

Minutes – February 12, 2024

The regular meeting of the Cinnaminson Sewerage Authority was held on February 12, 2024 in the conference room of the Township Building and commenced at 6:30 PM.

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.

On roll call those present were Board Members: Robert O'Connor, John Conville, James Wujcik, Frank Szymkowski and Brian Dunworth. Also in attendance were: Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer, Carmen Saginario, Authority Solicitor and Kevin Kramer, Superintendent of Operations.

Mr. Robert Giordano of 386 Park Avenue was in public attendance.

PUBLIC COMMENT

Mr. O'Connor opened the meeting to the public for comment. Mr. Robert Giordano was present to discuss the possibility of his residence being connected to sewer. He is located on the Maple Shade side of Rt. 73 in Cinnaminson and is currently on septic. He confirmed that most of his neighbors are also on septic, however, his one neighbor across the street has a sewer connection through Maple Shade. Mr. Giordano briefly described the nature and time frame of that connection according to his

neighbor. He stated that he called Maple Shade Utilities and was told they no longer do those connections. Kevin Kramer confirmed that he spoke with Mr. Giordano and contacted Mr. Gray at Maple Shade Utilities on Mr. Giordano's behalf. Mr. Gray requested an email from Kevin regarding the matter so that he could forward it to the Township Administrator. Kevin confirmed he sent the email but has not received a reply. Mr. O'Connor asked Mr. Simpson to discuss the sewer service map. Mr. Simpson said he will check the sewer service map to see how it addresses that area; he said it may be designated as part of the Maple Shade system. He confirmed that sewer was never run across Rt. 73 so as a matter of practicality, Cinnaminson has referred those residents to Maple Shade, who has always been very accommodating in the past. Mr. Simpson said he was unsure if Mr. Giordano's residence is located within Maple Shade's service area or if it is in Cinnaminson's. If in Cinnaminson's service area, it would have to go up to the DEP for sign off by both communities to allow for connection into a different sewer service area. There was some further discussion relating to Mr. Giordano's residence location, its relativity to Dana Run, and possible tie in options. Mr. Saginario asked that Kevin forward the email sent to Mr. Gray so that he and Mr. O'Connor may follow up directly with Maple Shade's Township Administrator. The Board thanked Mr. Giordano for coming to the meeting.

OLD BUSINESS

Mr. O'Connor noted there were draft regular and executive session minutes from January 8, 2024 for the Board's consideration.

Motion: Made by Mr. Wujcik and seconded by Mr. Szykowski to adopt the regular and executive session minutes of January 8, 2024 as submitted. Vote: All ayes

REORGANIZATION

The Chairman noted that the Secretary was absent, and therefore turned the meeting over to the Solicitor for the purpose of electing a Chairman for the Fiscal Year February 1, 2023 - January 31, 2024. Solicitor Carmen Saginario opened nominations for Chairman.

Motion: Made by Mr. Conville and seconded by Mr. Szymkowski to nominate Robert O'Connor as Chairman for the new fiscal year. Mr. Saginario asked if there were any other nominations and hearing none, closed the nominations. Roll call vote taken: Mr. Dunworth- aye, Mr. Conville - aye, Mr. Wujcik - aye, Mr. Szymkowski - aye, and Mr. O'Connor - aye

The meeting was turned over to the newly elected Chairman.

Motion: Made by Mr. O'Connor to nominate John Conville as Vice Chairman for the new fiscal year and Mr. Wujcik seconded the nomination. Mr. O'Connor asked if there were any other nominations and hearing none, closed the nominations. Vote: All ayes

Motion: Made by Mr. O'Connor to nominate Mr. James Wujcik as Treasurer for the new fiscal year and Mr. Szymkowski seconded the nomination. Mr. O'Connor asked if there were any further nominations and hearing none, closed the nominations. Vote: All ayes

Motion: Made by Mr. O'Connor to nominate Mrs. Judy Devone as Secretary for the new fiscal year and Mr. Wujcik seconded the nomination. Mr. O'Connor asked if there were any further nominations and hearing none, closed the nominations. Vote: All ayes

The Chairman declared all nominations closed.

Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to appoint the Burlington County Times as the Authority's legal newspaper and the Courier Post as the alternate legal newspaper, and to appoint Concentra (parent company of WORKNET) as the Authority's physician. Vote: All ayes

Mr. Saginario advised Mr. O'Connor that the resolutions could be done as a consent agenda if everyone had the opportunity to review the resolutions, and no one wanted to either abstain or discuss any of them.

Mr. Wujcik made a motion to adopt Resolutions 2024-2025-1, Appointment of Professionals; 2024-2025-2, Annual Notice of Meetings; 2024-2025-3, Staff Designations; 2024-2025-4, Designation of Banking Institutions; and 2024-2025-5, Chairman's Signature Authorization. Mr. Szymkowski seconded the motion. Vote: All ayes

Mr. O'Connor stated for the record that bids were received pursuant to a Fair and Open Process for the Appointment of Professionals. He confirmed that bids were received for Auditor, Solicitor and Consulting Engineer, and were reviewed and scored. He stated the Authority is very happy with its professionals and he congratulated those present. He confirmed that there were no bidders for Bond Counsel. Kim Fitzpatrick confirmed that the UV Project will require bonds. Mr. Saginario advised that the Authority should go back out to bid for Bond Counsel since the service will be needed.

Mr. Wujcik made a motion to reauthorize the advertisement of bids for Bond Counsel. Mr. Szymkowski seconded the motion.

Vote: All ayes

Appointments by Chairman:

Mr. James Wujcik - Director of Finance & Budget

Mr. Robert O'Connor - Director of Operations

Mr. Frank Szymkowski - Director of Construction

Mr. Brian Dunworth - Director of Personnel

Mr. John Conville - Director of Administration

Mr. John Conville - JIF Fund Commissioner

NEW BUSINESS

Mr. O'Connor noted the first new business item related to a potential change to bargaining group employees' uniforms. He confirmed with the Solicitor that it is a contract related matter. The item was tabled for discussion in executive session.

Mr. O'Connor asked Administrator Kim Fitzpatrick to discuss the next agenda item, Energy Procurement Options. Kim reported that she reached out to Loren Altshuler of Gable Associates, the company that helped the Authority in the past with its bid for energy services. Kim confirmed that last year after reaching out to Gable Associates, the Authority was advised that it was not a good time to bid for energy. Kim said that Loren confirmed it is now a good time to bid energy, and at Loren's request Kim provided Authority energy bills for review. Loren advised Kim that the Authority qualifies to become part of the NJSEM, a group formed under the statutes of the State, which allows authorities, townships and municipal utilities to pool resources to get better prices for energy services in an area. Kim explained this is accomplished by doing either a reverse online auction, a new process for the State which sometimes involves a specific time frame, or by a sealed bid if it looks to be a better fit for price. She said that Gable Associates would handle the entire bid process and when the bid is opened, they would give the Authority the results with a specific time frame to determine if it will work, or if the Authority wants to opt out. She said the other option is a company called EMX, who was at the AEA conference last year. She said EMX, which was recently sold, only does the reverse online auction; there is no option for a sealed bid. Kim said Gable Associates has a person that works directly with NJSEM. Mr. Wujcik confirmed with Kim

that the previous bid contract had expired and Gable Associates had advised that PSE&G had the lowest rates at the time. There was some further discussion. Mr. Wujcik, Mr. O'Connor and Mr. Saginario expressed that they had questions to direct to Gable Associates and asked Kim to see if Loren from Gable could attend next month's meeting.

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to review his **Engineer's Status Report dated February 4, 2024.**

Mr. Simpson said before he reviewed his report, he wanted to confirm that he was able to review the Authority's sewer service map from the County's website, and determined that the area on the other side of Rt. 73 (discussed earlier in the meeting) is designated as Maple Shade Park Avenue Wastewater Treatment Plant Service Area.

Mr. Simpson reviewed his report noting the following:

M-080-149 UV Disinfection System

Alaimo is still working to finish the electrical portion of the design.

M-080-150 Headworks Analysis

This was a study required by the State due to a spike in zinc discharges at the Plant. Alaimo has concluded from the analysis that the spike was an anomaly which has not been experienced since, and no new permit limits are required. The analysis will be submitted to the State.

M-080-151 Spot Sewer Repairs

A contract was awarded to Neri's Construction and a preconstruction meeting will be held later this month.

On developments:

M-081-136 Global - 1107 Rt. 130

Plans for Freddy's Frozen Custard and Steakburgers have been reviewed and approved.

M-081-150 Wallace Boulevard - Backstreets Management

Construction is finished and the bond can be released.

M-081-154 Westfield Friends School

There is construction ongoing to convert the old Bayard's Chocolate House to educational facilities.

Mr. Szymkowski presented Resolution 2024-2025-07, Release of Performance Bond - Backstreets Management, LLC, and made a motion to adopt the resolution. Mr. Wujcik seconded the motion. Vote: All ayes

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. O'Connor noted that the resolution relating to NJSEM was tabled and asked Mr. Conville to continue with Administration. Mr. Conville asked Kim Fitzpatrick to provide an administration update.

Kim said they have successfully rolled over from one fiscal year to the next and things are going well. They are getting ready for the audit. She confirmed they are currently mailing out delinquency notices to let customers know they have outstanding balances from the previous fiscal year and it will be subject to tax sale (which is yet unscheduled.)

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period January 8, 2024 - February 12, 2024**. Kevin reported the following:

Operations: Kevin said Plant operations are drying out at the Plant after peaking at approximately 3.9 MGD coming through due to storms/rain. No permit violations occurred.

Mr. Wujcik proposed, and the Board authorized, that Kim spend up to \$250.00 to purchase lunch for the staff to congratulate and thank them for their all their hard work and the extra hours spent to keep operations running well during this period. Mr. Wujcik asked that Kim let the Board know once the date was set. Mr. O'Connor commented that the flooding was so bad in the area that the employees were getting shuttled in and out on the vactor truck.

Kevin confirmed that Booth Mechanical replaced part of the force main at Fairfax Pumping Station due to severe corrosion.

Safety: Kevin is presently working on a schedule with Certified Health and Safety Services for safety training for 2024.

Other: Eric Irons passed his C1 exam and Todd Leonard passed his C2 exam.

Mr. O'Connor presented Resolution 2024-2025-08, Extension of Sodium Hypochlorite Contract and noted that it represents a very small increase. Mr. Simpson explained that under local public contract law, there is a federal government index for state and

local purchases and the index only went up 1%, which was the limit that they could increase the contract if extended and they agreed to it.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2024-2025-08, Extension of Sodium Hypochlorite Contract. Vote: All ayes

DIRECTOR OF PERSONNEL - BRIAN DUNWORTH

Mr. Dunworth asked Kevin Kramer to discuss his letter of recommendation for an employee promotion. Kevin briefly discussed the employee's credentials and qualifications, noting that he is an excellent employee and a fast learner. Kevin added that he sees the employee's potential for growth and taking on more responsibility within the Authority in the future.

Motion: Made by Mr. Dunworth and seconded by Mr. Wujcik to promote Eric Irons from Operator D to Operator C. Vote: All ayes

TREASURER - JAMES WUJCIK

Mr. Wujcik said the general ledger, abbreviated expenditure, check registry, year to date revenue collection and capital expenditure reports included in the package were all in good order. He said total revenue collection came in at 117% of budget, User Charges at 105%. Connection Fees were at 768% (due to Azalea connection). He said interest income was at 287% of budget. On the capital expenditure side, he confirmed that total Capital Expenditures came in under budget at 84%.

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 \$176,066.48 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 \$54,167.75 and certified the funds are available.

#24-00605 Booth Mechanical	\$ 4,600.00
#25-00012 Alaimo Group	\$ 5,037.75
#25-00013 Alaimo Group	\$44,530.00

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 \$5,915.74.

To Alaimo:

#220038 Omshanty:Westfield	\$ 4,276.13
#220633 Omshanty:Westfield	\$ 1,485.86
#220630 WaWa Taylors Ln	\$ 153.75

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 submitted four deletions from the month of January totaling \$1,056.00 and certified the funds are available.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve the deletions and credit the customers' accounts accordingly. Vote: All ayes

Mr. Wujcik presented Resolution 2024-2025-06, Quarterly Withdrawal with total estimated expenses of \$915,189.29.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2024-2025-06, Quarterly Withdrawal. Vote: All ayes

Mr. Wujcik presented Resolution 2024-2025-09, Refund of Revenue - Pro Cap 8, LLC. He stated this is a refund for \$66.96 having to do with a tax certificate that was redeemed. It is a refund of an overpayment of interest to the certificate holder.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2024-2025-09. Vote: All ayes

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

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

The Board returned to open session at 7:21 PM on a motion by Mr. O'Connor, seconded by Mr. Wujcik. Vote: All ayes

Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to authorize the Solicitor to prepare an MOA consistent with the discussion held in executive session to be formally approved at the next meeting. The motion also authorizes the administration of the program to begin immediately and the purchase of a washer and dryer for the Plant. Vote: All ayes

The meeting was adjourned at 7:23 PM.

Next scheduled meeting: Monday, March 11, 2024 at 6:30 PM