

Minutes - November 20, 2023

The regular meeting of the Cinnaminson Sewerage Authority was held on November 20, 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: Robert O'Connor, James Wujcik and Frank Szymkowski. John Conville was absent and Richard 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 not present.

Chairman Robert O'Connor read the following noting that the meeting had been rescheduled:

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)

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 October 16, 2023 for the Board's consideration.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve the regular session minutes of October 16, 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 November 9, 2023. Mr. Simpson noted the following:**

M-080-149 UV Disinfection System

This is coming along well. The design was adjusted per some give and take with the staff at the Plant and is approximately fifty percent complete.

M-080-150 Headworks Analysis

They are currently waiting for some sampling results from some of the potential dischargers of zinc in the system.

On developments:

M-081-155 James Avenue (Block 607, Lot 3.02)

Plans are being reviewed for a single family home connection.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville was absent. Administrator Kim Fitzpatrick reported that she enjoyed the AEA training she participated in, and she met some new people and received interesting information. She confirmed that Resolution 2023-2024-36, Service Charge, solidifies the Authority's ability to charge interest.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2023-2024-36, Service Charge. Vote: All ayes

Mr. O'Connor presented Resolution 2023-2024-38, Authorizing DCA Notice. Kim Fitzpatrick explained that because Authority rules allow for shut off of service to non-payment customers, even though not enforced by the Authority, the DCA requires a notice be sent. Kim confirmed that she drafted the resolution with the Solicitor's approval which states that the Authority may not shut off residential users' service between November 15, 2023 and March 15, 2024.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2023-2024-38. Vote: All ayes

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period October 16, 2023 - November 11, 2023**. Kevin reported the following:

Operations: Plant operations have been normal with no NJPDES permit violations during the period. He met with Carter Smith from Alaimo to discuss the UV upgrade and construction sequence. They are finishing preventative maintenance in the collection system.

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

Other: There are several pieces of equipment that Kevin would like to auction through Municibid with the Board's approval; a 2006 Ford Pickup, 2002 Crown Vic and a trailer. He will need to get comparable pricing and would require a resolution. The old pickup has been replaced with a new one and he is looking to replace the 2002 with a new SUV that will be used for compliances, meter reads, and training/schooling. He is looking for a new smaller trailer, to transport the Skidster that would only require a class B CDL. Employee Eric Irons is finishing up second meter reads and did a great job. An employee luncheon was held on November 3, 2023. He confirmed that two interviews were conducted for the open position and an offer was made to Tyler Clement (coming over from Cinnaminson Department of Public Works) and was accepted. The background check is in process and Mr. Clement has a tentative start date of December 4th.

DIRECTOR OF PERSONNEL - RICHARD STROBEL

Mr. Strobel confirmed his participation in the JIF training in conjunction with the AEA and noted the Authority will get a credit on premiums. He noted that he was very pleased with the information disseminated regarding Lost Time Accident Frequency; the Authority had 0 Lost Time. He said he will keep Commissioners posted regarding online training. He asked Kim to look into the previous date on the NJUA renewal. He confirmed that both Kim Fitzpatrick and Kevin Kramer attended the AEA meeting and said the training focused on technology.

TREASURER - JAMES WUJCIK

Mr. Wujcik said the reports included in the package were in good order. He noted that at $\frac{3}{4}$ of the way through the year, User Charges are at 80% of budget versus 78% last year at this time and total revenue is at 91% of budget versus 97% last year but he reminded the Board that there was a large collection fee last year. He said he remains confident that the budget will number

will be hit. He stated that in the last three months of last year, in excess of \$600,000.00 of fees were collected. He confirmed total expenditures at 80% of 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 \$203,236.62 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 presented Resolution 2023-2024-35, Quarterly Withdrawal in the amount of \$706,987.85 for operating and payroll expenses for the next three months.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2023-2024-35, Quarterly Withdrawal. Vote: All ayes

Mr. Wujcik submitted five invoices for Builder's Escrow totaling \$2,386.27.

To Alaimo:

#218980 Omschanty: Westfield	\$	787.86
#218979 Wallace Blvd-Backstreets	\$	682.09
#218978 Chic Fil A	\$	51.25
#218976 Wawa Taylors Ln	\$	415.66
Senior Living	\$	449.41

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 Resolution 2023-2024-37, Budget Approval. He confirmed that he met with Kim Fitzpatrick and Kevin Kramer. He stated that once again, they are recommending no rate increase in the budget for the new fiscal year. He stated revenues will remain level for the next budget, however, he said expenses will outpace revenues again which will call for the Authority to use unrestricted net balances by \$1,450,000.00. He asked the Commissioners to pay close attention to the section F4 - expenses. He said the cost to provide services is increasing \$169,000.00 year over year and Plant Maintenance is increasing by \$157,000.00 year over year which are the two

primary drivers of the expenditure increase. He confirmed that unrestricted funds were used to balance the budget for the current year. He stated that the Board will have to start discussing reviewing rates at some point in early next year.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2023-2024-37. Roll call vote taken: Mr. Strobel - aye, Mr. O'Connor - aye, Mr. Wujcik - aye, Mr. Szymkowski - aye

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

There was a brief discussion regarding rescheduling the next meeting.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to reschedule the December meeting to December 18 and to advertise a notice of rescheduled meeting as required. Vote: All ayes

The meeting was adjourned at 6:54 PM.

Next meeting: Monday, December 18, 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 November 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, November 20, 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**