

**Minutes - February 13, 2023**

The regular meeting of the Cinnaminson Sewerage Authority was held on February 13, 2023 in the conference room of the Township Building and commenced at 6:30 PM.

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.

On roll call by the secretary those present were Board Members: Robert O'Connor, Richard Strobel, John Conville, James Wujcik and Frank Szymkowski. Also in attendance were: Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer, Carmen Saginario, Authority Solicitor and Kevin Kramer, Superintendent of Operations.

**PUBLIC COMMENT**

Mr. O'Connor opened the meeting to the public for comment and hearing none, moved to Old Business.

**OLD BUSINESS**

Mr. O'Connor noted there were draft regular and executive session minutes from January 9, 2023, and regular and executive session minutes from the Special Meeting on January 23, 2023 for the Board's consideration.

**Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt the regular and executive session minutes of January 9, 2023 as submitted. Vote: Mr. O'Connor abstained; all others aye**

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt the Special Meeting regular and executive session minutes of January 23, 2023. Vote: All ayes**

Mr. O'Connor mentioned that there were motions to approve the ratification of the bargaining agreement and salary adjustments for non-bargaining employees passed at the last meeting and asked about memorializing resolutions. The Secretary confirmed a resolution was passed adopting the bargaining agreement. The Solicitor confirmed a memorializing resolution will follow next month regarding the approval of the non-bargaining salary adjustments.

Mr. O'Connor entertained a motion to approve Resolution 2023-2024-12, Approval of Settlement of Litigation, as it was a previously discussed matter.

**Motion: Made by Mr. Wujcik and seconded by Mr. Conville. Vote: All ayes**

#### **REORGANIZATION**

The Chair was turned over to the Secretary for the purpose of electing a Chairman for the Fiscal Year February 1, 2023 - January 31, 2024. Secretary Judy Devone opened nominations for Chairman.

**Motion: Made by Mr. Strobel and seconded by Mr. Wujcik to nominate Mr. Robert O'Connor as Chairman for the new fiscal year. Secretary Devone asked if there were any other nominations and Mr. Wujcik moved the nominations closed. Mr. Szymkowski seconded the motion. Roll call vote taken by Secretary: Mr. Strobel - aye, Mr. Conville - aye, Mr. Wujcik - aye, Mr. Szymkowski - aye, and Mr. O'Connor - aye**

The Secretary turned the meeting over to the newly elected Chairman.

**Motion: Made by Mr. O'Connor to nominate Mr. Richard Strobel as Vice Chairman for the new fiscal year and Mr. Wujcik seconded the nomination. Mr. Wujcik moved the nominations closed and Mr. Szymkowski seconded the motion. Vote: All ayes**

**Motion: Made by Mr. O'Connor to nominate Mr. James Wujcik as Treasurer for the new fiscal year and Mr. Szymkowski seconded the nomination. Mr. O'Connor moved the nominations closed and Mr. Szymkowski seconded the motion. Vote: All ayes**

**Motion: Made by Mr. O'Connor to nominate Mrs. Judy Devone as Secretary for the new fiscal year and Mr. Strobel seconded the nomination. Mr. O'Connor moved the nominations closed and Mr. Wujcik seconded the motion. Vote: All ayes**

The Chairman declared all nominations closed.

**Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to appoint the Burlington County Times as the Authority's legal newspaper and the Courier Post as the alternate legal newspaper. Vote: All ayes**

Mr. O'Connor confirmed with Superintendent Kevin Kramer that Concentra (parent company of WORKNET) is the current physician and he is pleased with the service. **Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to appoint Concentra as the Authority's physician. Vote: All ayes**

Mr. O'Connor stated there was a RFP process and bidders returned bids for Auditor, Engineer, Solicitor and Bond Counsel. He confirmed with Mr. Strobel that proposals were reviewed and scored. Mr. Strobel thanked the Commissioners and Administrator for their participation and noted that the Authority, over the years, has assembled a very competent team. He said the outside consultants are serving the Authority well.

**Motion: Made by Mr. Strobel to adopt Resolution 2023-2024-01 which would appoint the following professionals: Consulting Engineer: The Alaimo Group, Auditor: Holt McNally Associates, Inc., Bond Counsel: Raymond, Coleman & Heinold, LLC, and Solicitor: Capehart Scatchard with the designated attorney, Carmen Saginario, Jr. The motion was seconded by Mr. Szymkowski. Roll call vote taken by Secretary: Mr. O'Connor - aye, Mr. Strobel - aye, Mr. Conville - aye, Mr. Wujcik - aye, Mr. Szymkowski - aye**

Mr. O'Connor indicated the Annual Notice of Meetings Resolution and said that it follows with meeting on the second Monday of the month with an exception in October due to Columbus Day. He said instead of meeting on the following Thursday, that meeting will be on the third Monday of the month. Mr. Wujcik reminded the Board that there was discussion regarding adding a meeting at year end in January. Mr. O'Connor asked that Monday, January 29, 2024 at 6:30 PM be added to the resolution.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2023-2024-02, Annual Notice of Meetings with the addition of the January 29, 2024 meeting date. Vote: All ayes**

**Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to adopt Resolution 2023-2024-03, Staff Designations. Vote: All ayes**

**Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to adopt Resolution 2023-2024-04, Designation of Banking Institutions. Vote: All ayes**

**Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to adopt Resolution 2023-2024-05, Chairman's Signature Authorization. Vote: All ayes**

Appointments by Chairman:

Mr. James Wujcik - Director of Finance & Budget

Mr. Robert O'Connor - Director of Operations

Mr. Frank Szymkowski - Director of Construction

Mr. Richard Strobel - Director of Personnel

Mr. John Conville - Director of Administration

Mr. Richard Strobel - JIF Fund Commissioner

#### **NEW BUSINESS**

#### **DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI**

Mr. Szymkowski asked Mr. Simpson to review his **Engineer's Status Report dated February 9, 2023** and Mr. Simpson noted the following:

#### **M-080-148 Westfield Leas Pumping Station**

Construction will take place in April and May by Quad Construction.

#### **On developments:**

#### **M-081-079 Village at Cinnaminson Harbour Sections 7 and 8**

Construction here is finally coming to an end and Mr. Simpson recommends release of the last performance bonds.

#### **M-081-151 Cannabis Cultivation Facility**

Revised plans were received and are being reviewed.

Mr. Simpson said he also just received plans from another facility under the same applicant on Wallace Blvd. which isn't included on his report but the plans are being reviewed.

#### **M-081-152 Milex - 1705 Industrial Highway**

Plans were reviewed and returned for revisions.

**M-081-136 Global**

As-built plans are approved and Mr. Simpson recommends release of the performance bond.

Mr. O'Connor asked about the Wawa on Church Road. Mr. Simpson stated they owe as-built plans of the sewer mains there.

**M-081-147 Chick-Fil-A & Retail**

Mr. O'Connor stated that there is an issue with access to the property with one of the property owners. He confirmed the property has sewers and there is an easement out of the back of the property where connection could be made.

Mr. Szymkowski presented Resolution 2023-2024-08, Release of Performance Guarantee for Global in the amount of \$81,693.00.

**Motion: Made by Mr. Szymkowski and seconded by Mr. Wujcik to adopt Resolution 2023-2024-09. Vote: All ayes**

**DIRECTOR OF ADMINISTRATION - JOHN CONVILLE**

Mr. Conville asked Kim Fitzpatrick to provide an administration update. Kim reported that she is getting ready for the audit.

Mr. Conville presented Resolution 2023-2024-08, Refund of Connection Fee for Bajwa. Kim Fitzpatrick confirmed that there was a revision made to the original connection fee which resulted in a reduction and Amy Williams did not have that information, therefore there was an overbilling and a refund is due.

**Motion: Made by Mr. Conville and seconded by Mr. Wujcik to adopt Resolution 2023-2024-08. Vote: All ayes**

**DIRECTOR OF OPERATIONS - ROBERT O'CONNOR**

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period January 10, 2022 - February 14, 2022**. Kevin reported the following:

**Operations:** The Plant has been operating well with no permit violations during this period. The foaming issues have cleared up. They are continuing training on the Vactor and Press/Thickener with employees and documenting the hours. There seems to be good interest from posting on social media with the entry/experienced operator ads and Kevin will work with Richard to get interviews scheduled.

**Safety:** Training will begin in March.

**Other:** Several damaged raised manholes were repaired by Booth Mechanical during this period.

Mr. O'Connor presented Resolution 2023-2024-10, Extension of Laboratory Services Contract with NJ Analytical Lab in the amount of \$19,548.00.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2023-2024-10. Vote: All ayes**

Mr. O'Connor presented Resolution 2023-2024-11, Award of Bid - Supplying of Chemicals. Mr. Simpson stated that last year's supplier's bid was for a 75% increase. He said the bid from PVC Chemical reflects a 41% cost increase. He explained that anything with chlorine involves cost increases.

**Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2023-2024-11. Vote: All ayes**

**DIRECTOR OF PERSONNEL - RICHARD STROBEL**

Mr. Strobel thanked the Board for being present at the Special Meeting in January and ratifying the bargaining agreement and implementing the non-bargaining salary adjustments which have taken effect.

Mr. Saginario swore in Mr. Strobel as a Commissioner of the Sewerage Authority for another term per his appointment by the Township.

**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 ended at 97% of budget, User Charges at 107%. Connection Fees were at 63% of budget. He said interest income doubled over last year. On the capital expenditure report, he confirmed that the total Capital Budget came in at 70%.

**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 \$243,688.08 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 four requisitions for Renewal and Replacement totaling \$30,330.83 and certified the funds are available.

|                            |              |
|----------------------------|--------------|
| #24-00012 Alaimo           | \$ 1,737.50  |
| #24-00014 Booth Mechanical | \$ 4,100.00  |
| #24-00015 Booth Mechanical | \$ 9,300.00  |
| #23-00615 Aries Industries | \$ 15,193.33 |

**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 three invoices for Builder's Escrow totaling \$1,252.50.

To Alaimo:

|  |           |
|--|-----------|
| #214214 Cannabis Cultivation           | \$ 585.00 |
| #214213 Wallace Blvd. Backstreets Mgt. | \$ 292.50 |
| #214212 Sea Box Expansion              | \$ 357.97 |

**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 noted there was a deletion from January in the amount of \$778.00, certified funds are available and made a motion to credit the customer's account. The motion was seconded by Mr. Szymkowski. Vote: All ayes

Mr. Wujcik presented Resolution 2023-2024-07, Quarterly Withdrawal with total estimated expenses of \$821,987.85.

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2023-2027-07, Quarterly Withdrawal. Vote: All ayes**

Mr. Wujcik presented Resolution 2023-2024-09, Budget Transfers, as detailed in the report and recommended approval of the resolution.

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-07. Vote: All ayes**

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

Mr. Wujcik mentioned a notice relating to EMSL Analytical posted to the document site. Kim Fitzpatrick explained the matter related to an insurance matter relating to a raised manhole which had been damaged there. Kim confirmed it was considered by insurance an "act of God" due to weather, the cost was \$4,100.00 and insurance paid \$3,100.00.

Mr. O'Connor asked if there were any other matters for discussion and hearing none, the meeting was adjourned at 7:08 PM.

**Next scheduled meeting: Monday, March 13, 2023 at 6:30 PM**