

Minutes - May 15, 2023

The regular meeting of the Cinnaminson Sewerage Authority was held on May 15, 2023 in the conference room of the Township Building and commenced at 6:30 PM.

On roll call those present were Board Members: Robert O'Connor, John Conville and Frank Szymkowski. Mr. Wujcik was absent and Mr. Strobel arrived just after roll call. Also in attendance were: Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer and Kevin Kramer, Superintendent of Operations. Solicitor Carmen Saginario was unable to attend the meeting.

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.

"Residents requiring assistance paying for sewer bills, may qualify for Low Income Household Water Assistance Program (LIHWAP) and/or the Winter Termination Program. For more information, visit our website or call (856) 829-5287."

Chairman O'Connor noted that the meeting date change was re-advertised in accordance with rules (see attached notice.)

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 April 10, 2023 for the Board's consideration.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve the regular session minutes of April 10, 2023 as submitted.

Discussion: Mr. O'Connor confirmed that he did not hear from the Solicitor with any suggested corrections or changes to the draft minutes, but if necessary, the minutes could be amended next meeting. Vote: All ayes

NEW BUSINESS

Mr. O'Connor asked Authority Engineer, Wayne Simpson, to discuss the UV Filter Project.

Mr. Simpson confirmed that the Authority's new permit has a requirement for reducing the amount of chlorine produced oxidants in the effluent. He explained that since a chlorine solution is used to disinfect, and the amount of chlorine can't be reduced sufficiently to get the chlorine produced oxidants to a low enough value, another form of disinfection must be considered. He said the one he has found to work best for other clients is Ultra Violet Disinfection. He confirmed that Kevin Kramer traveled to Hatfield, PA with one of his associates to look at one process that looks very promising. He said he can also take Kevin to Evesham MUA to see another type of process there. He said the Authority should pick a process and his firm can proceed with the design from there. Mr. O'Connor asked if Mr. Simpson had a preference with regard to the process, and Mr. Simpson confirmed that both processes get the job done. He said he can compare costs, will get a quote from each manufacturer, and will see how the existing tanks would need to be modified. He suggested that Kevin base the decision on which process he feels is the most operator-friendly.

Mr. Simpson confirmed that he sent a proposal for the Commissioners' review and said the Authority can either issue bonds itself and go through that process, or go through the NJEIT Fund which would likely be a 50% no-interest loan and a 50% market rate loan that would reduce the interest payments. Mr. O'Connor confirmed with Mr. Simpson that the cost estimate is approximately \$700,000.00 and Alaimo's cost is \$130,000.00.

Mr. Simpson reported that the permit requirement is in effect January 1, 2026. Kim Fitzpatrick confirmed that Mr. Wujcik has reached out to the Authority Auditor and Authority Bond Counsel.

Kim Fitzpatrick briefly discussed the Low Income Household Water Assistance Program (LIHWAP) Agreement noting that it is not very clear and she wishes to discuss some items with the Solicitor. The Authority will be postponing tax sale until next year as it will be necessary to adhere to guidelines within the LIHWAP Agreement after September 30, 2023 and tax sale will be held in July. Kim confirmed that she and Amy will be sending out delinquency notices, which usually prompts payment. She also briefly discussed the Winter Termination Program and confirmed with Commissioners that she will not sign the Agreement at this time.

Chairman O'Connor had to step out of the meeting. Vice Chairman Strobel asked Mr. Szymkowski to proceed with Construction.

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to review his **Engineer's Status Report dated May 12, 2023** and Mr. Simpson noted the following:

Two proposals were submitted for the Commissioners' review, one for the UV Disinfection project and the other for the Headworks Analysis.

M-080-148 Westfield Leas Pumping Station

The contractor should finish this project next week. There are a few minor changes but nothing serious. Kim Fitzpatrick confirmed with Mr. Simpson that the bill will come from Alaimo.

On developments:

M-081-142 1001 Taylors Lane

Construction is substantially complete here. A punch list was issued on April 23, 2023.

M-081-152 MILEX - 1705 Industrial Highway

Plans have been approved for the proposed retail facility and drive-thru restaurant.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Kim Fitzpatrick to provide an administration update. Kim reported that there is now a computer set up at the customer service window to more efficiently assist ratepayers.

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel confirmed there were no matters for personnel.

He continued with Finance, stating Operations would be revisited upon the Chairman's return.

TREASURER - JAMES WUJCIK

Mr. Wujcik was absent. Mr. Strobel said the reports included in the package were posted and in good order.

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to approve the Treasurer's Report and Trial Balance as submitted. Vote: All ayes

Mr. Strobel submitted a list of Operating Invoices and Payroll Expenses totaling \$222,035.67 and certified that funds are available.

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to approve payment of Operating Invoices and Payroll Expenses as submitted. Vote: All ayes

Mr. Strobel submitted five requisitions for Renewal and Replacement totaling \$109,620.00 and certified the funds are available.

#24-00101 Infrastructure Technologies	\$ 10,450.00
#24-00164 Booth Mechanical	\$ 4,350.00
#24-00166 Booth Mechanical	\$ 7,970.00
#24-00203 Alaimo Associates	\$ 960.00
#23-00079 Foley Power System	\$ 85,890.00

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

Mr. Strobel submitted four invoices for Builder's Escrow totaling \$938.75.

To Alaimo:

#215660 Lidl Grocery Store	\$ 153.75
#215661 Senior Living Facility	\$ 110.00
#215662 Wallace Blvd - Backstreets Mgmt.	\$ 52.50
#215128 Cannabis Cultivation - Wallace Blvd.	\$ 622.50

Motion: Made by Mr. O'Connor (who returned to the meeting) and seconded by Mr. Szymkowski to approve payment of the Builder's Escrow invoices as submitted. Vote: all ayes

Mr. Strobel submitted one deletion in the amount of \$66.00 and certified funds are available.

Motion: Made by Mr. O'Connor and seconded by Mr. Conville to approve the deletion and credit the customer's account. 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 April 10, 2023 - May 15, 2023. Kevin reported the following:

Operations: Plant operations have been normal with no permit violations. The new employees are being cross trained in the Plant, with collection systems and equipment. He is very pleased with the new employees so far. Kevin added that they just had an employee barbeque. The new CAT Portable generator was received on May 5, 2023. The new 2023 F2550 pickup truck should be delivered in the next few weeks.

Safety: All new employees attended new employee safety training on April 12, 2023. A confined space drill with the Fire Department will take place at the end of May.

Other: Booth Mechanical performed several repairs during the period including manhole cover repairs and repair to a main that was settling. Westfield Pump Station rehab is going well. Kevin reported that longtime consultant to the Authority, Bill Smith, passed away in April and will be greatly missed.

Mr. Strobel asked Kevin to take a look at a manhole at the corner of Paddock and Ascot.

Mr. O'Connor mentioned that there was a letter from Authority Auditor, Michael Holt, regarding the connection fee. A rate hearing was discussed and Mr. O'Connor directed Kim to advertise a rate hearing at the next scheduled meeting, June 12, 2023.

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

Hearing no other matters for discussion, the meeting was adjourned at 7:35 PM.

Next scheduled meeting: Monday, June 12, 2023 at 6:30 PM

Notice of Rescheduled Meeting Cinnaminson Sewerage Authority

PLEASE TAKE NOTICE, the regular scheduled meeting for the Cinnaminson Sewerage Authority at 6:30 PM on May 8, 2023, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., has been rescheduled and moved.

The meeting begins at 6:30 pm (prevailing time) at the Cinnaminson Community Center, Cinnaminson Township Municipal Building, 1621 Riverton Rd., Cinnaminson, NJ 08077 on Monday, May 15, 2023. 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