

Minutes - November 9, 2020

The regular meeting of the Cinnaminson Sewerage Authority was held on November 9, 2020 via video conference due to the COVID-19 pandemic and commenced at 6:30 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.

**PUBLIC COMMENT**

Mr. Strobel noted that it didn't appear that there were any members of the public present, however, he opened the meeting to the public for comment and heard none.

**OLD BUSINESS**

Mr. Strobel asked the Board to address the draft regular session minutes of October 15, 2020. Mr. O'Connor noted that Authority Solicitor Brad Smith was not present at the October meeting but asked him if he had any corrections or comments on the minutes. Mr. Smith confirmed he reviewed the minutes and had no suggested edits.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt the regular session minutes of October 15, 2020 as submitted.**

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

**NEW BUSINESS**

Mr. Strobel noted there was one item for discussion under New Business; a fence agreement. Solicitor Brad Smith stated that he reviewed the agreement and it is in order, but said he did not see a copy of the survey that is referred to in the agreement. He said the survey should be reviewed by Mr. Simpson and confirmed that he asked Kim Fitzpatrick to send it to him. Mr. Smith said the agreement indicates "encroachments on the easement that are reflected in the survey attached as Exhibit A." Mr. Strobel confirmed the address with Mr. Smith as 605 Pomona Road. Mr. Smith asked Mr. Simpson if he saw the survey. Mr. Simpson confirmed that he saw the agreement and the map but did not realize that he needed to look closely to any improvements being made in the easement other than the fence. He stated he will look at the encroachments and then send an email to Mr. Smith and Kim Fitzpatrick. Mr. Smith suggested that the Board could approve the agreement subject to Mr. Simpson's review and approval.

Mr. Strobel confirmed with Mr. Smith that his suggestion was to approve the draft agreement and authorize its execution by the Chair and the Secretary conditioned on the Engineer's review and approval of the survey. **Mr. Strobel entertained a motion to adopt the Solicitor's recommendation of the conditional approval. Motion was moved by Mr. O'Connor and seconded by Mr. Conville. Recorded roll call vote: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes**

**DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI**

Mr. Szymkowski asked Mr. Simpson to review his report.

**Engineer's Status Report - Wayne D. Simpson****Mr. Simpson:****Manor Road Pumping Station (M-080-147)**

The contractor is working on the pump station rehabilitation and is making good progress. He expects the job to be completed by the end of this month now and we are satisfied with that.

**On developments:****M-081-131 2801 Riverton Road (Knowlton Residence)**

We reviewed a revised plan for this residence. They now propose to run their sewer line across Riverton Road to the Creekview Pumping Station and that is acceptable so we have approved that revised alignment.

Mr. Strobel stated that he thought that was originally anticipated and Mr. Simpson confirmed that they were originally going to go further north on Riverton Road but they would have to cross a stream. Mr. Strobel asked about the reason for the change and Mr. Simpson confirmed that a reason was not given; they just received the revised plan but he believes it had to do with justifying going under the stream and environmental constraints associated with it.

**Mr. Simpson continued his report:****M-081-136 Global - 1105 Route 130**

They requested that they be able to build their on-site sewer laterals prior to receiving the Treatment Works Application (TWA) approval so that they could get the parking lot paved before winter sets in. We are allowing that. They will not be building the pumping station that will be required to connect those flows into the Authority's sewer system so there actually are no improvements to the Authority's system; just some dry lines being built on-site. By the time winter is over, hopefully they will be approved for their permit.

Mr. Strobel confirmed with Mr. Simpson that Alaimo will inspect the laterals' construction.

**Mr. Simpson continued:**

On Church Road, near Forklanding Road, there is a fill-in lot that had been proposed to not only connect three properties that are being subdivided from that lot, but also an additional neighbor to be connected. That is now split up into four separate projects, all with Church Road addresses (**M-081-141-001, -002, -003 and -004**). Those plans came in for review and we have approved those for construction.

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 stated that she uploaded a revised employee evaluation form that she would like the Board to consider to replace the form currently in the Personnel Manual. She said that as she was attempting to do the evaluation for the year, she noticed that there were not many options regarding job performance. She said it seemed that it went from being new to fully knowing the job and not much in between. She said the new form is a little more comprehensive and she confirmed she shared it with Kevin Kramer who was in agreement with using it for Plant employee evaluations. She asked that the Board review and consider it.

Kim noted that the Governor passed a new executive order requiring that masks be worn inside the building and she stated that temperatures must be taken. She confirmed that she has purchased new masks for herself and Amy which must be worn when they go outside of the Authority office within the building. She confirmed that they have sanitizer and are keeping the office very clean.

Kim stated that "they are heavy into second meter readings and most have been done for Cycle 2." She reported that all the outside meter readings are done and there are a few lingering appointments for indoor meters through November. She said they will start putting those into the system for the December billing and then will move onto the readings for the January billing. Mr. Strobel confirmed with Kim that there are two cycles. She said she is unsure why they are called "Cycle 2 and Cycle 3" but stated there are only two. She said the town is basically split in half. Kim acknowledged that second meter readings are cumbersome but said they are working on a strategy for next year. Mr. Strobel confirmed with Kim that the next cycle will have indoor meters read in December for January billing. Kim stated that she believes the outside meter readings for Cycle 3 have already started being read. Mr. Strobel confirmed with Kim that slightly over half of all second meters are indoor meters and slightly less than half are outside meters.

Kim confirmed that the technology updates are still moving along and they are currently focusing on the Plant. She said they have ordered the back-up system and firewall which will be installed soon and then the Plant will be able to be connected and use the same software system. Mr. Strobel asked what that means from a practical standpoint and Kim explained that aside from the protection of the firewall, they will also be able to use Edmunds at the Plant to start purchase orders to the proper account number instead of starting on a paper purchase order that has separate numbers from the Edmunds system. She explained it will allow for the same purchase order number from start

to finish, as opposed to going from a paper to a computer generated purchase order. She said it will allow for consistency and one entry which will save time. It will also provide for an easier search of purchase orders.

Kim said that other than noting that the AEA Conference (virtual) is next week, she has nothing further for Administration. Mr. Strobel stated that conference is usually held in Atlantic City in conjunction with the League of Municipalities. He confirmed both are virtual this year, the cost is \$25.00 and said there is still time if anyone wishes to participate.

Kim added that she forgot to mention a piece of good news. She confirmed she received a grade of 101 for her first QPA class (she said there was extra credit.)

Mr. Conville stated that he reviewed the proposed employee evaluation form. He noted that Kim did a good job and said it is very concise. He asked a question regarding whether the value of the overall rating calculation (outstanding, needs improvement, etc.) is used for anything. Kim confirmed that she borrowed some templates from elsewhere and said in those, raises were dependent on those values. However, she said for the Authority, those values are just to provide that information. She said she can take them out if it is confusing. Mr. Strobel and Mr. Conville said they believe they should be left in. Mr. Strobel stated that it is a very good format and is fairly standard in the Human Resources industry. Mr. Strobel said Kim answered his only question which was about its intended use and that it will be for both the office and Plant employees. Mr. Strobel confirmed with Mr. Kramer that the form works for his purposes. Mr. Strobel confirmed with Kim Fitzpatrick that she could make the form fillable or available online. He said he has found that when available in that format, people find it easier, more convenient and are more likely to get them done. Kim confirmed that the original is in MS Word format and that she made it a PDF file for the purpose of uploading it to the document site. She said she and Kevin will be able to type everything in while preparing the evaluations.

Mr. Strobel confirmed with the Commissioners that they were ready to address the proposed form. **Mr. Strobel entertained a motion to adopt the proposed Employee Evaluation Form to be implemented effective immediately. Mr. O'Connor moved the motion and Mr. Szymkowski seconded the motion. Mr. Strobel called for a vote.**

**Vote: All ayes**

Mr. Strobel asked Kim Fitzpatrick about her progress with the Authority's website improvements. Kim said she was just recently able to overcome an obstacle which was causing her difficulty in moving forward. She said her plan is to have the new website ready for the beginning of the New Year. She said she plans to have a cleaner

format, allowing for all the necessary documents but without having to scroll through many pages. She said it will utilize drop down boxes with options. It will provide quicker access to documents and will have a nicer appearance. She said she also plans to have a customer section which will reference what to do if planning to move, etc., and there will be a section for Title Companies. She said overall it should have a better appearance and will be more user-friendly. She added that once she is finished, she will ask Commissioners to go in and test it to make sure that all the links are working and documents are loading properly. Mr. Strobel said he likes the plan and he thinks the improvements are especially helpful because they will improve customer service in the areas that Kim mentioned.

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 confirmed that Plant operations were running normal during the time period and there were no permit violations. He noted there was some heavy rain from a tropical storm at the end of October which led to some additional flow to the Plant, but said it was handled fine with some operational changes. He stated that Mr. Dave Stewart from the DEP performed a Plant Inspection on October 21, 2020 and was very pleased with Plant operations; there were no issues. Kevin confirmed that Mr. Stewart reiterated that he sees no problem with the granting of the affirmative defense for the fecal violation which occurred in July. Kevin stated that according to Mr. Stewart, it will ultimately be left to his discretion, once he reviews it again with his superior. Mr. Stewart said it would be included with his report of the inspection.

Kevin stated that the internal screens for the Fournier Rotary Press were replaced. He said the screens should have lasted over 60,000 operating hours but only lasted just over 6,000 operating hours. He said this is concerning as the cost of the screens was \$10,000 per screen and 8 were needed. He confirmed that the damage had been noticed and Fournier was contacted. He said pictures were sent of the damage and Fournier sent out a technician to help replace the screens. He confirmed the technician worked with Mr. Jack Haines to replace the screens which took two days. Mr. Kramer confirmed that the cost of the screens and the technician will be covered as long as they deem that there was a malfunction of the screens. He stated that the screens were sent back to the factory. From his discussion with the technician, Kevin learned that they have been experiencing problems

with the screens. Kevin explained that the purpose of the screens is to separate the water from the sludge and to decant it into a 20-yard container to be taken to the landfill. The technician confirmed to Kevin that he has been replacing screens throughout the country and said that in his report, he would note that there was a malfunction of the screens. Mr. Kramer confirmed that he sent an email to Fournier regarding the warranty on the new screens and what to expect going forward. Kevin said the screens should last approximately 30 years and confirmed that he is awaiting a response from Fournier. Kevin also confirmed that Mr. Simpson emailed Sherwood Logan, the manufacturer's representative, regarding the screens and concerns about the damage. Kevin said he would update the Board further when he has more information. Mr. Brad Smith asked Kevin if Fournier determined what the problem is with the screens and why they need replacement so soon. Kevin said the technician explained to him that the issue has to do with the welds on the screens bubbling out and causing the blades (which separate the sludge from the screen) to catch on the screens and tear them over time. Kevin stated that the technician told him that this has been a consistent problem he has seen. Mr. Smith asked if a remedy has been determined and Kevin stated that he has not heard back from Fournier with anything official yet. Kevin said that he was told there are different grades of screens available and that these are the least expensive ones. Kevin said he will keep Mr. Simpson and the Board informed of any updates.

**Mr. Simpson:** Keep in mind that the service technician is the unofficial word of the manufacturer. He spoke his own mind at that point. When I had contacted Sherwood Logan, who is the representative from Fournier in the area, they stated that the units that they have sold over the years are not experiencing this issue. It is just something that we are going to have to follow very closely on. I will go back to our contract documents for the supply of this device and make sure that all the warranty provisions are followed up on. I will work with Kevin and the manufacturer and the manufacturer's representative to ensure that the Authority gets the service that it is due in this case.

Mr. Strobel thanked Mr. Simpson.

Kevin continued with his report noting that for the Huber Headworks project, the parts that need to be replaced were received. He said the job is scheduled to start on Monday, November 16 and added that it is dependent on the weather because the flow control portion of the Plant will be bypassed. He said influent flows need to be low and he is hopeful that the weather will allow for it to get done next week.

**Safety:** Kevin reported that Mr. Jesse Nickum (new Assistant Fire Marshall) of the Cinnaminson Fire Department performed the annual fire inspection on November 6. Kevin confirmed that the Authority passed the inspection. He said three additional carbon monoxide detectors

are required; one for his office, one for the lunchroom and one for the maintenance shop. He confirmed they will purchase them (with 10-yr. warranty), send pictures to Mr. Nickum and that will take care of the only requirement on the report.

**Other:** Kevin said that Mr. Simpson had already discussed the Manor Road Pumping Station but confirmed that he is keeping Chief Calabrese of the Cinnaminson Police Department informed and updated since it is in front of the Police building.

Kevin stated that the lines on Jane Road were videoed to determine to the best of the Authority's ability (he reviewed the video and Mr. Kenkellen reviewed it) if the other connections were done properly. He confirmed that it appears the connections were made properly and noted he has a saved video of the inspection. He said he can have Mr. Simpson review it also.

Kevin stated that he has been in contact with Will Grey from Maple Shade Utilities regarding his request for a shared service agreement for use of the TV truck. Mr. Kramer confirmed with Mr. Grey that they are looking for scheduled televising of their sanitary and storm sewers for a half day or full day at the Authority's convenience. Kevin said that he has reached out but has been unable to find any local authorities with a shared service agreement for use of a TV truck. Kevin told Mr. Grey that he would mention it at this meeting and get back to him. Mr. Brad Smith stated that the Authority did have shared service agreements with respect to other things and he believed an agreement could be put together that would be appropriate. Mr. Kramer stated he believes that since it would be a scheduled service, he can plan for it. Kevin noted that at the last meeting, wear and tear on the equipment was mentioned as a concern and he said he believes that could be addressed in the agreement. Mr. Smith confirmed that it could be covered in the agreement but said that acceptable rates would be needed. There was some further discussion.

**Mr. Strobel:** Ultimately, as a fiduciary looking out for Authority ratepayers, I have to feel comfortable that our ratepayers are not going to be negatively impacted and, in fact, there may be something that would be beneficial, like the revenue more than covers anticipated costs and provides something extra.

He asked that Kevin keep in mind that it should be something that is in the Authority's best interest to do. Kevin will work with Mr. Brad Smith and Mr. Simpson regarding a proposed agreement.

Lastly, Kevin said he wanted to mention that to do the necessary work on the rotary sludge press, each of four chambers (weighing 1,400 lbs.) had to be lifted off their shaft. He said he wanted to express how valuable it was to have Jack Haines as a mechanic to fabricate a gantry in-house. He said the drawing was designed and then reviewed



by Alaimo. The gantry was built in-house to Alaimo's approved specifications. He confirmed there were very few materials which needed to be purchased as they used stock they already had at the Plant. He explained the gantry, which is a permanent structure, will allow for the safe removal of the chambers from their shafts for maintenance. He commended Jack Haines and said he saved the Authority the cost of having to outsource the job. Kevin confirmed the cost was just over \$1,000 in labor and materials and said it would have cost much more if contracted out. Mr. Strobel was in agreement and asked that Kevin thank Mr. Haines for the Board. Mr. Smith confirmed with Mr. Kramer that Alaimo approved the design and asked if Alaimo inspected the final product. Mr. Kramer confirmed the final product was not inspected by Alaimo and Mr. Smith suggested that Alaimo should do that if the Board was in agreement. Mr. O'Connor expressed his agreement and Mr. Kramer said he would schedule an inspection with Mr. Simpson.

Mr. Kramer asked about a discussion of 307 Jane Road and Mr. O'Connor reported that he was going to confirm it as an item for discussion in executive session. Kevin confirmed he had nothing further to discuss on his report. Mr. O'Connor presented Resolution 2020/2021-35, Authorization for Proprietary Product Specification Root Control Herbicide and asked Mr. Kramer to comment. Mr. Simpson stated that it was his recommendation to enter into a proprietary contract. He said it would be the third time doing so. He confirmed the company as Duke's Root Control that has been treating the sewer mains within the easements for the Authority for some years. He said to date they are the only company that uses the herbicide that not only kills the roots in the pipe, but also goes up into the soil to trim them back beyond the sewer line. Mr. Simpson said it has been successful in keeping the sewer lines from clogging due to roots over the course of the years. He stated that it is an application that has to be repeated every two to three years. He said Alaimo does the research each time this comes up to make sure there are no other vendors that use that product and has done so this year and have found none. He said he is recommending that the Authority enter into a proprietary contract for this. Mr. O'Connor asked Mr. Smith if there were any issues from a legal perspective and Mr. Smith confirmed that Mr. Simpson's letter provides justification and it should be attached to the resolution.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-35 with the justification letter from the Authority's Engineer as an attachment to the resolution.**

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

**DIRECTOR OF PERSONNEL - RICHARD STROBEL**

Mr. Strobel stated that the only matter he wanted to ask the Solicitor about was the effort to get the Township Committee to adopt the ordinance that would help the Authority with the enforcement of connections. He asked if the matter could be discussed or required discussion in executive session. Solicitor Brad Smith stated it should be addressed in executive session as a potential litigation item.

**TREASURER - THOMAS KOLLAR**

Mr. Kollar stated that on the Revenue side, at 75% through the fiscal year, User Charges are at 74% versus 73% last year. He stated that Connection Fees are over expected budget and total revenues are at 76% versus 63% last year.

On the expense side, he said most of the categories are tracking well with the exception of Office Supplies which is at 107% of budget. He reported that there is a resolution that will address a budget transfer to cover the overage. He confirmed that the Office Supplies category also covers rent and asked Kim to comment. Kim reported that the category covers everything that is not postage including the copier, the U-Haul space, the rent for the office, the fax line, supplies, etc. Kim stated that in the budget transfer resolution, she captured some of the expenses moving forward so that she hopefully will not have to do another transfer until January. She confirmed she projected out the meter downloads which runs at about \$400/month and the U-Haul rent. She said the office rent was already encumbered at the beginning of the fiscal year into a purchase order and is paid down monthly off of that purchase order so no additional funds are required for that. Mr. Kollar added that the budget for next year has been adjusted to cover these expenses and he reported that total expenses are at 64% of budget. Lastly, he stated that the debt service is paid up for the year and Capital Expenses are at 28%.

**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 \$188,519.04 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 one Renewal and Replacement requisition totaling \$29,007.65 and certified that funds are available.

#20-014 Huber Technologies, Inc	\$ 29,007.65
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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 by Secretary recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes**

Mr. Kollar submitted three Builder's Escrow invoices totaling \$7,021.90 and certified that funds are available.

#201489 Global Cinnaminson I, LLC	\$ 145.00
#201495 Village at Cinnaminson Harbour	\$ 1,295.21
#201097 Village at Cinnaminson Harbour	\$ 5,581.69

**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 2020/2021-32, Budget Resolution. He confirmed that he, Kim Fitzpatrick and Kevin Kramer met in October to review the budget. He stated that Kim did an excellent job of detailing costs and providing accurate information required to make changes to line items. He said the budget is realistic and representative of what they expect for next year and does represent an overestimation or shortfall of anticipated revenue of \$746,570.00. He confirmed there is enough of a surplus (unrestricted funds) to carry the deficit for next year but cautioned that the Board may need to consider a rate increase in the near future. He added that it is possible there will be additional money since the budget is currently underspent so far this year. Mr. Kollar stated that Kim also mentioned that there are some bonds to be released. Kim confirmed the amount as \$346,000.00 and stated she is working to get the documentation together to release those funds back into the general budget. There was some further discussion regarding the budget and the possibility and timing of a future rate increase.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-32.**

**Roll call vote by Secretary recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes**

Mr. Kollar said he wanted to add to the budget discussion that the Superintendent's list was rather light for next year since there has been a bit of money spent on Plant upgrades recently. He said the only large item is a new truck to replace the 2002 truck.

Mr. Kollar presented Resolution 2020/2021-33, Quarterly Withdrawal, in the amount of \$570,760.00.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-33.**

**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 2020/2021-34, Budget Transfer. He confirmed that \$6,100.00 is being moved from Plant Personnel to the Office Supplies category to cover expenses as previously discussed.

**Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-34.**

**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 stated that NJUA JIF notified the Authority that it is eligible for a dividend and said Kim will reply and have it applied as a credit. He confirmed the amount as \$7,413.00.

Mr. Strobel reopened the meeting to the public for comment and hearing none, asked if there were any other matters for discussion.

Hearing no other matters for discussion, he entertained a motion to enter into an executive session to discuss matters of potential litigation, results to be disclosed when no longer prejudicial to the interests of the Authority. He stated that if the motion is adopted, he will request that the Commissioners, the Secretary, the Administrator, the Superintendent, Authority Solicitor and Authority Engineer participate in the executive session. Mr. O'Connor asked about formally adjourning the meeting in open session and suggested adding a contingency that if the Board does not return to the open session link within one hour, it will adjourn from executive session. Mr. Strobel stated that general direction can be given in executive session but if there is need for formal action, the Board must resume in open session. Mr. O'Connor moved the motion for executive session as entertained by Mr. Strobel, and Mr. Szymkowski seconded the motion, adding the contingency that it would be followed by an adjournment unless the Board returns to the open session link within sixty minutes. Mr. Strobel called for a vote: All ayes Time: 8:02 PM

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

PLEASE TAKE NOTICE, the regular scheduled monthly meeting for the Cinnaminson Sewerage Authority for Thursday October 15, 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 November 9, 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: 827-1887-1257, Password: 987590.

Kimberly Fitzpatrick  
Administrator