

Minutes - October 16, 2023

The regular meeting of the Cinnaminson Sewerage Authority was held on October 16, 2023 in the conference room of the Township Building and commenced at 6:30 PM.

On roll call taken by Secretary those present were Board Members: John Conville, Robert O'Connor, James Wujcik and Frank Szymkowski. Mr. Strobel arrived at 6:33 PM. Also in attendance were: Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer and Kevin Kramer, Superintendent of Operations. Solicitor Carmen Saginario was absent.

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.

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 September 18, 2023 for the Board's consideration.

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to approve the regular session minutes of September 18, 2023 as submitted. Vote: All ayes

Mr. O'Connor stated that last month there was a discussion regarding changing the billing cycles and he asked Administrator Kim Fitzpatrick for an update. Kim confirmed she spoke with Mr. Holt, Authority Auditor, in depth regarding changing the billing cycle. She noted he had questions regarding cash flow and she explained to him the quarterly withdrawal. Kim said he confirmed that he sees no issues with making the change and he copied Authority Solicitor, Carmen Saginario, on his response. The Board authorized Kim to proceed with the change.

NEW BUSINESS

Chairman O'Connor presented the Lease Agreement with the Township for Rent. He confirmed that the previous agreement had expired and said he and Mr. Wujcik were in contact with Township Mayor, Ernie McGill. He reported that the new agreement is for a one-year term in the amount of \$1.00 per year. He also confirmed that he spoke with the Auditor regarding the lease agreement.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve the Lease Agreement with the Township for Rent. Vote: All ayes

Mr. Wujcik noted his thanks to Mayor McGill for his time and attention to the matter.

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to review his **Engineer's Status Report dated October 13, 2023**. Mr. Simpson noted the following:

M-080-149 UV Disinfection System

Alaimo has completed approximately 30% of the design of the process equipment.

M-080-150 Headworks Analysis

Alaimo met with Plant personnel and NJDEP staff to discuss sampling strategy and reporting requirements and are currently reviewing wastewater dischargers' sampling results.

On developments, Mr. Simpson noted punch lists were issued for: **M-081-124 Wawa (Taylors Lane), a revised punch list was issued on October 10, 2023**

M-081-150 Wallace Blvd - Backstreets Management, punch list issued on September 26, 2023

Mr. O'Connor asked about Chick-Fil-A's connection and Mr. Simpson confirmed that his reviewer has been in touch with Kim Fitzpatrick. He noted that one property of the four will not

have a connection fee but said the others will. He stated there will be a change of use as well.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked the Administrator for an update on Administration. Kim Fitzpatrick noted that second meters are currently being read and she is pleased with the new process. She confirmed there was a slight problem with the app which has been resolved with Edmunds. She stated that they will be gearing up for the billing cycle change in the office and will put a notification on the website and the Township's Nixle.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period September 18, 2023 - October 16, 2023**. Kevin reported the following:

Operations: Plant operations have been normal with no NJPDES permit violations during the period. The previously discussed lines intersecting with the Chestnut Hill Drive water main were just televised. Kevin will review the video and get a list together for Mr. Simpson for his use for putting together specifications. Kevin confirmed they are continuing with preventative maintenance on gravity lines and pump stations.

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

Other: The Department of Public Works did some paving at the treatment plant as a shared service. Kevin is working with Jordan Webster from Moorestown Department of Public Works to set up a portal so that he can start CDL Training with employee Jake Sanchez. Employee Eric Irons has started reading the outside and inside second meters.

Mr. O'Connor presented Resolution 2023-2024-33, Award of Contract for Sewer System Root Control. He said it is recommended that the Authority award the contract to Duke's Root Control with a contract amount not to exceed \$57,392.76 for one-year.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2023-2024-33, Award of Contract for Sewer System Root Control.

Discussion: Mr. Simpson reminded the Board that this is a proprietary product and stated that the contract represents a 13% price increase over the contract 3-years ago. He noted, however, that in evaluating it, he looked up the construction

cost index over that time and it represented a 17% increase in construction costs over the same period.

Vote: All ayes

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel confirmed with the Administrator and Superintendent that required as part of the JIF is prevention training for managers and supervisors. He stated training dates are coming up in October and November. He also reminded Commissioners that there is an available credit on premiums for their participation in training. He reported that he and Superintendent Kevin Kramer spoke regarding the recent posting for a position at the Plant as an operator. He said there were a fair number of responses, with two promising candidates. He hopes to have a recommendation for the next meeting.

TREASURER - JAMES WUJCIK

Mr. Wujcik said the circulated reports were in good order. He reported that at two-thirds of the way through the year, User Charges are at 64% of budget and total revenue is at 76% of budget. He confirmed total expenditures at 77% of budget. He said if things continue to trend as they are, he expects to be at budget, or to have a favorable variance to budget at the end of year.

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 \$191,953.01 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 \$52,492.07 and certified the funds are available.

#24-00435 Quad Construction	\$ 29,250.07
#24-00436 Alaimo	\$ 410.00
#24-00438 Booth Mechanical	\$ 7,960.00
#24-00375 ABS Electrical	\$ 14,872.00

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. Wujcik submitted three invoices for Builder's Escrow totaling \$1,562.98.

To Alaimo:

#218287 Wawa Church Rd	\$	461.25
#218288 Popeyes & Tim Hortons	\$	742.98
#218290 Omshanty; Westfield Friends	\$	358.75

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. Wujcik briefly discussed the audit review noting key items on pages 3 and 7. He also indicated page 17, which contains a revenue report, and asked Commissioners to review and consider the information which also notes there has been no rate increase since 2010. He presented Resolution 2023-2024-33, Audit for the Period Ending January 31, 2023. He confirmed there is an audit review certificate requiring Commissioner's signatures.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve Resolution 2023-2024-33. Vote: All ayes

Mr. Wujcik said he wanted to give a big thank you to Kim and her team for a tremendous audit report.

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

The meeting was adjourned at 6:52 PM.

Next meeting: Monday, November 13, 2023 at 6:30 PM