

Minutes - July 10, 2023

The regular meeting of the Cinnaminson Sewerage Authority was held on July 10, 2023 in the conference room of the Township Building and commenced at 6:30 PM.

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

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."

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 stated there were draft regular session minutes submitted from July 10, 2023 for the Board's consideration.

Motion: Made by Mr. Szymkowski 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 asked Mr. Simpson to review his **Engineer's Status Report** dated July 7, 2023. Mr. Simpson noted the following:

M-080-149 UV Disinfection System

Alaimo has begun the life cycle cost comparison for the potential equipment suppliers.

M-080-150 Headworks Analysis

Alaimo is reviewing the lab data for zinc removal through the Plant.

Mr. Szymkowski presented Resolution 2023-2024-23, Amendment to Westfield Leas Pumping Station Upgrade Contract Change Order No. 3 which increases the contract amount by \$1,690.00 for a contract total of \$497,693.75. He noted that change orders 1 and 2 were adopted previously.

Motion: Made by Mr. Szymkowski and seconded by Mr. Wujcik to adopt Resolution 2023-2024-23. Vote: All ayes

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Kim Fitzpatrick reported that she started the Infrastructure Bank (I-Bank) process through the NJDEP portal and noted it was moving along. Mr. Simpson stated as he completes forms and submits them for the project through the portal, they will be sent directly to Kim for approval.

Solicitor Carmen Saginario confirmed that a transcript for the Rate Hearing of June 12, 2023 was submitted by the Secretary as required.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period June 12, 2023 - July 10, 2023**. Kevin reported the following:

Operations: Plant operations have been normal; there were no permit violations during the period. Mr. Dave Stewart from the DEP visited the Plant to get some random effluent samples which is something he does annually. All new employees passed their probationary period and Kevin is very pleased with their progress.

Safety: There was no safety training during the period.

Other: He confirmed the office and Plant received some free furniture. He said the Department of Public Works was clearing out furniture from a bank and asked if the Authority would like any of it.

Chairman O'Connor confirmed that a note was received from the President of the Westfield Leas Homeowners Association thanking Kevin Kramer and staff for their professionalism and excellent communication during the process of the Pumping Station upgrade there.

Mr. O'Connor presented Resolution 2023-2024-24, Award of Bid, Dewatered Sludge Hauling. He stated the resolution awards the bid to Seaside Waste (previously Woolwich) for a 3-yr. term in the contract amount of \$212,793.75. Mr. Simpson confirmed the bid package was in order. Mr. Strobel asked if it was a unit price and Mr. Simpson confirmed it is a price per container up to 80 containers per year.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2023-2024-24.

Discussion: Mr. Wujik clarified that the motion was for 3-yrs. Mr. Simpson stated that he recommended the award for 3-yrs. (in the resolution) as the second and third year the price increases 5% per year. He stated if the Authority went to the fourth and fifth years, the increase would be 7% per year.

Vote: All ayes

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel confirmed there were no personnel items for discussion but said he was very pleased to hear the positive news about the staffing at the Plant.

TREASURER - JAMES WUJCIK

Mr. Wujcik said the reports included in the package were posted and in good order. He said revenue collection year-to-date is at 49% of budget. He confirmed \$295,000.00 in Connection Fees were received in June. He confirmed capital expenditures at 34% of budget.

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

Discussion: Mr. Strobel asked about chemicals showing at 100% of budget. Kim Fitzpatrick explained that it has to do with the way the new contract module works. She stated the monies are encumbered but not yet spent.

Vote: All ayes

Mr. O'Connor submitted a list of Operating Invoices and Payroll Expenses totaling \$194,366.07 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 five requisitions for Renewal and Replacement totaling \$291,340.63 and certified the funds are available.

#24-00218 Booth Mechanical	\$ 10,150.00
#24-00254 Booth Mechanical	\$ 12,000.00
#24-00275 Alaimo Associates	\$ 2,483.63
#24-00264 Quad Construction	\$234,857.00
#24-00264 Quad Construction	\$ 31,850.00

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve payment of the Renewal and Replacement requisition as submitted.

Discussion: Mr. Strobel confirmed with Mr. Simpson that the requisitions for Quad Construction are for the Westfield Leas Pumping Station Upgrade.

Vote: All ayes

Mr. O'Connor submitted four invoices for Builder's Escrow totaling \$2,201.91.

To Alaimo:

#216340 CSW Senior Living	\$ 713.75
#216796 CSW Senior Living	\$ 1,025.66
#216795 1001 Taylors Lane	\$ 308.75
#216797 Milex 1705 Industrial Hwy.	\$ 153.75

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 and hearing none, the meeting was adjourned at 6:58 PM.

Next scheduled meeting: Monday, August 14, 2023 at 6:30 PM