

### **Minutes - September 18, 2023**

The regular meeting of the Cinnaminson Sewerage Authority was held on September 18, 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, Richard Strobel, Robert O'Connor, James Wujcik and Frank Szymkowski. 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.

Mr. O'Connor confirmed with the Administrator that this meeting's rescheduled date was properly noticed in the Burlington County Times and the Courier Post.

#### **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 and executive session minutes from August 14, 2023 for the Board's consideration.

**Motion: Made by Mr. Wujcik and seconded by Mr. O'Connor to approve the regular and executive session minutes of August 14, 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 September 8, 2023. Mr. Simpson noted the following:

**M-080-Westfield Leas Pumping Station**

Closeout documents remain to be submitted.

**M-080-149 UV Disinfection System**

Alaimo began design of the process equipment.

**M-080-150 Headworks Analysis**

Alaimo will be meeting with Plant personnel this month to discuss sampling strategy.

Mr. Simpson confirmed his recommendation of performance bond release for (M-081-125) Wawa Church Road and (M-081-145) Senior Living Facility. Maintenance bonds are not required for these projects. He also recommends release of performance bond for Wal-Mart Stores, Inc. Expansion and confirmed a maintenance bond was posted.

Mr. O'Connor presented the following resolutions: Resolution 2023-2024-27, Releasing Performance Guarantee Westrum Development Company, Resolution 2023-2024-29, Releasing Performance Guarantee Wawa, Inc.-Route 130 & Church Road and Resolution 2023-2024-31, Releasing Performance Guarantee Wal-Mart Stores, Inc. Expansion 2016.

**Motion: Made by Mr. Szymkowski and seconded by Mr. Wujcik to adopt Resolutions 2023-2024-27, -29 and -31. Vote: All ayes**

**DIRECTOR OF ADMINISTRATION - JOHN CONVILLE**

Mr. Conville asked the Administrator for an update on Administration. Kim Fitzpatrick briefly discussed the Low Income Household Water Assistance Program (LIHAP) and the Winter Termination Program. She confirmed there is a lack of funding for the programs. Kim briefly discussed the possibility of changing from two billing cycles. She explained that the timing of receipt of the readings from the American Water Company often causes issues and delays with having two different billing

cycles, and she asked for the Board's consideration in the matter.

**DIRECTOR OF OPERATIONS - ROBERT O'CONNOR**

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period August 14, 2023 - September 18, 2023**. Kevin reported the following:

**Operations:** Plant operations have been normal with the exception of a minor exceedance on fecal coliform. The exceedance was reported to the DEP and to the new DEP inspector, Tom Sweeney. He does not believe that any action will be taking against the Authority. Kevin confirmed that the new DEP inspector came to the Plant to introduce himself and for a site visit, and was pleased with the state of the Plant.

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

**Other:** Mr. O'Connor confirmed he spoke with the Solicitor who had a recommendation regarding the following matter. Mr. O'Connor asked Kevin to discuss the matter, and noted that if there is a need for further discussion, it will be tabled for discussion in an executive session. Kevin gave a brief history of a matter relating to the American Water Company's water main and its intersections with the sewer main along Chestnut Hill Drive. Mr. O'Connor reported that he spoke to the Solicitor, Mr. Saginario, who recommended that Mr. Simpson prepare a bid to repair all the sections where the line was damaged. Mr. Saginario also recommends that a letter be sent with Authority policies and procedures to the American Water Company. Mr. Simpson suggested determining where else the 55-inch line runs through the town; noting that the line was installed when the American Water Plant was built. Pending review of the entire line, Mr. Kramer will give Mr. Simpson a list of necessary repairs for bid specs.

Kevin confirmed that he emailed Jordan Webster regarding the CDL ELDT Training through Moorestown Department of Public Works. Mr. Webster confirmed to him that the cost per employee was determined by the Township Administrator in an effort to offset the costs of setting up the site, billings, submissions, and questions throughout the process. Kevin stated the price is reasonable when compared to sending employees to school at a cost of \$3,300.00 per employee. He confirmed that Wood Park is available for the on-site training and noted that the requirement is 30 total hours, which includes a combination of videos & on-site training. The Board gave Kevin authorization to proceed.

Mr. O'Connor presented Resolution 2023-2024-28, Extension of Laboratory Services Contract and confirmed that ALS Environmental was awarded a contract in September 2022 in the amount of \$20,720.00 and has agreed to a contract extension for one-year at an allowable increase of 1.6% for an amount not to exceed \$21,134.40.

**Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to adopt Resolution 2023-2024-28. Vote: All ayes**

Mr. O'Connor presented Resolution 2023-2024-30, Extension of Sludge Dewatering Polymer. He confirmed that in July of 2022, a contract was awarded to Custom Environmental Technology in the amount of \$71,295.00. Custom Environmental Technology has agreed to a contract extension for one-year at an allowable 2% increase for an amount not to exceed \$72,660.00.

**Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to adopt Resolution 2023-2024-30. Vote: All ayes**

Mr. O'Connor presented Resolution 2023-2024-32, Authorization for Proprietary Product Specification Root Control Herbicide. Mr. Simpson explained that it is a proprietary chemical from Duke's Root Control who developed the technology and received approval from the EPA to use this chemical which dissolves roots inside the sewer main without going out further into the soil and doesn't cause Plant upsets. Mr. Simpson recommends the proprietary spec.

**Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to adopt Resolution 2023-2024-32. Vote: All ayes**

#### **DIRECTOR OF PERSONNEL - RICHARD STROBEL**

Mr. Strobel asked the Administrator if the AEA Annual Conference information was received and the Administrator confirmed it had not yet been received. Mr. Strobel also congratulated Mr. Wayne Simpson on his 40<sup>th</sup> Anniversary as Engineering Consultant Representative to the Authority.

#### **TREASURER - JAMES WUJCIK**

Mr. Wujcik said the reports included in the package were in good order. He noted that User Charges are at 52% of budget compared to 51% at the same time last year. He reported total revenue is at 62% of budget and confirmed capital expenditures at 76% of budget, adding that there was a debt service payment in the amount of \$675,000.00 made in August.

**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 \$240,570.52 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 three requisitions for Renewal and Replacement totaling \$17,500.00 and certified the funds are available.

#24-00370 Booth Mechanical	\$ 13,200.00
#24-00388 Alaimo	\$ 1,750.00
#24-00211 Booth Mechanical	\$ 2,550.00

**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 \$1,848.35.

To Alaimo:

#217779 Wawa Taylors Lane	\$ 110.00
#217780 Senior Living (Westrum/Azalea)	\$ 969.60
#217781 Omshanty; Westfield Friends	\$ 768.75

**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 confirmed there were four releases of escrow totaling \$13,441.05 (as detailed in the packet) for 1001 Taylors Lane, Excaliber Properties, Kimco Realty Company (Hibachi) and Mercer Management & Development. There is also one maintenance bond totaling \$2,737.54.

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

The meeting was adjourned at 7:26 PM.

**Next meeting: Monday, October 16, 2023 at 6:30 PM**