

Minutes - September 9, 2019

The regular meeting of the Cinnaminson Sewerage Authority was held on September 9, 2019 in the conference room located within the Cinnaminson Municipal Building and began at 5:10 PM. The change in start time from 6:30 to 5:00 PM was noticed in the Burlington County Times on September 6, 2019.

Present were Board Members: John Conville, Robert O'Connor, Richard Strobel, Thomas Kollar and Frank Szymkowski. Also in attendance were Cynthia Doerr, Administrator and Bradford Smith, Authority Solicitor.

Chairman Richard Strobel 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 2019 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.

The Board entered a closed session for the purpose of discussing items of personnel and conducting interviews for the position of Authority Administrator. Cynthia Doerr was excused at 7:40 PM.

At 8:29 PM, the Board reconvened in open session. Administrator Cynthia Doerr, Secretary Judy Devone, Consulting Engineer Wayne Simpson and Authority employees Matthew Naisby and Charles Staub were also in attendance.

PUBLIC COMMENT

Chairman Richard Strobel opened the meeting to the public for comment and hearing none, moved to Old Business.

OLD BUSINESS

Mr. Strobel asked the Board to address the regular and executive session minutes of August 12, 2019. Mr. O'Connor confirmed that Mr. Brad Smith had some corrections to the regular session minutes. He noted that on page 57 under Flow Study in the seventh line, the word "the" should be removed after "at" to read, "He confirmed that he was able to get a look at some of the manholes..." On pg. 58 under Director of Administration in the fifth sentence, he suggested replacing the word "representing" with "various". Mr. Smith stated that on pg. 60 in the first sentence, the word "following" should be replaced by the word "October". Mr. Smith explained that the correction is because he had indicated that the energy supply bid would be awarded at this meeting which is incorrect. He confirmed the bids will be received on September 17, 2019 and will be awarded at the October meeting. Lastly on page 61 in the second paragraph, third sentence, Mr. Smith recommended the words "proposal work" should be replaced by "proposals".

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt the regular session minutes of the August 12, 2019 meeting with the corrections recommended by the Solicitor and the executive session minutes of August 12, 2019 as submitted. Vote: Mr. Szymkowski and Mr. Conville abstained, all others aye.

NEW BUSINESS

Mr. Strobel asked about news regarding Mr. Kevin Kramer, Superintendent of Operations, and Cindy Doerr confirmed that Mr. Kramer's son was born on Thursday morning. She reported that his wife and the baby are doing well.

Cindy Doerr also stated that she and Kevin spoke regarding the two new Plant employees. She confirmed that both had passed their pre-employment requirements and their anticipated start date is September 23. Mr. O'Connor stated that he spoke with Mr. Kramer regarding his Superintendent's report and confirmed that Mr. Naisby is present to answer any questions if needed.

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to discuss his Engineer's Status Report.

Engineer's Status Report - Wayne D. Simpson**Mr. Simpson:****M-080-144 Central Pump Station Generator Replacement**

We had a small snag in that the underground storage tank that is about fifty years old had never been registered with the State. It had to be registered before we could get permission to take it out of the ground. The registration was filed and granted and the contractor got back to work.

Mr. Smith confirmed with Mr. Simpson that the tank was put in before there was a registration process. Mr. Strobel asked if it was ever required to be registered at a subsequent time and Mr. Simpson confirmed that in the 1980s there was a program to try to capture all of the underground storage tanks but said he believes no one knew it was there until the plans were being looked at for the generator replacement. Mr. Simpson confirmed that the generator will still be installed by the end of the month.

Mr. Simpson continued his report:**M-080-146 Flow Study**

We are still discussing the metering results with the contractor who provided the meters. There is one issue with flows coming from Fairfax that seem to be higher than what gets measured at the end of the force main at Central. We will be meeting there with the subcontractor to try to re-measure the diameters of sewer lines.

M-080-147 Manor Road Pumping Station

We are trying to complete the design this month so that we can go out to bid, hopefully by next month.

M-081-120 Mercer Car Wash

The contractor finally addressed the punch list items and the sewer lines have been in service for two years now.

Mr. Strobel asked about the length of time it took to complete the items. Mr. Simpson stated that the applicant was required to televise the line and the company the applicant hired did not do it right and would not come back to do it right. He reported that the applicant finally hired a different company to get it resolved.

Mr. Brad Smith stated that he had handed out a proposed resolution, Resolution 2019/2020-21, Releasing Performance Guarantee, Mercer Car Wash.

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

This is at the old Acme. There are some issues with the old sewer line behind the Acme and we want to make sure they will not be sending their flow through a line that is compromised. We met there a couple times and they are going to televise the line in question before they finalize their design to make sure they are discharging to the right manhole.

Mr. Smith confirmed with Mr. Simpson that it is a different line than the one used by Hibachi where there were some previous grease problems. Mr. Simpson said the line was only used by Acme and it has not been used in a long time. Mr. Simpson confirmed that the previous Superintendent suspected there was infiltration and possibly a break in the line but decided it was not worth repairing because it is not the Authority's line and no one was using it. Mr. Simpson said it was just noted that the line had problems in the case it would be used in the future.

Mr. Smith asked if the line was plugged and if there would be a connection fee. Mr. Simpson confirmed that Mr. Kenkellen looked into the matter and discovered that it was never plugged. Mr. Simpson confirmed with Cindy Doerr that Acme (Albertson's) has been paying their monthly fee.

Mr. Strobel mentioned that at the last meeting when discussing the Flow Study, there was discussion regarding infiltration of ground water near Central Pumping Station. Mr. Strobel asked if there would be further information on that matter. Mr. Simpson confirmed the Flow Study would provide further information and stated he will follow up on that issue.

Following up on the Flow Study, Mr. Simpson continued: There is a company that has a newer technology that can estimate exactly how much infiltration you are getting in any one line. They use a technology where they send an electronic signal through the sewer main. A sensor is above ground and if the current escapes from the sewer line to the grounding device, they know there is a leak at the point where their device was located and they can judge by the amount of the current, how much of a leak you might have at that one point. They then convert that to an estimated infiltration rate. I have been trying to get them out to do a demonstration. They will survey three lines for you as a demonstration. We will pick three lines that we are most interested in; one can be the one near Central. We would then see what kind of results we receive.

Mr. Strobel mentioned that there are areas near Fairfax where flooding occurs and the lines may be getting ground water. Mr. Simpson said the lines can also be looked at.

Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to adopt Resolution 2019/2020-21, Releasing Performance Guarantee, Mercer Car Wash. Vote: All ayes

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Cindy Doerr if she had any Administration matters for discussion and she confirmed that she had a personnel item for closed session.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor read from the Superintendent of Operations Report noting the following:

Operations: Things are going well at the Plant and there were no violations to permit parameters during the period.

Two new employees will be starting on September 23 after having passed pre-employment requirements.

Cinnaminson Day is on Sunday, September 29 at Wood Park from 12-3 PM. The vac truck will be on display. Kevin Kramer, Matthew Naisby, Jack Haines and Joe Pulak will be at the tent for the day. Mr. O'Connor will also stop by and help out. Kevin ordered magnets and Mr. O'Connor will make a flyer to promote the online bill pay.

Safety: There was no safety training during the past month.

Projects: The Hydra-lift used for all routine vehicle maintenance did not pass inspection. It is over thirty years old and they are unable to get the parts to fix it. Kevin got three quotes to get the lift replaced to allow for the continuation of the servicing of vehicles right at the Plant which saves money. Mr. O'Connor stated that he is not familiar with the companies and asked Mr. Naisby if he had more information. Mr. Naisby reported that Jack Haines did the legwork for Kevin in getting the quotes but confirmed they are all reputable companies. Mr. O'Connor noted that the lowest quote was from BendPak for \$6,895.00 and he recommended proceeding with fixing the lift. Mr. O'Connor added that the price includes the removal of the old lift. Mr. Szymkowski commented that he is familiar with BendPak and it is a great company.

Mr. Kollar confirmed with Cindy Doerr that the money would come from the capital expenditures budget.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to award the Hydra-lift removal and replacement to BendPak in the amount of \$6,895.00. Vote: All ayes

Hearing no further matters for Operations, Mr. Strobel moved to Personnel.

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel stated that the Annual AEA Meeting is November 19-20 and the preliminary program document was posted to the document site. He asked that Commissioners let Cindy Doerr know if they are interested in attending. He added that AEA does a great job keeping people well educated about what is happening.

Mr. Strobel stated that Cindy Doerr had a personnel item for closed session.

Solicitor Brad Smith suggested that a motion be made to proceed with the hiring process for Authority Administrator as indicated and approved in executive session.

Motion: Made by Mr. O'Connor and seconded by Mr. Kollar to proceed with the hiring process for Authority Administrator as indicated and approved in executive session. Vote: All ayes

Mr. Strobel noted that the process and the various steps that were outlined will be followed up on and he thanked Mr. Brad Smith.

TREASURER - THOMAS KOLLAR

Mr. Kollar indicated the Treasurer's report and Trial Balance. He said it is seven months or 58% into the fiscal year and User Charges are at 50% of budget versus 55% last year at the same time. He said User Charges have been running behind last year's numbers consistently. Cindy Doerr stated that the Township did not have tax sale yet but said delinquent notices have been sent out. Mr. Kollar noted that Connection Fees are also down at only 15% of budget and stated that total revenue is only at 42% of budget versus 54% last year. He said the capital expenditures budget is running low, though there was \$47,000.00 spent this past month. Cindy Doerr confirmed that it related to the purchase of pumps. Mr. Kollar reported that total expenses are at 61% versus 62% last year. He noted that even though flows are down, the utilities and disposals categories are 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 \$177,602.33 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.

Vote: All ayes

Mr. Kollar submitted five requisitions for Renewal & Replacement totaling \$47,219.84 and certified that funds are available.

#19-784 Alaimo Assoc.	\$ 19,055.00
#19-785 Gayle Corp.	\$ 14,091.94
#19-782 Booth Mechanical	\$ 4,500.00
#19-781 Willier Electric	\$ 2,546.00
#19-783 Timothy Morris Electric	\$ 7,026.90

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 two invoices for Builders Escrow totaling \$1,745.00 and certified that funds are available.

#111370 Global	\$ 180.00
#111369 Wawa/Taylors Lane	\$ 1,565.00

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of the Builders Escrow invoices as submitted. Vote: All ayes

Mr. Kollar confirmed that he and Cindy Doerr met with the Authority Auditor regarding the Annual Audit during the last month. He stated that the annual audit report was received and copies were before Commissioners. He confirmed that there were no material findings, recommendations, or general comments and asked Commissioners to review page 38. Mr. Strobel congratulated Cindy Doerr for another excellent audit.

Mr. Kollar presented Resolution 2019/2020-20, Annual Audit, which certifies that the Board has reviewed the annual audit and signed the group affidavit.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2019/2020-20, Annual Audit. Vote: All ayes

Mr. Strobel asked about the need for a connection fee review and Mr. Simpson said he will follow up on it.

Mr. O'Connor confirmed with Mr. Brad Smith that energy supply bids will be taken on September 17 and there will be a resolution at the next meeting. Mr. Smith explained that bids are accepted at 11 AM and will be reviewed by the consultant at Gable Associates who will contact Cindy and himself with recommendation as to the one low bidder. He stated that Cindy will issue a notice indicating who the

successful low bidder is and then the award will be formalized at the next meeting with a resolution.

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

Mr. Brad Smith stated that he had a contract negotiation item and potential litigation item for discussion in closed session.

**Mr. Strobel entertained a motion that the Board enter into a closed session to discuss matters of personnel, contract negotiation and potential litigation results to be disclosed when no longer prejudicial to the interests of the Authority. Mr. Kollar moved the motion and Mr. O'Connor seconded the motion. Vote: All ayes
Time: 9:08 PM**

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to return to open session. Vote: All ayes Time: 9:20 PM

Mr. Strobel mentioned the next meeting date which was scheduled for Thursday, October 10 due to Columbus Day and there was a brief discussion. **He entertained a motion to publish formal notice in the official newspaper of a meeting change, moving the currently scheduled meeting on October 10, 2019 at 6:30 PM to October 9, 2019 at 6:30 PM. Mr. Strobel asked Cindy Doerr to post the published meeting notice to the document site and to let Mr. Simpson know about the meeting change since he left the meeting.**

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to move the meeting from October 10, 2019 to October 9, 2019. Vote: All ayes

The meeting was adjourned at 9:23 PM.

Next scheduled meeting - WEDNESDAY, October 9, 2019 at 6:30 PM