

Minutes - June 13, 2022

The regular meeting of the Cinnaminson Sewerage Authority was held on June 13, 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, Richard Strobel, Frank Szymkowski and James Wujcik (present via phone).

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

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**OLD BUSINESS**

Mr. O'Connor noted the draft regular session minutes from May 9, 2022 for the Board's consideration. Mr. O'Connor said he confirmed with Solicitor Carmen Saginario via phone prior to the meeting that he had no recommended edits.

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt the regular session minutes of May 9, 2022 as submitted. Vote: Mr. Wujcik abstained; all others aye.

NEW BUSINESS

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

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

M-080-148 Westfield Leas Pumping Station

An addendum had to be issued to answer some contractor questions that came in at the last minute so the bid date was postponed until June 21, 2022.

Mr. Simpson also reported that the contract for polymer supply required the issuance of an addendum and bids will be opened on June 21, 2022. He confirmed that no bids were received for liquid sludge hauling and he recommended going out to bid again. Lastly, he stated that the current supplier of laboratory services missed the bid notice. He reported that the only bid received was from Garden State Labs which was 93% higher than the previous bid so he recommended that the bid be rejected as it is over the available money for the contract.

Motion: Made by Mr. Conville and seconded by Mr. Szymkowski to rebid the liquid sludge hauling contract. Vote: All ayes

Motion: Made by Mr. Conville and seconded by Mr. Szymkowski to reject the laboratory services bid as it came in significantly over budget and to rebid the laboratory services contract. Vote: All ayes

On developments:

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

The punch list work is waiting until a building has been constructed on Pad Site G.

M-081-118 Wal-Mart Extension

Revised as-built plans were received and approved. There are other items remaining to be corrected.

M-081-142 1001 Taylors Lane

Construction on the warehouse is ongoing.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Administrator Kim Fitzpatrick for an update on Administration. Kim reported that a letter was received from the Township Mayor regarding Township funds received through the federal American Rescue Plan Act of 2021 and distribution of premium pay to Authority employees.

Kim confirmed that LookFirst Technology installed the requisition module.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period May 9, 2022 - June 13, 2022**. Kevin reported the following:

Operations: The Plant has been operating well. There was a small permit violation on June 3rd due to an exceeded daily limit of CL2 residual by .01 mg/l. It was reported to DEP non-emergency and Mr. Dave Stewart. Mr. Stewart confirmed it was a minor violation and there should be no action required by DEP.

Some in-house repairs were performed on collection system pumps at Central and Park Place Pumping Stations.

Safety: There was a confined space rescue drill with the Cinnaminson Fire Department using a pumped down final settling tank. Some obstacles were noted and Kevin is getting pricing for core drilling holes for a portable davit arm which will assist with safely entering and exiting the tanks.

Other: Quad Construction is scheduled to work on the Huber thickener on June 14th. Booth Mechanical replaced the backflow preventers at the Plant and in the collection system and Kevin will be getting permits from DEP. Kevin is getting quotes for a pump repair needed at Highland Pump Station which is currently running on one pump.

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel entertained a motion that the Authority accept the proposed employee premium pay from the Township funds received through the American Rescue Plan Act of 2021 conditioned on its acceptance by the Authority's Employee Bargaining Group.

The motion was moved by Mr. O'Connor and seconded by Mr. Szymkowski. Vote: All ayes

Mr. Strobel will contact Mr. Kenkellen of the Employee Bargaining Group regarding the premium pay.

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 21% of budget; User Charges are at 27% of budget and in line with last year. He stated that Connection Fees are reported at 1%, however, a check was received for approximately \$579,000.00 and more is due which will bring the number close to 60% of budget. He stated expenditures are on pace noting Capital Expenditures at 15% and Debt Service at 24% of budget.

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 \$253,830.06 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. O'Connor submitted two requisitions for Renewal and Replacement totaling \$20,288.75 and certified the funds are available.

#23-00249 Alaimo - Westfield Leas Pump	\$ 8,108.75
#23-00188 Booth Mechanical	\$ 12,180.00

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 six invoices & seven releases of escrow (see packet) for Builder's Escrow totaling \$9,798.02.

To Alaimo:

#210287 Shoppes at Cinna. A, B & G	\$ 48.75
#210288 Walmart Expansion	\$ 292.50
#210289 2716 Branch Pike Subdivision	\$ 202.50
#209776 WaWa Rt. 130 & Church	\$ 97.50
#209305 Senior Living	\$ 755.64
#209780 Senior Living	\$ 3,265.24

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve payment of the Builder's Escrow invoices and releases of escrow as submitted. Vote: All ayes

Mr. O'Connor asked if there were any other matters for discussion. Mr. Strobel mentioned that he and Mr. O'Connor had conflicts for the meeting scheduled for Monday, November 14th and asked Commissioners to consider its reschedule to Thursday, November 10th.

Motion: Made by Mr. Strobel and seconded by Mr. Szymkowski to authorize the Administrator to submit a notice of advertisement of the reschedule of the Board's meeting from Monday, November 14, 2022 to Thursday, November 10, 2022 at 6:30 PM. Vote: All ayes

The meeting was adjourned at 7:05 PM.

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