

Minutes - June 10, 2024

The regular meeting of the Cinnaminson Sewerage Authority was held on June 10, 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, Brian Dunworth, James Wujcik and Frank Szymkowski. Also in attendance were: Kimberly Fitzpatrick, Administrator, Kevin Kramer, Superintendent of Operations and Wayne D. Simpson, Authority Engineer. Mr. Robert Giordano, resident of 386 Park Avenue, was in public attendance.

PUBLIC COMMENT

Mr. O'Connor opened the meeting to the public for comment. Mr. Robert Giordano, resident of 386 Park Avenue, was present to inquire about his previously discussed sewer service connection (his residence in Cinnaminson is located within Maple Shade's sewer service area.) Chairman O'Connor gave him an update regarding his discussions with the Maple Shade's Mayor. The Mayor mentioned he would bring up the connection at the next Town Council Meeting for discussion and a vote, and Mr. O'Connor suggested that Mr. Giordano attend Maple Shade's Town Council Meeting on Wednesday, June 12th. Mr. Wujcik suggested that Mr.

Giordano touch base with the Mayor prior to the meeting. Mr. Simpson answered Mr. Giordano's questions regarding pipe size and possible tie in by his neighbors. Mr. O'Connor asked Mr. Giordano to report back to the Administrator or Superintendent after the meeting.

OLD BUSINESS

Mr. O'Connor presented the regular and executive session minutes of April 8, 2024 for the Board's consideration.

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

Mr. O'Connor presented the regular session minutes of May 13, 2024 for the Board's consideration.

Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to adopt the regular session minutes of May 13, 2024 as submitted. Vote: Mr. Dunworth abstained; all others aye.

NEW BUSINESS

Mr. O'Connor briefly discussed the letter dated May 16, 2024 from Auditor, Michael Holt, regarding the Authority's connection fee. He confirmed that according to Mr. Holt's calculation the maximum connection fee that may be charged is \$6,570.00 and the current connection fee is \$6,500.00. Mr. O'Connor stated that Mr. Holt did not recommend a rate increase at this time. The Board was in agreement with the Auditor's recommendation.

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to review his **Engineer's Status Report dated June 6, 2024**.

Mr. Simpson reviewed his report noting the following:

M-080-149 UV Disinfection System

The design for this project is about 80% finished.

M-080-150 Headworks Analysis

The report was submitted to the NJDEP; Mr. Simpson is hopeful they will accept Alaimo's recommendation.

M-080-152 Settling Tank Valve Activators

Plans and specifications for this project are approximately 50% complete.

On developments:**M-081-159 U-Haul (2101 Route 130)**

Plans were reviewed for the expansion of the existing U-Hall facility and connection of both the existing and new building into the sewer system. Revisions to the plans were requested.

Kim Fitzpatrick confirmed that they are currently looking into the status of whether U-Haul has a sewer connection or is using septic there. She said there may have been a connection made years ago.

Mr. O'Connor stated that Wawa Taylors Lane is looking for the release of the performance bond. He confirmed that Alaimo has reviewed items and there are a few outstanding. Mr. O'Connor reported that he spoke with the Solicitor, who recommended that the Board considers a conditional release of the performance bond upon approval by Alaimo so that Wawa does not have to wait until after the August meeting. Mr. O'Connor said a memorializing resolution would follow at the August meeting.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to authorize the release of the Wawa Taylors Lane performance bond conditioned on Alaimo's approval with a memorializing resolution to follow at the next meeting. Vote: All ayes

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked for an update from Administrator Kim Fitzpatrick. Kim reported that a check for \$265.00 was received from the State for unclaimed property.

Mr. Conville asked about a JIF Workman's Compensation audit and Kim confirmed it was completed.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period May 13, 2024 - June 10, 2024**. Kevin noted the following:

Operations: Plant conditions have returned to normal with approximately 1.4 MGD coming into the Plant.

The second letter requesting an affirmative defense for violations was submitted to the DEP and included ways to prevent them moving forward. The samples for PFAS were sent out and the results were received back today. There was a non-detect for

Biosolids, and results for Influent and Effluent but limits have not yet been set.

Safety: The last safety training course for the year was conducted on May 29, 2024 on Blood borne Pathogen & Hands on Fire Safety.

Other: Kevin will be training a Department of Public Works employee for his CDL road test.

He has submitted the renewal testing form for the Authority's permit with Delcora.

Kevin asked the Board for thoughts regarding a new logo for the Authority and presented a sample. He is hoping to bring back a few more samples for the August meeting.

DIRECTOR OF PERSONNEL - BRIAN DUNWORTH

Mr. Dunworth confirmed with the Superintendent that the uniform changes were working out well.

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 confirmed total revenues at 29% of budget and total capital expenditures at 38% 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 \$299,366.76 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 five requisitions for Renewal and Replacement totaling \$21,762.23 and certified the funds are available.

#25-00119 Apex Services Inc	\$ 5,600.00
#25-00197 Booth Mechanical Inc	\$ 1,200.00
#25-00233 Booth Mechanical Inc	\$ 4,600.00
#25-00234 Alaimo Associates	\$ 910.98
#25-00235 Alaimo Associates	\$ 9,451.25

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 \$3,736.28.

To Alaimo:

#222346 Global - Freddy's	\$	868.76
#222347 J.Colon Habitat for Humanity	\$	806.25
#221896 WaWa Taylors Lane	\$	53.75
#221538 WaWa Taylors Lane	\$	1,233.76
#221898 2390 Church Rd	\$	720.01
#221899 2404 Church Rd	\$	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 submitted three deletions from the month of May totaling \$2,112.00 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. O'Connor reported that the Authority had planted a tree in memory of Secretary Judy Devone's mother who had passed away in May and he indicated the copy of the certificate. He confirmed that Judy has been with the Authority for twenty years and expressed his condolences. Judy thanked the Board and staff for their kindness and generous donation.

Mr. O'Connor reminded the Board that there would be no meeting in July.

Mr. O'Connor asked if there were any other matters for discussion and heard none. The meeting was adjourned.
Time: 7:00 PM

Next scheduled meeting: Monday, August 12, 2024 at 6:30 PM