

Minutes - April 12, 2021

The regular meeting of the Cinnaminson Sewerage Authority was held on April 12, 2021 via video conference due to the COVID-19 pandemic and commenced at 6:30 PM.

Chairman Robert O'Connor 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 2021 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.

(Meeting notice attached re: electronic format)

On roll call by the Secretary those present were Board Members: Robert O'Connor, Richard Strobel, Frank Szymkowski and James Wujcik. Mr. John Conville joined the meeting at 6:35 PM.

Also in attendance were: Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer, Bradford Smith, Authority Solicitor, Kevin Kramer, Superintendent of Operations and James Bristow, Authority Health Benefits Consultant.

PUBLIC COMMENT

Mr. O'Connor, noting he did not believe there were any members from the public present, asked if there was any comment from the public and heard none.

OLD BUSINESS

Mr. O'Connor indicated there were minutes from the March 8, 2021 regular and executive sessions for the Board's consideration and he asked Solicitor Brad Smith if the executive minutes required

consideration in an executive session. Mr. Smith stated that he did not have any suggested edits or changes to the executive session minutes and confirmed they could be considered in regular session. Mr. O'Connor also confirmed that Mr. Smith had no suggested edits or changes to the regular session minutes.

Motion: Made by Mr. Strobel and seconded by Mr. Szymkowski to adopt the regular and executive session minutes of March 8, 2021 as submitted. Mr. O'Connor called for a voice vote. Vote: Mr. O'Connor, Mr. Strobel, Mr. Szymkowski and Mr. Wujcik - All ayes

NEW BUSINESS

At 6:35 PM, Commissioner John Conville and Authority Health Benefits Consultant James Bristow joined the meeting. Mr. Bristow was present to discuss the Authority's medical and dental insurance plan renewals. Mr. Bristow explained that he received the medical plan renewal approximately one week ago and said the basic increase was 5.6%. He confirmed, however, that 3.6% of that increase was due to the change in age of the employees. He noted that Oxford renewed the identical plan from last year which is extremely rare. Mr. Bristow stated that since 2001, the employees of the Authority have not seen a decrease in their benefits. The benefits have remained the same to employees by the Authority's use of an HRA (Health Reimbursement Account). Mr. Bristow noted that last year, the Authority was at the low end of a Gold Plan. He said that if the Authority moved to a Silver Plan, it would have been very difficult to use the HRA to keep benefit costs to employees the same. He stated that this year, Oxford kept the current plan's renewal exactly the same with no changes to deductibles. He said that the Authority approved payment last year of \$21,023.19 which indicated a 2.26% increase over the previous year. However, he confirmed that the actual cost came in at \$20,436.53 because an employee terminated a dependent. Mr. Bristow said the difference between what was approved for 2020 versus the renewal cost for this year, reflects a 2.72% increase. He reiterated again that the difference between what was actually paid last year and this year's renewal cost is a 5.6% increase and 3.6% of that increase is due to employees' age change. His recommendation to the Board was to renew the same Oxford plan with all the same benefits and with the HRA to stay the same. Lastly, Mr. Bristow said he would gladly shop for other plans if the Board wanted him to do so.

Mr. O'Connor stated that based on his conversation with Mr. Bristow this morning, it was his impression that Mr. Bristow did not believe that shopping for other plans would result in any type of significant savings at the same level of coverage the Authority currently has. Mr. Bristow confirmed that he believed that to be true. Mr. Bristow said that the Authority would have to drop to a Silver Plan to see significant savings but in order to keep benefits the same that would result in an increase to the HRA or an increase would need to be

passed along to the employees. There was some further discussion regarding co-pay amounts and Kim Fitzpatrick noted for the record that the Authority is withholding the required amount from employees for insurance based on Chapter 78. Mr. Bristow also noted that the current plan and its proposed renewal has an excellent network which allows employees to go out of State for care which would not be the case with a Silver Plan. Mr. Wujcik stated he was in favor of the renewal of the current plan but asked about an opt-in at the employee's expense to a Gold Plan, should the Board decide in the future that it has to move to a Silver Plan. Mr. Bristow confirmed the Board could offer more than one plan. Kim asked how offering more than one plan might affect the HRA and Mr. Bristow stated he would have to look into it further. Lastly, Mr. Bristow confirmed the amount of the total increase to renew the current plan as \$13,600.00.

Mr. Strobel said he is familiar with rates of increases in other arenas and said this compares favorably. He said he believes that what the Authority has done over the years, in structuring its health plan in conjunction with the HRA, has provided benefit to the ratepayers with savings and an unmatched level of coverage offered to the employees. He noted that the renewal is within budget and said he doesn't see that there would be significant savings in order to make a total switch to another carrier. He confirmed his opinion would be to accept the recommendation of the Authority's Health Benefits Consultant and renew with the same carrier under the existing terms.

Motion: Made by Mr. Strobel and seconded by Mr. Conville to renew the medical insurance with Oxford Insurance at the same benefit and plan level as last year. Voice vote taken by the Chairman: All ayes

Mr. Bristow confirmed that he received the dental renewal rates last week. He stated that the one-year option is more reasonable than the two-year option. He stated that the total increase to renew the same plan with Delta Dental is \$559.00 and said the current plan cost was \$11,726.00 and the annual premium beginning June 1, 2021 is 12,285.00. Mr. Bristow confirmed with Kim Fitzpatrick that there were no issues or employee complaints with the dental plan and said his recommendation is to renew the same plan with Delta with the one-year option.

Motion: Made by Mr. Strobel and seconded by Mr. Szymkowski to renew the current dental plan for one-year with Delta Dental. Voice vote taken by the Chairman: All ayes

The Board thanked Mr. Bristow and he exited the meeting.

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

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

Engineer's Status Report - Wayne D. Simpson**Mr. Simpson:**

There are no projects ongoing for the Authority directly. We have some movement at some of the developments.

M-081-079 Village at Cinnaminson Harbour

Sections 7 and 8 are being wrapped up. They are conducting testing on the sewer lines before making connections of their last units there.

M-081-136 Global - 1105 Route 130

The contractor is continuing to work to tie in the restaurants on the pad sites.

M-081-141-001,-002,-003,-004 Church Road

We have the four homes on Church Road that are tying into a single connection into the sewer line. This was a subdivision into four residential lots. We have just finished our review and are recommending approval of those plans so they will be able to go forward.

We have one more review underway. We are not finished yet with that but it is for 1001 Taylors Lane and we will wrap that up later this week.

Mr. Strobel asked Mr. Simpson about two developments, **Shoppes at Cinnaminson (M-081-095-006) and Wal-Mart Extension (M-081-118)** that have been developed for quite a while but still appear on the report with a revised punch list and as-built drawings shown as outstanding. Mr. Simpson stated that he sent Walmart a letter approximately two months ago and said he will check on the last correspondence with the developer at the Shoppes. He said he will follow up on both and noted that he has been working to clear the two Wawas as well from the report.

Mr. Szymkowski confirmed there were no other matters for discussion under Construction.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville indicated there was Resolution 2021/2022-13, Enter into Cooperative Pricing Agreement, for the Board's consideration and asked that Administrator Kim Fitzpatrick discuss it.

Kim said the resolution relates to a co-op based in Passaic, NJ where there is the fifth largest sewer authority in the country. She said

the co-op is free and it came to her attention at one of her QPA classes. She stated there are vendors that the Authority currently uses that are part of the co-op. Kim confirmed that Solicitor Brad Smith reviewed the agreements and the resolution. Brad Smith stated that the agreements were very favorable. Mr. O'Connor confirmed with Kim that the Authority would not be required to use the co-op exclusively nor would it prevent the Authority from remaining in the other co-ops. Kim confirmed that she would send the links regarding Passaic to Mr. Simpson so that he can see the contracts that this co-op has.

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt Resolution 2021/2022-3. Voice vote taken by Chairman: All ayes

Kim stated that she received a report from the Township construction office which indicated that a resident on Taylors Lane had connected. Mr. O'Connor asked if the Authority had inspected the connection and Kim explained that it was her understanding that the main on Taylors Lane was put in with laterals attached so that when residents connect to the laterals, the Authority is not required to inspect the connections. Mr. Simpson confirmed that the laterals run from the main to the curb and confirmed that the Authority does not have to witness the resident's connection to the lateral. Kim stated that she will continue to review the reports from the construction office for connections and will reach out directly to any connected residents stating that she is clarifying Authority records and noting that there has been no application or payment on the connection. Kim also confirmed that the letters discussed at a previous meeting regarding connecting at Taylors Lane will be going out this week.

Kim confirmed that the audit is currently being conducted and said that almost everything is being done remotely. She said there are a few items that she is putting together that the auditors will be picking up and stated that things are moving along nicely.

Mr. O'Connor mentioned that last month there was discussion regarding an updated report of the number and sizes of water meters on properties and he confirmed with Kim that she would have something for the Board's review at the next meeting. Kim stated that she is also doing a financial analysis along with the report which is taking a little longer than she expected but it will be available for the next meeting.

Lastly, Kim stated there was a resolution that came in late and did not get posted. She said Resolution 2021/2022-14 relates to updating the SCADA software to be compatible with the updated hardware and operating system at the Plant. She noted that Keystone Engineering is the proprietary owner of the software used for SCADA and said they provided a quote for the software, two modems and the installation and implementation of the software. She confirmed that a resolution is necessary due to the price (above \$17,500.00) but noted that it does

not exceed bid threshold since one part is software and the other is implementation, and the State allows for the aggregation of different types of purchases for bid purposes. Kim confirmed that she is in receipt of all the proper documentation. Mr. Brad Smith confirmed that everything is in order and that he prepared the resolution. Mr. Wujcik noted that the resolution lists Mr. Strobel as Chairman and Mr. Smith stated it will be corrected.

Motion: Made by Mr. Conville and seconded by Mr. Szymkowski to adopt Resolution 2021/2022-14 with the correction to the Chairman as noted above. Voice vote taken by Chairman: All ayes

Mr. Conville confirmed there was nothing further for Administration.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Superintendent of Operations Report - Kevin Kramer

Operations: Kevin stated that over the last two weeks conditions have started to improve with the biomass at the Plant. He said there were no permit violations despite diminished biomass due to a pollutant in the system affecting the dissolved oxygen. He stated that Evesham MUA delivered seed from their Plant which helped rejuvenate the biomass and get things back on track. He also noted that he has been able to lower the amount of polymer being used and said he hopes to discontinue it completely within the next week.

Kevin discussed a pollutant that was getting into the system, stating that it was turning the Industrial Pump Station wet well green. He reported they were able to trace the green liquid back to a manhole only discharged into by the Cinnaminson Auto Wash. He confirmed that they sampled the liquid from the wet well and the manhole, did in-house tests for surfactants on multiple days and received high readings. Kevin also confirmed that he has been in contact with the manager and engineer for Cinnaminson Auto Wash regarding the matter. Kevin stated that surfactants can play a role in affecting the dissolved oxygen at the Plant which can affect the biomass. Kevin said he will provide an update when he has more information. Mr. Wujcik asked Mr. Smith if the Authority can put the Auto Wash on notice; give them a time frame for correction of the issue and pass on to them any penalties if assessed to the Authority (there is the potential for the issue leading to fines to the Authority from the DEP.) Mr. Brad Smith stated he would look into the Authority Regulations and the remedies. Mr. O'Connor asked about the car wash having an industrial permit. Mr. Kramer confirmed that the Authority notified both car washes in town that they need to be permitted and will have to test every year. Mr. Wujcik asked if there was any cost from Evesham MUA and Mr. Kramer confirmed there was not.

Safety: Kevin reported there were two training sessions with Certified Health and Safety Services; in March for Confined Space Awareness and Operations Training and in April for Hazcom/Right to Know.

Other: Kevin reported that preventative maintenance will continue with the warmer weather now and he plans to have a crew out 4 days/week operating the vactor truck. He stated Matthew Naisby is heading the industrial discharge program and said he and Matt have been visiting industrial businesses in town and will continue to investigate to make sure they are following proper procedures with disposing of any pollutants.

Mr. Szymkowski asked about any problems in the past with the Cinnaminson Auto Wash. Mr. Kramer said in 2019 there was a similar problem but they thought the issue was coming from Delva Tool on Industrial Highway. Kevin said the issue may have been coming from the Auto Wash all along. There was some further discussion regarding possible causes of the issue and the time of day of the issue. Mr. O'Connor thanked Kevin for his diligence in tracking the problem and asked Solicitor Brad Smith about the Authority's ability to close the business if needed until the problem is rectified. Mr. Smith will review the remedies but said it may have to do with violation of a discharge permit. Mr. Smith asked Mr. Simpson to comment. Mr. Simpson stated that most of the wastewater discharge regulations are based on the permitted users' procedures to bring somebody into a permitted user status but he said he believes there are some provisions that will first bring them into the permitted user status and there are several remedies including surcharges and denying use of the sewer system. He said there are mechanisms in the regulations. Mr. Kramer asked Mr. Simpson about having a certified lab perform the surfactant tests in addition to the tests they have performed in-house, and both Mr. Simpson and Mr. Smith recommended it. Mr. Simpson also recommended that Kevin go out at different times of the day and take a split sample to run an in-house test and send it to the lab at the same time.

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

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel noted there was one item, Resolution 2021/2022-10, listed under Personnel which would complete the RFP process for the year. He stated that the resolution would appoint one of the two firms that had submitted proposals and received the most favorable appraisal. He said the Authority has experience with the firm and **he recommends and moves the adoption of Resolution 2021/2022-10. Mr. Wujcik seconded the motion. Voice vote taken by Chairman: All ayes**

Mr. Strobel also stated that he had difficulty accessing the documents for the meeting and said Mr. O'Connor was able to help him. He asked

if the document site can be made accessible online as it was in the past. Mr. O'Connor stated that his preference was to go back to the previous set up since with Google documents, anyone who has access to the link can view the documents. He said it was imperative to work with the web developer to have the document site password protected. Kim Fitzpatrick asked that Mr. O'Connor help her with the set up because she was not pleased with the solution the web developer previously gave her. Mr. O'Connor will get in touch with South Jersey Web Designs.

Mr. Strobel confirmed he had nothing further for discussion under Personnel.

TREASURER - JAMES WUJCIK

Mr. Wujcik stated that the general ledger, abbreviated expenditure reports, check register and year-to-date revenue collected reports were circulated to the Board members and he finds them to be in good order. He reported revenue collected to date as \$526,000, 17% of budget versus 14% of budget at \$469,000 last year. He said User Charges are up \$36,000 year over year, specifically, mostly in the month of March.

Motion: Made by Mr. Wujcik 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. Wujcik submitted a list of Operating Invoices & Payroll Expenses totaling \$175,034.67 and certified that funds are available.

Motion: Made by Mr. Wujcik 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. Wujcik submitted two requisitions for Renewal and Replacement totaling \$19,700.00 and certified that funds are available.

#22-00093 Booth Mechanical Branch Pike Manhole	\$	6,100.00
#22-00094 Booth Mechanical Conrow Avenue	\$	13,600.00

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

Mr. Wujcik submitted three invoices for Builder's Escrow totaling \$729.30 and certified that funds are available.

#203704 WaWa Rte. 130 & Church Road	\$	318.75
#203703 WaWa Taylors Lane	\$	315.55
#204149 WaWa Taylors Lane	\$	95.00

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve payment of the Builder's Escrow invoices as submitted. Mr. O'Connor called for a voice vote. Vote: All ayes

Mr. Wujcik recommended the adoption of Resolution 2021/2022-12, Budget Transfers. He confirmed it is transferring monies from the Plant Maintenance accounts to specific accounts. **He certified funds are available and moved adoption of the resolution. Mr. Szymkowski seconded the motion. Mr. O'Connor asked for a roll call vote. Vote taken by Secretary: Mr. O'Connor - aye, Mr. Strobel - aye, Mr. Conville - aye, Mr. Szymkowski - aye, Mr. Wujcik - aye.**

Mr. Wujcik stated that now that Bond Counsel has been appointed, he would like to talk to Bond Counsel regarding the interest rates on bonds. There was some discussion regarding the NJEIT blended rates and Mr. Wujcik said he will discuss with Bond Counsel and report back.

Mr. O'Connor asked if there were any further matters for discussion and heard none.

The meeting was adjourned at 7:44 PM.

Next scheduled meeting - Monday, May 10, 2021 at 6:30 PM

NOTICE OF ANNUAL SCHEDULED MEETINGS
CINNAMINSON SEWERAGE AUTHORITY

The Cinnaminson Sewerage Authority, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., as amended by A-3850, and in consideration of Executive Orders No. 103 and 107, issued by Governor Murphy on March 9 and 21, 2020 respectively, declaring a State of Emergency and a Public Health 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, all Cinnaminson Sewerage Authority meetings will be held electronically until further notice. Members of the public who wish to participate in the meetings electronically should follow the instructions at:

<https://www.cinnaminsonsewerage.org/documents/>. Individuals will be able to fully participate in the meeting, including providing public comment. Formal action may be taken at such meetings on any and all business involving the Cinnaminson Sewerage Authority.

All such meetings to be held at 6:30 PM (Prevailing Time) on the following dates:

Monday, March 8, 2021 6:30 PM
Monday, April 12, 2021 6:30 PM
Monday, May 10, 2021 6:30 PM
Monday, June 14, 2021 6:30 PM
Monday, July 12, 2021 6:30 PM
Monday, August 9, 2021 6:30 PM
Monday, September 13, 2021 6:30 PM
Thursday, October 14, 2021 6:30 PM
Monday, November 8, 2021 6:30 PM
Monday, December 13, 2021 6:30 PM
Monday, January 10, 2022 6:30 PM
Monday, February 14, 2022 6:30 PM

Kimberly Fitzpatrick, Administrator