

AGENDA

CINNAMINSON SEWERAGE AUTHORITY

FEBRUARY 8, 2021

CHAIRMAN - RICHARD STROBEL

6:30 P.M. Call meeting to order.

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. This statement shall be entered into the minutes.
- (e) advertising of legal notice regarding this meeting due to the COVID-19 Pandemic; see full notice attached.

ROLL CALL

PUBLIC COMMENT

OLD BUSINESS

1. Approval of January 11, 2021 regular session minutes.

**REORGANIZATION**

The Chair is turned over to the Secretary for the purpose of electing a Chairman for the Fiscal Year February 1, 2021 to January 31, 2022.

**FOR CHAIRMAN:**

Mr./Ms. \_\_\_\_\_ nominated Mr./Ms. \_\_\_\_\_

Mr./Ms. \_\_\_\_\_ seconded the nomination.

Mr./Ms. \_\_\_\_\_ moved the nominations closed.

Mr./Ms. \_\_\_\_\_ seconded the motion.

**THE SECRETARY TURNS THE MEETING OVER TO THE NEWLY ELECTED CHAIRMAN.**

**VICE CHAIRMAN:**

Mr./Ms. \_\_\_\_\_ nominated Mr./Ms. \_\_\_\_\_

Mr./Ms. \_\_\_\_\_ seconded the nomination.

Mr./Ms. \_\_\_\_\_ moved the nominations closed.

Mr./Ms. \_\_\_\_\_ seconded the motion.

**TREASURER:**

Mr./Ms. \_\_\_\_\_ nominated Mr./Ms. \_\_\_\_\_

Mr./Ms. \_\_\_\_\_ seconded the nomination.

Mr./Ms. \_\_\_\_\_ moved the nominations closed.

Mr./Ms. \_\_\_\_\_ seconded the motion.

**SECRETARY:**

Mr./Ms. \_\_\_\_\_ nominated Mr./Ms. \_\_\_\_\_

Mr./Ms. \_\_\_\_\_ seconded the nomination.

Mr./Ms. \_\_\_\_\_ moved the nominations closed.

Mr./Ms. \_\_\_\_\_ seconded the motion.

**CHAIRMAN DECLARES ALL NOMINATIONS CLOSED.**

**APPOINTMENT OF LEGAL NEWSPAPER**

Motion by Mr./Ms. \_\_\_\_\_ that the \_\_\_\_\_ and the \_\_\_\_\_ (alternate) be appointed as the legal newspapers. Mr./Ms. \_\_\_\_\_ seconded the motion.

**APPOINTMENT OF PHYSICIAN**

Motion by Mr./Ms. \_\_\_\_\_ that \_\_\_\_\_ be appointed as physician. Mr./Ms. \_\_\_\_\_ seconded the motion.

**PROFESSIONAL APPOINTMENTS ARE MADE PURSUANT TO A FAIR AND OPEN PROCESS IN ACCORDANCE WITH N.J.S.A. 19:44A-20.4 et seq.**

**APPOINTMENT OF SOLICITOR**

Mr./Ms. \_\_\_\_\_ moved that the firm of \_\_\_\_\_ be appointed as Solicitor.

Mr./Ms. \_\_\_\_\_ seconded the motion.

**APPOINTMENT OF CONSULTING ENGINEERING FIRM**

Mr./Ms. \_\_\_\_\_ moved that the firm of \_\_\_\_\_ be appointed as Consulting Engineers.

Mr./Ms. \_\_\_\_\_ seconded the motion.

**APPOINTMENT OF AUDITOR**

Mr./Ms. \_\_\_\_\_ moved that the firm of \_\_\_\_\_ be appointed as Auditor.

Mr./Ms. \_\_\_\_\_ seconded the motion.

**APPOINTMENT OF BOND COUNSEL**

Mr./Ms. \_\_\_\_\_ moved that \_\_\_\_\_ be appointed as Bond Counsel.

Mr./Ms. \_\_\_\_\_ seconded the motion.

**ADOPTION OF RESOLUTIONS:**

Mr./Ms. \_\_\_\_\_ moved and Mr./Ms. \_\_\_\_\_  
seconded the motion for the adoption of Resolution 2021/2022-  
1, Appointment of Professionals.

Mr./Ms. \_\_\_\_\_ moved and Mr./Ms. \_\_\_\_\_  
seconded the motion for the adoption of Resolution 2021/2022-  
2, Annual Notice of Meetings.

Mr./Ms. \_\_\_\_\_ moved and Mr./Ms. \_\_\_\_\_  
seconded the motion for the adoption of Resolution 2021/2022-  
3, Staff Designations.

Mr./Ms. \_\_\_\_\_ moved and Mr./Ms. \_\_\_\_\_  
seconded the motion for the adoption of Resolution 2021/2022-  
4, Designating Certain Banking Institutions and Depositories  
for Authority's Funds.

Mr./Ms. \_\_\_\_\_ moved and Mr./Ms. \_\_\_\_\_  
seconded the motion for the adoption of Resolution 2021/2022-  
5, Chairman's Signature Authorization.

**APPOINTMENTS BY CHAIRMAN:**

Mr./Ms. \_\_\_\_\_ Director of Finance & Budget

Mr./Ms. \_\_\_\_\_ Director of Operations

Mr./Ms. \_\_\_\_\_ Director of Construction

Mr./Ms. \_\_\_\_\_ Director of Personnel

Mr./Ms. \_\_\_\_\_ Director of Administration

Mr./Ms. \_\_\_\_\_ JIF Fund Commissioner

**NEW BUSINESS****DIRECTOR OF CONSTRUCTION**

1. Engineer's Status Report

**DIRECTOR OF ADMINISTRATION****DIRECTOR OF OPERATIONS**

1. Superintendent of Operations Report - Kevin Kramer

**DIRECTOR OF PERSONNEL****DIRECTOR OF BUDGET & FINANCE**

1. Treasurer's Report & Trial Balance
2. Operating & Payroll Expenses \$ 201,027.16
3. Renewal & Replacement \$ 13,600.00
4. Builder's Escrow \$ 1,149.50
5. Deletion \$ 194.70
6. Resolution 2021/2022-6, Quarterly Withdrawal
7. Resolution 2021/2022-7, Budget Transfers

Any other matters to be presented by the Authority Board Members not listed on the Agenda.

**Next scheduled meeting - March 8, 2021 at 6:30 PM**

PLEASE TAKE NOTICE, the regular scheduled monthly meeting for the Cinnaminson Sewerage Authority for Monday February 8, 2021 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 February 8, 2021 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, Award of Fair & Open Contracts, 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: 847 9353 5470, Password: 422186.

Kimberly Fitzpatrick  
Administrator