

Minutes - October 15, 2020

The regular meeting of the Cinnaminson Sewerage Authority was held on October 15, 2020 via video conference due to the COVID-19 pandemic and commenced at 6:32 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, Kevin Kramer, Superintendent of Operations and Judy Devone, Secretary. Authority Solicitor, Bradford Smith, was not present due to illness. Authority employee Matthew Naisby, and Mr. Bernardo Simoes of Global Cinnaminson I, LLC, 1105 Route 130, were present from the public.

**PUBLIC COMMENT**

Mr. Strobel opened the meeting to the public for comment. Mr. Bernardo Simoes of Global Cinnaminson I, LLC, the former Acme building, was present and asked to be heard regarding his sewer bill, specifically accrued interest charges. Mr. Strobel confirmed with Mr. Simoes that the property was subdivided some time ago. Mr. Simoes

said the former Acme building and part of the parking lot is one parcel and the rest of the center with Speed Raceway, Hibachi Grill, etc. is a different parcel. Mr. Strobel asked Mr. Simoes to discuss his inquiry. Mr. Simoes stated that he bought the property in December 2018 and for some reason, the Authority had the address of the old owner. He said he did not receive any of the sewer bills. He said he had called and given the new office address for bills, however, he didn't receive any until just recently. He said the bill that he received was for \$9,149.09 which included "penalties" of \$1,397.56. He stated he is requesting a credit for the "penalty" as he did not receive the bills. He confirmed he paid the entire bill including the interest but would like to be reimbursed for the interest. Mr. O'Connor confirmed with Administrator Kim Fitzpatrick that the "penalty" to which Mr. Simoes referred, is interest that was accrued on the account for non-payment. Mr. O'Connor asked Kim if it was in fact an error of the Authority. Kim explained that there is no record of when Global called to set up a sewer account and she was not an employee at the time. She said she only has the information she gathered from the Authority Bill Clerk, Amy Williams. Kim confirmed that the Authority has no written record of Global calling to change over the sewer account from the previous owner to the new owner. Mr. O'Connor asked if that should be done at the time of the sale automatically and Kim stated that it is not done if the Authority is not notified; she said the Authority does not know when a sale happens. She stated that if there is a lack of notification, the office does not know that something has changed hands. Mr. O'Connor asked if a title company had called about it and Kim confirmed that according to the Billing Clerk, the Authority never received notice to make a change. Kim confirmed that a check from a title company was received but it was just a check with no information regarding a change or new address and there was nothing in writing from Global indicating that they were the new owners or providing a new address for billing. Mr. O'Connor confirmed with Kim that in summary, Mr. Simoes states he never received the bills but now that he received a bill, he paid it and would like the accrued interest on the account credited. Mr. Simoes also confirmed that as what he is seeking.

Mr. O'Connor asked Authority Solicitor Brad Smith if the matter required discussion in an executive session and Mr. Strobel confirmed that Mr. Smith was not present at the meeting due to illness. Mr. Strobel said he received a phone call from the Solicitor stating he was rather ill and likely would not make the meeting. Mr. Strobel confirmed there could be a point in time, depending on where the discussion goes, that would justify a closed session, but said currently there is a ratepayer asking for relief, questions being asked, and information discussed which should all be done in the open session. Mr. O'Connor confirmed that all his questions had been answered. Mr. Conville thanked Mr. O'Connor for his questions and said he had no other questions. Mr. O'Connor stated that a good partner in the community who is redeveloping a site is requesting

relief and he believes there was no intent to not pay the sewer bill. Mr. O'Connor said the bill, once received, was paid in full including the interest to avoid tax sale. He said given the fact that previous bills were not received, and the Authority Billing Clerk cannot recall or deny if there was a call to update the address and the other employee has since retired, he suggests that an account adjustment would be appropriate. Mr. Conville said he was in agreement. Kim Fitzpatrick said she would like to clarify that a credit on interest would not be offered only because a ratepayer does not receive a bill. She confirmed that every month she has customers who call that state they did not receive a bill and she does not want to set any precedent of offering a break on interest for anybody who says they did not receive a bill. She said there have been instances where the post office does not deliver them or they are found on the neighbor's property. Mr. O'Connor clarified that in this circumstance because there was a change in ownership and a change in mailing address that would be the primary reason for granting waive of the interest. He noted that typically a bill would come to the same address regardless. He stated that this is a very unique circumstance to an economic development project in town where the new developer of the site had a mailing address that was different than the actual billing address of the property. He said there was some type of mix up, whether on his end or on the Authority's end, but because of all of those circumstances, he feels it should allow for a one-time waive of interest on the account. Mr. O'Connor stated it is not solely because the ratepayer did not receive a bill. Mr. Strobel clarified with Mr. O'Connor that he was saying the point of differentiation is the fact that whatever bill was sent out, was sent to the wrong address and it may be based on Authority error. Mr. Strobel stated that Kim made a good point because bills are sent out and there are circumstances where customers claim they don't receive them. Mr. Szymkowski said he concurred with Mr. O'Connor. Mr. O'Connor confirmed with Kim Fitzpatrick that a refund of the accrued interest would be in the form of an account credit.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to authorize a credit to the account of the property owner, Mr. Bernardo Simoes, of Global I Cinnaminson, LLC, in the amount of \$1,397.56 due to the circumstance that the mailing address differed from the billing address of the property and therefore the property owner did not receive the new bill, despite the fact that he may have notified the Authority of the change of address. The motion does not constitute any change in policy or precedent regarding payment of bills or waiver of interest but is an individualized relief being granted.**

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

Mr. Strobel asked if there was anything further on the matter and Mr. Simoes thanked the Board for its cooperation. Mr. Strobel asked if

there were any other comments from the public and hearing none, moved to Old Business.

### **OLD BUSINESS**

Mr. Strobel asked the Board to address the draft regular session minutes of September 14, 2020. Mr. Strobel confirmed that he spoke with Authority Solicitor Brad Smith who had no suggested edits.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt the regular session minutes of September 14, 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 asked if there were any new business matters and hearing none, moved to Construction.

### **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 should be starting up this week and is scheduled to complete the project by the end of October.

##### **Village at Cinnaminson Harbour (M-080-079)**

Ryan Homes is nearing completion of the sewer main installations on Sections 7 and 8 which are the last sections of the development.

Mr. Simpson confirmed he had nothing further to report and 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 reported that Edmunds, the software company which provides the Authority's general ledger and billing software, also has an arm which processes the Authority's online payments via credit card and/or bank check. She said she received a notification from Edmunds that the fee for the e-check convenience is increasing from \$1.05 to \$1.95. She confirmed that she posted notification of the increase on the website under online bill pay to alert ratepayers that on November 15<sup>th</sup> there will be an increase in the e-check only; the credit card payment fee will remain at 2.95% of the balance. Mr. Strobel asked Kim to add a sentence in the notification, under the one about the e-check, stating that the ACH Direct Withdrawal option remains free and

indicating the link to that option. Mr. Kollar asked if Kim knew the number of actual users of the e-check option and Kim said she did not have that information. Kim confirmed, however, that there are approximately 2-3 customers per day using one of the available online options (e-check, credit card or ACH Direct Withdrawal).

Kim confirmed that the Township is moving forward with tax sale. Kim reported she had numerous discussions with the Tax Collector and will be providing a file for the tax sale to the Tax Collector on Friday, October 23. Kim said that file will be integrated into the tax sale file and notifications will be sent out by Friday, October 28. There was a brief discussion regarding tax sale income and Kim also reported that she has noticed a marked increase in usage during the period of May through August, likely due to residents spending more time at home because of COVID-19. She said the office has received calls regarding higher bills and she has assured residents that the bills are based on their water usage and that rates have not changed. She also noted that the second meters are being read later so some residents that are used to having those higher bills offset now, have to wait until their December or January bills. There was some further discussion regarding comments regarding bills on social media and Kim reported that she reached out to a resident who indicated he had called the office more than once with no response. Kim confirmed she reviewed the Authority phone log and found no record of the resident's phone calls but she reached out to see if she could assist with anything. She reported she reviewed the resident's bill with him and he was satisfied. Mr. Strobel said he applauded Kim for being proactive and taking those steps.

Kim reported that they have started scheduling for indoor second meter readings. She confirmed that notification was sent to residents last week and she and Amy Williams have already scheduled many readings. She also reported that the second meter list for outside meters was given to Kevin Kramer so his team could prepare a schedule to read those meters.

Lastly, Kim stated that Kevin Kramer was contacted by Maple Shade regarding shared services to camera sewer lines and she wanted to know if there is an established hourly rate for such services. Mr. Kramer stated that in the past, the Authority has helped Maple Shade's Wastewater Department if needed when they called on occasion to have a line televised. Kevin confirmed he received a phone call from Will Gray of Maple Shade Public Works who asked about a shared service agreement for their Wastewater and Public Works Departments where if needed, the Authority would use its camera truck to televise both storm and sanitary sewer lines. Mr. O'Connor asked Kevin if a rate was ever charged for previous service and Kevin confirmed it was not as it was only a handful of times. Mr. O'Connor confirmed with Kevin that Maple Shade is now looking for something more permanent. Kevin reported that he spoke with Joe Russell, Superintendent of Operations

of Delran Sewerage Authority, to get an idea of an hourly rate; however, Mr. Russell confirmed that they did not have a shared service agreement. Kevin confirmed that he also asked Wayne Simpson, who suggested he call Jeff Booth at Evesham MUA as they have a shared service agreement. Mr. Booth informed Kevin that they charge anywhere from \$200-\$300/hr. for a camera truck to perform any service. Mr. O'Connor asked Kevin about the cost to the Authority for use of the truck and two employees during regular business hours or after hours. Kevin said he believes Maple Shade would want to set it up as a scheduled service but confirmed that if after hours, it would require two employees at a 4 hr. minimum overtime per employee, so it would be an 8 hr. minimum. There was some further discussion regarding the feasibility and any impact to the Authority, and scheduled service versus after-hours service. Mr. Strobel noted that the agreement would have to be advantageous to the Authority and must protect the interests of the Authority legally, financially and operationally. Mr. O'Connor suggested that Kevin contact Mr. Gray at Maple Shade and get more specific information regarding their needs. Mr. Szymkowski mentioned that the impact on the Authority's equipment must also be a consideration. Mr. Strobel agreed and mentioned hard costs, soft costs and liability factors which would need to be addressed and then formalized in an agreement prepared by the Authority Solicitor. Mr. Strobel suggested that Kevin also seek input from Authority Engineer Wayne Simpson.

Lastly, Kim Fitzpatrick asked that Mr. Conville and Mr. Szymkowski make plans to stop at the office to sign the affidavit of the audit report and there was a brief discussion.

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

Mr. O'Connor stated that Mr. Kramer would present his report but said there was an incident on Jane Road involving a sink hole in the road and a resident's disconnected lateral from the sewer main which requires discussion. Mr. Kramer provided a timeline for the Jane Road incident which was posted to the document site and he reviewed the timeline in detail. He explained that after initially thinking the sink hole was caused by an issue with the sewer main, it was discovered that the lateral for 307 Jane Road was not connected to the main. Kevin reported that he received a phone call from Public Works on September 30 regarding a sink hole which had been reported by NJ American Water (NJAW) who was working in the area with a dump truck and a backhoe. After televising the sewer main from manhole to manhole and seeing no evidence of a break, but noting an area holding excess water, Kevin Kramer and Mr. Kevin Gauntt, Superintendent of Public Works, decided to call Booth Mechanical out to help determine the cause of the sink hole. Booth proceeded to dig approximately 15 feet to the sewer main and it was revealed that the homeowner's lateral was not properly connected to the sewer main. There was a 12-15 inch gap between the lateral and the main. Kevin confirmed that

Booth Mechanical made the connection of the lateral into the main and filled and repaired the opening. Kevin said that since the lateral is the responsibility of the home , a discussion is necessary regarding the cost incurred to the Authority by Booth Mechanical. Mr. O'Connor asked about the cost and Mr. Kramer confirmed that the invoice is for \$14,550.00. Mr. Kramer stated that he reported the findings regarding the disconnected lateral to the homeowner's father and told him the matter would be discussed at the meeting. Kevin said he would report back to the homeowner's father after the meeting. Kevin stated that the homeowner just purchased the house in July. Mr. Strobel asked Kevin if he had any theory or indication as to how it could have happened and Kevin said he did not have any theory. Mr. Simpson reported that the house was constructed in 1965 and he believes that at some point in time, the connection was made into the pipe or corrected. He said it was not a proper connection, whenever it was done. He stated the hole in the main is there for the pipe to be pushed into but if it had been pushed into it, it was not pushed in properly and fastened securely so that it would not shift. He said at some point in time, it either shifted or it had never really been pushed home into the pipe fully. He said the sewage flow created its own path of least resistance into the pipe and went unnoticed until enough soils had been washed in with the sewage to create a point of weakness. He said the NJAW truck and backhoe caused the sink hole to start forming. Mr. Simpson said it would have happened sooner or later.

Mr. Strobel asked why it would have taken so long and asked if there would have been backups in the house. Mr. Simpson said it was hard to say but noted that the lateral is fifteen feet deep and the soils might have been compacted sufficiently. He said his thinking is that the lateral somehow came loose from the pipe and perhaps was not a foot away until Booth dug around it. But, he said it definitely came loose from the main and was not secured the way a normal lateral connection should be secured. He said there should be a saddle of some sort or even a strap-on fitting that secures the lateral to the main and that was not done. Mr. Simpson stated that he doesn't believe there is any evidence of recent road openings prior to NJAW being there. Mr. Strobel asked Mr. Kramer what work NJAW was doing and Mr. Kramer said they opened up a cavity about ten feet away from the sewer main, on the curb, and appeared to be working on their water main possibly replacing a valve. Mr. Strobel asked if it was possible that the reason NJAW was there had something to do with this matter and Mr. Simpson said if there was a leak, it is a possibility but if the valve was just not working properly and needed replacement without leaking into the ground, he doesn't see a direction connection. He stated water lines are only four feet deep and he doesn't really see water flowing from a broken water main into a hole in the sewer main at fifteen feet deep. Mr. Strobel asked if Mr. Simpson could see any scenario where NJAW could have done something that led to what the Authority was left with and Mr. Simpson said he doesn't know how they

could have caused the lateral to disconnect from the sewer main. Mr. Strobel confirmed with Mr. Simpson that NJAW's truck likely did cause the sink hole. Mr. Strobel stated it seems that there was either a connection that somehow became disconnected or there never was a connection and he asked if there was evidence pointing to the fact that there was a connection or if it was not clear at all. Mr. Simpson and Mr. Kramer both said that there was no evidence. Mr. Szymkowski asked if there was still a saddle on the main and Mr. Kramer said there was nothing there. Mr. Szymkowski confirmed with Mr. Kramer that it appeared there was never a saddle there to begin with.

Mr. Strobel confirmed with Mr. Kramer that normally when there is a lateral issue; it is on the property owner to call a plumber to fix it. He noted that it is recommended that residents contact the Authority if they are dealing with backups or problems so the main can be checked first. Mr. Kramer confirmed that in this case when he, John Kenkellen and Kevin from Public Works looked at the televised line, it looked like a normal lateral connection; there was a tunnel already there. He said there was no clear evidence to suggest that the lateral was not connected or Booth would not have been contacted by the Authority.

Mr. Strobel confirmed with Kevin that he did not speak directly to the homeowner but with his father. Kevin said he notified the father that the homeowner is responsible for the entire lateral from the home to the main. Kevin said the homeowner's father expressed some concern about the potential of his son incurring the cost of the whole job and he told Kevin that the house was just purchased in July. Mr. Kramer said he left it that he would report back to the father after the meeting. Mr. Strobel said the lateral issue would likely not surface on a home inspection if there were no backups or other issues within the home.

There was some further discussion regarding the sink hole, the road itself, the original developer and any other possible causes for the lack of lateral connection. Mr. Szymkowski suggested that the main be televised to see if there is evidence of any other potential lateral issues on Jane Road and Kevin said he would do that. Mr. Kollar suggested the homeowner might be eligible for an insurance claim and there was some further discussion. Mr. O'Connor said he had to excuse himself from the meeting and would return in a few minutes. There was some further discussion and Mr. Strobel said he was viewing the property via Google Maps. Mr. Strobel confirmed with Mr. Simpson that the connection should have been inspected at the time the home was built. Mr. Simpson stated that if it was a single family home, the Authority would inspect the connection and it is was a development, it might be his staff. Mr. Simpson said there is also a plumbing inspector but they generally stick to within five feet of the home. Mr. Strobel stated it would be helpful to get some input from the

Solicitor. He added that it would be nice if there was something that would provide some relief in whole or in part to the homeowner; if there was some sort of insurance or ability to mitigate since they recently purchased the home. Mr. Strobel mentioned the Google Maps photo from October 2019 that he was viewing and there was some further discussion regarding it and the photos from October 1, 2020 which were provided by Kevin. Mr. Strobel stated that the Authority will ultimately have to pay the bill from Booth Mechanical as the Authority called for service and has a contract with Booth. Further discussion ensued and Mr. Strobel suggested the Board continue in a closed session at that stage. Mr. O'Connor asked that the record reflect that he was present again at the meeting. Mr. Strobel asked if there were any other matters from Commissioners, staff or professionals for an executive session and heard none. Mr. Strobel suggested that during Budget and Finance under Renewal and Replacement, the Board could approve payment of the Booth Mechanical requisition for Jane Road conditioned on the Solicitor's consent. Mr. Strobel stated that discussion on the matter should conclude tonight as only legal position has not been discussed and suggested the matter can be resumed for discussion later in an executive session with the Authority Solicitor present. Mr. Strobel said he will update the Solicitor so he will be prepared. Kevin Kramer confirmed with Mr. Strobel that he will contact the homeowner's father to let him know there was discussion and the Board is still reviewing items, and the Authority will get back in touch when there is an update.

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

**Operations:** Kevin confirmed that Plant operations were normal during the time period and there were no permit violations. Kevin reported that he is still waiting for the on-site visit from DEP Inspector, Mr. Dave Stewart, who will address the Fecal Coliform violation from July 2020 at that time and said he is hopeful it will be with an affirmative defense and no other action required. Kevin reported he is still waiting for a part for the Huber Headworks to arrive at any time and he will schedule KRS, who submitted the lowest quote, to come and perform the work once it arrives. Kevin said they are currently fabricating in-house a permanent gantry to be used to help perform maintenance on the four sludge chambers of the Rotary sludge press. He stated each sludge chamber weighs about 1,400 lbs. and must be lifted off its shaft. He confirmed that Alaimo engineers came out and reviewed and approved the design.

**Safety:** Kevin reported that Spill Control and Counter Measures & Personal Protective Equipment training took place on September 17, 2020 provided by Certified Health and Safety Services. He said it was the last training for this calendar year.

**Other:** Kevin noted that the Jane Road sink hole and the Maple Shade shared service matters were previously discussed. Lastly, he stated

that employee, Ed Duba, is enrolled in an Advanced Wastewater Course which is required to sit for the S2 License Test. He confirmed that Mr. Duba started taking an Advanced Collection Course; however, there were not enough participants to continue that course so he was able to switch to the Advanced Wastewater (90 hr.) course. Kevin reported that Mr. Duba only missed one class and the instructor is aware of what transpired. Kevin said the course is through BCIT and is in-person.

Kevin confirmed he had nothing further and Mr. O'Connor said there were no other matters for discussion under Operations. Mr. Kollar thanked Kevin Kramer for providing the photos for the discussion about Jane Road.

**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 66% through the fiscal year, User Charges are at 60%. He confirmed Connection Fees came in from Ryan Homes (Village at Cinnaminson Harbour) for the third consecutive month and said they are at 165% of budget. He confirmed that total revenues are at 62% versus 47% last year.

On the expense side, he said most of the categories are tracking well and total expenses are at 56% versus 67% last year.

**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 \$148,413.24 and certified that funds are available.

**Discussion: Mr. Strobel asked about the invoice for E-Fax J2 Cloud Services, LLC. and Kim Fitzpatrick confirmed that the Authority switched from a landline to e-fax which represents a savings. She reported that the cost of the landline was approximately \$67.00/month and the cost for E-fax is \$13.00/month. Mr. Strobel confirmed with Kim that the invoice is for the annual bill and Kim said there was a discount for paying for the full year. Mr. O'Connor commented that his company uses E-fax and it is very convenient; faxes come to email and it saves paper. Mr. Strobel said he uses E-fax as well. Mr. Strobel also asked about the invoice for Mission Communications and Mr. Kramer explained that Mission Communications provides an alarm**

service at the pump stations that will directly alert the Collection Leader, John Kenkellen, via phone in the event of an emergency.

**Motion:** Made by Mr. Kollar and seconded by Mr. Szymkowski 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 four Renewal and Replacement requisitions totaling \$45,336.00 and certified that funds are available.

#20-010	Booth Mechanical, St. Charles Place	\$ 22,420.00
#20-011	Booth Mechanical, 307 Jane Rd.	\$ 14,550.00
#20-012	Quad Construction	\$ 5,760.00
#20-013	Site Specific	\$ 2,606.00

**Motion:** Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of the Renewal and Replacement requisitions as submitted, with the condition of having the Solicitor's consent for #20-011 to Booth Mechanical for 307 Jane Road for \$14,550.00. Roll call vote recorded as: Mr. Strobel, Mr. O'Connor, Mr. Kollar, Mr. Conville and Mr. Szymkowski - All ayes

Mr. Kollar submitted two Builder's Escrow invoices totaling \$240.00 and certified that funds are available.

#201098	Capital Seniors Housing	\$ 142.50
#201099	Fieldstone Partners 4 Paddock Lane	\$ 97.50

**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 Resolution 2020/2021-31, Certifying Audit for the period ending January 31, 2020. Mr. Kollar reported that he and Kim Fitzpatrick reviewed the audit with Authority Auditor Mr. Michael Holt. He explained that the resolution certifies that all governing body members have read the report and specifically, the general comments and recommendations section on pages 45 and 46 of the report. He said signatures of the Commissioners are required.

**Motion:** Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-31.

**Discussion:** Mr. Kollar added that it was a very positive audit with no critical findings by the auditors. Mr. Strobel said he was very pleased with what he read and saw in the audit. He congratulated the staff who helped make it happen, in particular Kim Fitzpatrick.

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

Mr. Strobel mentioned that on page 43 of the audit, Mr. Kevin Kramer's name is spelled incorrectly and he asked that Kim let the auditor know for future reference.

Mr. O'Connor asked Mr. Kramer if there was any update regarding State License Testing and Mr. Kramer confirmed that there has been no update so he assumes the testing scheduled for the end of October/beginning of November will be cancelled. He said after that, the next testing is currently scheduled for March.

Mr. Kollar reported that he, Kevin Kramer and Kim Fitzpatrick will be meeting tomorrow to discuss the Capital Budget for next year.

Mr. Strobel confirmed with Mr. Kollar that he had nothing further for discussion. Mr. Strobel stated that he noticed that the doors were installed on either side of the court room in the Municipal Building and said it is a step completed toward possibly holding a meeting there. Mr. Strobel said he believes the building may reopen to the public after the tax payment window in November which is usually the first ten days of the month. Kim Fitzpatrick confirmed that she spoke with Julie Edmonson, Township CFO, after the Township meeting and was told there was no decision made regarding reopening of the building so she anticipates the November meeting will be held electronically.

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, the meeting was adjourned.  
Time: 9:01 PM**

**Next scheduled meeting - Monday, November 9, 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 October 15, 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, 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: 848-7064-3212, Password: 479110.

Kimberly Fitzpatrick  
Administrator