

Minutes - September 15, 2022

The regular meeting of the Cinnaminson Sewerage Authority was held on September 15, 2022 in the conference room of the Township Building and commenced at 6:30 PM.

Vice Chairman Richard Strobel noted that proper legal notice of the rescheduled meeting was published in the legal newspaper on August 12, 2022 (see attached notice) and 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: John Conville, Richard Strobel, James Wujcik and Frank Szymkowski. Mr. Robert O'Connor arrived at 6:40 PM.

Also in attendance were: Kimberly Fitzpatrick, Administrator, Kevin Kramer, Superintendent and Solicitor Carmen Saginario. Authority staff member, Matthew Naisby, was in public attendance.

PUBLIC COMMENT

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

OLD BUSINESS

Mr. Strobel noted that draft regular session minutes from August 8, 2022 were submitted for the Board's consideration. Authority Solicitor Carmen Saginario made a suggested edit to page 40 for clarifying purposes.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt the regular session minutes of August 8, 2022 with the recommended edit from the Solicitor. Vote: All ayes

Mr. Strobel stated the next agenda item refers to a motion to rescind Resolution 2022-2023-22, Award of Laboratory Services, approved on August 8, 2022. Administrator Kim Fitzpatrick explained that the award letter had included the wrong vendor and therefore, the resolution also included the wrong vendor. She noted that laboratory services will be addressed with a new resolution under Operations.

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to rescind Resolution 2022-2023-22, Award of Laboratory Services. Vote: All ayes

Chairman O'Connor arrived at the meeting and Vice Chairman Strobel turned the meeting over to him.

NEW BUSINESS**DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI**

Mr. O'Connor confirmed that Mr. Simpson is currently out of town and he asked Mr. Szymkowski to review Construction. Mr. Szymkowski reviewed Mr. Simpson's **Engineer's Status Report dated September 8, 2022** noting the following:

M-080-148 Westfield Leas Pumping Station

There was a preconstruction meeting and shop drawings are being reviewed. Equipment delivery delays are anticipated which will push the start of construction into 2023.

M-081-079 Village at Cinnaminson Harbour

A punch list was issued on August 25th.

M-081-118 Wal-Mart Extension

The punch list has been completed and release of performance bond is recommended upon receipt of the maintenance bond.

M-081-136 Global - 1105 Route 130

The contractor has completed the punch list items for the two pad site buildings. A partial bond release will be recommended next month.

M-081-144 Cinnaminson Empire, LLC

Construction on the sanitary sewer system has commenced.

Mr. O'Connor asked Mr. Conville to discuss Administration.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLO

Mr. Conville noted there were two agenda items and asked Administrator Kim Fitzpatrick to discuss the first, Second Meter Rules.

Kim Fitzpatrick confirmed that she met with Solicitor Carmen Saginario to review second meter rules. Kim indicated a document she prepared for the Board's consideration and noted proposed second meter program revisions relating to: the failure to have the meter read, self-reporting in accordance with CSA policy and a credit not exceeding the amount charged for excess usage. She also noted the addition of: removal from the program for accounts with no readings for two consecutive years. Kim briefly discussed current program charges of \$10.00 for outside meter readings and \$20.00 for meter readings requiring an appointment. A discussion regarding the charges ensued. Mr. Kramer confirmed that the second meter program is a very labor intensive part of the job. He stated that the Authority employee works on this program for 7 hours daily for approximately two months. A considerable discussion ensued. The Board asked Kim Fitzpatrick to provide further information on the revenue being generated from the program and the labor costs involved in the field and in the office.

Kim reported that the Authority had its NJ MEL JIF Security Assessment Audit. She confirmed she met with Mr. Joe Sisak of Secure Data Consulting and she uploaded the assessment for the Commissioners' review. She noted that the Authority scored very high but added that an IT Continuity Plan is still required. Kim also reported that there will be more costs associated because the requirements necessary to stay compliant by MEL are monthly for items that were being performed by LookFirst Technology either quarterly or semi-annually.

Mr. O'Connor thanked Kim for her efforts in helping the Authority procure some unclaimed property with the State of NJ.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Superintendent Kevin Kramer to review the submitted **Superintendent of Operations Report for the period August 8, 2022 - September 15, 2022**. Kevin noted the following:

Operations: Plant operations are back to normal. The Huber Thickener was down for a few days due to a failed starter but it is operational again. A few tankers were necessary to catch up on solids while the equipment was out of service. Central Pump Station is back online. Kevin plans to start doing routine checks of wet wells for collection stations. Kevin confirmed he and Mr. Simpson met with the DEP on Wednesday and a preliminary Surface Water Permit is being issued. He reported that a drastic change in the permit, which may affect operations, is a reduction in the chlorine residual from 2 mgs/liter to 0.11 mgs/liter. He stated that the Authority will have until the third year of the permit to comply with this new parameter.

Safety: There was an EJIF inspection on September 7, 2022 and the Authority scored a 99/100. Kevin said there are some areas which will need to be addressed such as the diesel tank for the Plant generator.

Other: The Plant staff will be attending the Cinnaminson Fall Festival on October 8, 2022.

Kim Fitzpatrick reported the total cost for the Central Pump Station wet well repairs was \$292,149.37.

Mr. O'Connor presented Resolution 2022-2023-25, Emergency Purchase, for the Central Pump station work.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-25, Emergency Purchase. Vote: All ayes

Mr. O'Connor presented Resolution 2022-2023-24, Award of Contract for Laboratory Services which corrects the rescinded resolution addressed earlier in the meeting.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-24. Vote: All ayes

DIRECTOR OF PERSONNEL- RICHARD STROBEL

Mr. Strobel presented Resolution 2022-2023-23, Renewal of Membership in the New Jersey Utility Authorities Joint Insurance Fund and recommended its adoption for the three year period.

Motion: Made by Mr. Strobel and seconded by Mr. Wujcik to adopt Resolution 2022-2023-23. Vote: All ayes

Mr. Strobel said a recommendation on a promotion was received by Commissioners from the Superintendent of Operations Kevin Kramer for Mr. Todd Leonard to move from Operator C to Operator B. He stated that if discussion is necessary, it would need to be done in an executive session; otherwise, action can be taken in open session.

Motion: Made by Mr. Strobel and seconded by Mr. Conville to promote Mr. Todd Leonard effective September 25, 2022 from Operator C to Operator B. Vote: All ayes

Mr. Strobel reported that the State Health Benefits Commission meeting was held yesterday regarding the State Health Benefits Program and a 21.6% increase was passed effective January 1, 2023. Kim Fitzpatrick confirmed that she did look into the Health Insurance Fund but she said there appears to be some issues relating to the Authority's number of employees.

TREASURER - JAMES WUJCIK

Mr. Wujcik said the general ledger, abbreviated expenditure, check registry, year-to-date revenue collection and capital expenditure reports included in the package were all in good order. He said revenue collection year-to-date for User Charges is at 51% to budget and is running just under budget as compared to last year. Connection Fees are driving total revenue at approximately \$608,000.00 year-to-date versus \$357,000 last year. He confirmed total revenues are at 54% of budget versus 57% of budget last year but noted that September and October are typically strong revenue months. Mr. Wujcik stated expenditures are on pace at 57% 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 \$161,171.58 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 \$226,337.50 and certified the funds are available.

#23-00356 Booth Mechanical Inc.	\$226,190.00
#23-00357 Alaimo Group	\$ 147.50

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 four invoices for Builder's Escrow totaling \$14,399.11.

To Alaimo:

#211699 First NJ Corp	\$ 105.00
#211700 Sea Box	\$ 885.00
#211371 1001 Taylors Lane	\$ 9,675.70
#210768 1001 Taylors Lane	\$ 3,733.41

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 reported that he and Kim Fitzpatrick had an exit meeting with the auditors on August 25, 2022 and were told that an unqualified report will be issued and everything was in very good order.

Mr. O'Connor asked if there were any other matters for discussion and hearing none, he made a motion that the Board 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. Szymkowski. Vote: All ayes Time: 7:47 PM

The Board returned to open session at on a motion made by Mr. Wujcik and seconded by Mr. Conville at 7:58 PM and the meeting was adjourned.

Next scheduled meeting: Thursday, October 13, 2022 at 6:30 PM

(This will run on Friday August 12, 2022)

Notice of Rescheduled Meeting

Cinnaminson Sewerage Authority

PLEASE TAKE NOTICE, the regular scheduled meeting for the Cinnaminson Sewerage Authority for Monday, September 12, 2022, has been rescheduled for Thursday, September 15, 2022, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. The meeting begins at 6:30 pm (prevailing time) at the 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**