

Minutes - January 8, 2024

The regular meeting of the Cinnaminson Sewerage Authority was held on January 8, 2024 in the conference room of the Township Building and commenced at 6:30 PM.

Mr. 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.

On roll call those present were Board Members: Robert O'Connor, John Conville, James Wujcik, Frank Szymkowski and new member, Brian Dunworth (Chairman O'Connor confirmed Mr. Dunworth was appointed by Township Committee at the reorganization meeting on January 2, 2024.) 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 swore in Mr. Brian Dunworth as Commissioner of the Cinnaminson Sewerage Authority.

Mr. O'Connor asked Mr. Dunworth to introduce himself. Mr. Dunworth confirmed he is 10-year resident of Cinnaminson. He and his wife have three young children heavily involved in Cinnaminson sports. He comes from a recruitment and business development background in the life sciences/pharmaceutical space. His father was a Township Administrator in NJ for many years and was the reason he moved here from Chicago. He has

always had an interest in public service. He is excited to be a Board Member of the Authority, hopes to contribute on the personnel level, and looks forward to working with everyone.

OLD BUSINESS

Mr. O'Connor presented the draft regular and executive session minutes from December 18, 2023 for the Board's consideration. Solicitor Saginario confirmed that he reviewed the minutes.

Discussion: Mr. Wujcik suggested an edit to the executive session minutes for clarification so that it reads: "service awards for 2023, and salary adjustments for non-bargaining employees for the 2024 calendar year."

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve the regular session minutes of December 18, 2023 as submitted and the executive session minutes of December 18, 2023 with the edit as noted. Roll call vote: Mr. O'Connor - aye, Mr. Conville - aye, Mr. Wujcik - aye, Mr. Szymkowski - aye; Mr. Dunworth - abstained.

Mr. O'Connor presented Resolution 2023-2024-43, Salary Adjustments and Awards for Service for Non-Bargaining Employees (Memorializing).

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2023-2024-43.

Discussion: Mr. Saginario confirmed with Kim Fitzpatrick that she emailed the revised resolution which included his edits.

Vote: All ayes

Mr. O'Connor presented Resolution 2023-2024-44, Authorize Online Sale of Surplus Property. Kevin confirmed the property will be listed in the next week or so if approved.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2023-2024-44. Vote: All ayes

PUBLIC COMMENT

Mr. O'Connor opened the meeting to the public for comment and hearing none, moved to New Business.

NEW BUSINESS

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to review his **Engineer's Status Report** dated January 4, 2024. Mr. Simpson noted the following:

M-080-149 UV Disinfection System

Approximately 70 percent of the design of the process equipment is currently completed.

M-080-151 Spot Sewer Repairs

Bids for this project were received on January 4, 2024. Recommendation for award was made under separate cover and a resolution will be considered under Operations.

M-081-124 Wawa (Taylors Lane)

A revised punch list was issued on October 31, 2023.

M-081-144 Cinnaminson Empire, LLC

There are punch list items remaining for Popeyes and Tim Hortons.

M-081-150 Wallace Boulevard - Backstreets Management

A revised punch list was issued on December 14, 2023.

M-081-154 Westfield Friends School

Construction has commenced on this project converting the former Bayard's Chocolate House to educational facilities.

Mr. Wujcik asked Mr. Simpson to give a brief summary of the UV Disinfection System project at the Plant for new Commissioner Dunworth. Mr. Simpson explained that at the treatment plant, it is necessary to disinfect effluent before it goes out to the river. The traditional disinfection process is chlorination. He confirmed that the DEP is now restricting the amount of by-products, or chlorinated organics, discharged into the river. In order to properly disinfect and not put chlorinators into the river, the process must be changed over to a UV process and this requires an overhaul of the disinfection tank at the treatment plant.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Administrator Kim Fitzpatrick to provide an Administration update. Kim confirmed that the office is getting ready to condense from two separate billing cycles to one for the whole town. She confirmed that a notice was put on the bills and the Authority website, and added that the Township included a notice on their website and in their newsletter, and sent a Nixle alert to help spread the information.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. Strobel asked Mr. Kramer to review his **Superintendent of Operations Report for the period December 19, 2023 - January 4, 2024**. 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 adding polymer to the system to help settle the solids from the extra flows. He confirmed they are cleaning and painting some of the pump stations on the interior as part of general winter maintenance.

Safety: A representative from JIF visited the Plant for the Annual Loss Control Report which usually includes a tour of the Plant and any recommendations for safety items. Kevin confirmed that the visit went well and the representative was pleased with what he saw at the Plant. Kevin stated that employee Mike Minatola is taking over as the new Safety Coordinator and Kevin will work with him until he is acclimated.

Other: Employee Jake Sanchez passed his road test for his CDL which makes a total of eight out of ten employees with commercial drivers' licenses at the Plant.

Mr. O'Connor presented Resolution 2023-2024-45, Authorizing Purchase of Explorer Through State Agency Contract.

Superintendent Kramer confirmed that the vehicle will be used for meter reads and compliances, and for transportation to training courses necessary for licenses. Kevin said it will replace a 2006 Crown Victoria which will be listed on Municibid.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2023-2024-45. **Vote:** All ayes

Mr. O'Connor presented Resolution 2023-2024-46, Award of Contract for Spot Sewer Repairs, confirming with Kevin Kramer that it relates to necessary repairs on Chestnut Hill Drive, as previously discussed, due to NJ American Water work performed years ago.

Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to adopt Resolution 2023-2024-46. **Vote:** All ayes

DIRECTOR OF PERSONNEL - BRIAN DUNWORTH

There were no personnel matters for discussion.

TREASURER - JAMES WUJCIK

Mr. Wujcik said the reports included in the package were in good order. He noted that User Charges are at 93% of budget and

total revenue is at 105% of budget at 11 months through the fiscal year. He added that there is a positive variance to budget of \$150,000.00 to date. He said capital expenditures are at 63%, debt service at 101% of budget and total expenditures at 80%.

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 \$230,889.47 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 two requisitions for Renewal & Replacement totaling \$65,607.88 and certified that funds are available.

#24-00539 Booth Mechanical, Inc.	\$ 7,780.00
#24-00580 Duke's Root Control	\$57,827.88

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

Mr. Wujcik submitted four invoices for Builder's Escrow totaling \$1,275.00.

To Alaimo:

#220035 Wawa Taylors Lane	\$ 51.25
#220036 Popeyes & Tim Hortons	\$ 652.50
#220037 Backstreet Mgmt - Wallace Blvd	\$ 51.25
#220039 James Ave - Anta Contractors	\$ 520.00

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

Chairman O'Connor asked if there were any other matters for discussion. Kim Fitzpatrick requested that Chairman O'Connor assign the review of proposals (received under the Fair and Open Process for Contracts) to Commissioners for her proper distribution. A brief discussion regarding the review process and deadline ensued.

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

The Board returned to open session at 7:15 PM on a motion made by Mr. O'Connor, seconded by Mr. Wujcik. Vote: All ayes

Mr. O'Connor directed Kim Fitzpatrick to officially cancel the meeting scheduled for January 29, 2024. Kim Fitzpatrick confirmed that the received proposals would be opened on January 12, 2024.

The meeting was adjourned at 7:17 PM.

Next meeting: Monday, February 12, 2024 at 6:30 PM