \$5,700.00.

Mr. Strobel: It is certainly fair as the purpose of it is so that people buying into the system are paying their fair share of the capital investments.

Mr. Strobel added that significant investments in the Plant have been made and the increase reflects that and should be kept current with what has been invested. There was a brief discussion regarding Taylors Lane and Mr. O'Connor suggested that the connection rate be effective at the start of the next fiscal year to allow residents of Taylors Lane the opportunity to connect prior to the increase. Mr. Simpson noted that the increase would also make the commercial industrial rate \$19 per gallon/day instead of the current rate of \$18.33 per gallon/day.

Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to authorize the advertisement of a rate hearing to take place at the November 15, 2018 regular meeting for consideration of a proposed increase of the residential connection fee from \$5,500.00 to \$5,700.00 and the commercial industrial rate from \$18.33 per gallon per day to \$19 per gallon per day to be effective February 1, 2019.

Discussion: Mr. Strobel directed Cindy Doerr to send the residents and businesses on Taylors Lane a copy of the advertisement with the explanation of the proposed increases. Mr. Kollar suggested that a reminder that the residents are required to connect should be included. Mr. Strobel directed Cindy Doerr to have Mr. Brad Smith review the correspondence prior to its mailing. Mr. Simpson stated that Alaimo has approved some commercial connections but they have not connected yet. Brad Smith asked Mr. Simpson if there was a letter regarding a resident with a new septic system asking about connection and Mr. Simpson said he would check into the matter. Mr. Strobel stated that testimony from the Auditor and the Engineer would be necessary at the rate hearing. Mr. Brad Smith noted, while on the discussion of connection fees, that he had reviewed the statute for affordable housing and the connection rate is at 50%. Mr. Simpson confirmed that the MEND Project would apply. Mr. Brad Smith noted that the Authority needs to adopt an amendment to its Rules and Regulations to reflect the statute. There was some further discussion regarding connections on Taylors Lane, the five-year payment plan option for the connection fee and compliance with the Board of Health regulation.

Vote: All ayes

Secretary Judy Devone noted that due to Veteran's Day, the next meeting will take place on Thursday, November 15 at 6:30 PM. The meeting was adjourned at 7:25 PM.

Next scheduled meeting - Thursday, November 15, 2018 at 6:30 PM