

Minutes - May 9, 2022

The regular meeting of the Cinnaminson Sewerage Authority was held on May 9, 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 and Frank Szymkowski. Mr. Richard Strobel arrived at 6:35 PM. Mr. James Wujcik was absent.

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

Authority staff members Matthew Naisby and Ed Duba were 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 and hearing none, moved to Old Business.

OLD BUSINESS

Mr. O'Connor noted draft regular session minutes from April 11, 2022 had been prepared for the Board's consideration. Mr. O'Connor confirmed with Solicitor Carmen Saginario that he had no recommended edits. **Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt the regular session minutes of April 11, 2022 as submitted. Vote: All ayes**

Kim Fitzpatrick confirmed that the electric generation service bid should wait until mid/late summer as per Gable Associates, bids are coming in 11% higher for a 12-month contract and 32% higher for an 18-month contract than PSE&G rates.

Kim updated the Board regarding the Executive Order discussed at the last meeting. She confirmed there is a new local finance notice which provides more detailed information for the payment plan and a sample agreement for the payment plan. She also confirmed that the notice states that her letter must give its recipient detailed payment information. She stated that the notice mentions consulting with the Solicitor regarding exempt interest that was already paid. Authority Solicitor Carmen Saginario confirmed that he reviewed the local finance notice in detail and he discussed it briefly. Mr. Saginario noted that it is extremely onerous and stated he will consult with Kim Fitzpatrick moving forward in order to comply.

Mr. O'Connor presented Resolution 2022-2023-11, Award of Bid, Annual Generator Maintenance. He stated there was a motion to award the bid at the last meeting and this is a memorializing resolution.

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt Resolution 2022-2023-11. Vote: All ayes

NEW BUSINESS

Mr. James Bristow, Authority Health Benefits Broker, presented information regarding the renewal of employee dental and health benefits. He first reviewed renewal of dental benefits with Delta Dental stating that the total cost increase for a 1-yr. contract is \$294/year. He recommended that the Authority renew the current plan with Delta Dental for 1-yr.

Mr. Bristow provided a Health Insurance Options Report to Board Members which compared plan costs and designs. Specifically, he discussed the current health benefits plan with United Healthcare and its renewal cost and changes to the plan. He noted that the prescription costs would increase and the total renewal cost would represent an 8% increase over last year. He

also briefly discussed the risks associated with use of the Health Reimbursement Account and noted that the Prime Pay amount has been increasing over the years. He explained that for comparison purposes he used the best and most expensive plan under the State Health Benefits Program (SHBP), NJ Direct 10, and confirmed that options chosen from other available categories would result in less cost to the Authority. He noted that prescription costs, deductibles, Out-of-Pocket Maximum, In-Patient Hospital costs, etc. would all decrease under NJ Direct 10. He stated that the current plan does not include out-of-network coverage while NJ Direct 10 does. He stated that the total cost to move to NJ Direct 10 would be a 2% increase and he recommended that the Authority move to the State Health Benefits Program. Mr. Bristow explained that the Authority will need to renew the current plan as it takes 90-days to move to the new plan. There was a brief discussion regarding a termination provision in the current contract. There was further discussion regarding the health reimbursement account and employee use of the flexible spending account. Mr. Bristow confirmed that he would review plan options with Kim and all staff members when the information becomes available from the State.

Mr. O'Connor asked staff members present at the meeting if they would be agreeable to moving to the State Health Benefits Program and they indicated their agreement.

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt Resolution 2022-2023-12, Authorize Participation in the State Health Benefits Program (SHBP). Vote: All ayes

Motion: Made by Mr. Strobel and seconded by Mr. Szymkowski to authorize renewal of the current health benefits plan with United Healthcare conditioned on the fact that it is the Board's intent to terminate upon admission into the State Health Benefits Program. Vote: All ayes

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to authorize a one-yr. renewal of dental benefits with Delta Dental per Mr. Bristow's recommendation. Vote: All ayes

Mr. Strobel asked that Kim Fitzpatrick follow up on the Flexible Spending Account (FSA) and she confirmed she will compile a packet of the information for employees.

Mr. O'Connor and Mr. Strobel thanked Mr. Bristow for his service over the years and for his advice.

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to review his **Engineer's Status Report dated May 6, 2022**. Mr. Simpson noted the following:

M-080-148 Westfield Leas Pumping Station

Bids will be taken before the next meeting and if all goes smoothly, Mr. Simpson will have an award recommendation.

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

A punch list was recently sent to the applicant.

M-081-118 Wal-Mart Extension

A revised punch list was just sent out.

M-081-143 Taylors Lane Site Remediation

This is complete with no harm to the Plant and no further discharges expected.

Mr. Strobel asked about this remediation and Mr. Simpson reminded him that there was a water basin located there containing some metallic sediment of which the Authority agreed to allow its discharge at a set number of gallons per day.

M-181-147 Chick Fil A & Retail

Plans have been reviewed and revisions were requested.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Kim Fitzpatrick noted a change to the Authority website where Board Members log in.

Kim stated that the residents and businesses involved with the Taylors Lane Extension have just about all either paid, have installment plans, or are in the process of getting connected with a permit through the Township.

Mr. O'Connor mentioned the Edmunds website and ADA compliance. Mr. Saginario confirmed that he and Kim have consulted regarding the issue and are addressing it. A brief discussion regarding available payment options and accommodations ensued.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period April 11, 2022 - May 9, 2022**. Kevin reported the following:

Operations: The plant has been operating well with no permit violations during this period. The solids' settling has improved with warmer water temperatures. The lab was audited on April 8, 2022 by the DEP Office of Quality Assurance. Standard Operating Procedures were updated where needed and the auditor was pleased with the changes made.

Safety: There was training on April 20, 2022 for Blood borne pathogens, Respiratory Protection and Fit Testing, Spill Control and Counter Measures. Training on Fire Safety, Evacuation and Extinguishers, Fall Protection and Inspection of Equipment took place on April 28, 2022. Electrical Safety with Arc Flash training was held on May 4, 2022.

Other: Booth Mechanical is replacing backflow preventers at the collection stations and the main treatment Plant to be in compliance with DEP. Quotes were received and Booth provided the lowest quote.

Quad Construction provided some maintenance on the Huber Thickener at the end of March, mainly the replacement of brushes which required taking apart the whole machine which was a large project. Due to insufficient information in the O&M manual as well as from a Huber Field Tech, brush replacement is again required and alarms are sounding 10-15 times/day as the equipment is not cleaning itself correctly and is shutting down. This is causing employee overtime on the weekends. Kevin reported that sludge levels are going to increase and he is concerned about a permit violation. Kevin recommended an emergency purchase resolution be issued. Mr. Saginario confirmed that Authority Engineer, Mr. Simpson, has provided a letter concluding that failure of the thickener over an extended period of time would lead to improperly treated sewage being discharged into the Delaware River. Mr. Saginario stated there is a provision in the law for emergency contracts, and he concluded that proper legal notice has been given by the Superintendent and the Engineer. Mr. Kramer will provide the proposal from Quad Construction for the repair. Mr. Saginario suggested that the Authority should seek compensation from the manufacturer for the cost to redo this repair due to inappropriate procedural detail in the O&M manual. Mr. Saginario said his recommendation is that the Board authorizes the emergency contract award and that he drafts a communication to the manufacturer.

Motion: Made by Mr. Conville and seconded by Mr. Szymkowski to authorize Quad Construction to perform repairs on the Huber Sludge Thickener on an emergent basis and to submit a proposal

detailing the reason the repairs are necessary. A memorializing resolution will follow at the next meeting. Vote: All ayes

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel, as JIF Fund Commissioner, briefly discussed JIF and cyber security at last month's meeting and asked if contact had been made with the Authority relating to it. Kim confirmed she had not yet heard anything.

TREASURER - JAMES WUJCIK

Mr. Wujcik was absent. Mr. O'Connor said at three months into the fiscal year, total expenses and revenue collected are trending in line. He stated that the one revenue area that is currently trending low is Connection Fees at 1%. He said revenue collection year-to-date is at 19% of budget but noted that User Charges are on target at 25%. He reported that expenditures are on pace.

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

Mr. O'Connor submitted a list of Operating Invoices and Payroll Expenses totaling \$201,420.88 and certified that funds are available.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve payment of Operating Invoices and Payroll Expenses as submitted.

Discussion: Mr. Strobel asked about two invoices and Mr. Kramer confirmed that Smith & Loveless, Inc. was for parts for the Westfield Leas Pumping Station and Sherwood Logan & Assoc. provided spare replacement parts for the thickener and the press.

Vote: All ayes

Mr. O'Connor submitted two requisitions for Renewal and Replacement totaling \$22,621.25 and certified the funds are available.

#23-00134 Alaimo - Westfield Leas Pump	\$ 11,621.25
#23-00135 Booth Mechanical - Fairfax Ave	\$ 11,000.00

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

Mr. O'Connor submitted seven invoices for Builder's Escrow totaling \$1,348.75.

To Alaimo:

#104617 2716 Branch Pike Subdivision	\$	92.50
#209774 Shoppes at Cinnaminson A,B & G	\$	682.50
#209775 Walmart Expansion	\$	195.00
#209777 Global	\$	105.00
#209778 1001 Taylors Lane	\$	208.75
#209779 Popeye's & Tim Hortons	\$	40.00

To Impact Environmental:

Release of Escrow	\$	25.00
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**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve payment of the Builder's Escrow invoices as submitted.
Vote: All ayes**

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-12, Quarterly Withdrawal. 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, June 13, 2022 at 6:30 PM