

Minutes - November 8, 2021

The regular meeting of the Cinnaminson Sewerage Authority was held on November 8, 2021 in the conference room of the Township Building and commenced at 6:30 PM.

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

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

Chairman Robert O'Connor read the following:

OPEN PUBLIC MEETINGS ACT

N.J.S.A. 10:4-6 et seq., as amended by A-3850

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.

PUBLIC COMMENT

Mr. O'Connor opened the meeting to the Public for comment and hearing none, moved to Old Business.

OLD BUSINESS

Mr. O'Connor indicated that there were no minutes from October 7, 2021, at this time and will be presented at a later time. Mr. O'Connor also indicated that the Taylors Lane Update will be addressed in executive session.

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**

The Wayne Drive Bridge is now in place and only needs to be filled in on the sides.

Mr. Simpson concluded his report.

Mr. Strobel indicated that he noticed that there were many references to 'punch list' in the report.

Mr. Simpson indicated he reviewed the list of projects to address those projects with outstanding items.

Mr. Simpson:**M-081-095-006 Shoppes at Cinnaminson, Pads A, B and G**

This punch list has been open for some time.

M-081-118 Wal-Mart Extension

Punch list was issued in October and is waiting on as-built drawings.

Mr. Smith asked Mr. Simpson if he had received correspondence from the Senior Living Facility regarding the revised connection fees. Mr. Simpson indicated he had not.

Mr. Simpson confirmed he had nothing further for discussion on his report. Mr. Szymkowski confirmed he had nothing further for discussion.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

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

Kim stated that the reading of second meters is underway. They are still using the index cards in the field and the database in the office. After speaking with the technology company, a tablet is not sufficient to run Microsoft Access Database and a laptop is required. Kim is working with the technology company to obtain a laptop.

Kim stated that the Cinnaminson Tax Collector has scheduled the tax sale for December 16, 2021. The tax collector has sent

notices to those subject to tax sale. Some ratepayers are coming in to pay the debt to avoid being listed in the paper. The Authority will receive the first check from the Township after the Township's November 15, 2021 meeting. It is usually within a day or two. The final check will come from the Township after its board meeting following the tax sale. Those payments will include payments from ratepayers as well as those from lien holders.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Mr. Kramer to review his report.

Superintendent of Operations Report - Kevin Kramer

Operations: Kevin stated that the plant has been operating well with no permit violations during this period. He has been working with Mr. Simpson on renewing the NJPDES Permit. There was discussion as to the timeline of the permit approval process. Mr. Simpson indicated that there is no timeline and that it is common for the permit to expire prior to approval by the state. The permit remains in effect, even after the expiration while waiting for the state.

Kevin went on to state that semi-annual preventative maintenance on the pump stations is currently underway by Matt Naisby and John Kenkellen. Employee Edward Duba is reading second meters and is a good fit for the job due to his organization skills and that Mr. Duba enjoys reading second meters. Kevin feels it is best to keep one employee on this task.

Safety: Kevin indicated that all required safety classes have been completed.

Other: The fall festival was a success. Community members came to visit the booth which was in the back corner. Children enjoyed exploring the Vactor. He indicated that he and Kim are attending the AEA Conference on November 16 and 17. Municibid auction was a success. Everything was sold and picked up. Proceeds were over \$26,000. He indicated that he was very happy with Municibid and hoped they were available if we needed them again.

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

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2021/2022-39, Authorizing Award of Contract for Laboratory Services. 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 asked Mr. Kramer how the promotion for Mr. Naisby was progressing. Mr. Kramer said he was very happy with the promotion and Mr. Naisby's work.

Motion: Made by Mr. Szymkowski and seconded by Mr. Wujcik to memorialize Resolution 2021/2022-36, Promotion of Matthew Naisby.
Vote: All ayes

TREASURER - JAMES WUJCIK

Mr. Wujcik indicated the Authority is trending above projected revenue and revenue from this time last year. All bond payments have been made for the year.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve the Treasurer's Report and Trial Balance as submitted.
Vote: All ayes

Mr. Wujcik submitted a list of Operating Invoices and Payroll Expenses totaling \$176,445.96 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. Vote: All ayes

Mr. Wujcik submitted one requisition for Renewal and Replacement totaling \$51,900.00 and certified the funds are available.

#22-00335 Booth Mechanical	\$51,900.00
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Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve payment of the Renewal and Replacement requisition as submitted. Vote: all ayes

Mr. Wujcik submitted four invoices for Builder's Escrow totaling \$1,523.18.

To Alaimo:

#205851 2390 Church Rd Hummingbird Builders	\$ 548.18
#205847 Siena CSH	\$ 292.50
#205852 1001 Taylors Lane	\$ 390.00
#205853 Taylors Lane Remediation	\$ 292.50

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve payment of the Builder's Escrow invoices as submitted.
Vote: All ayes

Mr. Wujcik indicated he was going to skip the next agenda item until the end and ask Mrs. Fitzpatrick to present that item.

Mr. Wujcik presented Resolution 2021/2022-38, Budget Transfers in the amount of \$835.00 to be moved from Debt Service Interest to the State Permit Fee account and certified that funds are available.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt resolution 2021/2022-38. Vote: All ayes

Mr. Wujcik introduced a proposal from Holt McNally & Associates for a Five Year Financing Plan. A financing plan is a study that examines if the Authority's rates are sufficient to cover the expenses of operating. The last plan was completed in 2016 and expires in 2022. He suggests that we move forward with the proposal at a cost not to exceed \$7,500.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to proceed with Five Year Financing Plan as proposed by Holt McNally Associates at a cost not to exceed \$7,500. Vote: All ayes

Mr. Wujcik asked Mrs. Fitzpatrick to present the budget for the 2022-2023 Fiscal Year. Mrs. Fitzpatrick stated that revenue derived from user rates has been budgeted based on the current year's budget. Connection fees were determined by looking at the open projects that have not paid connection fees. This amount is what helps balance the budget. There are one-time capital projects in the budget, Westfield Leas Pump Station Rehab, purchase of a towable generator and spare pumps. The funding for these projects is being drawn from fund balance. There are sufficient funds available in fund balance and funding is being drawn in accordance with state guidelines.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2021/2022-37, Approval of Preliminary Budget for Fiscal Year February 1, 2022 - January 31, 2023.

Board Chairman Mr. O'Connor took a roll call vote:

**Mr. Strobel - aye
Mr. O'Connor - aye
Mr. Conville - aye
Mr. Wujcik - aye
Mr. Szymkowski - aye**

Mr. Wujcik confirmed there was nothing more for discussion under Budget & Finance.

Mr. O'Connor asked if there were any other matters for discussion. Mr. Smith presented proposed changes to the Authority's Rules and Regulations regarding Connection Fees. Paragraph 2 regarding condominiums was replaced with the new Paragraph 2 on Senior Living Establishments. Condominiums were included under Paragraph 1 as residential units and reference to nonresidential condominium units was eliminated. Paragraphs 6 B C and D are unnecessary as they are either explanatory comments or simply recite the statute. Paragraph 6 E and F become 6 B and C. In paragraph 6 A, the words "will be afforded" are changed to "may request" and "determination" is changed to "request". Mr. Smith indicated that if the Board is satisfied with these proposed changes, he will prepare a resolution to approve the changes for action at the next board meeting in December. The Board agreed.

Motion: Made by Mr. O'Connor to adopt a resolution to enter an executive session to discuss an item of potential litigation, results to be disclosed when no longer prejudicial to the interests of the Authority. The Board will reconvene at the close of the executive session. Mr. Wujcik seconded the motion. Vote: All ayes Time: 7:05 PM

The Board reconvened after the executive session. No further action was taken. The meeting was adjourned at 7:17 PM.