

Minutes - July 11, 2022

The regular meeting of the Cinnaminson Sewerage Authority was held on July 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, Frank Szymkowski 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 session minutes from June 13, 2022 for the Board's consideration and confirmed with Solicitor Carmen Saginario that there were no recommended edits.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt the regular session minutes of June 13, 2022 as submitted.
Vote: All ayes

NEW BUSINESS

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

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

M-080-148 Westfield Leas Pumping Station

Four bids were received with the lowest bid coming from Quad Construction at \$100,000.00 less than the Engineer's estimate. Mr. Simpson stated that Quad Construction is a good contractor who has done work for the Authority in the past and recommended award of the bid to Quad Construction.

On developments:

M-081-130 2716 Branch Pike

Plans were approved for a two residential unit subdivision.

M-081-146 Jiffy Lube

Construction of the sewer connection has been completed.

Mr. Szymkowski presented and read aloud from Resolution 2022-2023-14, Award of Bid, Westfield Leas Pump Station Upgrade, awarding the bid to Quad Construction, total amount not to exceed \$490,800.00.

Motion: Made by Mr. Szymkowski and seconded by Mr. Wujcik to adopt Resolution 2022-2023-14. Vote: All ayes

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Administrator Kim Fitzpatrick to provide an Administration update. Kim reported that the Authority is getting ready to start its open enrollment with the State Health Plan. There will be an online Q&A on Wednesday for all Authority employees. She confirmed that the Oxford Plan will be cancelled on August 31, 2022 and the current Prime Pay Health Reimbursement Account will also cease on August 31, 2022 when the Authority will move to a Paychex FSA. She decided to go with Paychex as the Authority already uses Paychex for payroll and there is only one log in for both the employees' payroll accounts and the FSA so it is all in one place.

Mr. Strobel asked about the presenters for the Q&A and Kim confirmed there would be a few different people; one from the

company hired by the State Health Benefits Plan and representatives from the State and from Horizon.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor confirmed that Superintendent Kevin Kramer was on vacation, noting that Mr. Naisby was present to answer any questions as needed. He 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.

Mr. O'Connor stated that work was required on the Central Pumping Station and he would let Mr. Simpson or Mr. Naisby comment on it following the rest of the report.

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

Other: Booth Mechanical finished the repair of the damaged dresser coupling at Highland Pumping Station. The station is back to two operational pumps.

Mr. O'Connor asked Mr. Simpson or Mr. Naisby to comment on the Central Pumping Station. Mr. Simpson said that the station dates to 1965 and he believes since then, there has been some work to the pumps above grade but below there are original suction pipes leading to the wet well. He reported those pipes started to spring leaks causing lack of efficient suction to the pump. He stated that a big storm coming through with a lot of flow could cause sewage spilling out into the creek so the repairs need to be done as quickly as possible. He confirmed repairs would include: a company draining the liquid out of the wet well and removal of any grit, Booth Mechanical replacing the suction pipes, and another company supplying bypass pumping with four pumps in place. Mr. Simpson stated that his firm was in touch with a company that can coat the concrete walls, if necessary, with a quick turn-around. He stated that if that is done, it would save the Authority from having to dewater and bypass at a later time which is a costly item. Mr. Simpson said they need to see if the walls need extensive repairs or not.

Kim Fitzpatrick asked if there would be a need for an upgrade to the pumping station and Mr. Simpson said these repairs should further extend the life of the station. Mr. Strobel asked what caused the Authority to notice an issue and Mr. O'Connor stated during high flows, employees were noticing the suction wasn't pulling up to the pumps as expected. Mr. Simpson noted they

would be replacing the lines with PVC pipe that won't corrode from the sewer gases. There was some further discussion regarding the wet well walls and the pumps. Mr. Naisby confirmed the pumps are in good condition; have been replaced and new components added as needed.

Mr. O'Connor presented Resolution 2022-2023-15, Award of Bid, Sludge Dewatering Polymer. Mr. Simpson confirmed there were two bidders who bid on a different polymer. He stated that both had to test; one is in current use at the Plant. He stated he uses information from the testing to recommend the most cost efficient product which was from the current vendor, Custom Environmental Technology. He confirmed that their price, on a unit price basis, has increased 67%. He reported this is not surprising considering what he is seeing currently for chemicals. He said the contract does not have to be extended, though there is the option; it can be rebid next year if pricing comes down.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-15 and award the bid to Custom Environmental Technology, amount not to exceed \$79,250.00.

Vote: All ayes

Mr. O'Connor presented Resolution 2022-2023-16, Emergency Purchase. He confirmed the resolution formalizes the thickener project discussed at a previous meeting.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-16. Vote: All ayes

Mr. O'Connor presented Resolution 2022-2023-17, Award of Bid, Liquid Sludge Removal. Mr. Simpson confirmed it was a rebid due to no bidders previously. Mr. Simpson reported there was only one bid from Wind River Environmental who is not the current provider. He stated the Authority worked with Wind River several years ago when the company was under the name Franc Environmental. Mr. Simpson said the price reflects a 25% cost increase. He recommended award of the contract and noted that the service is not often used.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-17, Award of Bid, Liquid Sludge Removal to Wind River Environmental, amount not to exceed \$13,000.00. Vote: All ayes

DIRECTOR OF PERSONNEL- RICHARD STROBEL

Mr. Strobel confirmed with the Administrator that the staff was pleased with the employee premium pay received from the

Township. Mr. O'Connor confirmed that he sent a thank you letter from the Authority to the Township.

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 43% of budget; User Charges are at 38% of budget and exactly in line with last year. He reported that Connection Fees are at 61% of budget and Kim Fitzpatrick confirmed that connection fees were just received today from the large new warehouse on Taylors Lane and Jiffy Lube. Mr. Wujcik stated expenditures are on pace at 20% of budget. He noted that there would be a bond payment in August.

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 \$214,878.33 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 \$34,038.50 and certified the funds are available.

#23-00189 Booth Mechanical	\$ 4,900.00
#23-00258 Quad Construction	\$ 13,725.00
#23-00259 Alaimo Group	\$ 4,463.50
#23-00305 Booth Mechanical	\$ 4,350.00
#23-00306 Booth Mechanical	\$ 1,800.00
#23-00257 Booth Mechanical	\$ 4,800.00

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 five invoices for Builder's Escrow totaling \$963.75.

To Alaimo:

#210765 Shoppes at Cinna. A, B & G	\$ 97.50
#210766 Walmart Expansion	\$ 153.75
#210767 2716 Branch Pike Subdivision	\$ 105.00

#210769 Senior Living	\$	307.50
#210770 Chick Fil-A	\$	300.00

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. Wujcik stated there was a release of escrow request for Seabox. Kim Fitzpatrick explained that there was a performance bond posted (cash payment) by Seabox for the warehouse and the warehouse was sold. Kim confirmed to Seabox that the performance bond payment could not be returned to them until a performance bond was received from the new owner, which she reported has been received. Mr. Saginario recommended a motion be made.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve and release escrow funds to Seabox in the amount of \$11,574.00. Vote: All ayes

Mr. Wujcik submitted one deletion in the amount of \$105.60 and certified funds were available.

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

Mr. Wujcik noted they were seeing some increase in interest earned.

Mr. O'Connor asked if there were any other matters for discussion. Mr. O'Connor mentioned he noticed work started on the Tim Horton's/Popeye's projects and asked about payment of the Recapture Agreement prior to connection. Mr. Simpson confirmed that the Recapture Agreement was in one of his review letters but stated there has not been much work at the sites.

Mr. O'Connor entertained a motion to enter into an executive session to discuss an item of potential litigation, results to be disclosed when no longer prejudicial to the interests of the Authority. The motion was moved by Mr. Wujcik and seconded by Mr. Conville. Vote: All ayes Time: 6:57 PM

The Board returned to open session on a motion made by Mr. Wujcik and seconded by Mr. Strobel. Time: 7:23 PM

Mr. O'Connor confirmed with Commissioners their availability for the next meeting and the meeting was adjourned.

Next scheduled meeting: Monday, August 8, 2022 at 6:30 PM