

**Minutes - April 11, 2022**

The regular meeting of the Cinnaminson Sewerage Authority was held on April 11, 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, John Conville, James Wujcik and Frank Szymkowski. Mr. Richard Strobel arrived at 6:32 PM.

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

Mr. Nunzio Marella of 216 Wayne Drive was present in public attendance.

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. Mr. Nunzio Marella of 216 Wayne Drive was present to discuss his second meter. He stated that in November of 2020 the meter read to his second meter broke and a new one was installed inside the basement window about 5 ft. from where the previous one was located. He said an Authority employee verified the placement

and the new meter read. Recently, he was getting his sprinkler system ready to operate and called the Authority to make sure the meter had been read. He said he was told on the phone that in December of 2021, a Sewerage Authority employee came out and did not see the meter read so left a card in his door but he did not get the card. Mr. Marella confirmed that the second meter read shows 82,000 gallons were used and requested a credit. He confirmed he did not receive a credit in 2020 due to the broken meter read. There was further discussion regarding an initial read and Authority records, and Kim Fitzpatrick confirmed the meter was just read in March and the gallons correspond to Mr. Marella's reported number. Mr. Marella confirmed he has emails from the manufacturer and the supplier of the meter read confirming it was set to 0. Mr. O'Connor confirmed with Mr. Kramer that the inside placement of the meter read is acceptable since it is readable from outside. Mr. O'Connor confirmed with Solicitor Carmen Saginario that a credit could be issued administratively. The Board authorized the issuance of the credit.

#### **OLD BUSINESS**

Mr. O'Connor noted there were draft regular session minutes from March 14, 2022 for the Board's consideration and confirmed with Solicitor Carmen Saginario that he had no recommended edits.

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt the regular session minutes of March 14, 2022 as submitted. Vote: All ayes**

Kim Fitzpatrick confirmed that it is not a good time to bid for electric generation services. This will be revisited in a couple of weeks. She confirmed that she had an online meeting with Lauren at Gable Associates who said the tariffs will be coming out soon.

#### **NEW BUSINESS**

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

Mr. Szymkowski asked Mr. Simpson to review his **Engineer's Status Report dated April 8, 2022** and Mr. Simpson noted the following:

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

The project is complete and the bridge is now open.

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

This project will be advertised this month.

Mr. Strobel asked about Mr. Simpson's projected cost for the project and mentioned he understands prices are coming in very

high. Mr. Simpson stated he did not know the number offhand but said he tried to anticipate the market when he did the proposal.

**On developments:**

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

**M-081-118 Walmart Extension**

As-built plans are being reviewed for these projects.

Mr. Saginario asked about **M-081-124 WaWa (Taylors Lane)** and the punch list date of February 2021 and Mr. Simpson confirmed the the punch list date is 2021. However, Mr. Simpson said WaWa has been in recently to ask about release of bond and was reminded there are open punch list items.

Mr. Simpson confirmed that bids were taken on the Annual Generator Maintenance Contract. He said there were two bidders. He stated the low bidder GenServe's bid was roughly 30% higher than the contract they had starting in 2019. He said the contract was for three years then, and there is a clause in the current contract to allow for a 1-year or 2-year extension if both parties are agreeable. He stated the rate increase would be that which is governed by an index that the U.S. Government puts out. Mr. Simpson reported that GenServe's (previously Atlantic Switch and Gear) bid was roughly \$55,000.00 and the other bid from GMH was roughly \$136,000.00.

**Motion: Made by Mr. Conville and seconded by Mr. Szymkowski to award the Annual Generator Maintenance contract to the low bidder, GenServe; a memorializing resolution (2022-2023-11) will follow next month. Vote: All ayes**

**DIRECTOR OF ADMINISTRATION - JOHN CONVILLE**

Mr. Conville asked Kim Fitzpatrick to update the Board on Administration. Kim reported that audit started today. She stated that the majority of the audit will be done remotely.

Kim initiated a discussion regarding Executive Order 192 concerning interest for the period of March 9, 2020 through March 15, 2022. She confirmed that Edmunds is working on a program to eliminate the need for keying in all the data. She stated that one of the provisions requires offering a 12-month payment plan for anyone with a balance that would be subject to tax sale and she is working on that. She will send out the information certified return receipt and verified mail and said they have 30-days to respond. A non-response makes them automatically eligible for tax sale and they must maintain monthly payments on time, as well as their current quarterly

bill to remain ineligible for tax sale. Kim also discussed interest forgiveness relative to the Order at length and a discussion ensued. Kim confirmed there is no set deadline for compliance with the Order. She also confirmed that the 12-month payment plan letter must include the exact amount owed and the exact monthly amount. Kim reported that an Edmunds update has already been implemented so that when interest is updated monthly, it does not apply any additional interest to any balances open during that period.

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

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period February 15, 2021 - April 11, 2022**. Kevin reported the following:

**Operations:** The plant has been operating well with no permit violations during this period. Flows are up a little bit and polymer is being used. DEP lab audit was on Friday and was productive; will be updating some Lab Standard Operating Procedures.

**Safety:** The training schedule was established. It will begin in April and will finish in June.

**Other:** Quad Construction worked on wear items for Sludge Thickener and did an excellent job. On March 24, 2022, a catalytic converter was stolen from the camera truck at the Plant; there was security camera footage. It has been repaired. Kevin reported that higher vehicles are now being stored inside to help prevent future theft. A police report was filed and Kim Fitzpatrick confirmed an insurance claim was filed.

Mr. Todd Leonard passed the S1 exam.

#### **DIRECTOR OF PERSONNEL - RICHARD STROBEL**

Mr. Strobel, as JIF Fund Commissioner, briefly discussed cyber insurance and stated that MEL has engaged the firm of D2 Cyber Security and Secured Data Consulting Services which is supposed to reach out to member authorities. He reported that MEL is also considering the prospect of forming a special purpose JIF for just cyber. A brief discussion ensued.

#### **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 12% of budget; he noted that the connection fee budget is high so until they start

coming in the revenue collection number will be slightly behind. He stated that User Charges is about \$38,000.00 ahead of last year. He reported that Capital Expenditures is at 13% 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 \$213,466.41 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 six requisitions for Renewal and Replacement totaling \$109,509.68 and certified the funds are available.

#23-00082 Quad Construction	\$ 14,625.00
#23-00083 Gayle Corp	\$ 9,027.18
#23-00084 Alaimo	\$ 6,590.00
#23-00085 Booth Mechanical	\$ 10,150.00
#23-00087 Alaimo	\$ 9,917.50
#23-00089 Booth Mechanical	\$ 59,200.00

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve payment of the Renewal and Replacement requisitions as submitted. Vote: all ayes**

Mr. Wujcik submitted seven invoices for Builder's Escrow totaling \$1,847.37.

#105195 2716 Branch Pike Subdivision	\$ 185.00
#105754 2716 Branch Pike Subdivision	\$ 298.75
#115581 2716 Branch Pike Subdivision	\$ 380.00
#207480 2716 Branch Pike Subdivision	\$ 476.12
#209302 Lidl	\$ 105.00
#209303 1001 Taylor's Lan	\$ 137.50
#209304 Popeye's & Tim Horton	\$ 265.00

**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. The meeting was adjourned at 7:47 PM. **Next scheduled meeting: Monday, May 9, 2022 at 6:30 PM**