

Minutes - March 13, 2023

The regular meeting of the Cinnaminson Sewerage Authority was held on March 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 2023 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, John Conville, James Wujcik and Frank Szymkowski. Richard Strobel arrived at 6:36 PM. Also in attendance were: Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer and Kevin Kramer, Superintendent of Operations.

Employee Matt Naisby was in public attendance.

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 session minutes from February 13, 2023 for the Board's consideration and which he confirmed were in order with the Solicitor.

Motion: Made by Mr. Szymkowski and seconded by Mr. Wujcik to adopt the regular session minutes of February 13, 2023 as submitted. Vote: All ayes

Mr. O'Connor confirmed that a motion to approve salary adjustments for non-bargaining employees was already passed and stated there was a memorializing resolution.

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt Resolution 2023-2024-15, Salary Adjustments for Non-Bargaining Employees.

Discussion: Mr. Wujcik noted the header on the resolution indicates -14 and should read -15.

Motion and second were amended to adopt Resolution 2013-2024-15 with the edit as indicated by Mr. Wujcik. Vote: All ayes

NEW BUSINESS

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

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

M-080-148 Westfield Leas Pumping Station

The contractor will start next month.

On developments:

Mr. Simpson stated he will have two proposals before the next meeting relating to the new permit requirements; one for tracking and reducing the amount of zinc that comes through the Plant and the other to eliminate the chlorine produced oxidants that will entail installing UV at the Plant.

M-081-151 & 153 Cannabis Cultivation Facilities

The plans for both facilities have been approved.

Mr. O'Connor stated there were two resolutions to release performance guarantees for Sections 7 & 8 at Cinnaminson Harbour. Mr. O'Connor confirmed with Mr. Simpson that he recommended the releases.

Motion: Made by Mr. Szymkowski and seconded by Mr. Wujcik to adopt Resolutions 2023-2024-13 & 2023-2024-14, Releasing Performance Guarantees - The Villages at Cinnaminson Harbour LLC Sections 7 and Section 8. Vote: All ayes

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Kim Fitzpatrick to provide an administration update. Kim stated the audit will be taking place soon. She also confirmed she completed training of the employees at the Plant on the requisition module and said it is going well.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period February 13, 2023 - March 13, 2023**. Kevin reported the following:

Operations: The Plant has been operating well with no permit violations during this period. Booth Mechanical replaced several isolation valves for the by-pass at Randolph Pumping Station on March 6, 2023.

Safety: Confined space and lockout tag out training took place on March 1, 2023.

Other: The sign on River Road was replaced with a new sign reading "Cinnaminson Sewerage Authority". The Edmunds requisition program is being utilized for purchasing. Kim Fitzpatrick came to the Plant and trained involved personnel. Kevin confirmed they have done a good job making that transition.

Mr. O'Connor presented Resolution 2022-2023-16, Authorization of Purchase through State Contract HVAC Services and Replacement.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2022-2023-16. Vote: All ayes

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel confirmed he had an item for discussion in closed session. He also distributed and discussed a training course regarding risk management through the MEL Joint Insurance Fund for Commissioners and the Administrator which would provide a liability insurance credit.

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 posted and in good order. He said at one-month into the new fiscal year there is not much to report. He said User Charges are down slightly for the month of February but interest income is up. He said revenue collection year-to-date is \$120,000.00 versus

\$140,000.00 but noted on the capital expenditure report, there is a positive variance.

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 \$234,002.36 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 six requisitions for Renewal and Replacement totaling \$29,020.50 and certified the funds are available.

#24-00010 Booth Mechanical	\$ 14,148.00
#24-00027 Booth Mechanical	\$ 2,300.00
#24-00028 Booth Mechanical	\$ 5,140.00
#24-00038 Booth Mechanical	\$ 2,975.00
#24-00039 Booth Mechanical	\$ 2,150.00
#24-00054 Alaimo Associates	\$ 2,307.50

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 six invoices for Builder's Escrow totaling \$5,179.07.

To Alaimo:

#214735 Villages at Cinna. Harbour	\$ 292.50
#214736 Walmart	\$ 105.00
#214737 Global	\$ 787.50
#214738 Wallace Blvd Backstreets Mgmt.	\$ 3,251.57
#214739 Cannabis Cult 2203-2205	\$ 150.00
#214211 Villages at Cinnaminson Harbour	\$ 592.50

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. O'Connor asked if there were any other matters for discussion. Mr. Strobel stated the deadline for the MEL training course is May 1, 2023.

Mr. O'Connor entertained a motion to enter into an executive session to discuss personnel, results to be disclosed when no longer prejudicial to the interests of the Authority. The motion was seconded by Mr. Szymkowski. Vote: All ayes Time: 6:45 PM

The Board returned to open session on a motion made by Mr. O'Connor, seconded by Mr. Szymkowski at 7:34 PM.

Motion: Made by Mr. O'Connor to authorize conditional offers of employment be made to: Jacob Sanchez, Mike Minutola and Colton Watson at the rate of \$24.00/hr. during the probationary period with Mr. Sanchez & Mr. Minutola to become Operator D employees upon successful completion of the probationary period and Mr. Watson to become an Operator B employee upon successful completion of probationary period. Should any of the three decline the offer, Mr. Irons would be offered employment at the same rate of \$24.00/hr. during probationary period to become an Operator D upon successful completion of probationary period. The employees would start as soon as possible on the same date after all pre-employment requirements have been met; no later than April 30, 2023. Roll call vote taken: Mr. O'Connor - aye, Mr. Strobel - aye, Mr. Conville - aye, Mr. Wujcik - aye, Mr. Szymkowski - aye

The meeting was adjourned at 7:39 PM.

Next scheduled meeting: Monday, April 10, 2023 at 6:30 PM