

**Minutes - December 18, 2023**

The regular meeting of the Cinnaminson Sewerage Authority was held on December 18, 2023 in the conference room of the Township Building and commenced at 6:30 PM.

On roll call taken by the Secretary those present were Board Members: John Conville, James Wujcik and Frank Szymkowski. Vice Chairman, Richard Strobel, arrived at 6:31 PM and Chairman, Robert O'Connor arrived at 6:59 PM. Also in attendance were: Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer, Kevin Kramer, Superintendent of Operations and Authority Solicitor, Carmen Saginario.

Solicitor Carmen Saginario read the following, noting that the meeting had been rescheduled and that the Notice of Rescheduled Meeting will be entered into the minutes:

**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.

**(See attached Notice of Rescheduled Meeting)**

**Mr. Saginario turned the meeting over to Vice Chairman, Richard Strobel, who arrived at 6:31 PM.**

**PUBLIC COMMENT**

Mr. Strobel opened the meeting to the public for comment and hearing none, moved to Old Business.

**OLD BUSINESS**

Mr. Strobel presented the draft regular session minutes from November 13, 2023 for the Board's consideration. Solicitor Saginario confirmed that he reviewed the minutes and had no recommended edits.

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve the regular session minutes of November 13, 2023 as submitted. Vote: Mr. Conville abstained; all others aye.**

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

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

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

Approximately 60 percent of the design of the process equipment is currently completed.

**M-080-151 Spot Sewer Repairs**

Bids for this project will be received on January 4, 2024.

Solicitor Carmen Saginario asked Mr. Simpson if he had anything to report on Wawa (Taylors Lane) and Popeye's/Tim Horton's. Mr. Simpson said he had nothing to report and confirmed that the new developer had been advised of its obligation to reimburse per the Recapture Agreement.

**DIRECTOR OF ADMINISTRATION - JOHN CONVILLE**

Mr. Conville asked Administrator Kim Fitzpatrick to provide an Administration update. Kim confirmed that the State had returned the budget with no changes. Kim reported that they were finishing up with second meter readings. She noted there were some minor problems along the way, but said the process is getting better and was a learning experience.

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

Mr. Strobel asked Mr. Kramer to review his **Superintendent of Operations Report for the period November 11, 2023 - December 18, 2023**. Kevin reported the following:

**Operations:** Plant operations have been normal with no NJPDES permit violations during the period. He said they are managing despite all the rain and are using polymer. He confirmed that they are preparing for the colder weather at the Plant; making

small adjustments to settings due to changes in water temperature.

**Safety:** Certified Health and Safety Services has been contacted to schedule safety training for 2024.

**Other:** There are several pieces of equipment that Kevin would like to auction through Municibid; a 2006 Ford Pickup, 2002 Crown Vic and a trailer and he detailed starting bid prices.

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to authorize the Superintendent to proceed with the listing of equipment on Municibid with the starting prices as noted in his Operations Report. A resolution will follow at the next meeting.**

**Vote: All ayes**

New employee, Tyler Clement started on December 8<sup>th</sup> and will cross train on the different jobs he will be doing at the Authority. Employee Jake Sanchez completed his required CDL training with Kevin and will be taking his CDL road test at the end of the month.

Mr. Strobel presented Resolution 2023-2024-40, Award of Contract Removal, Transportation & Disposal of Liquid Sludge and stated that there were very close bids. He confirmed with Mr. Simpson that the recommended party is responsive and responsible.

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2023-2024-40 to adopt Resolution 2023-2024-40 which awards a 1-year contract. Vote: All ayes**

Mr. Strobel presented Resolution 2023-2024-41, Award of Contract Emergency Sewer Repairs. He noted the bids were not as close and confirmed with Mr. Simpson that the lowest bidder was responsive and responsible.

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2023-2024-41. Vote: All ayes**

Mr. Simpson stated that both contracts have provisions for 1 or 2-yr extensions as options.

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

Mr. Strobel presented Resolution 2023-2024-42, Authorize Fair and Open Process for Contracts. He said the resolution would authorize the RFP process which has been an annual event for approximately sixteen years. He said it is a competitive RFP process for four services: Consulting Engineer, Solicitor, Auditor and Bond Counsel. He noted that liability insurance and health insurance services were awarded three-year contracts and are not part of this year's process. He added that the system

is very professional with Board Member and the Administrator's participation reviewing the proposals received. He noted that awards are made at the February meeting.

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2023-2024-42. Vote: All ayes**

Mr. Strobel stated he had a personnel item for discussion in executive session.

**TREASURER - JAMES WUJCIK**

Mr. Wujcik said the reports included in the package were in good order. He noted that User Charges are at 83% of budget, less than last year, but is hopeful they will pick up in the next two months. He stated that total revenue is at 95% of budget as Connection Fees and Interest Income reflect strong positive variances. Kim Fitzpatrick noted there was no tax sale this year. Mr. Wujcik confirmed total expenditures at 80% of budget. He is expecting total expenditures to remain under budget.

**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 \$171,734.77 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 one requisition for Renewal & Replacement totaling \$4,600.00 and certified that funds are available.

#24-00528 Booth Mechanical, Inc.	\$ 4,600.00
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**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve payment of the Renewal & Replacement requisition as submitted. Vote: All ayes**

Mr. Wujcik submitted three invoices for Builder's Escrow totaling \$777.50.

To Alaimo:

#219524 Wawa Taylors Lane	\$ 360.00
#218977 Lidl Grocery	\$ 212.50
#219525 Lidl Grocery	\$ 205.00

**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 submitted a release of escrow for Wawa Church Road in the amount of \$2.14 and made a motion to approve the release of escrow. Mr. Szymkowski seconded the motion. Vote: All ayes**

Mr. Wujcik presented Resolution 2023-2024-39, Adoption of 2024-2025 Budget. He confirmed that the State approved the budget with no changes and he reminded Commissioners that there is no rate change in the budget. He stated that revenues are remaining level; however, expenses continue to outpace the revenue and the matter will need to be discussed. He noted the appropriations have increased, confirmed unrestricted net position utilized and said revenue sustainability will need to be looked at in 2025.

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2023-2024-39. Vote: All ayes**

Chairman O'Connor arrived at the meeting at 6:59 PM and Mr. Strobel turned the meeting over to him. Mr. O'Connor asked if there were any other matters for discussion and Mr. Strobel confirmed he had a personnel item for executive session.

Chairman O'Connor stated he also had a personnel item for discussion and confirmed that Vice Chairman, Richard Strobel, had submitted his retirement from the Authority Board, after approximately 31 years of service, effective December 31, 2023. He congratulated Mr. Strobel, thanked him for his accomplishments and commitment to excellence in serving the Authority and the ratepayers of Cinnaminson for nearly 31 years and presented him with a plaque which read, "In sincere appreciation for your dedication and years of service with the Cinnaminson Sewerage Authority. We hope that you enjoy your well-deserved retirement."

Mr. Strobel thanked all present at the meeting and gave a speech noting that it has been his pleasure to be in public service as he believes in public service to his core. He said he found early on it was a calling and recounted some of his past public service. He noted the many great memories he had in both state and county government and said it's been a pleasure being involved in a helping agency. In terms of the Authority, he said it's been a pleasure as "someone who believes that the Authority system runs well if you have good, capable municipal

public utilities. They can do it better and less expensive." He said he's been pleased to be a part of what has developed in Cinnaminson and he feels good about where the Authority is and where it is going. He mentioned being part of the collective bargaining process since it started at the Authority. He spoke about the Authority keeping the focus on customer service and the ratepayer, as well as never compromising on the safety of its employees. Lastly, he explained that his county level position is covered by the Public Employee Retirement System as is his position for the Authority so he had to make a separation from both in his retirement. He thanked the other Commissioners, and Professionals, Carmen Saginario and Wayne Simpson, and said he feels the ratepayers of Cinnaminson are in good hands and are being well served. Mr. O'Connor thanked Mr. Strobel again and there was a round of applause.

Mr. O'Connor asked if there was anything further from staff. Kim Fitzpatrick stated that the Authority needs to have a 5-yr. capital projection plan from Alaimo as it is a requirement of the budget submission and the current one is expired. The Board directed Mr. Simpson to proceed with the projection plan.

**Mr. O'Connor entertained a motion that the Authority 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. Strobel moved and Mr. Wujcik seconded the motion. Vote: All ayes Time: 7:18**

**The Board returned to open session at 7:25 PM on a motion made by Mr. O'Connor, seconded by Mr. Szymkowski. Vote: All ayes**

**Mr. O'Connor made a motion to award non-bargaining employees a salary increase of 3% for the 2024 calendar year, and an increase of \$175.00 to Secretary Judy Devone, and to provide non-bargaining employee service awards for 2023 as follows: Kevin Kramer \$400.00, Kim Fitzpatrick \$400.00, Amy Williams \$300.00. The Solicitor will prepare a memorializing resolution for the next meeting. The motion was seconded by Mr. Wujcik. Vote: All ayes**

The meeting was adjourned at 7:26 PM.

**Next meeting: Monday, January 8, 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 December 13, 2023, in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., has been rescheduled. The meeting begins at 6:30 pm (prevailing time) at the Cinnaminson Township Municipal Building, 1621 Riverton Rd., Cinnaminson, NJ 08077 on Monday, December 18, 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**