

Minutes – May 13, 2024

The regular meeting of the Cinnaminson Sewerage Authority was held on May 13, 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 Frank Szymkowski. Brian Dunworth was absent. Also in attendance were: Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer, Carmen Saginario, Authority Solicitor and Kevin Kramer, Superintendent of Operations.

PUBLIC COMMENT

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

OLD BUSINESS

Mr. O'Connor noted that the April regular and executive session minutes would be held until the next meeting.

Mr. O'Connor updated the Board on the Energy Bid noting that Administrator Kim Fitzpatrick sent some information from Gable Associates. He confirmed that after examination of the

Authority's utility bills, he noted that the current blended rate on the higher usage accounts is lower with the utility than it would have been through the consultant or with the aggregation program.

NEW BUSINESS

Kim Fitzpatrick briefly updated the Board regarding an opportunity to take part in an early rollout of Edmunds new financial software, Sabre (information sheet provided.) She would like to take advantage of the opportunity to learn the program while support lines are not overwhelmed. She confirmed the financial module is the only one being rolled out at this time, and noted that the desktop programs will be eliminated eventually due to popularity of web-based programs. She participated in a demonstration and was very pleased with it. She confirmed there is no cost; they are looking for feedback, and she provided information on security. The Board authorized participation in the early rollout.

Mr. O'Connor briefly reviewed information on the renewal of the Delta Dental Plan noting new one party, two party and three party rates at a .25% increase for a 1-yr. renewal.

Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to authorize a 1-yr. renewal with Delta Dental based on the quote provided. Vote: All ayes

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to review his **Engineer's Status Report dated May 9, 2024.**

Mr. Simpson reviewed his report noting the following:

M-080-149 UV Disinfection System

This design should be submitted to the NJDEP and the Infrastructure Bank this month.

M-080-151 Spot Sewer Repairs

Neri's Construction is done. They are waiting for the settlement period to be over and then they can come back and pave the trenches.

M-080-152 Settling Tank Valve Activators

Plans and specifications for this project are just underway.

On developments:

M-081-158 Habitat for Humanity - Block 423

Plans for the construction of three duplex residential buildings were approved. There is a 50% reduction in connection fees due to the project involving affordable housing units.

Solicitor Saginario asked Mr. Simpson about Chick-Fil-A & Retail (**M-081-147**); if the revisions requested would result in any delay or further approvals. Mr. Simpson confirmed that Alaimo requires the proper location of the sewer manhole that they plan to tie into and is aware the project is awaiting rights to the property.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked for an update from Administrator Kim Fitzpatrick. Kim reported that the first month with the new, single billing cycle went well and they are very pleased with the change.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period April 8, 2024 - May 13, 2024**. Kevin noted the following:

Operations: Conditions are drying out at the Plant. There were two permit violations during the period: for Oil and Grease on April 2, 2024 due to high flows and for Fecal Coliform on April 16, 2024 due to a pump malfunction. The monthly average was under the permit limit for fecal coliform so it will not require an affirmative defense. DEP was notified on both issues and Kevin is working with Mr. Simpson on an affirmative defense for the Oil and Grease violation.

Kevin is setting up sampling for PFAS to get a baseline readings and is awaiting sample bottles. Quarterly maintenance at the Plant and repairs to primary tanks were completed by Jake Sanchez, Colton Watson and Tony Cancila, and Collection System quarterly maintenance was completed by Matt Naisby and John Kenkellen.

Safety: Confined Space training was on May 1, 2024 with Certified Health and Safety and the Cinnaminson Fire Department.

Other: The new Ford explorer was received. Kevin attended a class on Geographic Information System (GIS), a tool for digitally mapping collection systems, at the NJWEA Conference on May 6, 2024, and would like to work with Mr. Simpson to get some

preliminary information on cost to the Authority. Kim Fitzpatrick pointed out that this software would potentially help with more effective planning and bidding based on the information, eliminating spot repairs and some emergency work. Tony Cancila, Jake Sanchez and Colton Watson attended a maintenance class at the conference on May 8, 2024.

DIRECTOR OF PERSONNEL - BRIAN DUNWORTH

Mr. Dunworth was absent. There were no personnel items for discussion.

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 User Charges are at 26% of budget, slightly higher than last year and total revenue at 26% of budget. Interest income continues to trend nicely and noted total expenses at 23% 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 \$198,034.92 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 ten requisitions for Renewal and Replacement totaling \$179,809.54 and certified the funds are available.

#25-00001	Gentilini Motors	\$ 52,316.85
#25-00099	Booth Mechanical	\$ 11,900.00
#25-00169	Alaimo Group	\$ 6,853.67
#25-00170	Alaimo Group	\$ 9,670.00
#25-00164	Booth Mechanical	\$ 13,310.00
#25-00126	Booth Mechanical	\$ 7,200.00
#25-00191	Booth Mechanical	\$ 4,850.00
#25-00190	Booth Mechanical	\$ 7,550.00
#25-00112	Franklin Trailers Inc.	\$ 12,995.00
#25-00214	Neri's Construction & Rental	\$ 53,164.02

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 five invoices for Builder's Escrow totaling \$2,956.99.

To Alaimo:

#221900 709 S Snowden	\$	188.35
#221540 Wallace Blvd - Backstreets Mgmt.	\$	496.26
#221539 Excalibur - 1704 Taylors Ln	\$	1,239.83
#221597 Excalibur - 1704 Taylors Ln	\$	430.00
#221901 Merve Realty 1503 Taylors Ln	\$	602.55

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 three deletions from the month of April totaling \$587.40 and certified 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 2024-2025-16, Refund of Revenue, in the amount of \$218.00. He reported that a payment was made in error by a previous property owner.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2024-2025-16. Vote: All ayes

Mr. Wujcik presented Resolution 2024-2025-17, Quarterly Withdrawal in the amount of \$733,939.29.

Motion: Motion made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2024-2025-17. Vote: All ayes

Mr. O'Connor reported that he and Mr. Wujcik were unavailable for the July meeting and there was a brief discussion.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to cancel the July 8, 2024 regular scheduled meeting. Vote: All ayes

Mr. O'Connor asked if there were any other matters for discussion and heard none. The meeting was adjourned. Time: 7:02 PM

Next scheduled meeting: Monday, June 10, 2024 at 6:30 PM