

Minutes - April 8, 2024

The regular meeting of the Cinnaminson Sewerage Authority was held on April 8, 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, 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.

Ms. Lori Hayes D'Arpino, resident of 1416 Riverton Road, was in public attendance.

PUBLIC COMMENT

Mr. O'Connor opened the meeting to the public for comment. Ms. D'Arpino, resident of 1416 Riverton Road who discussed an issue regarding a leak on her property at a previous meeting, was present to provide a letter from her son (her plumber) detailing events relating to her issue. Solicitor Saginario asked that she provide a chronology of all events. Ms. D'Arpino showed photos and video on her phone to the Board, and Chairman

O'Connor asked that she forward all such relevant items via email to the Administrator for the Board's review and consideration.

OLD BUSINESS

Mr. O'Connor said there were draft regular and executive session minutes from March 11, 2024 for the Board's consideration. Mr. Saginario noted that he had reviewed the regular session minutes with the Secretary and recommended an edit on page 11 in the first paragraph under New Business. He suggested changing "passed through" to "pass-through". He confirmed he had no recommended changes to the executive session minutes.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt the regular session minutes with the edit recommended by the Solicitor and to adopt the executive session minutes of March 11, 2024 as submitted. Vote: All ayes

Mr. O'Connor asked about the Energy Bid and Kim Fitzpatrick confirmed she was awaiting further information from Gable Associates.

Mr. O'Connor updated the Board regarding a resident's request for sewer connection of 386 Park Avenue, Cinnaminson which is in the Maple Shade sewer service area. Mr. O'Connor reported that he spoke directly with the Mayor of Maple Shade, who confirmed that they are not opposed to the connection, however, they have capacity concerns at their plant. The Mayor requested a written statement from the Authority's engineer as it is a Cinnaminson resident, in conjunction with Maple Shade's engineer confirming verification of capacity for the connection. Mr. Saginario briefly discussed his conversations with Maple Shade Township and confirmed he will help bring about a resolution. For the record, Mr. O'Connor reported that Maple Shade's Mayor personally knows the resident, thinks highly of him and wants to help.

NEW BUSINESS

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

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

Mr. Simpson reviewed his report noting the following:

M-080-149 UV Disinfection System

Alaimo is still working on the design and he has started working on the Infrastructure Bank forms to keep things moving.

M-080-150 Headworks Analysis

He made revisions to the report today and it will be ready to go to the State later this week.

M-080-151 Spot Sewer Repairs

This is substantially complete with the exception of final paving.

On developments:**M-081-124 WAWA (Taylors Lane)**

A revised punch list was issued on March 5, 2024; as-builts are missing.

M-081-156 706 Snowden Lane

Plans were approved for the construction of a single family home.

M-081-157 1503 Taylors Lane

Plans were approved for the connection of an existing commercial building. Connection fees were paid quite some time ago for this building but the connection was never made so it will be connected.

M-081-158 Habitat for Humanity - Block 423

Plans for the construction of three duplex residential buildings were approved. Alaimo is assisting Habitat's engineer to get their application finalized.

Mr. Szymkowski presented Resolution 2024-2025-13, Release of Performance Bond - Excalibur Properties LLC.

Motion: Made by Mr. Szymkowski and seconded by Mr. Conville to adopt Resolution 2024-2025-13. Vote: All ayes

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Kim Fitzpatrick for an update. Kim reported to the Board that financial disclosure emails are being sent from Lisa at the Township.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period March 11, 2024 - April 8, 2024**. Kevin reported the following:

Operations: He confirmed conditions continue to be wet at the Plant. They are using polymer as needed and overtime has been

up a bit. There were no permit violations during the period. He contacted ASL Environmental for a quote for PFAS testing to get baseline data per recommendation by the DEP, although, currently there are no limits.

Safety: Confined Space and lockout/tagout training took place on March 20, 2024, and SPCC/WPPP and Respiratory Protection with Fit testing was on March 27, 2024.

Other: Jake Sanchez was approved to take his C1 exam. Kevin is renewing the permit with Delcora in order to continue to haul activated sludge there. Neri's Construction has completed all repairs and will pave when the weather clears up.

Mr. O'Connor presented Resolution 2024-2025-14, Award of Contract Whole Effluent Toxicity Lab Services. He reported that there was a 21% increase but the bid is in order and Mr. Simpson recommends the award. Mr. Simpson confirmed that he has reached out to other labs in the past and this is the only lab who responds that is able to do the work and close enough to conduct the sampling.

Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to adopt Resolution 2024-2025-14. Vote: All ayes

Mr. O'Connor discussed Alaimo's proposal for the PST Actuator Upgrades confirming the estimate is for \$185,000 in construction costs. Mr. Wujcik confirmed with the Administrator that the project was not included in the capital budget.

Motion: Made by Mr. O'Connor to authorize the bid for the PST Actuator Upgrades and seconded by Mr. Szymkowski. Vote: All ayes

DIRECTOR OF PERSONNEL - BRIAN DUNWORTH

Mr. Dunworth presented the Memorandum of Agreement for Uniforms noting it was previously discussed. Solicitor Saginario confirmed with Mr. Dunworth that the agreement was signed by the bargaining group and stated the Board had already passed the motion to approve the MOA. The Chairman will execute the original agreement.

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 was at 8% due to the change in billing cycle (there was no billing in March) and noted total capital expenditures at 20%.

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 \$217,241.86 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 release of escrow in the amount of \$10,543.76 to CSH Siena, LLC.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve the release of escrow as submitted. Vote: All ayes

Mr. Wujcik submitted eight requisitions for Renewal and Replacement totaling \$52,667.85 and certified the funds are available.

#25-00061 Booth Mechanical	\$ 4,270.00
#25-00096 Alaimo	\$ 14,090.00
#25-00097 Alaimo	\$ 930.10
#25-00108 Alaimo	\$ 277.50
#25-00109 Alaimo	\$ 16,121.25
#25-00056 Booth Mechanical	\$ 5,121.00
#25-00115 Booth Mechanical	\$ 9,283.00
#24-00582 Networks Plus	\$ 2,575.00

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 six invoices for Builder's Escrow totaling \$1,461.25.

To Alaimo:

#220894 Global Freddy's	\$ 783.75
#220895 Wallace Blvd Backstreets Mgmt.	\$ 51.25
#220893 Wawa Taylors Ln	\$ 153.75
#220896 Omshanty Westfield	\$ 42.50
#221542 Merve Realty	\$ 376.25
#221541 C. Meekins 709 S Snowden	\$ 53.75

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 presented Resolution 2024-2025-15, Budget Transfers, in the amount of \$109,972.66 to close out the 2023-2024 budget.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2024-2025-15 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. Szymkowski seconded the motion. Vote: All ayes Time: 7:07 PM

**The Board returned to open session at 7:22 PM on a motion by Mr. O'Connor, seconded by Mr. Szymkowski. Vote: All ayes
The meeting was adjourned.**

Next scheduled meeting: Monday, May 13, 2024 at 6:30 PM