

Minutes - August 14, 2023

The regular meeting of the Cinnaminson Sewerage Authority was held on August 14, 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.

"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."

On roll call taken by Secretary those present were Board Members: John Conville, Robert O'Connor and James Wujcik. Richard Strobel arrived at 6:32 PM and Mr. Szymkowski was absent. Also in attendance were: Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer, Kevin Kramer, Superintendent of Operations and Carmen Saginario, Authority Solicitor.

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 presented the draft regular session minutes from July 10, 2023 for the Board's consideration.

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to approve the regular session minutes of July 10, 2023 as submitted. Vote: All ayes

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

Mr. Szymkowski was absent. Mr. O'Connor asked Mr. Simpson to review his **Engineer's Status Report dated August 10, 2023**. Mr. Simpson noted the following:

M-080-149 UV Disinfection System

They are continuing to work on the life cycle cost comparison for the potential equipment suppliers and have begun to lay out the drawings to make them ready for the work to be done.

M-080-150 Headworks Analysis

They are still in the early phases of this project.

M-081-154 Westfield Friends School

The former Bayard's Chocolate shop is being converted into educational facilities and the plans were reviewed and returned for revisions.

Mr. Simpson also noted that he noticed that PopEye's and Tim Horton's have finished their sewer construction.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville noted there is a resolution to adopt a claimant certification policy and he asked the Administrator to give more detail on the resolution. Kim Fitzpatrick briefly discussed that the State, in trying to keep up with emerging technology, is allowing Authorities to adopt a resolution so that purchase orders no longer require a vendor signature, unless the vendor is an individual (sole proprietorship) or an employee. She stated a policy must be in place which is included in the resolution and she suggested the Board's consideration of Resolution 2023-2024-26, Adoption of Claimant Certification Policy. Mr. Saginario confirmed that he reviewed the resolution and approves it.

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to adopt Resolution 2023-2024-26. Vote: All ayes

Kim gave an update on the Authority's website, noting that it was infected with malware which was the cause of ongoing issues. She confirmed that she received a quote from LookFirst Technology for \$1,800.00 to rebuild the website and she is working with them to get the website up and running again. LookFirst will provide website security and monitor it going forward. Kim confirmed that she will continue to have access to make changes and update content as needed.

Mr. Saginario mentioned his firm's use of internal fishing attempt emails to employees and Kim confirmed the Authority has the same with "Know Before" software that LookFirst Technology monitors as required by insurance.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period July 10, 2023 - August 14, 2023**. Kevin reported the following:

Operations: Plant operations have been normal; there were no permit violations during the period. The sludge dewatering operations have been switched to utilize liquid tankers for waste activated sludge and 25-yard cans for primary sludge which will save the Authority money each month.

Safety: There was no official safety training during the period.

Other: They are currently reorganizing the mechanics shop to make better use of the space. Several CSA employees will be taking their S and C exams soon and Kevin will report the results when they are available. Kevin said that he is looking into joining a co-op through Moorestown Department of Public Works (DPW) in order to become a trainer for CDL ELDT (Early Learners' Driver Training). This would allow him to train future CSA employees that need the new ELDT required to obtain a CDL. He said the certification cost for him to become a trainer is \$700.00 and there would be a fee of \$500.00 for each driver trained, payable to Moorestown's DPW Co-op. He mentioned that a site must be registered for training and he is looking into use of Wood Park's parking lot.

A brief discussion ensued and the Board asked Kevin to obtain more information regarding the trained driver fees.

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel confirmed he had items of personnel for discussion in closed session.

TREASURER - JAMES WUJCIK

Mr. Wujcik stated the reports included in the package were in good order. He noted that total revenue is at 58% of budget, interest income is at 159% of budget, and he confirmed total expenditures at 37% of budget.

Motion: Made by Mr. Wujcik and seconded by Mr. Conville 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 \$200,393.50 and certified that funds are available.

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

Mr. Wujcik submitted two requisitions for Renewal and Replacement totaling \$71,436.00 and certified the funds are available.

#24-00001 Winner Ford	\$ 55,406.00
#24-00308 Booth Mechanical	\$ 16,030.00

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to approve payment of the Renewal and Replacement requisitions as submitted. Vote: All ayes

Mr. O'Connor submitted two invoices for Builder's Escrow totaling \$1,017.50.

To Alaimo:

#217231 1001 Taylors Lane	\$ 102.50
#217232 Westrum Senior Living	\$ 915.00

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to approve payment of the Builder's Escrow invoices as submitted. Vote: all ayes

Mr. Wujcik presented Resolution 2023-2024-25, Quarterly Withdrawal which would deposit funds into the Operating account in the amount of \$652,987.85.

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to adopt Resolution 2023-2024-25. Vote: All ayes

Mr. O'Connor asked if there were any other matters for discussion and heard none.

Mr. O'Connor made a motion that the Board enter into an executive session to discuss items of personnel, results to be disclosed when no longer prejudicial to the interests of the Authority. Mr. Conville seconded the motion. Vote: All ayes
Time: 6:52 PM

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to return to open session. Vote: All ayes Time: 7:07 PM

Motion: Made by Mr. O'Connor and seconded by Mr. Conville to authorize the promotion of Anthony Cancilla from Mechanic B to Mechanic A effective August 14, 2023 at the recommendation of the Superintendent. Vote: All ayes

Mr. O'Connor stated to Mr. Kramer that he had the authority to advertise for an operator position at the Plant.

There was a brief discussion regarding the next meeting and the Commissioners asked the Administrator to advertise a notice rescheduling the meeting to Monday, September 18th.

The meeting was adjourned at 7:09 PM.

Next meeting: Monday, September 18, 2023 at 6:30 PM