

Minutes - August 8, 2022

The regular meeting of the Cinnaminson Sewerage Authority was held on August 8, 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 James Wujcik. Mr. Richard Strobel arrived just after roll call.

Also in attendance were: Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer and Solicitor Carmen Saginario. Authority staff member, Matthew Naisby, was 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 and hearing no comment, moved to Old Business.

OLD BUSINESS

Mr. O'Connor noted there were draft regular and executive session minutes from July 11, 2022 for the Board's consideration. Mr. Saginario made a suggested edit to the executive session minutes.

Motion: Made by Mr. O'Connor and seconded by Mr. Conville to adopt the regular session minutes of July 11, 2022 as submitted and the executive session minutes of July 11, 2022 with the recommended edit from the Solicitor. Vote: All ayes

NEW BUSINESS

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. O'Connor asked Mr. Simpson to review his **Engineer's Status Report dated August 5, 2022**. Mr. Simpson noted the following:

M-080-148 Westfield Leas Pumping Station

There will be a preconstruction meeting with Quad Construction next week.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville presented Resolution 2022-2023-17, Adopting a Cyber Incident Response Plan and Master Technology Policy and a brief discussion ensued.

Motion: Made by Mr. Conville and seconded by Mr. Wujcik to adopt Resolution 2022-2023-17. Vote: All ayes

Administrator Kim Fitzpatrick confirmed she needed some direction in determining the difference between policies versus procedure changes in order to move forward with proposed changes relating to second meters. Solicitor Carmen Saginario will work with Kim to determine which items require changes to Authority Rules & Regulations. Kim mentioned she wants to create an application form to be given to customers with a copy of the second meter rules at the time of inspection. She and Mr. Saginario will set up at meeting to review items. Mr. Saginario stated that the Rules & Regulations should also be available on the Authority's website.

Kim provided an update on the Governor's Executive Order for interest abatement. Although she did not receive any notification, Edmunds was able to provide a program. She reported that \$64,835.00 in interest had to be written off and said she was able to reduce that by \$900.00 after review of lien sales. Kim confirmed that amount included accrued and paid interest. There was some further discussion regarding the Executive Order. Kim stated she can now move forward with the payment plan letters and confirmed that tax sale will likely be in December.

Kim stated that there has been no vote yet regarding the State Health Benefit Plan (SHBP). She confirmed that the Plan is looking at a 21.6% increase effective January 1, 2023. She said

the increase was leaked to the press and the vote that was supposed to take place in July was tabled. There was a brief discussion and Kim confirmed she has been gathering information on other options in case they become necessary. Kim reported that the employee's transition to the SHBP did go smoothly.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor noted that Superintendent Kevin Kramer was on vacation. He stated that Mr. Naisby was present to answer questions if needed. Mr. O'Connor reviewed the submitted **Superintendent of Operations Report for the period June 13, 2022 - July 11, 2022** noting the following:

Operations: Plant operations are normal and there were no permit violations during the period.

Safety: No safety training courses were required during this period.

Other: There was an emergency at Central Pump Station which required work to be done to repair the walls and ceiling of the wet well which were in extremely poor shape. This work had to be done in order for Booth Mechanical to replace the 4 suction lines. After the walls were prepped, it was noted that there was damage to structural I-beams from the environment of the wet well. Alaimo confirmed the beams required immediate replacement. Mr. Simpson stated that the station had not been taken out of service in almost sixty years and he briefly described the condition of the walls and the structural beams. He confirmed that moving forward Kevin Kramer will systematically bypass other wet wells in order to inspect them, with concrete wet wells taking precedence.

Mr. Simpson stated that the walls have been repaired and coated and the scaffolding to support the I-beams will be in place tomorrow. Booth Mechanical will put new stainless steel I-beams with anchors to the walls right next to the existing beams and then install the new suction lines before the station is put back online. Mr. O'Connor confirmed that he went to the Plant after speaking with Kevin about the emergency and wanted to comment on the quality and professionalism of the contractors, Booth Mechanical and Quad Construction (who had also been called in but were not needed.) Mr. Wujcik noted that the grit and debris had not been cleaned out for 15 years and stated a revised maintenance plan is also in order.

Mr. O'Connor presented Resolution 2022-2023-21, Award of Bid, Removal, Transportation & Disposal of Liquid Sewerage Sludge and

confirmed it was a formalizing resolution as it was previously discussed.

Motion: Made by Mr. O'Connor and seconded by Mr. Conville to adopt Resolution 2022-2023-21. Vote: All ayes

Mr. O'Connor presented Resolution 2022-2023-22, Award of Contract for Laboratory Services. Mr. Simpson confirmed there were no bidders when it went out to bid in June. He confirmed that this time two labs picked up the bid documents but only one submitted a bid and it is the current lab. He said unfortunately the cost reflects a 38% price increase.

Motion: Made by Mr. O'Connor and seconded by Mr. Conville to adopt Resolution 2022-2023-22, awarding the bid to NJ Analytic Labs in the amount of \$20,720.00. Vote: All ayes

DIRECTOR OF PERSONNEL- RICHARD STROBEL

Mr. Strobel confirmed he was glad to hear that the shift to the new health benefits plan went well.

He noted that the Cyber Incident Response Plan adopted earlier in the meeting calls for the designation of someone on the staff to serve as the Cyber Incident Response Manager. He confirmed that, if adopted, Resolution 2022-2023-20 would appoint Administrator Kim Fitzpatrick to serve in that role. Mr. Strobel stated the resolution makes the designation effective right away but noted that it would be an annual appointment at the Reorganization Meeting.

Motion: Made by Mr. Strobel and seconded by Mr. Conville to adopt Resolution 2022-2023-20.

Discussion: Mr. Wujcik asked if the resolution requires a specific individual or could be listed as a position. Mr. Strobel stated it requires the designation of a specific individual who must be notified.

Vote: All ayes

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 52% of budget; User Charges are at 49% of budget and on target with last year. Mr. Wujcik stated expenditures are on pace noting Capital Expenditures at 22% of budget. He noted that there would be a bond payment this month.

Motion: Made by Mr. Wujcik and seconded by Mr. O'Connor 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 \$189,674.53 and certified that funds are available.

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

Mr. Wujcik submitted three requisitions for Renewal and Replacement totaling \$66,514.87 and certified the funds are available.

#23-00310 Copperhead Custom Inc.	\$ 22,159.37
#23-00311 Alaimo Group	\$ 2,355.50
#23-00312 A&D Commercial Painting	\$ 42,000.00

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

Mr. Wujcik submitted five invoices for Builder's Escrow and a Release of Escrow in the amount of \$1,521.59 to Seabox totaling \$6,837.45.

To Alaimo:

#211373 First NJ Corp	\$ 974.25
#210291 Chick Fil-A	\$ 1,177.50
#210290 1001 Taylors Lane	\$ 783.72
#211370 2716 Branch Pike	\$ 1,031.25
#211372 Senior Living Facility	\$ 1,349.14

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

Mr. Wujcik submitted one deletion in the amount of \$118.80 and certified funds were available.

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

Mr. Wujcik presented Resolution 2022-2023-19, Quarterly Withdrawal in the amount of \$620,514.85.

Motion: Made by Wujcik and seconded by Mr. Conville to adopt Resolution 2022-2023-19, Quarterly Withdrawal. Vote: All ayes

Mr. O'Connor asked if there were any other matters for discussion.

Mr. Strobel confirmed with Commissioners their availability for the October meeting to be held on Thursday, October 13. Mr. O'Connor noted that he had a conflict with the September meeting and suggested moving that meeting to Thursday, September 15th.

Motion: Made by Mr. Strobel and seconded by Mr. Wujcik to reschedule the September meeting from Monday, September 12, 2022 to Thursday, September 15, 2022 at 6:30 PM and to authorize the Administrator to advertise a Notice of Meeting Change in the legal newspaper in accordance with the Open Public Meetings Act. Vote: All ayes

The meeting was adjourned at 7:20 PM.

Next scheduled meeting: Thursday, September 15, 2022 at 6:30 PM