

Minutes - March 14, 2022

The regular meeting of the Cinnaminson Sewerage Authority was held on March 14, 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: John Conville, Robert O'Connor, James Wujcik, Frank Szymkowski and Richard Strobel (via speaker phone).

Also in attendance were: Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer, Carmen Saginario, 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 2022 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 the draft regular session minutes from February 14, 2022 for the Board's consideration. Secretary Judy Devone noted she corrected a typo on the last page and Solicitor Carmen Saginario made a correction for clarification purposes on page 3.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt the regular session minutes of February 14, 2022 with the corrections as discussed. Vote: All ayes

NEW BUSINESS

Kim briefly discussed a billing matter which was brought to Amy's attention when reviewing the exceptions report. Kim made contact with the homeowner's daughter regarding the bill and confirmed the property is empty (the homeowner is not living there) and the daughter is scheduled to meet with NJ American Water to determine the exact nature of the issue there. There was some further discussion. The Board will reconsider the matter once the homeowner's daughter has reported back with a written determination and resolution to the problem.

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to review his **Engineer's Status Report dated March 9, 2022** and he noted the following:

M-080-140 Wayne Drive Bridge Sewer Replacement

The bridge was finished. The Township just finished the striping and Mr. Simpson believes the barricades will be removed tomorrow.

M-080-148 Westfield Leas Pumping Station

Mr. Simpson is trying to get the project out to bid later this month.

On developments:

M-081-095-006 Shoppes At Cinnaminson, Pads A, B, and G

Alaimo received the as-built plans for the pad sites that were recently completed. The as-built plans were reviewed and he is awaiting the revisions.

M-081-139 Lidl Grocery Store

Construction of sewer mains is completed. Mr. Simpson is awaiting the easement agreement before he will recommend bond release.

Mr. Saginario confirmed that Lidl's attorney requested the easement form and Mr. Saginario filled it out and sent it over.

M-081-144 Cinnaminson Empire, LLC

Mr. Simpson confirmed they are waiting for the Popeye's and Tim Hortons sanitary sewer work to be started.

M-081-145 Senior Living Facility

Mr. Simpson confirmed that the work has started on this project and Alaimo is inspecting it.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Administrator Kim Fitzpatrick to give an update on Administration. Kim reported that an electronic requisition module is being implemented and confirmed that the office had training. She stated that it will be rolled out to other staff once the tech company has the software installed on the necessary computers and she briefly described the process that takes place for a purchase order.

Kim confirmed that masks are no longer required in the Township Building.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period January 10, 2021 - February 14, 2022**. Kevin reported the following:

Operations: The Plant has been operating well with no permit violations during this period. Kevin is still monitoring for the cause of the pollutant mentioned last month. He confirmed work needs to be done on wear items for the Sludge Thickener. He received quotes and Quad Construction will be doing the work.

Safety: Certified Health and Safety Services will be doing training this year and they are developing a schedule.

Other: Kevin briefly discussed repairs made on Adams Street and on Meeting House Road by Booth Mechanical. NJDEP scheduled a Plant visit on March 30, 2022. They are doing a rough draft of the new Surface Water Permit. There may be a new effluent minimum limit for effluent dissolved oxygen. Kevin briefly discussed the Plant's current average and confirmed that Mr. Simpson will be at the visit on March 30. Mr. Simpson briefly discussed that the new minimum is being driven by the DRBC due to the dissolved oxygen level needed for the aquatic life in the river.

Mr. Todd Leonard took the C1 Exam and passed. He will take the S1 Exam next Friday.

Mr. O'Connor presented Resolution 2022-2023-10, Authorizing Purchase of Emergency Generator Under Educational Services Commission of NJ ESC CO-OP#65MCESCCPS - ESCNJ 18/19-09. Motion: Made by Mr. Wujcik and seconded by Mr. Conville to adopt Resolution 2022-2023-10. Vote: All ayes

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel stated that two professional consultant agreements were posted to the document site, one for the Consulting Engineer and the other for the Auditing Firm. He recommended that if the Solicitor was in agreement, it would be appropriate for the Board to authorize and direct that the Chairman execute the agreements. Mr. Saginario voiced his agreement.

Motion: Made by Mr. Strobel and seconded by Mr. Szymkowski to approve the proposed agreements for The Alaimo Group and Holt, McNally & Associates and that the Chairman be authorized and directed to execute the agreements. Vote: All ayes

Mr. Strobel said he was pleased to hear the news regarding Mr. Todd Leonard passing the test.

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 noted that User Charges for the year at \$129,000.00 are slightly ahead of last year's collections for the period. He said revenue collection year-to-date is at 3% of budget. He asked Commissioners to keep a keen eye out for Connection Fees, which were budgeted throughout the year, and payments. He mentioned there are some big projects going on currently. Mr. Wujcik added that the first of the debt service payments was made and confirmed Capital Expenditures are at 12% 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 \$170,040.88 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.

Discussion: Mr. O'Connor asked about a check issued to Mr. Kollar regarding the website domain. Kim explained that the fee was charged to his credit card although she had deactivated it. Kim confirmed that she had to call to get the credit card information removed and said it will be an ACH withdrawal from the Authority's account going forward. Mr. O'Connor said he appreciated Mr. Kollar reaching out and the refund will be processed.

Vote: All ayes

Mr. Wujcik submitted one requisition for Renewal and Replacement totaling \$7,965.76 and certified the funds are available.

#23-00026 Municipal Maintenance	\$ 7,965.76
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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 five invoices for Builder's Escrow totaling \$3,836.84.

#208870 Senior Living Facility	\$ 275.00
#208869 Lidl Grocery Store	\$ 760.00
#207983 Jiffy Lube	\$ 1,421.71
#208871 Jiffy Lube	\$ 607.63
#207484 Popeye's & Tim Hortons	\$ 772.50

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. O'Connor asked if there were any other matters for discussion and heard none. Mr. O'Connor mentioned that he believed the Authority was to reach out to Gable & Associates in March to review electric generation service and possible bidding. Kim Fitzpatrick confirmed she will contact Gable & Associates.

The meeting was adjourned at 7:05 PM.

Next scheduled meeting: Monday, April 11, 2022 at 6:30 PM