

Minutes - November 10, 2022

The regular meeting of the Cinnaminson Sewerage Authority was held on November 10, 2022 in the Community Center and commenced at 6:30 PM.

Chairman O'Connor noted that proper legal notice of the meeting time and location change was published in the legal newspaper and he 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.

On roll call by the Secretary those present were Board Members: Richard Stobel, Robert O'Connor, John Conville and Frank Szymkowski. Mr. Wujcik was absent. Also in attendance were: Kim Fitzpatrick, Administrator, Kevin Kramer, Superintendent, Wayne Simpson, Consulting Engineer, and Secretary Judy Devone. Solicitor Carmen Saginario was unable to attend the meeting.

Authority employees Matt Naisby and Tony Cancillo were in public attendance.

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 draft regular and executive session minutes from October 13, 2022 were submitted for the Board's consideration. He stated that the Solicitor was not present or able to review the minutes as they came in later so they will be held for the next meeting.

NEW BUSINESS**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 November 7, 2022**. Mr. Simpson noted the following:

M-080-009 Plant Operation

The NJPDES renewal permit has been issued and will start January 1, 2023. There are increased limits for chlorine produced oxidants, dissolved oxygen and zinc. Chlorine produced oxidants is likely the one that will cause the most trouble with meeting the limits. There is likely a low cost fix to the Treatment Plant to introduce more oxygen into the effluent before it goes out. As for zinc, Mr. Simpson stated the plan is to keep the industrial customers from discharging a high concentration of zinc to keep in compliance.

M-080-148 Westfield Leas Pumping Station

We are still waiting for equipment deliveries which will push the start of construction into early 2023.

M-081-079 Village at Cinnaminson Harbour

They are trying to complete the last section; the revised punch list for Sections 7 and 8 was issued on September 29, 2022 and is being worked on.

M-081-149 Sea Box

They are adding additional space for manufacturing and office space. The plans have been approved.

M-081-150 Wallace Boulevard - Backstreets Management

Plans for a 52,800 square foot warehouse have been reviewed but resubmitted plans with revisions are required. Alaimo was able to go out to the preconstruction meeting.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville indicated there was a Resolution 2022-2023-29, Authorizing Amendment to Rules & Regulations, regarding second

meters for the Board's consideration and asked Administrator Kim Fitzpatrick if she had any matters for discussion. Kim stated that she understands that the Board was in agreement with her proposals regarding second meters and she is excited to move forward with the revised rules. She confirmed that Solicitor Carmen Saginario prepared the resolution.

Motion: Made by Mr. Conville and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-29. Vote: All ayes

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Superintendent Kevin Kramer to review the submitted **Superintendent of Operations Report for the period October 13, 2022 - November 10, 2022**. Kevin noted the following:

Kevin introduced employee Kevin Cancillo, who was in attendance for his first time, to the Commissioners.

Operations: There were no issues or permit violations with Plant operations. As Mr. Simpson noted, the Surface water and Residual NJPDES Permits will both be effective on January 1, 2023. A water tank on the vactor truck has been repaired and they are continuing training and preventative maintenance with it.

Safety: The Cinnaminson Fire Department performed the annual fire inspection. The one violation found (door issue) has been fixed.

Other: The Burlington County Health Department came to the Plant to do an inspection. Kevin confirmed this time it was inspection of the Fairfax Pumping Station generator. Kevin confirmed this inspection is done every three to five years to check paperwork and confirm permits are up to date.

Booth Mechanical repaired and raised several manholes on roads that were being paved. Kevin said he received a listing of roads to be paved and they are going out and taking a look at manholes.

Mr. O'Connor asked about the new permitting and compliance, and Mr. Simpson confirmed the Authority has three years to meet the requirements. He said for zinc a Headworks Analysis is required. He also confirmed that Kevin Kramer has some influent testing going on.

DIRECTOR OF PERSONNEL- RICHARD STROBEL

Mr. Strobel mentioned that AEA training sessions are next week and confirmed that Kim Fitzpatrick and Kevin Kramer will be in attendance. He also welcomed Mr. Cancillo to the meeting and

stated that Mr. Cancillo has been elected as a representative of the collective bargaining group. Mr. Strobel confirmed there is another year on the collective bargaining agreement but said it is a good thing to be talking and listening to the interests of the staff. He added that Matt Naisby will also be involved and said that over the years there has been a good, cooperative relationship between management and workers since interests are so aligned.

TREASURER - JAMES WUJCIK

Mr. Wujcik was absent. Mr. O'Connor reported that at three-quarters of the way through the year, 74% of revenue has been collected and expenses are at 63%.

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 \$167,942.76 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. Vote: All ayes

Mr. O'Connor submitted two requisitions for Renewal and Replacement totaling \$12,130.00 and certified the funds are available.

#23-00467 Alaimo Associates	\$ 7,780.00
#23-00468 Booth Mechanical	\$ 4,350.00

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 four invoices for Builder's Escrow totaling \$561.25.

To Alaimo:

#212679 Walmart Expansion	\$ 50.00
#212680 2716 Branch Pike	\$ 105.00
#212681 2801 Riverton Road	\$ 150.00
#212682 Global	\$ 256.25

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

Mr. O'Connor presented Resolution 2022-2023-27, Quarterly Withdrawal, in the amount of \$669,514.85.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-27 for the quarterly budget withdrawal. Vote: All ayes

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 stated there are some items for executive session; some litigation updates and some personnel updates, but because the solicitor is not present, they will be held for an executive session next month.

The meeting was adjourned at 6:57 PM.

Next scheduled meeting: Monday, December 12, 2022 at 6:30 PM