

**Minutes - March 11, 2024**

The regular meeting of the Cinnaminson Sewerage Authority was held on March 11, 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 2024 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 and Brian Dunworth. Frank Szymkowski was absent. Also in attendance were: Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer, Carmen Saginario, Authority Solicitor and Kevin Kramer, Superintendent of Operations.

Ms. Loren Altshuler of Gable Associates and Ms. Lori Hayes D'Arpino, resident of 1416 Riverton Road, were in public attendance.

Mr. O'Connor reported that the Township Committee reappointed Mr. John Conville to another term on the Authority Board and Solicitor Carmen Saginario swore Mr. Conville in as Commissioner.

**PUBLIC COMMENT**

Mr. O'Connor opened the meeting to the public for comment and heard none.

**OLD BUSINESS**

Mr. O'Connor noted there were draft regular and executive session minutes from February 12, 2024 for the Board's consideration.

**Motion: Made by Mr. Conville and seconded by Mr. Wujcik to adopt the regular and executive session minutes of February 12, 2024 as submitted. Vote: All ayes**

Mr. Wujcik asked about the resident at the previous meeting on the Maple Shade side of Cinnaminson, and Mr. Saginario confirmed that he sent an email and, subsequently, a formal letter to Maple Shade's Township Administrator but no response has been received. Mr. Wujcik also asked about the employee uniforms and Mr. Saginario confirmed that he will be drafting an MOA for the next meeting.

**NEW BUSINESS**

Ms. Loren Altshuler of Gable Associates was present to discuss the Authority's bid for energy. She explained that Kim had contacted her a few weeks to see if it was a good time to bid for energy. She confirmed that the energy markets which were very expensive in 2022, have come down a bit and she is seeing some improvement. She said that the Authority can choose to bid as a stand-alone or may wish to consider joining the NJSEM (NJ Sustainable Energy Joint Meeting) which she came to discuss at the request of the Board. She provided an informational handout on the NJSEM and briefly discussed its current membership. She reviewed and answered the Commissioners questions regarding bidding and the timing of opting out of a bid. Ms. Altshuler stated that the products have changed in the marketplace in the past few years. She explained that usually you have fixed charges, capacity and transmission, and variable charges, your energy supplies in cents per kilowatt hr., in your cost components. She reported that recently when going out to bid, they are not just buying on a cent per kilowatt hour basis for everything, but are going out to bid for the energy components. She said passed through on the bill are the fixed pieces, so if someone uses more or less capacity and transmission, you are not necessarily subsidizing others. She confirmed that is why she felt joining the NJSEM is an option to consider. There was further discussion regarding pros and cons, and Ms. Altshuler suggested, and the Board agreed, that she request indicative

quotes for the Authority which can be compared to the Authority's current rate as well as NJSEM's current rate. She said by the time the quotes come back, she will likely also have a feel for where the tariff is heading. She will review the contracting documents to see if they are still current and be in contact with Kim Fitzpatrick. The Board thanked her for coming to the meeting.

Mr. O'Connor reopened the meeting to the public as a resident had entered. Ms. Lori Hayes D'Arpino of 1416 Riverton Road was present to discuss an issue relating to what she believes was caused by the installation of a sign on her property by the Township. She said she was initially unaware of the water issue until she was notified by NJ American Water that there may be a problem, but she admitted to allowing the situation to go unresolved. She confirmed that she has already paid a sewer bill of approximately \$3,000.00 and has a current bill between \$5,000.00-\$6,000.00. She reported that water has been shut off for her property for almost two years. She stated that her husband is retired and she is a social worker. She confirmed that she grew up in Cinnaminson and her whole family still lives in town. She reported that her son is a plumber who initially shut off her water while he worked to try to resolve the problem. She confirmed the leak has been repaired but said the water company will not restore her water service now due to her large (\$9,000.00) unpaid bill. She is requesting relief from the Sewerage Authority due to her water usage being the result of a water leak that did not enter the sewer system. Kim Fitzpatrick confirmed that Authority Rules and Regulations require a credit from NJ American Water and proof that the issue has been fixed which is what Kim told Ms. D'Arpino in 2021. Kim stated that her note in the computer system shows that Ms. D'Arpino called on June 7, 2021 regarding her 2020 delinquency notice, and Kim instructed her then that her usage was high. Ms. D'Arpino confirmed to Kim that she would call NJ American Water at that time. Kim said she heard from Ms. D'Arpino again in August of 2022 when Ms. D'Arpino said that the water company would give her a credit, and Kim told her she would just need the credit paperwork and proof of the repair. Kim reported she did not hear back from Ms. D'Arpino again until February of this year. Ms. D'Arpino stated she spoke with someone else in the office regarding a bill and a possible arrangement for a payment plan that she had received. Ms. D'Arpino said she asked about an adjustment to the bill at that time. Kim stated that neither she nor Amy has the ability to make an adjustment without the required documentations. The Board directed Ms. D'Arpino to submit a letter documenting the issue and proof of its repair (if by her son, to include a copy of his plumber's license) so

that they can take the matter under advisement. Mr. Wujcik said that once the documentation is received and is in order, he would be happy to advocate on her behalf with the water company. The Board thanked Ms. D'Arpino for coming to the meeting.

**DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI**

Mr. Szymkowski was absent. Mr. O'Connor asked Mr. Simpson to review his **Engineer's Status Report dated March 7, 2024**.

Mr. Simpson reviewed his report noting the following:

**M-080-150 Headworks Analysis**

He will be submitting the report this month with the conclusion that no new permit limits are required.

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

A preconstruction meeting with Neri's Construction was held on March 7, 2024 and the repair work will begin shortly.

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

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

**On developments:**

Mr. Simpson confirmed they also reviewed simple connections made on 1503 Taylors Lane, a single property, and 706 Snowden Avenue, a single property.

**DIRECTOR OF ADMINISTRATION - JOHN CONVILLE**

Mr. Conville presented Resolution 2024-2025-11, Appointment of Bond Counsel which awards the contract to the firm of Raymond Coleman Heinold LLP.

**Motion: Made by Mr. Wujcik and seconded by Mr. Conville to adopt Resolution 2024-2025-11. Vote: All ayes**

Mr. Conville presented Resolution 2024-2025-12, Adopt Service Agreement with Empower. Kim Fitzpatrick confirmed that Empower is the company that handles the Authority's deferred compensation and is now part of the New Jersey State Contract. She said that the State prepared the resolution and the agreement. Mr. Conville stated the letter states this is due to a change in corporate structure, and Solicitor Saginario confirmed that the resolution and agreement do not seem to be problematic.

**Motion: Made by Mr. Conville and seconded by Mr. Wujcik to adopt Resolution 2024-2025-12. Vote: Mr. Dunworth abstained; all others aye.**

Mr. Conville asked Kim Fitzpatrick to provide an Administration update. Kim reported that they are starting the audit process and are gearing up for the first single billing cycle.

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

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period February 12, 2024 - March 11, 2024**. Kevin reported the following:

**Operations:** Kevin confirmed they are still seeing higher flows at the Plant. They are working under wet weather procedures and adding polymer into the settling tanks as needed; he said there has been a little bit of extra overtime. There were no permit violations during the period.

He is just about finished submitting final annual reports due for 2023. He reported that he received notice from DEP that the 2023 1<sup>st</sup> Quarter Dewatered Sludge SQAR results had some higher than normal results (noted in a chart in his Superintendent's Report). He was told to continue to monitor those substances.

There are 12 primary pneumatic actuators which affect the dewatering operation and several are not opening and closing correctly. Kevin confirmed that Alaimo will meet with him to discuss the cost to upgrade to electric actuators.

**Safety:** Safety training with Certified Health and Safety Services will begin on March 20, 2024. Assigned mandatory cyber security online training is being done by the employees in-house towards the end of the work day and is to be completed by June. Kevin and Mike Minutola attended the NJUA JIF Safety kickoff meeting on February 28, 2024.

**Other:** Tyler Clement has finished his probation period and moved to Operator D, and Kevin is very pleased with his work.

**DIRECTOR OF PERSONNEL - BRIAN DUNWORTH**

Mr. Dunworth confirmed he had nothing for discussion under personnel as employee uniforms were previously discussed.

**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 is up slightly year over year.

**Motion: Made by Mr. Wujcik and seconded by Mr. Conville 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 \$248,686.01 and certified that funds are available.

**Motion: Made by Mr. Wujcik and seconded by Mr. Conville to approve payment of Operating Invoices and Payroll Expenses as submitted. Vote: All ayes**

Mr. Wujcik submitted four requisitions for Renewal and Replacement totaling \$62,785.08 and certified the funds are available.

#24-00609 Booth Mechanical	\$40,010.08
#24-00637 Booth Mechanical	\$ 9,230.00
#25-00050 Booth Mechanical	\$ 4,600.00
#25-00057 Booth Mechanical	\$ 8,945.00

**Motion: Made by Mr. Wujcik and seconded by Mr. Conville to approve payment of the Renewal and Replacement requisitions as submitted. Vote: all ayes**

Mr. Wujcik submitted two invoices for Builder's Escrow totaling \$988.75.

To Alaimo:

#220631 Lidl	\$ 366.25
#220632 Wallace Blvd. Backstreets Mgmt.	\$ 622.50

**Motion: Made by Mr. Wujcik and seconded by Mr. Conville to approve payment of the Builder's Escrow invoices as submitted. 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 a litigation item, results to be disclosed when no longer prejudicial to the interests of the Authority. Mr. Wujcik seconded the motion. Vote: All ayes Time: 7:36 PM**

**The Board returned to open session at 7:58 PM on a motion by Mr. O'Connor, seconded by Mr. Wujcik. Vote: All ayes**

The meeting was adjourned.

Next scheduled meeting: Monday, April 8, 2024 at 6:30 PM