

Minutes - August 10, 2020

The regular meeting of the Cinnaminson Sewerage Authority was held on August 10, 2020 via video conference due to the COVID-19 pandemic and commenced at 6:35 PM.

Chairman Richard Strobel read the follow into the record:

**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.

**(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.

Mr. Strobel confirmed with Administrator Kim Fitzpatrick that the legal notice, to change to an electronic meeting and communicate information to allow for the public's participation in the meeting, was published in the Burlington County Times and the Courier Post on August 4, 2020 and an affidavit from the newspapers was received.

**ROLL CALL**

On roll call by the Secretary, Board Members Richard Strobel, Robert O'Connor, Thomas Kollar, Frank Szymkowski and John Conville were present. 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.

**PUBLIC COMMENT**

Mr. Strobel opened the meeting to the public for comment. Hearing none, he stated that he did not see any members of the public present in his meeting participant list. He confirmed he would reopen the meeting to the public again before its conclusion. He proceeded to Old Business.

**OLD BUSINESS**

Mr. Strobel asked the Board to address the regular and executive session minutes of July 13, 2020.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt the regular and executives session minutes of July 13, 2020.**

**Discussion:** Solicitor Brad Smith stated that he had some suggested corrections to the regular session minutes. On page 55, in the second paragraph, in the fifth sentence, he suggested the sentence read: "There will be no sale which would allow the Authority to recoup revenue." In the same paragraph at the end of the seventh sentence, he suggested the word "expenses" should be replaced by the word "charges". Also on the same page, in the fourth paragraph, the word "notified" should be replaced by the word "notify". Lastly, on page 58, in the third paragraph under Motion, he suggested the sentence should read: "...the Administrator to proceed with her proposal to pursue the QPA and to provide..."

**Amended Motion:** Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt the regular session minutes of July 13, 2020 with the corrections from the Authority's Solicitor and the executive session minutes of July 13, 2020 as submitted.

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

**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:****Annual Electrical Maintenance Contract (M-080-129)**

We advertised for bids for this contract and we did not receive any. We had three potential bidders take out the documents but no one submitted a bid. Both Kevin and I, contacted the previous supplier of that service, Municipal Maintenance, who said they had an internal

glitch that prevented them from bidding and were relieved to hear that no one else had bid. We will go out and readvertise to take bids before the next meeting and bring in some bids for this project.

Mr. Strobel confirmed with Mr. Simpson that he felt there would be at least one bid the next time. He also asked Mr. Simpson if he had any idea why there wouldn't be more firms competing for work. Mr. Simpson said he will reach out to the other two firms and send them the notice to bidders to give them another chance; he confirmed that he had not been in touch with them. Mr. Strobel said it is always good to know if there is something keeping firms from bidding and if it is something that the Authority can rectify, the Authority wants to find ways to maximize participation.

**Mr. Simpson continued his report:**

The only other project we have going right now is the **Manor Road Pumping Station (M-080-147)**. That contractor, and it is Municipal Maintenance, is waiting for the equipment to be delivered. They will mobilize on site as soon as they receive all their equipment and can go in and do the work and get out in short order.

On the development side, I have nothing new to report on any of the projects.

Mr. Strobel stated there is a written report, which summarizes all the points, dated August 7, 2020, and it contains all the other open files which show no change in status.

Mr. Strobel asked if there were any other matters for Construction and Mr. Szymkowski stated he had nothing further.

**DIRECTOR OF ADMINISTRATION - JOHN CONVILLE**

Mr. Conville asked Kim Fitzpatrick to provide an update on Administration. Kim reported that she had an update on the five accounts that she found which were not being billed. She confirmed that four are paid in full and are current and one is making payments. Kim stated there were also two accounts which had been incorrectly deactivated because they were believed to be owned by the Township. She stated that she is unable to contact one of the residents; everything sent is returned as undeliverable. She said she conferred with the Tax Office who has the same issue. She reported that the other resident has not responded. She said if they are still unpaid when it comes time for a tax lien sale, she will send out another notification. Mr. Strobel confirmed with Kim that both accounts would go to tax sale as they are from 2019. Kim stated that, however, the Township has not recently mentioned or projected any date for tax sale.

Kim reported that both the firewall and the backup system have been installed and are working well. She stated that the server is also scheduled to be put in on Wednesday of this week. She said they were scheduled to migrate the emails to Office365 last week but the storm left the Township building without internet service for a full day and with spotty service for a couple more days. She confirmed that Commissioners and staff will receive an email prior to the switch which will explain steps needed to access the new system. She stated that if a member's Authority email is currently set up to forward to another address, it will be set up to continue to be forwarded to that address. She confirmed that LookFirst Technology is handling the migration and backup. Kim said she will provide a definitive date for the email switch as soon as it is confirmed. Mr. Kollar briefly discussed ways to access email with Office365 and confirmed that the Authority will now be MEL compliant with the backup and access of emails.

While discussing technology, Kim wanted to report that she has Edmunds working on a way to reformat the Authority's bills to include the type of service that a customer is receiving. She has asked them to differentiate between residential, mixed use and commercial. She stated that because the Authority uses a four-part card stock, the bills are small and don't allow much room for added information so the programmers are working on a way to fit it into the area for comments.

Lastly, Kim wanted to discuss credit given to customers for leaks and defective fixtures. Kim stated that Amy Williams asked her to get clarification on it. Kim explained that she and Amy would like more clarification on the rules pertaining to how often a credit can be issued and in what particular circumstances. Kim stated that she did notice in the Authority Rules that it mentions no abatement for damaged and defective fixtures. Kim said that Amy was under the impression that Cindy Doerr had brought the matter to the Board previously. Kim was hoping that someone might recall the discussion as she is unsure of when it occurred. Mr. Strobel stated that the practice has been that the Authority relies on NJ American Water Company (NJAWC) for their data when it comes to billing, and charges customers according to water usage. He stated that he did not recall the exact discussion, but said he believes that previous Boards likely did not wish to review individual cases, and because the number of issues relating to credits is relatively small, decided to be uniform with NJAWC. Mr. Strobel asked if any of the other Board Members or the Solicitor had anything to add. Mr. Brad Smith asked if the Authority knows from the water company when it issues a credit, what the credit is for, i.e. a leaky toilet or a broken pipe. Kim commented that she is aware that the homeowner tells Amy what the issue was but said she is not sure if there is anything in writing from the water company. Mr. Strobel asked about who provides the information under the "Reason" column on the monthly deletion sheet which shows "LEAK" or "WCOE" (water company over estimate). Kim

confirmed that "LEAK" comes from the customer and "WCOE" would be directly from NJ American Water. Kim confirmed that Amy will reach out to NJAWC directly when a customer tells her that there was an issue with their bill. Mr. Brad Smith confirmed with Kim that for an over estimation, the Authority would give a credit. Kim stated that the Authority would give the credit as it means that the property owner's meter reading was incorrect. She stated she and Amy were more concerned with things that were outside of the water company's control such as leaky faucets, toilets, etc. Kim stated that she and Amy would like to have rules regarding if a credit can be given, and if credit can only be given a certain number of times within a certain time span. Mr. Brad Smith read from a provision in the Authority Rules and Regulations as follows: "No abatement on meter bills will be made for leaks or for water wasted by damaged or defective fixtures." He said if it is a leaking or running toilet, a credit would not have to be issued for that. He stated that he seemed to recall somewhere in the past, that credit was given for a leaking fixture on a one-time basis. He said in other words, for example, the Board agreed to issue a credit once in a 12-month period so that the homeowner could not continue to receive credit and not fix the issue. He said he was not certain of this but thought it might be the case. He stated that the Authority does not have to issue a credit. Mr. Strobel asked if it was memorialized anywhere and Mr. Brad Smith confirmed that it was not in the regulations. He stated if the Board wants to do something, it would need to be done as a change to the regulations. Kim suggested that she and Amy work together to come up with recommendations regarding the regulations for the Board's consideration at the next meeting. Mr. Strobel confirmed with Mr. Conville that he was in agreement and Mr. Conville said he felt it was a good approach.

Mr. Conville confirmed there were no further matters for Administration and Mr. Strobel moved to Operations.

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

Mr. O'Connor stated there was a resolution to address but asked Mr. Kramer to first review his report.

#### **Superintendent of Operations Report - Kevin Kramer**

**Operations:** Mr. Kramer reported there was a fecal coliform violation in the third sampling week of July. He stated that he notified the Authority's DEP inspector, Dave Stewart, that the Plant was having some issues. Kevin explained that the issues were related to getting the Plant chlorine residual. He stated that sodium hypochlorite is used to dechlorinate the wastewater before it goes out to the Delaware River and that removes all the fecal coliform. He said he believes there were three factors leading to the violation: excessive rainfall, extreme temperatures and potentially a pollutant coming from a

rainstorm. He said he explained this to Mr. Stewart, and he added that he believes these factors put the Plant into a condition called nitrite lock, as the nitrites level was unusually high (it is tested daily.) He confirmed that nitrites also steal hypochlorite from the process. He said there was about a 10-day period where there were problems with the chlorine residual but after making some operational changes, it began to recover. He said unfortunately, it happened during a time period where a sample was already taken and that is why the test was failed. Kevin confirmed he immediately reported the permit violation to the DEP hot line and then contacted Mr. Stewart. He also confirmed that he requested an affirmative defense. Kevin stated that when he makes an operational change, it can take a few days for the change to take effect, and he said that Mr. Stewart seemed to agree that the affirmative defense was in order but had to clear it with his supervisor. Kevin reported that Mr. Stewart will get back to him when he has a firm answer from his supervisor. Kevin added that he reached out to other local authorities to see if they were experiencing any issues but they were not. Mr. Strobel commented that Mr. Kramer did the right thing in notifying Mr. Stewart right away, and added that Mr. Stewart seems to work with the Authority as long as the Authority is upfront about any problems. Mr. Kramer confirmed that he actually reached out to Mr. Stewart prior to the failed test to let him know that the Plant was experiencing issues with chlorine residual. Kevin stated he would provide an update on the matter at the next meeting.

**Safety:** Kevin reported that a free, non-contact thermometer was received from Brick Township MUA, provided by the State. He previously received free washable masks for the staff from Brick Township MUA. Kevin confirmed that he is taking the employees temperature when they arrive for work and logging the information on a spreadsheet. He commented that it is an additional safety measure that will help keep the staff safe and healthy.

Mr. Strobel stated that the common sense things that have been put into place by work places, public and private, have included temperature screening along with cleaning, masks and social distancing. He also mentioned the need for staff to communicate if they are feeling at all ill. He mentioned the CDC's guideline of 100.4 for maximum temperature and said he believes the temperature screening is a wise thing.

Mr. Kramer continued with his report:

He reported that there was safety training provided by Mr. Harry Smith of Certified Health and Safety Training on July 22, 2020 for Haz com Right to Know with GHS/OSHA required respiratory fit test.

**Projects:** Kevin stated that he had three companies come out in order to provide labor quotes to perform the work to replace parts on the

Huber Headworks pre-treatment system. He read the quotes aloud as follows:

1. Municipal Maintenance \$17,870.00
2. Booth Mechanical \$12,500.00
3. KRS Services Inc. \$8,381.00

Kevin stated that he had KRS out a second time to review exactly what work was required and to go over the division of responsibilities. Kevin stated there was a slight delay on the parts as they are shipping from Germany but they should be in sometime at the end of August. He confirmed he will contact KRS once the parts arrive to schedule the work. Mr. O'Connor confirmed with Kevin that the Authority has used KRS in the past. Kevin added that he believes that the owner of KRS worked for Municipal Maintenance at one time before starting the company (which has been in business for a fair amount of time). Kevin confirmed that he is comfortable with KRS performing the work. Mr. Strobel asked about the operating location of KRS and Kevin confirmed that it operates out of Southampton. Kevin added that he believes it will be a three day job. He said the front portion of the Plant will be bypassed which includes the equalization tank.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to authorize KRS Services to perform the Huber Headworks labor for the amount of \$8,381.00.**

**Recorded Roll Call Vote: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes**

Kevin reported that the main gate operator (the mechanism which opens and closes the gate) is over twenty years old. He stated that Merchantville Overhead Door has been out to the Plant several times to try to do repair work and they have concluded that it is an obsolete unit with safety issues that are not up to current code. Kevin reported that it currently works about half of the time and he presented three quotes for the installation of a new main gate operator as follows:

1. Merchantville Overhead Door \$7,770.00
2. Alenco Fence & Lumber Corporation \$7,691.00
3. Apex Services Inc. \$7,450.00

Kevin explained that the new technology uses a sensor where the gate currently uses ground loops in the asphalt. He confirmed that the asphalt where the gate is located is in such poor condition, it is causing part of the problem with the gate opening. All three companies recommended the newer technology using a sensor which will also last much longer than the ground loops. Mr. O'Connor confirmed with Mr. Kramer that he feels comfortable and confident using Apex Services Inc.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to authorize the main gate operator replacement project work to Apex Services Inc. for the amount of \$7,450.00.**

**Recorded Roll Call Vote: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes**

Kevin confirmed he had nothing further to report. Mr. Strobel asked if Kevin or any of the Commissioners have seen a series on Netflix titled, "Connected". He stated it is a 6-part series where one part (the second series) devotes serious attention to wastewater treatment and related issues and said if interested in science, it is a very good series.

Mr. O'Connor presented Resolution 2020/2021-26, Award of Bid, Laboratory Services and asked Mr. Simpson to discuss it briefly.

**Mr. Simpson:** We advertised this and the first time, we received no bidders. The second time we had one bidder. The bidder is a lab that we know of and they are apparently going to collect the sample and send it to a laboratory that can analyze for the toxicity that is required. Unfortunately, the price increase is about a 40% increase over last year. That basically is just related to the fact that there are not as many labs in business in NJ right now as there had been in the past. The labs that perform the whole effluent toxicity are out of state. We even had one lab from Nebraska that seemed to be very interested but they were unable to make a deal with a local lab to collect the samples. That was for the first round of bidding so at least we have one lab and one bid, and I recommend that award.

Mr. O'Connor stated it was disappointing that there were not more bidders but he understood the issue.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-26.**

**Discussion: Mr. Strobel asked Mr. Simpson about the price.**

**Mr. Simpson:** The amount will probably be very close to what is actually required because we know how many samples have to be taken each year and we only bid for those samples in the contract. I expect, in accordance with your permit, all samples will be taken, analyzed and reported.

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

Mr. O'Connor had no other matters for discussion under Operations.

**DIRECTOR OF PERSONNEL - RICHARD STROBEL**

Mr. Strobel confirmed he had no matters for discussion under personnel.

**TREASURER - THOMAS KOLLAR**

Mr. Kollar stated that on the Revenue side, at 50% through the fiscal year, User Charges are at 47% versus 46% last year. He confirmed Connection Fees are at 86% of budget with \$45,600.00 coming in from Ryan Homes (Village at Cinnaminson Harbour) in July. He confirmed that no connection fees were received from Taylors Lane. He noted that Interest Income is very low and that is because banks' interest rates are so low. He said that number will not get near the projected number for this year. He confirmed that total revenues are at 48% versus 40% last year.

On the expense side, he said most of the categories are tracking well and total expenses are at 50%. He said that Employee Benefits is over budget due to a \$576.59 charge which is included in the resolution that he will cover. He asked Kim Fitzpatrick to comment. Kim explained that the charge is related to retroactive pay which was authorized for the previous Administrator and the pension contribution which must be met by the employer. She stated normally this is done at the annual appropriations but with retroactive pay, the contribution payment must be made. She confirmed that she wasn't familiar with it but she verified the accuracy of the bill received. She said it is the Authority's portion of the pension that was part of the retroactive pay authorized for the previous Administrator; the previous Administrator also had to make her contribution. Mr. Strobel asked about the timing of the bill and Kim confirmed that the State is usually a few quarters behind in processing pension items.

Mr. Kollar continued with his report, noting that under the Administrative category, there is a Debt Services Loan Fee for \$8,017.50 which was not accounted for in the budget. He asked Kim to provide further detail. Kim explained that the Debt Service payments, which are made in August and February every year, consist of three components: principal, interest and a fee charged by NJEIT. She added that there is also a discount. She explained that in the past, the fee was being added in with the principal and interest portions of the payments and was not line item specific in the expenditures. She said she is used to seeing it line item specific so that it can be tracked and made sure that the principal is not being reduced by the portion that is being paid for a fee. She stated that she wanted to keep it separate so that for next year's budget, she can have a line item for loan processing fees. She stated that in addition to those fees received twice a year from NJEIT, the Authority has a fee from TD Wealth Management for managing the accounts so she created a new line

and she is moving the monies from the line where they were being charged to into the line where they were budgeted for. She said moving forward there will be specific lines for fees, interest and principal.

Mr. Kollar continued his report, stating that Capital Expenditures are running well under budget at 21%. He said the second and final payment of \$678,419.90 on the Debt Service is due in August, which includes the fee Kim just discussed.

**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 \$198,904.09 and certified that funds are available.

**Motion: Made by Mr. Kollar and seconded by Mr. Conville 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 one Renewal and Replacement requisition totaling \$528.36 and certified that funds are available.

#20-005	Alaimo Associates Taylors Lane Ext Bid/Con.	\$	528.36
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**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of the Renewal and Replacement requisition as submitted. Roll call vote recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Conville and Mr. Szymkowski - All ayes**

Mr. Kollar submitted five Builder's Escrow invoices totaling \$812.50 and certified that funds are available.

#200300	8 Paddock Lane - Fieldstone Partners	\$	525.00
#200299	4 Paddock Lane - Fieldstone Partners	\$	47.50
#200298	Walmart Expansion	\$	97.50
#200297	Capital Seniors Housing (Siena)	\$	95.00
#200296	Villages at Cinnaminson Harbour	\$	47.50

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

Mr. Kollar presented two deletions from the month of July totaling \$501.60 and certified funds are available.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve the deletions and to credit the customers' accounts accordingly. Roll call vote recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes**

Mr. Kollar presented Resolution 2020/2021-27, Quarterly Withdrawal, in the amount of \$533,325.00.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-27, Quarterly Withdrawal. Roll call vote recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes**

Mr. Kollar presented Resolution 2020/2021-28, Budget Transfers. He stated it relates to the additional \$576.59 Authority portion of pension payment due as previously discussed by Kim Fitzpatrick. He explained it is a budget transfer which moves unexpended money from the Plant Personnel category to the Retirement category.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-28, Budget Transfers. Roll call vote recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes**

Mr. Strobel confirmed with Mr. Kollar that he had nothing further for discussion.

Mr. Strobel reopened the meeting to the public for comment and heard none. He confirmed with Administrator Kim Fitzpatrick, meeting host, that there were no members of the public present and closed the public portion.

Mr. Strobel stated that at the last meeting there was an executive session and the executive session minutes were approved earlier in the meeting. He said there was discussion during the session and there was follow up based upon direction that was given and he asked for an update. Kim Fitzpatrick updated the Board regarding the ratepayer and a matter relating to a change in use. She reported that the ratepayer called on July 21 and she explained how the Authority was willing to proceed. She said there was some discussion and the ratepayer expressed verbal agreement to the Authority's terms. She confirmed that the letter and release were mailed on July 22 and she has not yet received the signed release back from the ratepayer. Mr. Strobel confirmed with Kim that assuming that the signed release is received; the customer account would be credited. Mr. Strobel said he wanted all Commissioners to be aware of what the follow up was and he noted that the Solicitor did draft language which went out under the Administrator's name and it did result in an agreement whereby the Administrator is now waiting for the signed instrument to come back.

Mr. Strobel added that the direction that the Board gave was not only to follow up with correspondence but also to look at adding a rate category to Authority bills which Kim mentioned earlier in the meeting. Mr. Strobel stated that the Board also authorized that the Rules and Regulations be amended to make it clear that it is the responsibility of the owner to notify the Authority of any change in use.

**Mr. Brad Smith:** I would like to comment on that. I did look at the Regulations in regard to that. Section II of the General Conditions indicates that a new application must be made and approved by the Authority upon any change in ownership or use of the property; that is already in Authority Regulations. So, it is up to the property owner to notify the Authority of any change in use of the property. Of course, in this particular instance, there was nothing on the Authority bill to indicate whether it was residential or commercial, etc. The current property owner probably did not know the difference.

Mr. Strobel agreed that likely when they bought the house that detail was not indicated so they had no way to know.

Kim Fitzpatrick stated that a home was just purchased which was a residential home with a hair salon attached. She said because this issue came to light with the resident previously discussed, she now looks to see how a residence is coded when a title company reaches out to her. She explained that it was coded as a mixed use so she also confirmed with the Township that there had been a registered business at the residence. Kim confirmed that she sent out a questionnaire to the new home owner regarding their planned use. Mr. Strobel confirmed with Kim that the property is on Meetinghouse Road and noted that it is in the commercial district but straddles the residential and commercial districts. He said he was familiar with the property and noted that it had previously been used as both a residence and a hair salon. He reported that the hair salon shut down in early March. He confirmed that the property required a use variance and did get to the Zoning Board. He stated there was a contract of sale when it was heard by the Board and the variance was granted. He said there was testimony on the record that there would no longer be any commercial use. He said there is another property where the same thing may come up. He stated there is a property on Willow Drive and Kim said she was familiar with it and that it has already been changed over to residential. Mr. Strobel reported that it was brought to the Zoning Board at the last meeting and the variance had been granted. Mr. Strobel stated that there should be documentation of a change in use whether from the homeowner or from another office in the Township if they can provide something. Mr. Strobel said that in addition to the Board giving the direction that the Rules and Regulations should read that it is the responsibility of the property owner to notify the Authority of a change in use, the Board directed that retroactive application of that would be limited to a 90-day maximum. Mr. Strobel

confirmed with Mr. Brad Smith that this would need to be added to the Rules and Regulations.

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

Mr. Smith stated he had an item to report on. He stated that on Friday, he received a revised version of the ordinance for enforcing sewer connections. He reported that he believes there may be some further modifications before it is ready to review with the Board. Mr. Strobel confirmed with Mr. Brad Smith that he has been working with the Township Solicitor. Brad said he had some discussions with the Township Solicitor after reviewing the first draft and just received a revision. He reported that the first draft simply amended the current ordinance which is based on authority of a state statute which gives the enforcing authority to the local Board of Health. He said they changed it to read that the Sewerage Authority could enforce, however, that is not what the state statute allows. Brad confirmed that he suggested a different ordinance under their police powers granting the Sewerage Authority the ability to enforce sewer connections in the event that the state statute would have preempted the Authority from action under the current ordinance. He stated that there may be parallel ordinances, leaving the current ordinance intact. There was some further discussion regarding the dissolution of the local Board of Health and Mr. Strobel thanked Brad for the update.

**Hearing no other matters for discussion, the meeting was adjourned.  
Time: 8:18 PM**

**Next scheduled meeting - Monday, September 14, 2020 at 6:30 PM**

PLEASE TAKE NOTICE, the regular scheduled monthly meeting for the Cinnaminson Sewerage Authority for Monday August 10, 2020 will be held electronically. 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 August 10, 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>. 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, Award of Lab Services, Quarterly Withdrawal, 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: 853-0459-4952, Password: 585592.

Kimberly Fitzpatrick  
Administrator