

Minutes - December 14, 2020 -

NOTE: There was an issue with zoom meeting recording; minutes were prepared from Secretary's notes.

The regular meeting of the Cinnaminson Sewerage Authority was held on December 14, 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.

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, Brad Smith, Authority Solicitor, Kevin Kramer, Superintendent of Operations and Judy Devone, Secretary. Authority employee Matthew Naisby was present from the public. Resident, Glenn Evers, joined the meeting shortly after its start and exited after Administration.

PUBLIC COMMENT

Mr. Strobel opened the meeting to the public for comment and heard none.

OLD BUSINESS

Mr. Strobel asked the Board to address the draft regular and executive session minutes of November 9, 2020. Mr. O'Connor asked Authority Solicitor Brad Smith if he had any suggested edits or comments on the minutes and Mr. Smith suggested two corrections to typos on the regular session minutes. Mr. Smith confirmed he had no suggestions for the draft executive session minutes.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt the regular session minutes of November 9, 2020 with the corrections suggested by Authority Solicitor and to adopt the executive session minutes of November 9, 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
Wayne Drive Bridge Sewer Replacement (M-080-140)**

Mr. Simpson said the project is being delayed by PSE&G. The contractor is waiting for their schedule to temporarily relocate overhead wires there.

Mr. Szymkowski mentioned that there were some comments on a local Facebook page regarding the bridge project and delays and there was a brief discussion.

Mr. Strobel asked about the **Manor Road Pumping Station (M-080-147)** and Mr. Simpson confirmed that the project is substantially complete.

Mr. Simpson continued his report:

M-081-136 Global - 1105 Route 130

Mr. Simpson stated that the contractor is installing the sewer laterals from the pad site towards the proposed pumping station and confirmed that the pumping station will not be constructed until the TWA approval is received.

Mr. Simpson confirmed he had nothing further to report. Mr. Szymkowski confirmed there were no other matters for Construction.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Kim Fitzpatrick to provide an update on Administration.

Kim initiated a discussion regarding an issue related to printing of bills for the September 2020 billing cycle. She reported that the office has received an unusually large number of calls from Cycle 2 ratepayers claiming they did not receive their September bills and just realized it when they received their December bills which indicate a past due amount. She confirmed that many of those that called have excellent payment histories. Due to the large number of calls received, she said it was apparent it was an issue beyond the few lost bills which occur every billing cycle. She and Amy determined that it is possible that some September bills may not have printed. She explained that while printing September bills, Amy Williams realized she did not have enough stock bill paper and had to wait for a shipment of the paper to arrive before printing the rest of the bills. As it would take a few days for the shipment to arrive, the original print job was cancelled. Kim said that when the printing was restarted, some accounts may have been missed but she cannot say for sure. Kim explained that Amy thought she had enough paper based on the boxes, but one of the boxes was empty. Kim confirmed that to avoid any future issues, she is having Amy place a reminder on her calendar one month prior to billing to physically check the boxes to ensure there is enough stock paper. Kim requested that the Board consider waiving the interest accrued on September 2020 bills for the months of October, November and December 2020 for any customers who call and claim they did not receive their September bill. She confirmed the total interest for sewer charges as \$6,755.36 and for disposal as \$111.03 for a total adjustment of \$6,866.39.

There was a brief discussion and Mr. O'Connor stated his opinion that due to the uncertainty caused by the printing issues with the billing, the interest should be waived for all customers for the September 2020 billing cycle. There was some further discussion. Mr. O'Connor also mentioned the possibility of changing the size of the bill and there was a brief discussion regarding postage and related expenses. Resident, Mr. Glenn Evers, who had joined the meeting, asked to be heard and commented that he had paid the interest so as not to accrue more but said he was glad that the issue is being resolved and is pleased with the direction of the Board's discussion.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to waive interest accrued on September 2020 bills for the months of October, November and December (through December 31, 2020).

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

Mr. Evers left the meeting.

Kim Fitzpatrick initiated a discussion relating to Claimant Certification and Local Finance Notice 2018-13. She noted that this local finance notice addressed the need for claimant certification

(signatures) on purchase orders, and she reported that her professor, who is also the purchasing manager for Atlantic County Utilities Authority (ACUA), stated that the ACUA passed a resolution to do away with the need for claimant certification on all purchase orders unless they are for an individual or sole proprietor. Kim briefly discussed the procedure for getting signatures, noting that it is very time consuming. She said she wanted to request the Board's consideration of a similar resolution that would cover monthly expenses such as medical/dental insurance, utilities, rent/leases, uniform company, store lines of credit, and contracts issued by the Board, providing none of them are individuals or sole proprietors. She said claimant signatures would still be required for supplies and services not under contract, such as office supplies, Plant supplies, equipment/Plant repairs, etc. She confirmed that she spoke with Authority Auditor, Mike Holt, about the matter and he felt it was acceptable if a resolution was passed and provided to him.

Solicitor Brad Smith asked Kim to see if she could get a copy of the ACUA resolution. Mr. Strobel asked Mr. Simpson if he was familiar with such a resolution but he was not. Mr. Conville suggested that Kim put together her recommended list of vendors that would be included in the resolution for consideration at the next meeting. Mr. Strobel suggested that Kim check with Mt. Laurel and Evesham Municipal Utility Authorities to see if they passed a similar resolution.

Kim noted that there was a resolution relating to a refund of revenue in the amount of \$113.20 to Charles H. Graber and Lesley A. Graber for a second meter credit. She confirmed that the Grabers had sold their home prior to receiving the credit which belongs to them.

Motion: Made by Mr. Conville and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-37, Refund of Revenue to Charles H. Graber and Lesley A. Graber. Recorded roll call vote: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Conville and Mr. Szymkowski - All ayes

Mr. Conville presented Resolution 2020/2021-40, Authorizing Execution of Agreement for a Cooperative Pricing System with the County of Burlington. Mr. Strobel confirmed that the agreement is renewed every five years and stated that the Cinnaminson Sewerage Authority has been a voluntary participating agency for quite some time.

Motion: Made by Mr. Conville and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-40. Recorded roll call vote: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Conville and Mr. Szymkowski - All ayes

Mr. Conville confirmed there was nothing further for Administration and Mr. Strobel move to Operations.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor noted a proposed resolution for discussion under Operations but asked Mr. Kramer to first review his report.

Superintendent of Operations Report - Kevin Kramer

Operations: Kevin said that the Plant received extra flow from two rain events and flash flooding in the same week but noted that operational changes were made to keep the Plant in compliance with its NJDEP permit. He said he plans to keep track of streets with a tendency to flood during storms, and put inserts into the manholes there to help keep rainwater from getting into the system.

Kevin confirmed that KRS completed the Huber Headworks repairs in three days and he was very pleased with their work.

Safety: Kevin reported that the EJIF Plant Audit was on November 30. He stated that he and Jack Haines completed the audit via phone with Mr. Martin Quinn and a score of 99 was received. He confirmed that the lost point was for a floor drain.

Other: Kevin confirmed that NJDEP is now offering operators who originally signed up to take their wastewater exams in March 2020, the ability to take a new online exam. He said that he is scheduled to take the S3 exam in Bristol, PA on January 9 and Matt Naisby is scheduled to take the S3 exam a week later. He confirmed that they usually take a written exam at the Trenton/Mercer Fire Department.

Kevin reported that employees received training on the Manor Road Pumping Station new control panel and pumps on December 2, 2020.

Kevin reported that a car ran into a raised manhole on the curb line on Willow Drive in front of Fountain Farms Park on November 24, 2020. He said the manhole sat about a foot off the ground and was knocked off the insert. He confirmed that Booth Mechanical fixed the manhole casting and made it flush with the ground to avoid future damage. Solicitor Brad Smith asked about the cost of its repair and there was a brief discussion. Mr. Smith suggested that Kevin send a copy of the police report and invoice to JIF and said there may be reimbursement by the driver's insurance.

Mr. Strobel confirmed with Mr. Kramer that COVID safety protocols were still in place and being followed at the Plant.

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel presented Resolution 2020/2021-39, Authorizing Fair and Open Process for 2021/2022 Contracts. He stated that if the

resolution passes it will be posted to the Authority website along with the notice link with request for proposal information and directions. He confirmed that there are four services the Authority is seeking proposals for: Solicitor, Consulting Engineer, Auditor and Bond Counsel. There was a brief discussion regarding the opening of proposals due to the closure of the Township Municipal building. The opening will take place on January 11, 2020 at 11:00 AM. Mr. Strobel will make necessary corrections to the resolution in 7B & 7C to update and Kim Fitzpatrick will set up a zoom meeting link for the opening. Mr. Strobel confirmed one original hard copy with signature and one copy of the full proposal in PDF File Format, contained on CD or USB flash drive, in a sealed envelope will be required. Next month's agenda will include under Personnel a report from the Administrator on the Opening of Proposals. Mr. Strobel confirmed that awards will be made at the February meeting and he asked Mr. Kollar to once again set up the online evaluation form which Commissioners and staff will use to evaluate the proposals.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-39, Authorizing Fair and Open Process for 2021/2022 Contracts with the corrections as indicated by the Director of Personnel, Mr. Strobel. Recorded roll call vote: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Conville and Mr. Szymkowski - All ayes.

Mr. Strobel stated he wanted to give his recommendation for the non-bargaining personnel salary adjustments and service awards for the new fiscal year. He said that non-bargaining personnel includes Amy Williams, Kimberly Fitzpatrick and Kevin Kramer and his recommendation would be to award the same service award amounts and salary adjustment as last year. He stated that would be a 2% salary adjustment effective January 1, 2021 with the same service award amounts as last year for the three non-bargaining personnel, and a \$100.00 increase to the Secretary's salary.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to authorize non-bargaining personnel salary adjustments in the amount of 2% effective January 1, 2021 and to award the same service award amounts as last year, and to authorize a \$100.00 increase to the Secretary's salary. Recorded roll call vote: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Conville and Mr. Szymkowski - All ayes.

Mr. Strobel asked the Administrator to implement the changes and stated that a memorializing resolution should be prepared and added to next month's agenda. He confirmed he had no other items for discussion under Personnel.

TREASURER - THOMAS KOLLAR

Mr. Kollar stated that on the Revenue side, at 84% through the fiscal year, total revenues are at 80% versus 66% last year. On the expense

side, he said most of the categories are tracking well with the exception of Prime Pay. He reported that there is a resolution that will address a budget transfer to cover the overage. He reported total expenses at 70% of budget versus 86% last year. Lastly, he stated that the debt service principal and interest is under budget and Capital Expenses are at 48%.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve the Treasurer's Report and Trial Balance as submitted. Roll call vote by Secretary 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 \$143,029.15 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 by Secretary recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes

Mr. Kollar submitted two Renewal and Replacement requisitions totaling \$93,982.09 and certified that funds are available.

#21-00513 Municipal Maintenance	\$ 85,601.04
#21-00514 KRS Services, Inc.	\$ 8,381.05

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of the Renewal and Replacement requisitions as submitted. Roll call vote by Secretary recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes

Mr. Kollar submitted six Builder's Escrow invoices totaling \$1,671.30 and certified that funds are available.

#202440 WaWa Taylors Lane	\$ 97.50
#202441 2801 Riverton Road	\$ 427.50
#202442 Global Cinnaminson I, LLC	\$ 195.00
#202443 Lidl Grocery Store	\$ 47.50
#201894 Villages at Cinnaminson	\$ 713.80
#201895 Siena Capital Seniors Housing	\$ 190.00

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

Mr. Kollar presented Resolution 2020/2021-36, Adopted Budget Resolution.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-36. Roll call vote by Secretary recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes

Mr. Kollar presented Resolution 2020/2021-38, Budget Transfer. He confirmed that \$6,100.00 is being moved from Debt Service Principal and Interest to the Prime Pay category to cover that expense overage.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-38. Roll call vote by Secretary 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 asked if there were any other matters for discussion. Mr. Brad Smith noted that there were Employee Education Agreements which had been posted to the document site and Kim Fitzpatrick confirmed that they were for her to take two more courses, Principles of Public Purchasing 2 and Municipal Finance Administration for Public Purchasing Professionals, toward her certification as a Qualified Purchasing Agent (QPA).

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to authorize the two Employee Education Agreements for Kimberly Fitzpatrick. Roll call vote by Secretary recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes

Hearing no further matters for discussion, the meeting was adjourned.

Next scheduled meeting - Monday, January 11, 2021 at 6:30 PM

PLEASE TAKE NOTICE, the regular scheduled monthly meeting for the Cinnaminson Sewerage Authority for Monday December 14, 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 December 14, 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, Quarterly Withdrawal, Budget Approval, 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: 821-8589-2477, Password: 405655.

Kimberly Fitzpatrick
Administrator