

Minutes - February 8, 2021

The regular meeting of the Cinnaminson Sewerage Authority was held on February 8, 2021 via video conference due to the COVID-19 pandemic and commenced at 6:30 PM.

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 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.

Mr. Strobel noted that business would be conducted in two segments; a close out of the 2020-2021 fiscal year and then the reorganization for the upcoming year.

On roll call by the Secretary those present were Board Members: Richard Strobel, Robert O'Connor and John Conville. Mr. O'Connor confirmed that Mr. Szymkowski should be signing in at any time. The Secretary stated that it was her understanding that Mr. James Wujcik was a new board member. Mr. Strobel welcomed Mr. Wujcik who was present at the meeting. He stated that Mr. Wujcik has been a Cinnaminson resident for about 23 years and said the Authority is very privileged to have him. Mr. Strobel said Mr. Wujcik comes with great experience and skill sets in the private business world, banking and finance, also in public service in Delran, where he formerly lived, and at the County level as a Board of Chosen Freeholder.

Mr. Strobel: Mr. Wujcik brings a commitment to public service, integrity and professionalism that will benefit the Authority Board.

Mr. Strobel confirmed that he received a copy of the Township Committee's resolution appointing Mr. James Wujcik to a 5-year term as a Commissioner of the Cinnaminson Sewerage Authority and he swore Mr. Wujcik in. Secretary Devone confirmed Mr. Szymkowski's presence for the record. Mr. Strobel commented that he also swore Mr. Wujcik in to office as Chosen Freeholder over twenty years ago and said he was honored to do so then and again tonight.

Also in attendance were Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer, Bradford Smith, Authority Solicitor and Superintendent of Operations Kevin Kramer.

Mr. Michael Stavalone, resident of 92 Woodside Lane, was present from the public.

Mr. Strobel said the Board would close out matters from the last fiscal year, reorganize and then address matters from the new fiscal year. He suggested Public Comment be heard in the reorganization portion and stated he would move to Old Business to close out the year.

OLD BUSINESS

Mr. Strobel asked the Board to address the minutes of January 11, 2021. Mr. O'Connor asked Solicitor Brad Smith if he had any suggested corrections. Mr. Smith stated that he had no suggested corrections. Mr. Smith confirmed he was referring to the updated draft that was posted prior to the meeting (which included the Renewal & Replacement and Builders Escrow figures that had not been included in the first draft.)

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt the regular session minutes of January 11, 2021 as submitted. Vote taken by Secretary: Mr. Strobel, Mr. Szymkowski and Mr. Conville - ayes; Mr. O'Connor and Mr. Wujcik abstained.

Mr. Strobel thanked everyone for a successful year.

Mr. Strobel: The financials look good that we will be getting to during the next session of this meeting. The Authority is well served by its employee staff and professional staff. Certainly, we will get to the professionals, the RFPs, but I think it is fair to say that we have been well serviced by our employees and our professionals. Kim and Kevin, we had a very successful year during difficult times to say the least. We had to scramble to deal with a lot of interesting challenges. I feel as if the Authority is in a very good position and is continuing to move in the right direction. I thank all of the Commissioners for your guiding hand in helping to make that happen. It just doesn't happen by accident; that has to be assembled and cultivated, and so I think the rate payers and tax payers of

Cinnaminson have been well served by having that skillful, guiding hand from the Commissioners so thank you. This is a team effort and everyone has contributed and participated.

Mr. Strobel said the Vice Chairman, Robert O'Connor, has offered to serve as Chairman for the upcoming year and said he has earned that with his excellent service as a Commissioner. Mr. Strobel stated that he will be nominating Mr. O'Connor as Chairman.

Mr. Strobel asked for a motion to end the regular portion of the meeting and move to reorganization. Motion made by Mr. O'Connor and seconded by Mr. Szymkowski. Mr. Strobel took a voice vote. Vote: All ayes

REORGANIZATION

Mr. Strobel turned the meeting over to the Secretary for the purpose of electing a Chairman for the Fiscal Year February 1, 2021 to January 31, 2022.

Secretary Judy Devone began by opening nominations for Chairman for the new fiscal year.

Motion: Made by Mr. Strobel and seconded by Mr. Szymkowski to nominate Mr. Robert O'Connor as Chairman for the fiscal year February 1, 2021 to January 31, 2022.

Mrs. Devone asked if there were further nominations. Mr. Wujcik moved the nominations closed and Mr. Szymkowski seconded the motion.

Recorded vote taken by Secretary: Mr. Strobel, Mr. O'Connor, Mr. Szymkowski, Mr. Conville and Mr. Wujcik - All ayes

Judy Devone congratulated Mr. O'Connor and turned the meeting over to him as the newly elected Chairman.

Mr. O'Connor: Thank you for the support, I appreciate it. Thank you, Richard, for serving so capably as Chairman for many years and for guiding us through some interesting times. Your work and commitment to the Authority is much appreciated. **With that, I do not want you to go too far away so I would like to make a nomination that you serve as Vice Chairman in the upcoming year. The motion was seconded by Mr. Szymkowski. Mr. O'Connor asked if there were further nominations and Mr. Szymkowski moved the nominations closed. Mr. Wujcik seconded the motion. Recorded vote taken by Secretary: Mr. O'Connor, Mr. Strobel, Mr. Szymkowski, Mr. Conville and Mr. Wujcik - All ayes**

Mr. O'Connor opened nominations for Treasurer, noting that Mr. Wujcik was very qualified to serve as Treasurer.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to nominate Mr. James Wujcik as Treasurer for fiscal year February 1, 2021 to January 31, 2022. Mr. Szymkowski moved the nominations closed and Mr. Conville seconded the motion. Recorded vote taken by Secretary: Mr. O'Connor, Mr. Strobel, Mr. Szymkowski, Mr. Conville and Mr. Wujcik - All ayes

Mr. O'Connor opened the nominations for Secretary and stated that the Authority has been well served by the current Secretary.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to nominate Mrs. Judy Devone as Secretary for fiscal year February 1, 2021 to January 31, 2022. Hearing no further nominations for Secretary, Mr. Szymkowski moved the nominations be closed and Mr. Conville seconded the motion. Recorded vote taken by Secretary: Mr. O'Connor, Mr. Strobel, Mr. Szymkowski, Mr. Conville and Mr. Wujcik - All ayes

Mr. O'Connor declared all nominations closed.

Mr. O'Connor proceeded with the appointment of a legal newspaper. He said that in the past the Authority has appointed the Burlington County Times as the official legal newspaper and the Courier Post as the alternate official newspaper.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to appoint the Burlington County Times as the Authority's official legal newspaper and the Courier Post as its alternate official legal newspaper for the new fiscal year. Mr. O'Connor called for a voice vote. Vote: All ayes

Mr. O'Connor said he confirmed with Kevin Kramer that the employees have been using Worknet Occupational Medicine in Pennsauken and are pleased with their services.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to appoint Worknet Occupational Medicine as the Authority's physician for the new fiscal year. Mr. O'Connor called for a voice vote. Vote: All ayes

Mr. O'Connor turned the meeting back over to Mr. Strobel for an update of proposal reviews and his recommendations for the appointment of professionals. Mr. Strobel stated that the Board authorized the request for proposal process at the December meeting under the Fair and Open Contracts Law. He stated that in January the proposals were opened and then the proposals were reviewed before tonight's meeting. He thanked the Commissioners and staff for their reviews online and thanked Mr. O'Connor for setting up the Google form for the reviews. He noted that he had a spreadsheet with all the scores. He stated the proposals were all well prepared and they scored high. He stated that his recommendation to the Board is to adopt Resolution 2021/2022-1

which makes appointments to those he is recommending based on the review process. He said he recommends appointment of Smith & Smith for Solicitor, The Alaimo Group for Consulting Engineer and the firm Holt, McNally & Associates for Auditor. Mr. O'Connor confirmed that the resolution should be updated to correct the name of the Auditor to Holt, McNally & Associates (there was a name change to the firm in the last year.) Mr. Strobel recommended the resolution be adopted with that edit. He said there was one submission for Bond Counsel, which was the same firm that submitted a year ago and received an extremely low score among all the reviews then. He said after reviewing the proposal, it was basically the same proposal. Mr. Strobel confirmed that the resolution, if adopted, would repost that particular service. Mr. Strobel confirmed that for Solicitor, Engineer and Auditor the scores were high; 97, 94 and 92 respectively.

Mr. Strobel stated that there is a resolution, Resolution 2021/2022-1, Appointment of Professionals, to formalize the appointments and he would move that the Board adopt the resolution with the edit to reflect the most recent name of the auditing firm. Mr. Wujcik seconded the motion. Recorded vote taken by Secretary: Mr. O'Connor, Mr. Strobel, Mr. Szymkowski, Mr. Conville and Mr. Wujcik - All ayes

Mr. O'Connor presented Resolution 2021/2022-2, Annual Notice of Meetings. He stated the resolution continues the practice of meeting on the second Monday of each month at 6:30 PM with one exception in October for Columbus Day when the meeting would be the following Thursday.

Motion: Made by Mr. Szymkowski and seconded by Mr. Wujcik to adopt Resolution 2021/2022-2, Annual Notice of Meetings. Mr. O'Connor called for a voice vote. Vote: All ayes

Mr. O'Connor presented Resolution 2021/2022-4, Designating Certain Banking Institutions and Depositories for Authority's Funds. He confirmed with Administrator Kim Fitzpatrick that the resolution was in order.

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt Resolution 2021/2022-4, Designating Certain Banking Institutions and Depositories for Authority's Funds. Mr. O'Connor called for a voice vote. Vote: All ayes

Mr. O'Connor stated that Resolution 2021/2022-5, Chairman's Signature Authorization, authorizes the Chairman to sign documents on behalf of the Authority that require an Authority Representative to sign.

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt Resolution 2021/2022-5, Chairman's Signature Authorization. Mr. O'Connor called for a voice vote. Vote: All ayes

Mr. O'Connor made the following appointments as Chairman:
Mr. Wujcik as Director of Budget & Finance
He appointed himself as Director of Operations
Mr. Szymkowski as Director of Construction
Mr. Strobel as Director of Personnel
Mr. Conville as Director of Administration
Mr. Strobel to continue as JIF Fund Commissioner

The reorganization portion was concluded and Mr. O'Connor moved to Public Comment.

PUBLIC COMMENT

Mr. Mike Stavalone of 92 Woodside Lane was present. He congratulated Mr. Wujcik as a new Board Member and wished him luck in his new position. He stated he has been a resident since 2007 and therefore a customer of the Sewerage Authority. He noted that he has been a good customer and has always paid his bill on time. He said he has never had any questions or issues with service and he appreciates that. He explained that in September of 2019 through December of 2019, he experienced a water main break. He said his home is approximately 200 ft. off of the street. He apologized for his delay in bringing the matter before the Board. He stated that he did not realize there was an issue until December of 2019. He said he first noticed an increase in water usage in September from NJ American Water but did not consider it an issue because he had just seeded almost an acre of lawn and was watering it by hand. He attributed the increase in usage to the watering and then saw another increase in November. He said on December's bill he saw a huge spike in usage from the usual amount of about 7,500 gallons/month to just below 45,000 gallons for the month. He said at that point he knew there was an issue and immediately contacted NJ American Water who sent a serviceman out that evening. He was directed to turn the water to his house off and the serviceman confirmed there was water still crossing the meter and there was a break. The serviceman located the leak on the property where it was running downhill into the woods, which is why Mr. Stavalone had not noticed it during the previous months. Mr. Stavalone said the water was turned off at the main and it was recommended that it remain closed until repair as it was leaking quickly. Mr. Stavalone confirmed that the repair was made the following week and he spoke with NJ American Water and asked about some sort of credit. He confirmed that he was given a 25% discount. He said he was thankful since water was moving across their meter to his property, though, it was just going into the woods. He stated that his wife who pays the bills stated there was a bill from the Authority which was considerably higher than usual; he thought it was approximately \$500.00 for that time period. He stated that he contacted the Authority and was asked to provide something in writing from NJ American Water which he did. Mr. Stavalone said the Authority saw the discount from NJ American Water and is offering the same to him. He

said he does not think it is fair and equitable. He stated that he did in fact purchase water from the water company that was going into the woods but said the water never hit the Authority's system. He stated that he explained his case to someone in the office who told him the credit would be based on the usage from NJ American Water. He asked that the Authority reconsider as it was not a leaky faucet or a running toilet where the water was going into the system. He said it was water going into the woods and not entering the system. He stated that he is asking the Board to consider his case based on how much Authority service he used during that time period and while he understands it can't be determined for sure, he said he believes a fair and equitable thing to do would be to look at his usage over the last several years and take an average, even the highest, whatever the Authority thinks is fair and bill him accordingly. He said his usage for the Authority has been very consistent for the thirteen years that he has resided here. He said the Authority will see that his usage spiked during those months and he is asking the Board to consider his case and issue him a fair and equitable compensation based on his previous years' usage. He said he would be happy to answer any questions and thanked the Board.

Mr. O'Connor thanked Mr. Stavalone and asked the Solicitor to comment briefly and discuss what the Authority's Rules and Regulations allow for. Mr. Smith stated that the way the rules are set up, if the water company issues a credit, the Authority will issue a credit for the gallons that the water company has issued the credit for. He stated that this matter does not quite fit into that situation for the reasons that Mr. Stavalone indicated. Mr. Smith confirmed that it is an issue that the Board can consider as a special issue and make a determination as to how to handle it. He confirmed that the theory behind the credit is that the water did not enter the Authority's system. He stated that obviously some of the water, in this case, did enter the system and if the Board wishes to give a credit, the question is how to determine that.

Mr. O'Connor asked Kim Fitzpatrick if the Authority received a letter from Mr. Stavalone and NJ American Water. Kim confirmed that NJ American Water provided Mr. Stavalone a credit of 29,500 gallons which is the credit that the Authority offered to him per Authority rules. She stated that he received a credit of \$194.70. Mr. Wujcik asked what was charged and what a normal quarterly billing would be for Mr. Stavalone. Kim stated that she is unsure of what his normal quarterly bill would be as every quarter is different since it is based on water usage. She stated that in summer, bills are usually a little higher than they are in the winter. She confirmed that his December bill was \$579.80 and the Authority credited him the \$194.70 per the NJ American Water Company's letter. She stated that he was credited from October 16, 2019 to December 16, 2019 for 29,500 gallons which equates to \$194.70. Mr. Wujcik asked about his usage in 2018 for the same period and Mr. Szymkowski suggested even using his usage for the quarter

before. Kim stated that the quarter before is not really a good tell because the periods change. Mr. Stavalone stated that he did not have the bill in front of him but said he had the historical usage from NJ American Water. He stated that for 2018, 2019 (minus the months in question) and 2020, the usage is very level and approximately 7,500 gallons/month. Kim confirmed that the December bill is based on August 15 through November 15 of that year. She stated that there was usage of 26,000 for the billing period for December 2018. Mr. O'Connor stated that would be an average of about 8,600 gallons/month which is not too far off what Mr. Stavalone estimated. Mr. Wujcik asked Mr. Stavalone what he felt a reasonable adjustment would be. Mr. Stavalone stated that he feels a reasonable and fair adjustment would be to look at his historical usage during the same time frame and pick the average of a certain number of years or even the highest usage during that time frame. He stated that he hasn't had any major changes to his family, though in fact, he now has two kids full-time in college so his usage is now lower. He stated he feels it would be fair for the Board to determine how many years they want to take an average of, or take the highest usage, and bill him for that. He stated he certainly did use the system and he is not looking for a \$0 bill. He said he is just looking for what he would consider a fair bill. He added that he does have a picture of a graph of his historical usage that he received from NJ American Water Company and he could forward it to the Authority. He believes a picture would show that something odd happened very easily.

Mr. O'Connor asked Mr. Smith if there was any issue that would prevent the Authority from calculating his deletion in a different way than is typically done. Mr. Smith stated that he doesn't believe it can be done in the typical way so that would be the only alternative to provide some relief. He added that he does not think there is any restriction against doing something like that. He said it is an unusual case. Mr. O'Connor asked Mr. Stavalone to give the Authority a few days to get the billing information from the office and confirmed that either he or Kim Fitzpatrick would get back to Mr. Stavalone to discuss it further. Mr. Stavalone said that considering the fact that he brought the matter up over a year later, he was happy to hear back when convenient for the Board. Mr. O'Connor confirmed Mr. Stavalone's phone number. Mr. Stavalone said he appreciated the Board discussing his case further. In the interim, he said that he was refinancing his house and was told that he must take care of the outstanding bill in order to have a mortgage issued. Mr. Stavalone said that with the Board's permission, he would like to pay the outstanding bill so that he can refinance his mortgage, however, he wants to do so with the understanding that he is not conceding he owes that amount.

Mr. O'Connor said the deletion is on the agenda for this evening but the amount of the deletion will increase and that exact amount is not available to approve tonight. He said he would hope that the Board

can resolve the issue in a timely manner. Mr. O'Connor stated that as far as paying the bill now, the Authority always welcomes people to pay their bills in a manner that they sit fit. He said if Mr. Stavalone wants to pay it now, the Authority would not be issuing a check back; there would just be a credit on his account against future bills. Mr. Stavalone reiterated that he just wanted the Board to know that if he pays the bill, he is still contesting it. Mr. Szymkowski and Mr. O'Connor confirmed that it is understood. Mr. O'Connor said the Board will need to get more information from the Administrator in the office before it can determine an appropriate amount of the deletion. Mr. Stavalone thanked the Board and said he appreciated the time and consideration. Mr. Stavalone exited the meeting.

Hearing nothing further from the public, Mr. O'Connor closed the public comment portion. He asked if any Commissioners had an opinion on the fairest way to resolve the matter brought by Mr. Stavalone. Mr. Szymkowski stated that he believed that what Mr. Stavalone proposed would be a fair resolution to the matter. Mr. O'Connor said he agreed with Mr. Szymkowski and stated that the Authority should look at Mr. Stavalone's last three years for that period and take the average of those three years and bill him for that. Mr. O'Connor asked if a motion was necessary or if it would be an adjusted deletion for next month for consideration. Mr. Smith stated it would be a deletion for next month. Mr. O'Connor stated that the deletion on the agenda will be tabled and he confirmed that he will contact Kim for the 3 year average of his December bills and then he will contact Mr. Stavalone and let him know what the adjusted bill will be and what the deletion amount will be.

NEW BUSINESS

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

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

Engineer's Status Report - Wayne D. Simpson

Mr. Simpson: Thank you for allowing us to continue as your engineer for the next year. I look forward to it. There is not much to report this month on the status report.

M-080-140 Wayne Drive Bridge Sewer Replacement

This is still waiting for the utility companies to move their lines.

On the construction side:

M-081-139 Lidl Grocery Store

Construction of the sewer lines has begun for this project.

M-081-136 Global - 1105 Route 130

I see from today's inspection reports that Global was out at work on Friday installing some of their sewer lines.

Mr. Simpson said he had nothing further to report.

Mr. Szymkowski confirmed there was nothing further for Construction and Mr. O'Connor moved to Administration.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Kim Fitzpatrick to provide an Administration update.

Kim confirmed that the fiscal year was closed out on January 31, 2021 and said the general ledger system has been rolled over to the new fiscal year. She said there will still be a couple months with bills coming in from the previous year but confirmed everything was moving along nicely.

She stated that a check was received from the insurance company in the amount of \$3,100.00 for the Willow Drive manhole that was demolished in an auto accident. She said the cost was \$4,100.00 and there was a \$1,000.00 deductible.

Kim said she wasn't sure how many are aware of a new law called Daniel's Law and explained it is regarding New Jersey citizens in judiciary positions and in law enforcement whose information is public. She said it was brought about by a recent incident with a judge in New Jersey whose son was killed and whose husband was wounded in an effort to get to her. Kim stated that legislation has been enacted by Governor Murphy in an effort to shield these judiciary and law enforcement personnel from having their information public. She stated that Edmunds (Authority software provider) has notified the Authority that they are in the process of making an opt-out option available on February 15. She said currently anyone can go on the website and look at people's sewer accounts and obtain addresses. Kim asked Mr. Smith about what the Authority would require to know who to exempt and Mr. Smith said he will need to take a look at the statute and will let her know.

Kim confirmed that there are about 25 or 26 properties on Taylors Lane that have not yet connected to the sewer system. She stated there are some properties that are vacant as well. She confirmed she will provide a full list for the March meeting so the Authority can move forward with notifications.

Mr. Conville confirmed he had nothing further for Administration.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor said he was not at the meeting last month so wanted to publicly congratulate Kevin Kramer on passing his S3 licensing test and getting the license to operate the Plant. He said he would ask Mr. Kramer to give his report and then would like to discuss that further and how it will impact the Authority's operations moving forward.

Superintendent of Operations Report - Kevin Kramer

Kevin thanked Mr. O'Connor, welcomed Mr. Wujcik and said he looked forward to working with him.

Operations: Mr. Kevin Kramer reported that for about the past two weeks they have been trouble shooting an issue at the Plant with the solids settling. He said he believes they have come to a fix but it has taken a little while for them to determine that they need to increase the sludge age to get to a microorganism that will help the sludge settle better. He said things improved over the weekend which he is happy to report. He said he is not ruling out the fact that it could be due to a potential pollutant coming into the system that is affecting the biomass. Kevin said they will be doing some sampling in the collection system to see what kind of pollutants are coming in. He said he will be looking into purchasing a sequential sampler which can be used out in the collection field to take a composite sample every fifteen minutes or whatever timeframe they set it for over a 24-hour period. He said it can be in a manhole or in an industrial user's clean out. He confirmed he will look through HACH (vendor) as they offer a state contract and he will shop around for a reasonable price.

Kevin reported that he and Matt Naisby have started training three employees on state sampling and testing which is required weekly. He said the samples are sent out to the contracted lab. He confirmed there is also in-house testing that is performed. Kevin said this will improve Plant operations and give back-ups in case he and Matt are unavailable.

Safety: Kevin said he will be contacting Harry Smith of Certified Health and Safety Services to schedule safety training for the 2021 year. He confirmed that training usually starts in March or April.

Other: Kevin reported that Dukes Root Control was out to treat the mains and easements where there were past issues with roots. He said they have been treating those lines and it has worked out well having this service done every few years. Lastly, Kevin said he would like to get approval from the Board to start the process of purchasing a new utility truck which was put into the budget for this fiscal year. Mr. O'Connor confirmed that he did not see a problem with Kevin

shopping around and looking into state contracts. He asked Kevin to report back with his findings.

Mr. Kramer confirmed he had nothing further and Mr. O'Connor asked if there were any questions for Kevin. Hearing none, Mr. O'Connor said he wanted to mention that he had discussions with Board Members individually regarding the fact that Kevin has passed the S3 test and now has the license to operate the Plant. Mr. O'Connor stated this would allow for the removal of the title of Acting Superintendent of Operations and for Kevin to be named as Superintendent of Operations if the Commissioners are in agreement. He said that along with the title change, he believes that a salary adjustment would be appropriate. He said from the conversations he had individually with Commissioners, he believes there seems to be a general consensus to take this action.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to appoint Kevin Kramer to the position of Superintendent of Operations for the Authority and to provide Mr. Kramer with a salary adjustment of 10% effective February 15, 2021. Recorded vote taken by Secretary: Mr. O'Connor, Mr. Strobel, Mr. Szymkowski, Mr. Conville and Mr. Wujcik - All ayes

Mr. O'Connor confirmed he had nothing further for discussion under Operations and moved to Personnel.

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel stated that personnel matters were addressed earlier in the meeting with the appointment of professionals and with the Superintendent of Operations. He said the only other item that he wanted to cover is that the AEA Spring Conference will be held virtually on March 9 and 10 and will cover issues such as improving your utility with innovative technologies, top HR issues and managing through a crisis. He said the full notice with details has not yet been issued so more information will be coming. He noted that he and Kim attended the Fall Conference virtually and the cost was only \$25 to attend every session. He asked that Kim post the information when it becomes available and asked Commissioners to let Kim know if interested so she can handle registration. Lastly, Mr. Strobel congratulated Kevin Kramer.

TREASURER - JAMES WUJCIK

Mr. O'Connor stated he would go through Budget & Finance since Mr. Wujcik is new to the Board. Mr. Wujcik said for the Commissioners' knowledge he has been in the commercial banking industry for his entire career about thirty plus years and is currently in a self-determined transition period which may lead to retirement. He said he

graduated from Rider College with degrees in both Finance and Accounting.

Mr. O'Connor indicated the Treasurer's report and Trial Balance stating that the fiscal year just ended and things went well this year. He reported that expenditures were in check. He said the Authority came in a little bit under projection on Revenue, though did very well in Connection Fees. He reported that Total Expenses came in at 87% of budget for the year between regular expenditures and capital expenditures. He stated the Authority finished the year in a very strong financial position and he is hopeful for the same in the year 2021-2022. He commented that Mr. Wujcik's experience in finance will prove valuable to the Authority moving forward and said he is happy to have him serving on the Board and specifically as Treasurer.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve the Treasurer's Report and Trial Balance as submitted. Mr. O'Connor called for a voice vote. Vote: All ayes

Mr. O'Connor submitted a list of Operating Invoices & Payroll Expenses totaling \$201,027.16 and certified that funds are available.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve payment of Operating Invoices and Payroll Expenses as submitted. Mr. O'Connor called for a voice vote. Vote: All ayes

Mr. O'Connor submitted two requisitions for Renewal & Replacement totaling \$13,600.00 and certified that funds are available.

#21-00616 Booth Mechanical	\$ 4,100.00
#21-00617 Booth Mechanical	\$ 9,500.00

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve payment of the Renewal & Replacement requisitions as submitted. Mr. O'Connor called for a voice vote. Vote: All ayes

Mr. O'Connor submitted one invoice for Builder's Escrow totaling \$1,149.50 and certified that funds are available.

#202819 Global Cinnaminson	\$ 1,149.50
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Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve payment of the Builder's Escrow invoice as submitted. Mr. O'Connor called for a voice vote. Vote: All ayes

Mr. O'Connor stated there was one deletion from the month of January listed on the agenda in the amount of \$194.70. He noted that the matter had already been discussed and will require further review.

Mr. O'Connor presented Resolution 2021/2022-6, Quarterly Withdrawal, in the amount of \$706,429.25.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2021/2022-6, Quarterly Withdrawal. Mr. O'Connor called for a voice vote. Vote: All ayes

Mr. O'Connor presented Resolution 2021/2022-7, Budget Transfers and noted that this reflects adjustments made without any increase to the budget.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2021/2022-7, Budget Transfers. Recorded vote taken by Secretary: Mr. O'Connor, Mr. Strobel, Mr. Szymkowski, Mr. Conville and Mr. Wujcik - All ayes

Mr. O'Connor asked if there were any further matters for discussion. Kim Fitzpatrick confirmed availability with Mr. O'Connor and Mr. Strobel for the signing of checks. Mr. O'Connor confirmed with Kim Fitzpatrick that she is getting a form from the bank to change the Signators for the Authority accounts.

Secretary Judy Devone noted that the Staff Designations resolution had not been addressed. Mr. O'Connor presented the annual Staff Designations Resolution, 2021/2022-3, and stated it was designations of staff to positions that are required by law.

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt Resolution 2021/2022-3, Staff Designations. Mr. O'Connor called for a voice vote. Vote: All ayes

Mr. Smith stated that the salary adjustment and new title for Kevin Kramer should be put into a resolution of memorialization and said he would prepare it for next month. Mr. Smith stated that he had another item which he was going to bring up in executive session last month. He said he does not believe it needs to be addressed in executive session. He stated that there are, from time to time, contracts that the Authority enters into that are below the bid threshold. He said the entities will sometimes present a lengthy contract and typically these have not been coming to him to review. He said what has happened in two cases is that those contracts had automatic renewal provisions and were renewed beyond the term which the Authority can lawfully renew them for and the entities had to be contacted and told that the contract was void and it will be resubmitted for proposals. He stated that one was for the uniform company last year and another was with EAP Services Agreement, an employee assistance program. Mr. Smith stated that he would like to be able to review those documents before they are signed. Mr. O'Connor was in agreement and stated that Mr. Smith should be reviewing any and all contracts to be executed whether by staff or by the Board. Mr. O'Connor asked Kim Fitzpatrick to make sure moving forward that Mr. Smith review all contracts.

Hearing no further matters for discussion, the meeting was adjourned at 8:00 PM.

Next scheduled meeting - Monday, 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