

Minutes - December 12, 2022

The regular meeting of the Cinnaminson Sewerage Authority was held on December 12, 2022 in the conference room in the Township Building and commenced at 6:30 PM.

On roll call by the Secretary those present were Board Members: John Conville, Robert O'Connor, James Wujcik and Frank Szymkowski. Mr. Richard Strobel arrived shortly after roll call. Also in attendance were: Kim Fitzpatrick, Administrator, Kevin Kramer, Superintendent, Carmen Saginario, Solicitor, Wayne Simpson, Consulting Engineer, and Secretary Judy Devone.

Chairman 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 that there were draft regular and executive session minutes from October 13, 2022 and regular session minutes from November 10, 2022 for the Board's consideration. Mr. O'Connor asked Solicitor Saginario to review the executive session minutes from October and asked about any suggested corrections to the regular session minutes. Mr. Saginario

suggested an edit to the October regular session minutes which he confirmed with Mr. Simpson for clarification purposes.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve the October regular session minutes with the edit from the Solicitor and the October executive session minutes as submitted. Vote: All ayes

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve the November regular session minutes. Vote: Mr. Wujcik abstained; all others aye.

NEW BUSINESS

Mr. Jim Bristow, Authority Health Benefits Broker, was present to review options for Authority employees' health benefits due to the impending cost increase to the State Health Benefits Plan (SHBP). He presented an options report to Commissioners and reviewed its contents relating to options including staying in the SHBP, selecting a health plan for small groups, adding a HRA to a small group health plan, going into the NJ Health Insurance Fund and checking out options with the Township to enroll in the NJ Health Insurance Fund. He contrasted the current SHBP with United Healthcare Oxford Plans and reviewed plan costs. He briefly discussed the New Jersey Health Insurance Fund. His recommendation after consideration of the above is to stay in the current SHBP and see what decision the Township makes. Mr. O'Connor said his recommendation is the same. Kim Fitzpatrick also confirmed that the League of Municipalities is currently addressing the State and putting together a proposal for a grant to help offset the costs. She said she will upload to the document site an explanation of this proposal for the Commissioners review.

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

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

M-080-148 Westfield Leas Pumping Station

There has been no change here; still waiting for materials to be delivered.

M-081-079 Village at Cinnaminson Harbour

Alaimo is reviewing as-built drawings and that may be the last thing they do on this project.

M-081-149 Sea Box

Additional space for manufacturing and office is being added. The plans have been approved and Alaimo has been observing construction here.

M-081-150 Wallace Boulevard - Backstreets Management

Plans have been approved.

Mr. Simpson confirmed that after submittal of his Status Report, he received plans for another building on Wallace Boulevard, a cannabis cultivation facility. He said the plans were reviewed and they need to resubmit.

Mr. Wujcik asked about any impending connection fees for construction projects and Kim Fitzpatrick confirmed she did not foresee anything new before the end of the year. She confirmed the warehouse did come in but said Westrum did not come in.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Kim Fitzpatrick to provide an update. She stated that they are currently in the midst of second meter readings and wanted to update the Board regarding self-reporting. She said 31% or 184 of the 578 participants have self-reported so far. She is very pleased with the response. She noted she is working with the tech company because there is a small issue with the iPhone picture formats.

Kim stated that she uploaded a Notice of Cancellation for the Authority's Public Officials and Employment Practices Liability Insurance. She said that the carrier will no longer be providing that type of insurance and dropped everyone. Kim stated that the JIF confirmed that AIG will be picking up the insurance.

Mr. Conville confirmed there was nothing else for discussion under Administration.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Superintendent Kevin Kramer to review the submitted **Superintendent of Operations Report for the period November 10, 2022 - December 12, 2022**. Kevin noted the following:

Operations: There were no issues or permit violations with Plant operations. He noted there have been some issues with the Fournier Rotary Press. He stated they have been getting one liquid tanker to help remove waste activated sludge from the holding tank. He confirmed they are working with Fournier, the

polymer representative and Sherwood Logan to trouble shoot. He also confirmed they are making some cold weather operational changes at the Plant.

Safety: There was no required safety training.

Other: They are preparing for winter by testing equipment like plows and snow blowers and stocking supplies. They had a Holiday Luncheon at the Plant on December 2, 2022 for all employees.

Kim Fitzpatrick confirmed that due to the Fournier Press issue, another bid is required for liquid sludge hauling. She said that although the contract amount has been exceeded; the bid threshold has not yet been exceeded. She confirmed it was an unanticipated expense.

Mr. O'Connor presented Resolution 2022-2023-31, Extension of Maintenance/Repair of Electrical Apparatus. He confirmed that the contract with Municipal Maintenance allows for a 2-year extension and that is Mr. Simpson's recommendation. It is for a 9.5% increase.

Motion: Made by Mr. O'Connor and seconded by Mr. Conville to adopt Resolution 2022-2023-31.

Discussion: Mr. Simpson added that the Authority will likely fall way under the contract maximum.

Vote: All ayes

DIRECTOR OF PERSONNEL- RICHARD STROBEL

Mr. Strobel presented Resolution 2022-2023-32, Authorizing Fair and Open Process for 2023/2024 Contracts. He confirmed that if approved, the posting will go up immediately and contracts would be opened in January. He stated awards would be made at the February meeting and confirmed there are four services including Solicitor, Consulting Engineer, Auditor and Bond Counsel.

Motion: Made by Mr. Strobel and seconded by Mr. Wujcik to adopt Resolution 2022-2023-32. Vote: All ayes

TREASURER - JAMES WUJCIK

Mr. Wujcik confirmed that he found the reports all in good order. He said year-to-date User Charges are 84% to budget which is the same as last year and total revenues are at 79% to budget primarily because of connection fees. He stated, however, that Capital Expenditures are only at 69% to budget. Kim Fitzpatrick stated that some of budgeted the Connection Fees may have come in last year.

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 \$186,003.24 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 two requisitions for Renewal and Replacement totaling \$7,500.00 and certified the funds are available.

#23-00514 Booth Mechanical	\$ 6,200.00
#23-00519 Alaimo Associates	\$ 1,300.00

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. O'Connor submitted seven invoices for Builder's Escrow totaling \$10,611.25.

To Alaimo:

#213076 Villages @ Cinna Harbour	\$ 1,341.25
#212678 Villages @ Cinna Harbour	\$ 1,416.25
#212684 Senior Living Facility	\$ 290.00
#213075 Global	\$ 446.25
#213076 Sea Box Expansion	\$ 990.00
#212683 Popeyes & Tim Hortons	\$ 5,883.75
#213074 WaWa Church Rd	\$ 243.75

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 submitted one deletion from the month of November in the amount of \$343.20 and certified the funds are 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. O'Connor presented Resolution 2022-2023-30, Adopted Budget Resolution.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-30, Adopted Budget Resolution. Roll call vote taken by Secretary: Mr. Conville - aye, Mr. Strobel - aye, Mr. O'Connor - aye, Mr. Wujcik - aye, Mr. Szymkowski - aye

Mr. O'Connor presented Resolution 2022-2023-28, Approval of Budget for Fiscal Year February 1, 2023 to January 31, 2024 and asked if there were any comments or concerns.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-28. Roll call vote taken by the Secretary: Mr. Conville - aye, Mr. Szymkowski - aye, Mr. Strobel - aye, Mr. O'Connor - aye

Mr. O'Connor asked if there were any other matters for discussion and heard none.

**Mr. O'Connor made a motion to enter into an executive session to discuss personnel and litigation matters, results to be disclosed when no longer prejudicial to the interests of the Authority. Mr. Szymkowski seconded the motion. Vote: All ayes
Time: 6:53 PM**

The Board returned to open session on a motion by Mr. O'Connor and seconded by Mr. Szymkowski at 7:48 PM.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to authorize the Director of Personnel to execute the actions with the collective bargaining group as discussed in executive session. Vote: All ayes

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to authorize Awards for Service for Non-Bargaining Employees in the same amounts as the previous year. Vote: All ayes

The meeting was adjourned at 7:50 PM.

Next scheduled meeting: Monday, January 9, 2022 at 6:30 PM