

Minutes - October 13, 2022

The regular meeting of the Cinnaminson Sewerage Authority was held on October 13, 2022 in the Community Center and commenced at 5:00 PM.

Solicitor Carmen Saginario noted that proper legal notice of the meeting time and location change was published in the legal newspaper on October 3, 2022 (see attached) 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 Solicitor those present were Board Members: John Conville, James Wujcik and Frank Szymkowski. Chairman O'Connor and Vice Chairman Strobel were absent.

Also in attendance were: Kevin Kramer, Superintendent, Wayne Simpson, Consulting Engineer, and Secretary Judy Devone.

Mr. Saginario asked for a motion to appoint an acting Chair since Chairman O'Connor and Vice Chairman Strobel were not present.

Motion: Made by Mr. Conville and seconded by Mr. Wujcik to appoint Mr. Szymkowski as acting Chair. Vote: All ayes

PUBLIC COMMENT

Mr. Szymkowski opened the meeting to the public and hearing no comment, moved to Old Business.

OLD BUSINESS

Mr. Szymkowski noted that draft regular session minutes from September 15, 2022 were submitted for the Board's consideration. Authority Solicitor Carmen Saginario recommended the draft minutes should include the motion (which the Secretary confirmed was inadvertently omitted) that was made after executive session, upon return to open session and reads as follows:

Motion: Made by Mr. O'Connor and seconded by Mr. Strobel to issue a refund to the NJ First Corp. in the amount of \$1,079.25.
Vote: All ayes

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to adopt the regular session minutes of September 15, 2022 with the insertion as indicated. **Vote:** All ayes

Vice Chairman Strobel arrived at the meeting at 5:05 PM and Mr. Szymkowski turned the meeting over to him. Mr. Strobel stated there were draft executive session minutes from September 15, 2022 for the Board's consideration.

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to adopt the executive session minutes as submitted. **Vote:** All ayes

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 October 10, 2022**. Mr. Simpson noted the following:

M-080-148 Westfield Leas Pumping Station

Equipment delivery delays will push the start of construction into 2023.

M-081-079 Village at Cinnaminson Harbour

A revised punch list for Sections 7 and 8 was issued on September 29, 2022.

Mr. Strobel mentioned the development at Taylors Lane and possible traffic concerns. Mr. Conville confirmed a traffic impact study is a requirement of the site plan which the Planning Board would have addressed. Mr. O'Connor said he believed that NJ DOT was involved.

Mr. Szymkowski confirmed there was nothing further for discussion under Construction.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville said that Administrator Kim Fitzpatrick was absent due to a conflict with the meeting date change. He noted that there was a lengthy discussion regarding the second meter program and its rules and rates at the last meeting. He stated that much of the discussion involved fees, however, the Administrator suggested that it is essential that internal policy must clearly indicate that second meters must be outdoors or able to be read from the outside. Mr. O'Connor confirmed that as the intent of the current policy but he believes that residents may be replacing indoor meters with new indoor meters, instead of outdoor meters. He stated it must be made clear, however necessary, that replacement meters must be outdoor meters or able to read from outside. Mr. Simpson noted that meters do last a long time. Mr. O'Connor said he believes a notice needs to be sent out indicating that replacement second meters must be outdoor or able to be read from outside. Mr. Strobel suggested adding a comment on the bill and Mr. Simpson suggested that the Authority meter reader could provide a written notice at the time when the indoor second meters are read.

Mr. O'Connor stated that he and Kim Fitzpatrick also had a discussion regarding self-reporting for second meters. He confirmed that they discussed that residents with outdoor/outside read second meters will continue to pay \$10.00 to cover the cost of administering the program. Residents with indoor meters, who currently require an appointment for their second meter reading, will continue to pay \$20.00, or may reduce their cost to \$10.00 by self-reporting with the submission of a picture. All second meter program participants may self-report (including those with outdoor/outside read meters) but the \$10.00 fee will not be further reduced, as it is necessary to cover administrative program costs. Mr. Conville said that the last line needs to be stricken from the current policy and the policy revised to reflect those changes. Mr. Saginario will prepare any necessary rule revisions for consideration at the next meeting.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Superintendent Kevin Kramer to review the submitted **Superintendent of Operations Report for the period September 15, 2022 - October 13, 2022**. Kevin noted the following:

Operations: There were no issues or permit violation with Plant operations even with six inches of rain from Hurricane Ian. They are finishing up preventative maintenance at the Plant this week and will begin maintenance in the collection system later this month. The majority of this is done in-house which is why having experienced employees is so valuable and Kevin stated the mechanics and collection staff of John Kenkellen, Matt Naisby, Tony Cancillo and Jack Haines do a great job. He said the Authority is in the process of the renewal of the Storm Water Permit and is reviewing the Storm Water Prevention Pollution Plan (SPPP) to make sure it is up to date.

Safety: There was no required safety training for the month.

Other: Plant staff including Kevin Kramer, Matt Naisby and Keith Gindville attended the Cinnaminson Fall Festival on Saturday, October 8, 2022 and it went very well.

Mr. Simpson wanted to update the Board regarding the draft NJPTDES Permit which has just been issued. He said most of it is the same as it previously was however; there are two contaminants, as the DEP would refer to them, which will have additional requirements. The first is chlorine produced oxidants which are by-products from the disinfection process and the DEP is looking to reduce those contaminants from going into the river. Mr. Simpson said this might mean that the Authority will have to install ultra-violet disinfection as opposed to chlorination. He said there are some other chemicals that can be investigated but for the most part, plants that he has looked at find that ultra-violet disinfection is more cost effective over the long run. Mr. Simpson confirmed that current measurements show that the Authority would almost always be above the limits. He confirmed it is a fine balance to try to disinfect properly and not release the chlorine-produced oxidants. Mr. Simpson stated he believes there will be a five-year window to perform studies, design and put a treatment process in place.

Mr. Simpson reported that the other contaminant is zinc. He said there is a pollutant load that is allowed in the Delaware River and every Plant gets a share of that. He stated it has been determined that in three of the twenty samples over the last five years, the Authority's zinc concentration has been higher than what is allowed from the Plant. He confirmed that Kevin provided the data points today and he noted that those three data points are in a cluster together which would indicate that an industrial user was involved. He stated he does not think the Authority needs to modify the treatment but needs to carefully monitor certain industrial users for zinc. Mr.

Strobel mentioned adding zinc to the industrial users discharge permits and Mr. Simpson was in agreement. Mr. O'Connor suggested a change to the rules and regulations to have industrial user discharge permits renewed yearly instead of every five years. Mr. Simpson confirmed that the Plant upsets experienced did not lead the Authority to have any fines for exceeding the zinc concentration. He stated that industrial users must be made to understand that there is a limit on zinc to abide by and that random sampling will be conducted. Mr. Simpson will check the list of pollutants in the wastewater discharge regulations to make sure the zinc concentration is low enough and does not require a change.

DIRECTOR OF PERSONNEL- RICHARD STROBEL

Mr. Strobel asked Commissioners to take advantage of the opportunity to attend the AEA Annual Meeting in Atlantic City. He stated that safety is one of the issues that is being highlighted and mentioned a recent accident at Middletown Township Authority relating to confined space.

He stated that as part of the Authority's participation in the NJUA JIF, the Authority participates in the Environmental Risk Management Fund and the MEL. He confirmed that the Authority received notice that the environmental JIF policy is imposing exclusion on claims relating to PFOA and PFAS related compounds and briefly discussed the implications.

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 64% of budget versus 62% last year; User Charges at 65% of budget versus 63% last year and total expenditures are at 68% of budget.

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 \$215,335.15 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 one requisition for Renewal and Replacement totaling \$5,799.20 and certified the funds are available.

#23-00460 Alaimo Associates \$ 5,799.20

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve payment of the Renewal and Replacement requisition as submitted. Vote: all ayes

Mr. Wujcik submitted seven invoices for Builder's Escrow totaling \$7,472.77.

To Alaimo:

#212207 Village at Cinnaminson Harbour	\$ 2,326.88
#212208 Walmart Expansion	\$ 310.25
#212209 2716 Branch Pike	\$ 397.50
#212210 Popeyes & Tim Horton	\$ 3,160.01
#212211 Senior Living Facility	\$ 858.13
#212212 Chick Fil A	\$ 105.00
#212213 Seabox	\$ 315.00

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 that the draft of the audit report was discussed at the last meeting. He said there were no changes to the report and there was an unqualified report issued. He recommended that the Board approve Resolution 2022-2023-26 and asked if Commissioners had the opportunity to review the report. Commissioners confirmed their review with the exception of Mr. Conville who will review the report and sign the affidavit after his review.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-26, Audit for the Period Ending January 31, 2022. Vote: Mr. Conville abstained; all others aye.

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

Mr. Saginario stated that Commissioners are aware there is litigation. He reported that Mr. Wujcik, Mr. O'Connor and he will be meeting with NJ First Corp. on October 19, 2022 to discuss a potential settlement.

Mr. O'Connor confirmed he had a personnel item for executive session.

Mr. O'Connor entertained a motion that the Board enter into an executive session to discuss items of personnel, results to be disclosed when no longer prejudicial to the interests of the Authority. Motion was moved by Mr. Wujcik and seconded by Mr. Szymkowski. Vote: All ayes Time: 5:38 PM.

The Board returned to open session at on a motion made by Mr. Wujcik and seconded by Mr. Szymkowski at 5:54 PM.

There was a brief discussion regarding the November meeting. It will be rescheduled to Thursday, November 10 at 6:30 in the Community Center.

The meeting was adjourned at 5:55 PM.

Next scheduled meeting: Thursday, November 10, 2022 at 6:30 PM

Scheduled to run on October 3, 2022

**Notice of Rescheduled Meeting
Cinnaminson Sewerage Authority**

PLEASE TAKE NOTICE, the regular scheduled meeting for the Cinnaminson Sewerage Authority at 6:30 PM on Thursday, October 13, 2022, will begin at 5:00 PM Thursday, October 13, 2022, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. The meeting begins at 5:00 pm (prevailing time) at the Cinnaminson Community Center, Cinnaminson Township Municipal Building, 1621 Riverton Rd.,

Cinnaminson, NJ 08077. Formal action may be taken. Agenda items are as follows:

Approval of prior month's minutes, Engineer's Report, Administration Report, Operations Report, Treasurer Report/Trial Balance, Operating & Payroll Expenses, Renewal & Replacement, Builder's Escrow, and any other matter that may come before the board. The board may hold an executive session, if needed.

**Kimberly Fitzpatrick
Administrator**