

Minutes -January 9, 2023

The regular meeting of the Cinnaminson Sewerage Authority was held on January 9, 2023 in the conference room in the Township Building and commenced at 6:30 PM.

Vice Chairman O'Connor Strobel 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;

- . prominently posting the Annual Notice of Meetings Resolution and maintaining such notice on a public bulletin board reserved for such or similar announcements.
- a. 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;
- b. filing the Annual Notice of Meetings Resolution with the Clerk of the Township of Cinnaminson; and
- c. 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. Also in attendance were: Kim Fitzpatrick, Administrator, Kevin Kramer, Superintendent, Carmen Saginario, Solicitor, Wayne Simpson, Consulting Engineer, and Secretary Judy Devone.

Authority employee Matt 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 there were draft regular and executive session minutes from December 12, 2022.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve the December regular and executive session minutes as submitted. Vote: All ayes

NEW BUSINESS

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. O'Connor asked Mr. Szymkowski to review Construction. **Mr. Simpson noted the following:**

M-080-148 Westfield Leas Pumping Station

Still waiting on equipment deliveries; they are anticipating starting in April.

M-081-079 Village at Cinnaminson Harbour

For the last sections here, as-builts drawings were submitted and Alaimo is waiting on some revisions.

M-081-136 Global -1105 Route 130

As-built plans were submitted and he recommends release of the performance bond.

M-081-150 Wallace Boulevard - Backstreets Management

Plans have been approved.

M-01-151 Cannabis Cultivation Facility - Wallace Boulevard

Plans were reviewed and returned for revisions.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Kim Fitzpatrick to provide an update. Kim stated that January second meter bills were sent out. She confirmed that were a few sent out without credits; the credits were put on after the bills because the scanner was breaking down. She confirmed she is working to have it fixed.

Kim said that as a follow up to Mr. Simpson's report, she wanted to add that Global subdivided the property and the daycare has been sold. She confirmed that there is no separate water meter so the Authority will bill Global, who will bill the daycare. Kim confirmed that a sewer compliance inspection was completed there.

Kim reported she is working to close out the fiscal year.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. Strobel asked Superintendent Kevin Kramer to review the submitted **Superintendent of Operations Report for the period December 12, 2022 - January 9, 2023**. Kevin noted the following:

Operations: There were no issues or permit violations with Plant operations. However, they are dealing with some foaming issues in the aeration tank and working to disperse the foam. Kevin and Mr. Simpson briefly discussed the causes of the foam.

Kevin noted they are continuing to try to fine tune the Fournier rotary press and a technician is coming this week to help with troubleshooting.

Safety: There was no required safety training.

Other: Kevin briefly discussed a sanitary main which runs through the middle of a storm sewer near Cinnaminson Middle School, and confirmed that he, Wayne Simpson and Paul Booth met with Kevin Gauntt from Public Works to discuss the matter and help prevent possible issues there. It was discovered when Matt Naisby and John Kenkellen were out on a blockage call. Kevin confirmed they used the camera on the line and there were no breaks.

Kevin confirmed that the recent milder weather has allowed for vector training and preventative maintenance to continue.

Mr. Strobel presented Resolution 2022-2023-34, Authorizing Purchase of Pickup Truck through State Agency Contract in the amount of \$55,406.00 to Winner Ford. Kevin confirmed the truck would replace a 2002 Ford pickup that he hopes to sell on Municibid or wherever indicated by State Contract.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-34. Vote: All ayes

Mr. Strobel presented Resolution 2022-2023-35, Award of Bid Liquid Sludge Removal & Disposal to Wind River Environmental, amount not to exceed is \$77,220.00. Mr. Simpson confirmed in June 2022, it was bid for a 1-yr. contract and quantity of 100,000 gallons that the Plant has gone through. He reported they had bid \$.13. He said they took 1 percent off in the rebid. The rebid is for a 600,000 gallon contract for 1-yr. There is a provision in the contract for extension. Mr. Simpson confirmed there was one other plan holder but they did not submit a bid.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-35. Vote: All ayes

DIRECTOR OF PERSONNEL- RICHARD STROBEL

Mr. Strobel presented Resolution 2022-2023-33, Awards for Service for Non-Bargaining Employees (Memorializing Resolution).

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-33. Vote: All ayes

Mr. Strobel added that Kim had posted information on the MEL Joint Insurance Fund's launch of the Cyber JIF, NJ Cyber Risk Management Fund, in December.

Kim Fitzpatrick confirmed that she opened the proposals received under the Fair & Open Process and uploaded the information to the document site. Mr. Strobel confirmed the reviewers for each proposal and asked for their scores to be submitted by February 6. He confirmed a link to the review document would be sent out via email.

TREASURER - JAMES WUJCIK

Mr. Wujcik confirmed that he found the reports all in good order. He said year-to-date User Charges are at 95% of budget and total revenues are at 88%. He stated that Connection Fees are lagging a bit but was pleased to report that interest income is on the rise. He reported that total expenses are at 69% to 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 \$188,624.67 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 \$7,750.00 and certified the funds are available.

#23-00571 Alaimo	\$ 685.00
#23-00572 Booth Mechanical	\$ 975.00
#23-00573 Booth Mechanical	\$ 4,100.00
#23-00574 Booth Mechanical	\$ 1,990.00

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 three invoices for Builder's Escrow totaling \$7,367.50.

To Alaimo:

#213609 Villages @ Cinna Harbour	\$ 1,592.50
#213610 Sea Box	\$ 4,417.50
#213611 Backstreets Mgmt - Wallace Blvd	\$ 1,357.50

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 December in the amount of \$112.20 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. Wujcik presented Resolution 2022-2023-36, Budget Transfers.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-36. Vote: All ayes

Mr. Strobel asked if there were any other matters for discussion and heard none.

Mr. Strobel made a motion to enter into an executive session to discuss personnel and collective bargaining, results to be disclosed when no longer prejudicial to the interests of the Authority. Mr. Szymkowski seconded the motion. Vote: All ayes
Time: 7:07 PM

The Board returned to open session on a motion by Mr. Wujcik and seconded by Mr. Szymkowski at 7:37 PM and the meeting was adjourned.

Next scheduled meeting: Monday, February 13, 2022 at 6:30 PM