

Minutes - January 10, 2022

The regular meeting of the Cinnaminson Sewerage Authority was held on January 10, 2022 in the conference room of the Township Building and commenced at 6:30 PM.

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.

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 noted there were draft regular and executive session minutes from December 13, 2021 for the Board's consideration. Solicitor Brad Smith made some suggested edits to the regular session minutes.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt the regular session of December 13, 2021 with the edits as suggested by Authority Solicitor and the executive session minutes of December 13, 2021 as submitted. Vote: Mr. Strobel, Mr. Wujcik, Mr. Conville and Mr. Szymkowski - ayes; Mr. O'Connor - abstained

Mr. O'Connor presented memorializing Resolution 2021/2022-48, Salary Adjustments and Awards for Service for Non-Bargaining Employees for the Board's consideration.

Motion: Made by Mr. Strobel and seconded by Mr. Wujcik to adopt Resolution 2021/2022-481. Vote: All ayes

Mr. O'Connor presented memorializing Resolution 2021/2022-49, Employee Promotion: Todd Leonard for the Board's consideration.

Motion: Made by Mr. Strobel and seconded by Mr. Szymkowski to adopt Resolution 2021/2022-49. Vote: All ayes

NEW BUSINESS

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to review his **Engineer's Status Report dated January 7, 2022** and he noted the following:

M-080-140 Wayne Drive Bridge Sewer Replacement

The contractor had to pull off the job due to delivery issues with the guiderail which is expected in a couple weeks. The contractor will return and complete the project once it is delivered.

M-080-148 Westfield Leas Pumping Station

The design is nearing completion and should be finished by the end of the month.

On developments:

M-081-139 Lidl Grocery Store

The as-built plans were submitted and approved. They need to file an easement before Mr. Simpson recommends release of performance bond.

M-081-145 Senior Living Facility

Shop drawings have been submitted and approved. Mr. Simpson is waiting for the contractor to notify him of the expected start date.

M-081-146 Jiffy Lube

The installation of a lateral was needed there and that has been completed.

Mr. O'Connor confirmed with Mr. Simpson that there has been no further correspondence from the Senior Living Facility regarding the connection fee calculation.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Kim Fitzpatrick to provide an administration update. Kim reported that second meter credits were posted and billing is coming to a close. She stated that she is preparing the necessary financials to wrap up the fiscal year. Mr. O'Connor confirmed with Kim that Taylors Lane connections are moving forward.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period December 13, 2021 - January 10, 2022**. Kevin reported the following:

Operations: The plant has been operating well with no permit violations during this period. He has been working with Keystone Engineering to help dial in the control logic for the dissolved oxygen system.

Safety: There was no required OSHA training for the month but the staff completed KnowBe4 training on cyber security. On January 6, Look First Technology worked on VPN protection for the SCADA for remote login and two-factor authentication for the computers and email. Kim Fitzpatrick confirmed that Look First indicated to her that the Authority is ahead of many municipalities with its security protections and MEL compliance.

Other: The only pump at Westfield Leas pump station broke down on December 31, 2021. Kevin has been waiting on parts to repair the second pump for two months and just received notice that they will not arrive until January 21, 2022. Booth Mechanical set up a by-pass pump which will be removed once the pump is back up and running.

Matt Naisby is scheduled to take his S3 test in January and Todd Leonard is scheduled to take his S1 and C1 tests in March.

Mr. Wujcik asked about the previous repair involving NJ American Water at Hilltop Road and Kevin confirmed that there are no further issues.

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel confirmed that the Authority solicited proposals for the four professional services done annually. He said there

were two insurance services with which the Authority had opted for three-year contracts which were also included in the RFP process which was previously authorized by the Board. The scheduled opening of contract proposals was on Friday, January 7, 2022. Kim Fitzpatrick confirmed to Mr. Strobel that there were submissions and she uploaded the proposals to a folder in the document site. One submission was on compact disc and Mr. O'Connor will upload that file to the folder. Mr. Strobel confirmed the Commissioners' and Administrator's participation in reviewing proposals and that there was a three-person review panel for each service. He emailed the link for scoring to the Commissioners and confirmed he will prepare a draft resolution for the next meeting based on the outcome. He asked for the reviews to be submitted by February 7, 2022.

Chairman O'Connor confirmed with Mr. Brad Smith that his firm did not submit a proposal due to Mr. Smith's impending retirement. Mr. Smith will be retiring completely sometime before October. He said he appreciated working with the Authority. Mr. O'Connor thanked him for his service and congratulated him on his retirement, and Mr. Strobel said that Mr. Smith has guided the Commissioners well through the years.

TREASURER - JAMES WUJCIK

Mr. Wujcik said the general ledger, abbreviated expenditure, check registry, year to date collection and capital expenditure reports included in the package were all in good order. He said revenue collection year-to-date is at 99% of budget, User Charges are at 93%, and he noted that December collections were a little lower than anticipated. Kim Fitzpatrick confirmed that payments are coming in now. Mr. Wujcik reported that last year User Charges were at 89% of budget at the same time. He noted that Connection Fees are at 99% of budget and Capital Expenditures are at 67% of budget.

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 \$231,753.92 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 \$8,969.53 and certified the funds are available.

#22-00572 Alaimo Associates \$ 8,969.53

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 and a release of escrow totaling \$6,399.62.

To Alaimo:

#207980 Shoppes at Cinnaminson	\$ 190.00
#207981 WaWa Taylors Lane	\$ 240.00
#207982 1001 Taylors Lane	\$ 405.34

To Bajwa Petroleum:

Release of escrow	\$ 5,564.28
-------------------	-------------

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 one deletion in the amount of \$290.40 as detailed on the report.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve the deletion and credit the customer's account. Vote: All ayes

Mr. Wujcik presented Resolution 2021/2022-50, Budget Transfers, in the amount of \$23,595.28 as detailed in the report and recommended approval of the resolution.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2021/2022-50. Vote: All ayes

Mr. Strobel asked about a bill line item and Kevin Kramer confirmed there was a nest of raccoons at Fairfax.

Mr. O'Connor asked if there were any other matters for discussion. Kim Fitzpatrick confirmed that Paychex was having trouble with W2 processing and said to contact her for a printed copy if unable to access directly.

Mr. O'Connor asked Kim Fitzpatrick about an email she sent to Mr. Smith and copied to him. Mr. Smith confirmed he is reviewing it but noted it references an extension of the moratorium to March 15, 2022 on collecting past due bills and shut offs.

The meeting was adjourned at 7:06 PM.

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