

Minutes - January 11, 2021 -

The regular meeting of the Cinnaminson Sewerage Authority was held on January 11, 2021 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, Thomas Kollar, Frank Szymkowski and John Conville were present. Mr. Robert O'Connor was absent. 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.

PUBLIC COMMENT

Mr. Strobel 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 December 14, 2020.

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt the regular session minutes of December 14, 2020.

Discussion: Solicitor Brad Smith suggested a few edits/corrections for clarity.

Amended Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt the regular session minutes of December 14, 2020 with the corrections as noted by the Solicitor.

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

Mr. Strobel stated there was a memorializing resolution, 2020/2021-42, relating to action taken at the previous meeting regarding non-bargaining salary adjustments and service awards.

Motion: Made by Mr. Szymkowski and seconded by Mr. Kollar to adopt Resolution 2020/2021-42, Salary Adjustments and Service Awards for Non-Bargaining Employees.

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

NEW BUSINESS

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

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

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

This project is substantially complete. There are some punch list items which need to be completed.

Village at Cinnaminson Harbour (M-081-079)

The developer has requested release of the performance bond for Sections 7 and 8. We will inspect the site and I will have a recommendation for next month's meeting.

Mr. Simpson confirmed he had nothing further to report. Mr. Strobel asked about outstanding items that have been on the report and Mr. Simpson said he would follow up on anything outstanding. 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 presented the updated Authority website she created using WordPress, demonstrating its features and easier access to information. The Commissioners were pleased with her work and there was some discussion. Mr. Strobel asked when it would be activated and Kim confirmed the website would go live after her meeting with the hosting company next Tuesday.

Kim initiated a discussion regarding a billing issue related to the Presidential Center on Route 130 South and there was some discussion regarding its history and possible previous use. Kim will correct the billing to reflect the current commercial rate.

Lastly, Kim confirmed that she is still working to put together a list of recurring purchases which could be covered under a resolution which would alleviate the need for Claimant Certification as discussed previously. She will try to have that list available for discussion at next month's meeting.

Mr. Conville confirmed there was nothing further for Administration and Mr. Strobel move to Operations.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor was absent. Mr. Strobel asked Mr. Kramer to review his report.

Superintendent of Operations Report - Kevin Kramer

Operations: Kevin stated that there were 2.5 inches of rain through Christmas and 3.3 million gallons/day entered the Plant. He said due to the heavy rains, flash flooding and snow melt, he had crews working around the clock through 3 PM on December 26. He said despite the extra flow, operations were able to remain within permit limits and the Plant recovered within a couple days. He discussed that the employees did an exceptional job working through Christmas to keep things in order. He added that he is working on getting manhole inserts where streets flood and they are repairing any inflow and infiltration that is found.

Safety: Kevin reported that the 2020 Safety Incentive Program was completed through the efforts of Jack Haines, the Safety Coordinator.

Other: Kevin confirmed that in addition to the bad weather, a sewer main repair was required on December 26 on Wayne Drive. He noted they were called out by a homeowner and found a backup which they realized was due to a main collapse. He stated that John Kenkellen and Matt Naisby were on the call and had to call in Booth Mechanical to repair the sewer main. Kevin reported that as Mr. Simpson mentioned, the

Manor Road Pumping Station project is just about complete. He also confirmed that he is following the State's vaccination updates and will provide any available information to employees who want to be vaccinated for COVID-19.

Lastly, Kevin reported that he passed his S3 License Exam on January 8th and he thanked the Board for their continued support throughout the process. He confirmed that he reported the news to Mr. Dave Stewart at the DEP. He said he will fill out the paperwork and send it to DEP in order to become the Licensed Plant Operator. Mr. Strobel and the Commissioners congratulated Mr. Kramer on his achievement.

Mr. Strobel presented Resolution 2020/2021-44, Award of Bid, Sewer System Root Control Services. He asked Mr. Simpson for comment. Mr. Simpson gave his recommendation to award the bid. He stated that the proprietary bid was in the amount of \$49,395.87 from Duke's Root Control for a 3-yr. contract. He said initially he thought it was a large increase from the 2018 pricing, however, upon research, he found that Duke's held their pricing from 2015 to 2018. Therefore, he said the bid represents an 11% increase in unit pricing from 2015 to 2021.

Motion: Made by Mr. Szymkowski and seconded by Mr. Kollar to adopt Resolution 2020/2021-44, Award of Bid, Sewer System Root Control Services.

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

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel stated that Administrator Kim Fitzpatrick opened the contract proposals at 11:00 AM today in the Township Municipal Building as was scheduled and posted. He noted that the opening took place via Zoom and stated Kim posted information regarding contract proposals received to the document site. Kim confirmed that no one joined the Zoom meeting and said the Authority received one proposal for each of the services. Mr. Strobel briefly discussed the evaluation process and stated that awards will be made at the February meeting.

He confirmed he had no other items for discussion under Personnel.

TREASURER - THOMAS KOLLAR

Mr. Kollar stated that on the Revenue side, at 92% through the fiscal year, total revenues are at 93% and noted that User Charges were good for the year. On the expense side, he said most of the categories are tracking well with the exceptions of Solids Disposal, Prime Pay and

the Health Opt-Out. He reported that there is a resolution that will address a budget transfer to cover those overages. He reported total expenses at 80% of budget. Lastly, he stated that the Debt Service Principal and Interest is approx. \$70,000.00 underspent and Capital Expenses are at 70% of budget.

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. Kollar, Mr. Szymkowski and Mr. Conville - All ayes

Mr. Kollar submitted a list of Operating Invoices & Payroll Expenses totaling \$192,079.99 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. Kollar, Mr. Szymkowski and Mr. Conville - All ayes

Mr. Kollar submitted one Renewal and Replacement requisition totaling \$5,566.40 and certified that funds are available.

#21-00559 North East Technical Sales	\$ 5,566.40
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Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve payment of the Renewal and Replacement requisitions as submitted. Roll call vote by Secretary recorded as: Mr. Strobel, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes

Mr. Kollar submitted four Builder's Escrow invoices totaling \$952.50 and certified that funds are available.

#202444 2390 Church Road - Hummingbird Builders	\$ 335.00
#202445 2404 Church Road - Hummingbird Builders	\$ 237.50
#202446 2406 Church Road - Hummingbird Builders	\$ 190.00
#202447 2408 Church Road - Hummingbird Builders	\$ 190.00

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. Kollar, Mr. Szymkowski and Mr. Conville - All ayes

Mr. Kollar submitted two deletions from the month of December totaling \$574.20 and certified that funds are available.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to approve the deletions as submitted and to credit the customers' accounts accordingly. Roll call vote by Secretary recorded as: Mr. Strobel, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes

Mr. Kollar presented Resolution 2020/2021-43, Budget Transfers and stated that the resolution would move \$14,920.22 from Debt Service Principal and Interest to cover overages in the categories he mentioned earlier.

Motion: Made by Mr. Kollar and seconded by Mr. Szymkowski to adopt Resolution 2020/2021-43. Roll call vote by Secretary recorded as: Mr. Strobel, Mr. Kollar, Mr. Szymkowski and Mr. Conville - All ayes

Mr. Strobel confirmed with Mr. Kollar that he had nothing further for discussion.

Mr. Strobel asked if there were any other matters for discussion. Mr. Szymkowski asked about Taylors Lane and connections. Kim Fitzpatrick stated that the notices to connect will go out in the spring. There was a brief discussion. Mr. Brad Smith stated that he had provided sample notices for both residential and non-residential users for the Board's consideration. Mr. Strobel reviewed some suggested changes to the language for clarification purposes regarding the required number of checks and being separately drawn. He asked that Kim circulate the updates to the Board. There was some further discussion regarding the timing and mailing of the notices and Mr. Brad Smith stated they should be mailed both certified return receipt requested and regular mail, and he noted that proof of mailing is available from the post office.

Kim Fitzpatrick stated that she had received some calls regarding a couple properties for sale that did not have sewer service and asked if there were plans for any new lines. There was a brief discussion regarding that area (Lenola Road near Forklanding Road) and Mr. Simpson stated that he would get Kim a sewer service map.

Mr. Brad Smith confirmed with Kim Fitzpatrick that a claim is in with insurance and she is waiting for Booth's invoice for the work done on Willow Drive in front of Fountain Farms Park due to damage which occurred from a vehicle accident.

Mr. Brad Smith confirmed that he had an item for closed session but said it could wait until next month for discussion.

Mr. Strobel opened the meeting again to the public for comment and heard none.

Hearing no further matters for discussion, the meeting was adjourned at 8:14 PM.

Next scheduled meeting - Monday, February 8, 2021 at 6:30 PM

PLEASE TAKE NOTICE, the regular scheduled monthly meeting for the Cinnaminson Sewerage Authority for Monday January 11, 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 January 11, 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, Res 2020-2021-42 Salary Adj & Awards, 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: 872 3073 5272, Password: 749121.

Kimberly Fitzpatrick
Administrator