

Minutes - October 9, 2019

The regular meeting of the Cinnaminson Sewerage Authority was held on October 9, 2019 in the conference room located within the Cinnaminson Municipal Building and began at 6:30 PM.

Present were Board Members: John Conville, Robert O'Connor, Richard Strobel and Frank Szymkowski. Thomas Kollar was absent. Also in attendance were Cynthia Doerr, current Administrator, Kimberly Fitzpatrick, newly hired Administrator, Bradford Smith, Authority Solicitor, Wayne Simpson, Consulting Engineer and Kevin Kramer, Superintendent of Operations. Authority employees Charles Staub and Matthew Naisby were in public attendance along with Joseph Pulak who arrived at 6:50 PM.

Chairman Richard 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.

Mr. Strobel welcomed Kim Fitzpatrick to the meeting and to the Authority as the newly hired Administrator and he thanked Cynthia Doerr, current Administrator who will be retiring, for her service to the Authority and for her help to ensure that things move forward in a successful and positive way. He mentioned that the Board had decided to select a candidate and hire for the position in September to allow for on the job training with the current Administrator. He confirmed with Kim Fitzpatrick that things were going well and Cindy Doerr commented that it was a good way to transition. Kim added that she was grateful to have the time to train with Cindy. Mr. Strobel also mentioned that it was the first time in any of the current Commissioners' history that there was a change in the Administrator

position where someone was brought in from the outside. He stated that Cindy was promoted to the position 14 or 15 years ago. Mr. Strobel confirmed that he was present on Kim's first day to provide a briefing; reviewing items to help her get started. Lastly, Mr. Strobel introduced Kim to Authority commissioners, professionals and staff members present at the meeting.

#### **PUBLIC COMMENT**

Chairman Richard Strobel opened the meeting to the public for comment and hearing none, moved to Old Business.

#### **OLD BUSINESS**

Mr. Strobel asked the Board to address the regular and executive session minutes of September 9, 2019 and the special meeting minutes of September 20, 2019. Mr. O'Connor confirmed with Solicitor Brad Smith that there were no suggested corrections to the executive session minutes of September 9, 2019. Mr. Smith had some suggested corrections to the other minutes. With respect to the regular session minutes of September 9, 2019, Mr. Smith noted that on page 65 under Old Business, the words "Mr. Smith" should replace the word "He" to begin the third sentence. On pg. 65, in the second paragraph, the word "the" should be removed before "case" to read, "...in case it would be used in the future." Lastly, Mr. Smith suggested that with respect to the special meeting minutes of September 20, 2019, in the motion portion, a semi-colon should be added after the words "Salary Adjustment".

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt the regular session minutes of September 9, 2019 and the special meeting minutes of September 20, 2019 with the corrections recommended by the Solicitor, and the executive session minutes of September 9, 2019 as submitted. Vote: All ayes**

#### **NEW BUSINESS**

##### **DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI**

Mr. Szymkowski asked Mr. Simpson to discuss his Engineer's Status Report.

##### **Engineer's Status Report - Wayne D. Simpson**

**Mr. Simpson:**

##### **M-080-144 Central Pump Station Generator Replacement**

The generator is in place. We expect startup to be conducted this week.

**M-080-146 Flow Study**

The metering subcontractor went out to re-measure things and to take a look at the manholes at Central Pump Station. He went back and looked at the data and made some adjustments. He just presented me with the new readings which I will review but they seem to make more sense now.

Mr. Strobel asked about the next step and Mr. Simpson confirmed that he will recommend areas in which the Authority should concentrate its inflow & infiltration reduction program, whether it be additional televising or concentrated efforts to repair or rehabilitate lines. Mr. Strobel confirmed with Mr. Simpson that he would have the recommendations for next month. Mr. Simpson stated that Mr. Kramer would also have a report on another related item.

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

The design didn't quite get finished in September. I have been assured that it will get done this month and we will get that out to bid.

On developments:

**M-081-118 Walmart Extension**

We have gone back out to Walmart and all of the work has been completed for the extension of the sewer for the new square footage added.

**M-081-133 MEND -1410 Riverton Road**

The sewer line work has been completed. Once the developer requests the release of performance bond, we will formalize that action.

Cindy Doerr asked Mr. Simpson about the status of Bajwa Petroleum. Mr. Simpson confirmed that the performance period punch list items were completed and said Alaimo will go back out before the maintenance period expires and make sure there are no latent defects. He said it will be in February or March before the bond expires to give the applicant a chance to make any necessary corrections.

**DIRECTOR OF ADMINISTRATION - JOHN CONVILLE**

Mr. Conville asked Cindy Doerr to provide an Administration update. Cindy confirmed that she and Kim have been doing training and getting Kim set up online and with passwords for insurance, banking and pensions purposes. She said Kim is signed up to get certified in pensions. She stated they are reviewing day-to-day office operations as well as other items that take place at various times of the year. She confirmed that things were going very well.

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

Mr. O'Connor stated that Authority staff member Joe Pulak, who was present at the meeting, will be retiring on October 31st after almost 18 years of service. Mr. O'Connor thanked Mr. Pulak for his years of service to the Authority and his work at the Plant. Mr. O'Connor stated that Mr. Pulak has helped the Authority tremendously through all his work in the area of safety and in keeping all the businesses in compliance with Authority rules and regulations. He presented Mr. Pulak with a plaque, reading aloud the inscription, and congratulated him. Mr. Strobel congratulated Mr. Pulak noting that he has been very helpful in accomplishing the core mission of public service for the Authority. Mr. Strobel stated that he has heard from the public about positive experiences with Mr. Pulak. Mr. Kevin Kramer added that Joe has "worn many hats" for the Authority over the years as safety officer, compliance officer, person in charge of the industrial discharge permit and second meters, as well as someone that the other employees rely on for general information. Mr. Kramer said Joe will be truly missed as Joe always made work enjoyable with his positive nature.

Mr. O'Connor continued with Operations noting that he had a personnel item for executive session. He asked Mr. Kramer to review his report.

**Superintendent of Operations Report - Kevin Kramer****Mr. Kramer:**

**Operations:** Things are going well at the Plant and there were no violations to permit parameters during the period.

Two new employees started on September 23 and are currently shadowing some of the senior employees and learning various jobs. Employee Ed Duba, who just took the CDL test, has been going over items with the new employees in preparation for their CDL permit test at the end of October.

Cinnaminson Day went very well and the Authority table had a good amount of visitors. Many people expressed positive feedback for the online payment option.

Mr. O'Connor noted that kids seemed to like the vac truck and Mr. Strobel asked if there were any more handouts as people have asked him about them. Mr. O'Connor will email the original to Commissioners. Mr. Kramer stated he would bring the remaining handouts to the office for distribution at the window. Mr. Kramer said he hopes the Authority will continue to participate in Cinnaminson Day.

**Mr. Kramer continued his report:**

**Safety:** We had two safety training sessions with Certified Health and Safety Services during the period. On September 11<sup>th</sup>, we had Spill Control and Counter Measures and also Personal Protective Equipment training. On September 25<sup>th</sup>, we had Ladder and Stairway Safety training. This will round out our training for the year and we generally pick it back up again in March. We were also able to get our new employees in some training courses in Vineland and Mt. Laurel so they can be up to date with Confined Space and other training needed.

On October 2<sup>nd</sup>, Jack Haines and I went to Designated Employee Representative Training at Evesham MUA. It was very interesting and covered a lot of material. I need to check with the company that does our drug testing and confirm their compliance with federal regulations. I believe there are a couple items that I will need to review with Brad Smith regarding our Drug and Alcohol Testing Program and updates.

Mr. Smith confirmed that he has reviewed proposed regulations and the Authority's Personnel Policy and Procedures Manual. He stated that the Authority regulations combine the CDL and Non-CDL requirements into one section. He said his recommendation is to have a supplement for CDL and a supplement for Non-CDL to address all the new requirements. Mr. Kramer stated that he recommends having Kim Fitzpatrick as an alternate Designated Employee Representative and confirmed that he would like to take the training again, as it covered an extensive amount of information. Mr. Strobel noted that it would be addressed later in the agenda but said he followed up on Mr. Kramer's suggestion and will propose something to implement his recommendation. Mr. Smith confirmed with Mr. Kramer that third party administrators for the testing were discussed at the training. Mr. Smith suggested that once the new regulations are addressed, the Authority should look into the possibility of a third party administrator due to the complicated nature of its oversight. He stated that the way the regulations are written, it almost forces an entity to hire a third party administrator that specializes in compliance.

**Mr. Kramer continued his report:**

**Projects:** At the beginning of the week, Wayne Simpson arranged to have Electro-Scan come to the Plant to demonstrate some new equipment on several mains to test for signs of inflow and infiltration (I&I). The equipment sends an electric probe, after we surge the main and they ground the equipment to a grounding rod, and the probe sends electrical signals out. If they detect any electrical signals outside of the pipe, you know there is a void or break in the line. With the technology, they are able to see the size and determine the amount of flow involved. We chose three different lines for the demo and it was very interesting equipment. Wayne confirmed that he has worked with

it in East and South Brunswick and it has been useful for them. It is something that we could use as a tool after the flow study helps determine the locations of the I&I.

Mr. Simpson stated there are two ways to use their technology. One way would be to hire the company to come out and do a certain amount of footage each year. The other way would be to purchase the equipment. He stated that the Authority is probably not large enough to justify the purchase as it is about \$150,000.00 but the service is something that can be done.

Mr. Kramer said that the Central Generator, which was mentioned earlier, is in the final stages of completion and said he had nothing further to report. Mr. O'Connor congratulated Mr. Kramer on the birth of his second son.

Mr. O'Connor reported that the bids had come in for the electric generation service and the Authority will save some money. He noted that Plymouth Rock was the low bidder and stated that the award has been made and there is a memorializing resolution, 2019/2020-24. Mr. Smith confirmed that it is a two-year contract with a rate that is not quite as good as the Authority's current rate but one that is much better than the PSE&G rate. Mr. Smith confirmed that it is a predicted savings of almost \$36,000.00 over the course of two years or \$18,000.00 per year, based on the rate and the amount of electric usage in the past. Mr. Smith stated that the two-year contract is the best rate and that is what the resolution proposes.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2019/2020-24, Award of Bid, Electric Generation Service based on the recommendation of Authority Solicitor. Vote: All ayes**

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

**DIRECTOR OF PERSONNEL - RICHARD STROBEL**

Mr. Strobel stated that he had already discussed the training of and welcomed the new Administrator, Kim Fitzpatrick, earlier in the meeting.

He mentioned the Annual AEA Meeting on November 19-20 and asked that Commissioners let Cindy Doerr know if they are interested in attending.

Mr. Strobel indicated Resolution 2019/2020-23 and confirmed that it does two things. He said that it is an amendment to the Staff Designations Resolution which was passed at the beginning of the year, noting that a motion had been made at the last meeting to change any designations to which Cindy had been appointed to Kim Fitzpatrick on

November 1, 2019. He stated it memorializes that action and it implements the recommendation which was made by Mr. Kramer to add Kim Fitzpatrick as an alternate Designated Employee Representative (DER) effective November 1, 2019.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2019/2020-23. Vote: All ayes**

Mr. Strobel stated that he had an item for closed session.

**DIRECTOR OF BUDGET & FINANCE - THOMAS KOLLAR**

Mr. Kollar was absent. Mr. Strobel indicated the Treasurer's report and Trial Balance. He said expenditures are on track and noted that revenues are lagging. Cindy Doerr said she believes the Township is having tax sale in the second week of November so the Authority will start receiving some funds. Mr. Strobel confirmed with Cindy that there were over 200 accounts that went to tax sale. Cindy added that October is generally a big billing month and the bills went out today. Cindy stated that tax sale is late this year (usually in April, May or June) so that revenue is usually showing earlier.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve the Treasurer's Report and Trial Balance as submitted. Vote: All ayes**

Mr. Strobel submitted a list of Operating Invoices & Payroll Expenses totaling \$120,219.97 and certified that funds are available.

**Motion: Made by Mr. Szymkowski and seconded by Mr. O'Connor to approve payment of Operating Invoices and Payroll Expenses as submitted. Vote: All ayes**

Mr. Strobel submitted four requisitions for Renewal & Replacement totaling \$47,925.44 and certified that funds are available.

#19-786 PSX, Inc.	\$	3,372.00
#19-787 Municipal Maintenance	\$	32,398.80
#19-788 Municipal Maintenance	\$	6,809.64
#19-789 Richard A. Alaimo Assoc.	\$	5,345.00

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

Mr. Strobel submitted nine invoices for Builders Escrow totaling \$4,218.54 and certified that funds are available.

#111729 2801 Riverton Road	\$	690.00
#112079 Global	\$	95.00
#111726 WaWa	\$	42.50

#112077 Village at Cinna. Harbour	\$	851.96
#111728 Burger King	\$	95.00
#112080 Micro-Tek	\$	690.00
#111727 Baptist Church Subdivision	\$	1,368.06
#112078 Mercer Car Wash	\$	291.02
#111725 Mercer Car Wash	\$	95.00

**Motion: Made by Mr. Strobel and seconded by Mr. O'Connor to approve payment of the Builders Escrow invoices as submitted. Vote: All ayes**

Mr. Strobel submitted one deletion totaling \$277.20 and certified that funds are available.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve the deletion and to credit the customer's account. Vote: All ayes**

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

Mr. Brad Smith stated that he had a potential litigation item for discussion in closed session and Cindy Doerr stated she had a personnel item for closed session.

**Mr. Strobel entertained a motion that the Board enter into a closed session to discuss matters of personnel and potential litigation, results to be disclosed when no longer prejudicial to the interests of the Authority. Mr. O'Connor moved the motion and Mr. Szymkowski seconded the motion. Vote: All ayes**

**Time: 7:32 PM**

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to return to open session at 8:25 PM. Vote: All ayes**

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to promote Ed Duba, at the recommendation of the Superintendent and in consultation with the bargaining agreement, from Operator D to Operator C effective the beginning of the next pay period. Vote: All ayes**

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2019/2020-25. Vote: All ayes**

**The meeting was adjourned at 8:26 PM.**

**Next scheduled meeting - THURSDAY, November 14 2019 at 6:30 PM**