

**Minutes - February 14, 2022**

The regular meeting of the Cinnaminson Sewerage Authority was held on February 14, 2022 in the conference room of the Township Building 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., 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.

On roll call by the secretary those present were Board Members: Robert O'Connor, Richard Strobel, John Conville, James Wujcik and Frank Szymkowski. Also in attendance were: Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer, Bradford Smith, Authority Solicitor and Kevin Kramer, Superintendent of Operations. Mr. Carmen Saginario of Capehart Scatchard was in public attendance.

**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 noted there were draft regular session minutes from January 10, 2022 for the Board's consideration.

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt the regular session minutes of January 10, 2022 as submitted. Vote: All ayes**

#### **REORGANIZATION**

The Chair was turned over to the Secretary for the purpose of electing a Chairman for the Fiscal Year February 1, 2022 - January 31, 2023. Secretary Judy Devone opened nominations for Chairman.

**Motion: Made by Mr. Strobel and seconded by Mr. Wujcik to nominate Mr. Robert O'Connor as Chairman for the new fiscal year. Secretary Devone asked if there were any other nominations and Mr. Wujcik moved the nominations closed. Mr. Conville seconded the motion. Roll call vote taken: Mr. Strobel, Mr. Conville, Mr. Wujcik, Mr. Szymkowski and Mr. O'Connor - All ayes.**

The Secretary turned the meeting over to the newly elected Chairman.

Mr. O'Connor confirmed for the record that he was duly sworn and just reappointed for another term on the Board by the Township Committee and he completed all paperwork.

**Mr. O'Connor made a motion to nominate Mr. Richard Strobel as Vice Chairman for the new fiscal year and Mr. Wujcik seconded the nomination. Mr. Wujcik moved the nominations closed and Mr. Szymkowski seconded the motion. Vote: All ayes**

**Mr. O'Connor made a motion to nominate Mr. James Wujcik as Treasurer for the new fiscal year and Mr. Szymkowski seconded the nomination. Mr. Szymkowski moved the nominations closed and Mr. Conville seconded the motion. Vote: All ayes**

**Mr. O'Connor made a motion to nominate Mrs. Judy Devone as Secretary for the new fiscal year and Mr. Szymkowski seconded the nomination. Mr. Wujcik moved the nominations closed and Mr. Szymkowski seconded the motion. Vote: All ayes**

The Chairman declared all nominations closed.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to appoint the Burlington County Times as the Authority's legal newspaper and the Courier Post as the alternate legal newspaper. Vote: All ayes**

Mr. O'Connor confirmed with Superintendent Kevin Kramer that WORKNET is the current physician and he is pleased with the service. **Motion: Made by Mr. O'Connor and seconded by Mr.**

**Szymkowski to appoint WORKNET Occupational Medicine as the Authority's physician. Vote: All ayes**

Mr. O'Connor asked Mr. Strobel to briefly address professional appointments. Mr. Strobel thanked Commissioners and staff for their timely submitted reviews of the proposals. He stated he had recommendations for the six services and said Resolution 2022-2023-01 would formalize the appointments with the supporting materials. He said the proposals that were submitted were strong and five of the submissions were from incumbent providers that he was recommending: Consulting Engineer: The Alaimo Group, Auditor: Holt McNally Associates, Inc., Bond Counsel: Raymond, Coleman & Heinold, LLC, Liability Insurance Broker: The Barclay Group and Health Benefits Insurance Broker: James A. Bristow of Haddon Planning Corporation. He reported formally that Mr. Brad Smith did not submit a proposal as he is retiring. He stated that a strong proposal was received from Capehart Scatchard with the designated attorney, Carmen Saginario, Jr. and he recommended the firm for the service of Solicitor.

Mr. Strobel briefly detailed Mr. Saginario's qualifications, noting that Mr. Saginario served as Authority Commissioner for many years. Mr. Strobel also stated the Authority would miss having someone as capable and qualified as Mr. Brad Smith, and added that Mr. Smith served the Authority and the community well. Mr. O'Connor also thanked Mr. Smith for his years as Solicitor. Mr. Smith spoke briefly, stating that he enjoyed his time with the Authority. Mr. Smith confirmed his firm has been Solicitor for the Authority for the past 24 years. Mr. Saginario commented that as an attorney on the Authority board for twelve years, he never once second guessed Mr. Smith and he thanked Mr. Smith for his years of service.

**Motion: Made by Mr. Strobel and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-01, Appointment of Professionals. Vote: All ayes**

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-02, Annual Notice of Meetings. Vote: All ayes**

**Motion: Made by Mr. Szymkowski and seconded by Mr. Wujcik to adopt Resolution 2022-2023-03, Staff Designations. Vote: All ayes**

**Mr. O'Connor presented Resolution 2022-2023-04, Designating Certain Banking Institutions and Depositories for Authority's Funds.**

**Discussion:** Mr. Wujcik stated that BB&T is now Truist Bank and he asked Kim to confirm that TD Wealth Management is the correct name. Kim will check the names and make any necessary corrections.

**Motion:** Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-04 with any necessary corrections to the bank names as discussed. Vote: All ayes

**Motion:** Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-05, Chairman's Signature Authorization. Vote: All ayes

Appointments by Chairman:

Mr. James Wujcik - Director of Finance & Budget

Mr. Robert O'Connor - Director of Operations

Mr. Frank Szymkowski - Director of Construction

Mr. Richard Strobel - Director of Personnel

Mr. John Conville - Director of Administration

Mr. Richard Strobel - JIF Fund Commissioner

## **NEW BUSINESS**

### **DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI**

Mr. Szymkowski asked Mr. Simpson to review his **Engineer's Status Report dated February 10, 2022** and he noted the following:

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

The contractor still needs to construct the guiderail and pave the road. Expected completion is in February.

#### **M-080-148 Westfield Leas Pumping Station**

The design should be finished this month so it can get out to bid.

#### **On developments:**

##### **M-081-118 Wal-Mart Extension**

This is progressing forward in order to get off of the bond.

##### **M-081-144 Cinnaminson Empire, LLC**

This project is the Popeye's and Tim Hortons Donut Shop. Construction has started and John Marshall made sure that Alaimo was contacted. The Treatment Works Approval permit has not yet been issued so anything constructed will have to be a dry sewer before it gets connected.

Mr. O'Connor asked if payment by the contractor to the developer of WaWa per the Recapture Agreement was made, and Mr. Simpson stated he was not sure. Mr. Smith confirmed there was a formula regarding the payment in the agreement and said payment should be made directly to WaWa's developer who will certify the payment to the Authority.

**M-081-145 Senior Living Facility**

Treatment Works Approval permit was issued but construction has not yet started.

Mr. Szymkowski presented Resolution 2022-2023-08, Amendment to Manor Road Pump Station Upgrade Contract, Change Order No. 1. Mr. Szymkowski read from the resolution noting that the contract will be reduced.

**Motion: Made by Mr. Szymkowski and seconded by Mr. Wujcik to adopt Resolution 2022-2023-08. Vote: All ayes**

**DIRECTOR OF ADMINISTRATION - JOHN CONVILLE**

Mr. Conville asked Kim Fitzpatrick to provide an administration update. Kim reported that she missed passing the Qualified Purchasing Agent (QPA) test by three points. She confirmed she will review her graded test in March and will schedule to retake it. She stated that the office closed out the fiscal year and is paying out the last of the bills. Once finished, they will begin the audit process with the Authority Auditor. She confirmed she is still awaiting information from the Township regarding development over the next five years for the revenue plan. Lastly, she noted that second meter billing is finished.

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

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period January 10, 2022 - February 14, 2022**. Kevin reported the following:

**Operations:** The Plant has been operating well with no permit violations during this period. There is some kind of pollutant coming into the Plant which seems to correspond to something similar that happened last year at the same time. He will be grabbing samples and is focusing on the Industrial Pump Station.

**Safety:** There was no required OSHA training this month.

**Other:** The parts needed to put Westfield Leas Pump Station back online were received; it is no longer being bypassed. There was a vent call on Adams Street. A 30-40 ft. section was found to be

filling up and causing lateral problems to homeowners. Kevin is working with the Department of Public Works because in order to achieve the proper grade to allow the sewer to flow correctly, the Department of Public Work's covert would have to be manipulated. He will be monitoring the main until the job to fix both issues can start in several weeks.

**Mr. O'Connor presented Resolution 2022-2023-09, Award of Bid, Supplying of Chemicals.**

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-09.**

**Discussion: Mr. Simpson noted that this is the first year this had to go out to bid due to inflation.**

**Vote: All ayes**

**DIRECTOR OF PERSONNEL - RICHARD STROBEL**

Mr. Strobel distributed and discussed a training course regarding risk management through the Joint Insurance Fund for Commissioners and the Administrator which would provide a liability insurance credit.

Mr. Strobel confirmed he will not be able to be present at the March meeting but will participate via phone.

**TREASURER - JAMES WUJCIK**

Mr. Wujcik said the general ledger, abbreviated expenditure, check registry, year to date revenue collection and capital expenditure reports included in the package were all in good order. He said revenue collection year-to-date is at 113% of budget, User Charges are at 105%. Connection Fees were at 447% of budget. On the capital expenditure report, he said debt service came in at 99% of budget. He confirmed that the total Capital Budget came in at 89%.

**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 \$205,725.07 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 three requisitions for Renewal and Replacement totaling \$33,724.90 and certified the funds are available.

|                            |              |
|----------------------------|--------------|
| #23-00020 Booth Mechanical | \$ 15,500.00 |
| #23-00021 Alaimo           | \$ 17,772.40 |
| #23-00022 Alaimo           | \$ 452.50    |

**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 three invoices for Builder's Escrow totaling \$792.97.

To Alaimo:

|                                |           |
|--------------------------------|-----------|
| #208400 Taylors Ln Remediation | \$ 292.50 |
| #208401 Senior Living          | \$ 142.50 |
| #208402 Jiffy Lube             | \$ 357.97 |

**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 presented Resolution 2022-2023-06, Quarterly Withdrawal with total estimated expenses of \$782,479.85.

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-06, Quarterly Withdrawal. Vote: All ayes**

Mr. Wujcik presented Resolution 2022-2023-07, Budget Transfers, as detailed in the report and recommended approval of the resolution.

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-07. Vote: All ayes**

Mr. O'Connor asked if there were any other matters for discussion. Kim Fitzpatrick thanked Mr. Smith for his service. Mr. Saginario thanked the Board for his appointment. Mr. Simpson wanted to confirm that in his October letter to the applicant, the Recapture Agreement for the Popeye's and Tim Hortons property was mentioned and included as an attachment, and he read aloud from the end of the third page where it was referenced. Mr. Simpson stated that the letter was also copied to the applicant's engineer who submitted the application.

Mr. Wujcik stated that the RFP Process that was just completed was orderly and easy to use, Mr. O'Connor asked if there were any other matters for discussion. and he commended Mr. Strobel for his efforts.

The meeting was adjourned at 7:14 PM.

**Next scheduled meeting: Monday, March 14, 2022 at 6:30 PM**