

Minutes - September 10, 2018

The regular meeting of the Cinnaminson Sewerage Authority was held on September 10, 2018 in the conference room located within the Cinnaminson Municipal Building and commenced at 6:30 PM.

Chairman Richard Strobel and Vice Chairman Robert O'Connor were not present. Mr. Thomas Kollar, Director of Budget and Finance, opened the meeting and read the following:

OPEN PUBLIC MEETINGS ACT

N.J.S.A. 10:4-6 et seq.

Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by;

- (a) prominently posting the Annual Notice of Meetings Resolution and maintaining such notice on a public bulletin board reserved for such or similar announcements.
- (b) by submitting the Annual Notice of Meetings Resolution for publication in the Burlington County Times, the Board's official newspaper, and the Courier Post, the Board's alternate official newspaper in February 2018 within seven days of the Board's reorganization meeting;
- (c) filing the Annual Notice of Meetings Resolution with the Clerk of the Township of Cinnaminson; and
- (d) mailing the Annual Notice of Meetings Resolution to any persons who shall have prepaid to receive such notice.

This statement shall be entered into the minutes.

On roll call by Secretary Judy Devone those present were Board Members: Peter Galosi, Frank Szymkowski and Thomas Kollar. Mr. Richard Strobel and Mr. Robert O'Connor were absent. Also in attendance were Cynthia Doerr, Administrator, Wayne D. Simpson, Authority Engineer, Bradford Smith, Authority Solicitor and Kevin Kramer, Superintendent of Operations.

Authority employees Matthew Naisby and Charles Staub were in public attendance.

PUBLIC COMMENT

Mr. Kollar opened the meeting to the public for comment and hearing none, moved to Old Business.

OLD BUSINESS

Mr. Kollar asked the Board to address the regular and executive session minutes of August 13, 2018.

Motion: Made by Mr. Szymkowski and seconded by Mr. Galosi to adopt the regular and executive session minutes of August 13, 2018 as submitted.

Discussion: Mr. Brad Smith, Authority Solicitor, indicated he had one suggested correction due to a typo in the regular session minutes on page 59. He suggested that under Old Business in the last sentence of the last paragraph, it should read: "...the executive session minutes of July 9, 2018 as submitted."

Amended Motion: Made by Mr. Szymkowski and seconded by Mr. Galosi to adopt the regular session minutes of August 13, 2018 with the change as suggested by Authority Solicitor and the executive session minutes of August 13, 2018 as submitted. Vote: All ayes

NEW BUSINESS

Mr. Kollar asked if there were any matters for discussion under New Business and hearing none, asked Mr. Szymkowski to report on Construction.

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to review his report dated September 7, 2018.

Engineer's Status Report - Wayne D. Simpson**Mr. Simpson:****M-080-130 Plant Improvements**

The DEP will be coming to do their final inspection on both the Plant Improvements and the Taylors Lane Sewer Extension Projects.

M-080-141 Taylors Lane Sewer Extension

The paving is done on Taylors Lane. The road is open for business. The contractor still has some sidewalk work to do.

Cindy Doerr confirmed with Mr. Simpson that he received the camera results from Wawa. He stated that Wawa's contractor had to clean out some debris from the line and replace some castings at manholes because they had installed castings that had openings that were too small and didn't meet the Authority's standards.

Mr. Simpson continued:

M-080-142 Treatment Plant Roof Replacements

This project has one punch list item left and we are working with the contractor and the manufacturer to get it straightened out. Mr. Simpson stated that it has to do with some ponding that was on the roof.

Mr. Kollar asked if there were any leaks with all the rain and Mr. Kramer confirmed that there had been a small leak but it was due to the gutter system not being finished. He confirmed that since completion of the gutter system, there have been no problems.

Mr. Simpson continued:

M-080-144 Central Pump Station Generator Replacement

We have survey working on this already and once done, we can start on the design and get it out to bid as soon as possible.

Mr. Simpson (on developments):

M-081-113 Olmstead (Vines at Cinnaminson)

The developer did go out and correct some punch list items. He called me today and left a message that he wants to meet me with his contractor and address the one punch list item that still remains.

M-081-131 2801 Riverton Road

We received some additional plans to review for the large house that is being constructed.

Mr. Simpson also added that he received plans today for the Bagelatti that is replacing the previous 7-Eleven.

Mr. Simpson said he had nothing further for discussion on his report and Mr. Kollar moved to Administration.

DIRECTOR OF ADMINISTRATION - PETER GALOSI

Mr. Galosi asked Cindy Doerr if she had any matters to discuss for Administration. Cindy reported that she had received an email requiring that the budget for the next fiscal year be sent to the State by November 1, 2018. She confirmed that the budget is usually introduced in November but will need to be introduced in October. Mr. Kollar suggested that a budget meeting will need to be set quickly. Cindy confirmed she had no other matters for discussion.

Mr. Kollar asked if information on an upcoming AEA event had been posted. Cindy Doerr stated that she had posted information to the document site about an AEA Commissioner's Supper in Egg Harbor Township in October. Mr. Kollar noted that the dinner was free of charge and suggested that anyone interested should contact Cindy Doerr.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor was absent. Mr. Kollar asked Mr. Kramer to discuss his report.

Superintendent of Operations Report - Kevin Kramer

Mr. Kramer indicated that the Plant has been operating well and reported there had been no permit violations. He stated that they have been dealing with higher flows from all the rain but have been meeting the permit limits without any problem.

Mr. Kramer reported that they have noticed some excess foam coming into the Plant after the weekends over the last few weeks. He confirmed that the foam doesn't cause any permit violations but does cause the need for some adjustments to be made and takes about a day or a day and a half to be out of the system. He suggested it might be caused by an industrial user dumping something into the system. He confirmed that it will continue to be monitored. Kevin noted that they have determined that it is coming from the industrial side of town, somewhere behind Walmart. He said that they will run a sampler and see if it tests high for anything. Mr. Simpson confirmed with Mr. Kramer that the Authority only has one sampler and suggested that the purchase of another sampler might be a good idea.

Mr. Kramer reported that an employee has passed the CDL test. He confirmed that now both recently hired employees are operating the vactor truck.

Mr. Kramer confirmed that there were no safety courses to report on but said he believes there are two courses scheduled for within the next few weeks.

Lastly, Kevin confirmed that the Plant's quarterly maintenance had just started. He said all the equipment will be checked and adjusted as needed.

Mr. Kollar confirmed with Mr. Kramer that he feels there is the right level of employment with the addition of the two new employees. Mr. Kramer briefly discussed the retirement of an employee within the next year and said there will be a need for a replacement. Mr. Kramer had nothing further to report.

Mr. Kollar indicated Resolution 2018/2019-37 and said it was for the sewer root system control services. Mr. Simpson stated there were two bidders, Duke's Root Control and Municipal Sales Incorporated. He stated that a resolution had been passed to certify that there is only one particular herbicide that can be used safely for the root control process. He reported that he had done the research and the product can be safely used without upsetting the Plant. He stated that Duke's

Root Control is the only company currently licensed to apply that herbicide. He stated that Municipal Sales claimed that they were getting licensed, however, couldn't submit any paperwork regarding the approval process so they withdrew their bid. He said Municipal Sales Incorporated is deemed unresponsive and he recommended award to Duke's Root Control as the lowest responsible bidder at \$42,365.08. Mr. Kollar asked if a test would be required due to the Plant's new process and Mr. Simpson said it wouldn't be necessary as the process is much more stable than it used to be and the herbicide has been tested all over the country and is deemed to be safe for discharge into a sewerage plant.

Motion: Made by Mr. Szymkowski and seconded by Mr. Galosi to adopt Resolution 2018/2019-37, Award of Bid, Sewer System Root Control Services. Vote: All ayes

There was a brief discussion about when the treatment would be applied and Mr. Simpson said he would verify the timing.

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel was absent. Mr. Kollar asked Cindy Doerr if she knew of any matters for discussion under Personnel and hearing none, he moved to Budget and Finance.

DIRECTOR OF BUDGET AND FINANCE - THOMAS KOLLAR

Mr. Kollar indicated the Treasurer's Report and Trial Balance stating that at 58% through the fiscal year, User Charges are at 55% of budget and Connection Fees are a bit lower than expected. Mr. Kollar confirmed with Cindy Doerr that there were approximately four connections to date from Taylors Lane which have not yet been billed. He stated that total revenues are at 54%. On the expense side, he stated that total expenses are at 62% which is running slightly high.

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

Mr. Kollar submitted a list of Operating Invoices & Payroll Expenses totaling \$158,965.06 and certified that funds are available.

Motion: Made by Mr. Kollar and seconded by Mr. Galosi to approve payment of Operating Invoices and Payroll Expenses as submitted. Vote: All ayes

Mr. Kollar submitted two requisitions for Renewal & Replacement totaling \$18,803.83 and certified that funds are available.

#18-732 Booth Mechanical, Inc.	\$ 8,177.00
#18-733 Alaimo Assoc.	\$ 10,626.83

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of the Renewal & Replacement requisitions as submitted.

Vote: All ayes

Mr. Kollar submitted one requisition for the NJ Environmental Infrastructure Trust Fund totaling \$25,329.53 and certified that funds are available.

#18-734 Alaimo Associates	\$ 25,329.53
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Motion: Made by Mr. Kollar and seconded by Mr. Galosi to approve payment of the NJEIT Fund requisition as submitted. Vote: All ayes

Mr. Kollar submitted eight invoices for Builder's Escrow totaling \$18,422.70 and certified that funds are available.

#105193 Village at Cinnaminson Harbour	\$ 465.90
#104194 Shoppes at Cinnaminson	\$ 418.69
#102014 Wawa at Taylors Lane	\$ 4,265.44
#103028 Wawa at Taylors Lane	\$ 2,391.56
#103542 Wawa at Taylors Lane	\$ 1,652.90
#103917 Wawa at Taylors Lane	\$ 722.41
#104616 Wawa at Taylors Lane	\$ 1,103.79
# 11670 Wawa at Taylors Lane	\$ 7,402.01

Motion: Made by Mr. Kollar and seconded by Mr. Galosi to approve payment of the Builder's Escrow invoices to Alaimo Associates as submitted. Vote: All ayes

Mr. Kollar had nothing further for Budget and Finance. He asked if there were any further matters for discussion and heard none.

Mr. Kollar noted that due to Columbus Day the next meeting will take place on Thursday, October 11 at 6:30 PM. The meeting was adjourned at 7:00 PM.

Next scheduled meeting - Thursday, October 11, 2018 at 6:30 PM