

Minutes - June 14, 2021

The regular meeting of the Cinnaminson Sewerage Authority was held on June 14, 2021 via video conference due to the COVID-19 pandemic and commenced at 6:30 PM.

On roll call by Chairman O'Connor those present were Board Members: Richard Strobel, John Conville, Frank Szymkowski and James Wujcik.

Also in attendance were: Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer, Bradford Smith, Authority Solicitor and Kevin Kramer, Superintendent of Operations and Authority Auditor Michael Holt. Secretary Judy Devone joined the meeting at 6:37 PM due to computer issues.

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)

Mr. O'Connor noted that the Township building is reopening this week and Township Committee will be hosting their first meeting back in person on June 21<sup>st</sup>. He stated the Authority may resume meeting there again in July.

Mr. O'Connor asked Authority Solicitor Brad Smith to begin the Rate Hearing.

**RATE HEARING**

(See RATE HEARING TRANSCRIPT - June 14, 2021)

**PUBLIC COMMENT**

Mr. O'Connor opened the meeting to the Public and noting there were no members present, moved to Old Business.

**OLD BUSINESS**

Mr. O'Connor indicated there were regular session minutes and executive session minutes from May 10, 2021. He asked Solicitor Brad Smith if the executive session meeting minutes required review in an executive session and Mr. Smith confirmed they should be reviewed in an executive session. Mr. O'Connor stated that the executive session minutes would be held and asked Mr. Smith if he had any suggested edits to the regular session minutes. Mr. Smith reviewed his suggested edits. Mr. O'Connor suggested the executive session minutes wait until an executive session at next month's in person meeting if there are no other matters for an executive session this evening.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt the regular session minutes of May 10, 2021 with the suggested edits from Authority Solicitor. Mr. O'Connor called for a voice vote. Vote: Mr. O'Connor, Mr. Strobel, Mr. Szymkowski and Mr. Conville - ayes; Mr. Wujcik abstained.**

Mr. O'Connor asked Solicitor Brad Smith if the Board could address Resolution 2021/2022-21 which was discussed last month. Mr. Smith stated the resolution pertains to multi-commercial users or combination users and it is designed to simplify the Authority's regulations so that its administration is not constantly counting units with these commercial and combination users that have a single meter for an entire building. He said they will be billed according to the meter and not according to the number of units which is constantly changing and problematic from an administrative standpoint.

**Mr. O'Connor:** I know we discussed this quite at length last month but do any Board members have any comments on this before I entertain a motion?

Hearing none, Mr. O'Connor entertained a motion to approve Resolution 2021/2022-21.

**Motion: Made by Mr. Conville and seconded by Mr. Szymkowski to approve Resolution 2021/2022-21. Mr. O'Connor called for a voice vote. 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**

**Mr. Simpson:**

**M-080-140 Wayne Drive Bridge Sewer Replacement**

This will be under construction starting in mid-July. All the utility work is done so that bridge can now be reconstructed. The sewer line underneath it will be protected during that construction.

**On the development side:**

**M-081-094 Siena Active Adult Community**

All of the punch list items have been prepared. We have been working with the developer and Brad Smith to move along the preparation of the easement. It is now in the developer's hands to write that up so that it can be filed.

Mr. Smith wanted to clarify the matter. He stated that it was originally designed (which he prepared) for a blanket easement but the developer wanted to have a more specific easement showing the sewer lines and a 20-foot wide easement. He said in order to do that the developer needs to file the as-built plans showing the sewer lines. He said then, they can refer to those plans in the easement and they will be on record for future reference.

**Mr. Smith:** If you tried to attach that drawing to the easement document, it comes out so small that you can't discern where the lines are so by filing the map, it will be on file in Burlington County and anybody that has a question can go to that map and see exactly where the lines are. So, that is what we are waiting for at this point.

Mr. Simpson continued:

**M-081-136 Global - 1105 Route 130**

The pad sites have all been provided sewer.

**M-081-139 Lidl Grocery Store**

The sewer line work is in progress.

**M-081-001, -002, -003 and -004 Four Homes on Church Road**

The laterals are now being run and they will combine and go out to a short section of 8-inch pipe that will connect into the sewer system.

Mr. Simpson confirmed he had nothing further for his report.

Mr. O'Connor asked Mr. Simpson to provide an update on **M-081-142 1001 Taylors Lane**. Mr. Simpson stated that he did review plans for the proposed 1,500,000 square foot warehouse but is waiting for their revisions before he can recommend approval on it. Mr. Smith commented

that there is a Recapture Agreement that affects that property and stated that according to the agreement Mr. Simpson will have to do a calculation on the recapture amount. Mr. Simpson stated that this property is near River Road and is the old Hoeganaes location so is not in that area. Mr. Smith confirmed with Mr. Simpson that it is not the former Triboro site and Mr. Simpson said he has not seen anything on that site yet.

Mr. O'Connor asked Mr. Smith, since he had touched on the matter, about the developer for the former Triboro site that just went under contract for a Tim Hortons and Popeye's. Mr. Smith stated that site is in the recapture zone and Mr. Simpson would have to do a calculation for those businesses and they would have to pay the developer of Wawa their proportionate share of the cost of the sewer main installation. Mr. O'Connor stated that as soon as the Authority sees something from the developer, it can get started on that. Mr. Simpson stated he will make sure that it is included in his first review letter that goes back to the developer of that site.

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

**DIRECTOR OF ADMINISTRATION - JOHN CONVILLE**

Mr. Conville asked that Administrator Kim Fitzpatrick provide an Administration update.

Kim said she wanted to provide an update on residents and businesses on Taylors Lane and connections there. She stated that she has made contact with all residents and businesses except for the NJ American Water substation. She confirmed that she has not received the letter back as undeliverable; she just has not received back the certified return receipt card. She also confirmed that the letter was sent to a post office box in Cherry Hill. She stated that there is currently one property making installment payments and she hasn't heard back from any others.

Mr. Smith confirmed with Kim that another letter is supposed to go out in the beginning of July. Mr. Smith suggested that in that letter, it should state that the connection fee is increasing on December 1, 2021. He stated that was part of the resolution that was passed during the Rate Hearing and said it may be incentive for owners to get the work done.

Mr. Conville confirmed there was nothing further for Administration.

Mr. O'Connor said he wanted to go back and ask the Engineer, Mr. Simpson, about a Treatment Works Application that he just recently signed for 1001 Taylors Lane. He asked Mr. Simpson about the revisions due from the developer and whether they might affect the

application. Mr. Simpson stated he would look into the matter and respond back to Mr. O'Connor.

**DIRECTOR OF OPERATIONS - ROBERT O'CONNOR**

Mr. O'Connor stated there were several resolutions to be addressed but said he would like to start with Mr. Kramer's report.

**Superintendent of Operations Report - Kevin Kramer**

**Operations:** Kevin stated the Plant has been operating well. He confirmed there was about 5-6 inches of rain during the period so operational adjustments were needed but said there were no permit violations.

Kevin said they are still awaiting parts to finish the rebuild of the primary settling tank. He said manufacturers say parts are taking longer due to Covid. He confirmed there is one primary tank currently offline but the Plant is not being affected.

Kevin confirmed that he spoke with the sales rep from Winner Ford regarding the new truck. He said the delivery is delayed due to some type of computer chip not being available. He said he is awaiting an update.

Mr. Kramer confirmed that Keystone Engineering Group was at the Plant on June 3 and 4 to complete the SCADA upgrades on the new computers. He reported that they would also be out this week to troubleshoot the logic control for the dissolved oxygen for the aeration tanks. Kevin stated this is vital to being able to maintain permit compliance and said currently, they are operating in a manual mode for the aeration system.

**Safety:** Kevin reported there were two training sessions with Certified Safety and Health Services. The first was on May 19 for CPR/AED with first aid 29 CFR 1910.153 and the second was on June 9 for Confined Space Rescue with Hands on Drill 29 CFR 1910.146 with the Cinnaminson Fire Department at the Cinnaminson Crossing Pump Station.

**Other:** Kevin reported that they are continuing to monitor the Cinnaminson Auto Wash. He confirmed that he reached out to John McCormick, the engineer working for the Auto Wash, but he has not yet received a response regarding an update on the testing they are doing.

Mr. Kramer confirmed he had no other matters for discussion.

Mr. O'Connor presented Resolution 2021/2022-22, Second Extension of the Polymer Supply Contract. He confirmed with Mr. Simpson that there was an option for two one-year renewals and this resolution is the Authority exercising its option for the second one-year renewal. He also confirmed with Mr. Kramer that it has been working well.

**Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt Resolution 2021/2022-22. Mr. O'Connor called for a voice vote. Vote: All ayes**

Mr. O'Connor presented Resolution 2021/2022-23, Emergency Sewer Repair Contract. Mr. O'Connor said they were awarded this contract last year and the Authority had the option to extend the contract for an additional two years.

Mr. Smith confirmed that it was with an allowable 2% increase that has been calculated.

**Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt Resolution 2021/2022-23. Mr. O'Connor called for a voice vote. Vote: All ayes**

Mr. O'Connor presented Resolution 2021/2022-25, Removable Fence in Sewer Easement Block 3418, Lot 16 and noted a map was included along with it. He stated the resolution allows the property owner to place a removable fence within the Authority's easement.

**Motion: Made by Mr. Wujcik and seconded by Mr. Conville to adopt Resolution 2021/2022-25. Mr. O'Connor called for a voice vote. Vote: All ayes**

Mr. O'Connor presented Resolution 2021/2022-26, DEP Settlement Agreement. He reminded the Board that the Superintendent discussed the matter at a previous meeting and confirmed it related to two alleged violations from April 2016 and February 2020 respectively. Mr. O'Connor stated that the DEP sent a settlement agreement which does not constitute an admission of liability and is on file in the Authority Administrative Office.

**Motion: Made by Mr. Wujcik and seconded by Mr. Conville to adopt Resolution 2021/2022-26. Mr. O'Connor called for a voice vote. Vote: 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 there was a resolution for consideration, Resolution 2021/2022-24 that would update provisions in the Authority's Employment Manual. He said the Authority gets a lot out of its participation in the NJ Utilities Authority, JIF (Joint Insurance Fund), and the associated MEL (Municipal Excess Liability) for the excess coverage. He stated there is great emphasis on prevention/risk minimization and he said the Authority benefits with its facilities and safety audits and the emphasis on safety. He said

one of the largest risk areas for any employer is employment practices and he confirmed the Authority has special employment practices coverage through the JIF. He stated that one of the benefits to participating is that they have legal staff members who develop model policies and update them as needed to reflect changes in the law. Mr. Strobel confirmed that Authority Solicitor, Brad Smith, has been very helpful in keeping up with updates as they come and reviewing them, and making sure that the Authority is compliant. He said there are benefits to being compliant as it helps the Authority in terms of maximizing coverage; lowering its deductible. He stated there are incentives built in for authorities to do what this Authority has been doing. With that as a background, he reported that the Solicitor has done that and that the resolution would update the manual to incorporate the latest changes. He confirmed with Mr. Smith that an update was done in 2018 and the Authority updated its manual. Mr. Smith stated that periodically they would issue updates to specific provisions but this time they decided not to do that and they rewrote the whole thing in a different format. Mr. Smith confirmed that he kept the Authority's basic format that was being utilized and provisions that apply specifically to the Cinnaminson Sewerage Authority, and updated the applicable mandatory provisions. He stated he believes it is a good update and recommended its approval. Mr. Strobel said he agrees and appreciates the benefits of being part of the JIF; the economic benefits of cost savings as well as the tools that they give the Authority such as this particular one.

Mr. Strobel confirmed with Kim Fitzpatrick that the communication protocol for the employees in the past has been dissemination via paper, hard copies. Kim Fitzpatrick confirmed that she is working with Office 365 and SharePoint to set up an intranet for employees only but said it will take her some more time to complete it. She confirmed that she will print out a hard copy to be placed in a binder at the Plant and will email a copy to those who would like an individual copy. She stated there will always be a hard copy at the Plant and in the administrative office. Mr. Smith stated there is actually a provision in the rewrite that indicates that is how it will be distributed (as Kim just described.) Mr. Smith stated that since it can be distributed economically electronically, the Authority does not need to have an employee handbook. He said an Employee Handbook would need to be simplified down to a smaller format and would be difficult to do and take a lot of time. He stated there is no sense it doing that when every employee can have access to the full electronic version.

**Motion: Made by Mr. Strobel and seconded by Mr. Wujcik to adopt Resolution 2021/2022-24. Mr. O'Connor called for a voice vote. Vote: All ayes**

Mr. Strobel mentioned that the MEL put out RFQs for background check services. He stated it would be wise for the Authority to have a firm already in place that provides the kinds of services and meets the

expectations of the Authority. Kim asked about the firm the Authority has been using and Mr. Strobel said he believes the firm may only do a limited version of the scope of what MEL recommends and he asked Kim Fitzpatrick to review the information.

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

**TREASURER - JAMES WUJCIK**

Mr. Wujcik stated that year to date total revenue is at 30% of expected budget versus 27% last year and total expenses at 37%. He noted that Capital Expenditures are at 18% of budget.

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

Mr. Wujcik submitted a list of Operating Invoices & Payroll Expenses totaling \$185,993.61 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 one requisition for Renewal and Replacement totaling \$18,780.00 and certified that funds are available.

#22-00211 Booth Mechanical 402 Wayne Main/lateral \$ 18,780.00

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

Mr. O'Connor submitted ten invoices for Builder's Escrow totaling \$3,808.94.

To Alaimo:

#205052	2408 Church Road	\$	142.50
#205051	2406 Church Road	\$	142.50
#205050	2404 Church Road	\$	142.50
#205049	2390 Church Road	\$	142.50
#204573	Global	\$	225.34
#204150	Global	\$	1,436.10
#205046	2801 Riverton Road	\$	97.50
#205045	Walmart Expansion	\$	97.50
#205044	Shoppes at Cinnaminson A,B, & G	\$	97.50
#205053	1001 Taylors Lane	\$	1,285.00



**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. O'Connor asked if there were any other matters for discussion.

Mr. Holt gave an update on the Authority audit. He reported that the State Division of Pensions did not issue information on two items timely; one just came out last week and the other has not yet so there is still a hold on finalizing the January 31, 2021 audit. He stated it is statutorily due at the end of May and has gone past that time but the State knows that the information is necessary. He said once the information becomes available, he will complete the audit as soon as possible. He stated he is hoping that information will become available in July and he will keep Kim Fitzpatrick up to date on the matter.

Mr. O'Connor noted there are no other matters for an executive session and indicated the executive session minutes from May 10, 2021 will be held for approval in July.

Mr. O'Connor stated that as he mentioned earlier, the Township building is reopening to the public this week and the next Authority meeting will be held in person on July 12, 2021 at 6:30 PM. He asked about any necessary changes to the advertisement published for meetings. Kim Fitzpatrick confirmed that a new advertisement will be made notifying public of the change from electronic format to meeting at the Township building and will be placed in both newspapers and be posted with the Township Clerk.

The meeting was adjourned at 7:42 PM.

**Next scheduled meeting - Monday, July 12, 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