

## **Minutes - July 14, 2025**

The regular meeting of the Cinnaminson Sewerage Authority was held on July 14, 2025 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 2025 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, Brian Dunworth and James Wujcik. John Conville and Frank Szymkowski were absent. Also in attendance were: Kimberly Fitzpatrick, Administrator, Kevin Kramer, Superintendent, Wayne Simpson, Engineer and Carmen Saginario, Solicitor. Present in public attendance were representatives from Insurance Brokers, Inc., Jason DeMarco and Carrie Specht along with Megan from The Difference Card. Mr. Charles Staub also joined public attendance.

### **PUBLIC COMMENT**

Chairman O'Connor opened the meeting to the public for comment and hearing none, moved to Old Business.

### **OLD BUSINESS**

Mr. O'Connor presented regular session minutes from May 12, 2025 for the Board's consideration. Mr. O'Connor confirmed with Solicitor Saginario that he had reviewed the minutes.

**Motion: Made by Mr. Wujcik and seconded by Mr. O'Connor to adopt the regular session minutes of May 12, 2025 as submitted. Vote: All ayes**

**NEW BUSINESS**

Representatives of Insurance Brokers, Inc., Jason DeMarco and Carrie Specht along with a representative from The Difference Card HRS Solution program, Megan, were present to discuss a health insurance option due to rising costs of healthcare and NJ State Health Benefit Premiums. Jason reported that he contacted two health insurance funds but both declined to quote, and he looked into private insurance options but the plans were more expensive and not comparable to the current plan. He stated he was looking to find something that would not interrupt the current benefits or the networks, but that would help control costs. He explained that the Authority can switch within the State Health Benefits Plan from the current NJ Direct \$10 to the NJ Direct \$20/\$35 with The Difference Card + HRA Solution keeping the same networks. He distributed financial proposal packets which included plan renewal rates, estimated cost and projected 5-yr. savings to the Authority, and a summary of benefits and how employees would utilize The Difference Card. Mr. Wujcik confirmed with Jason that the renewal rates indicated in the packet were based on what was presented on July 9<sup>th</sup> which gets voted on July 28<sup>th</sup>.

Megan spoke briefly about the State Health Benefits Plan's rising costs and pending law before reviewing how the NJ Direct \$20/\$35 Plan works with The Difference Card. Mr. Saginario confirmed with Megan that the Authority must allow employees to stay in the NJ Direct 10 if they so choose, and that the Authority is billed by The Difference Card program at the corresponding amounts listed for Primary Care, Specialist, ER, Deductible and Rx. Megan explained that the NJ Direct \$20/\$35 base rates are lower than NJ Direct 10 so employees are saving money in their payroll deductions and the Authority sees cost savings. Mr. Saginario stated that under the current plan the only liability that the Authority has is whatever its percentage is of the healthcare premium. He confirmed with Megan that the savings the Authority would see with the NJ Direct \$20/\$35 base rates would in turn be used to self-fund the employees' claims in the categories mentioned. There was some further discussion and Mr. O'Connor confirmed with Megan that the liability the Authority would have is \$2,200 per employee, plus possibly a few other copays after deductibles are met. There was some further discussion regarding the Authority's flexible savings account. Mr. O'Connor requested that an analysis of premium rates'

savings and potential liability to the Authority, once renewal rates for both the NJ Direct 10 and NJ Direct \$20/\$35 are set, be provided for the Board's review at the August meeting. The Board thanked Jason, Carrie and Megan for their time.

**DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI**

Mr. Szymkowski was absent. Mr. O'Connor asked Mr. Simpson to review his **Engineer's Status Report dated June 26, 2025** and Mr. Simpson noted the following:

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

The application for the TWA permit has been deemed "Administratively Complete" by the DEP and there is a resolution tonight for the application for funding from the NJ Water Bank.

**On developments, Alaimo has been going out and checking progress on projects per below:**

**M-080-130 2716 Branch Pike**

The site was visited by Alaimo on April 30, 2025 and construction has not commenced. Administrator Kim Fitzpatrick confirmed that the property is being sold.

**M-081-147 Chick Fil A & Retail**

Mr. Simpson has recommended release of the Performance Bond for the Chick Fil A portion (the retail store is not complete.)

**M-081-151 Cannabis Cultivation Facility - 2300 Wallace Blvd.**

Construction is complete and a punch list was issued.

**M-081-152 Milex - 1705 Industrial Highway**

Construction had not commenced when the site was visited by Alaimo on May 13, 2025.

**M-081-153 Cannabis Cultivation Facility - Wallace Boulevard**

Construction had not commenced when the site was visited by Alaimo on May 13, 2025.

**M-081-156 706 South Snowden Lane**

A punch list was issued on this project.

Mr. O'Connor presented Resolution 2025-2026-21, Release of Performance Bond - Freddy's Frozen Custard & Steakburgers in the amount of \$16,723.00 as recommended by Authority Engineer.

**Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to adopt Resolution 2025-2026-21. Vote: All ayes**

Mr. O'Connor presented Resolution 2025-2026-22, Release of Performance Bond - CFA Cinnaminson LLC in the amount of \$24,682.00 as recommended by Authority Engineer.

**Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to adopt Resolution 2025-2026-22. Vote: All ayes**

**DIRECTOR OF ADMINISTRATION - JOHN CONVILLE**

Mr. Conville was absent. Mr. O'Connor asked Kim Fitzpatrick to provide an administration update and Kim reported that they are currently doing billing and everything is going well.

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

Mr. O'Connor asked Kevin Kramer to review his **Superintendent of Operations Report for the period May 12, 2025- July 14, 2025**. Kevin noted the following:

**Operations:** Plant operations are returning to normal with foam on the aeration tanks reduced to a normal amount. There were no major violations during this time period. Keystone has updated software to Topview from Win911 for the SCADA alarms so that alarm calls are now received. Bio-Air sent a report after their inspection of the odor control systems. Kevin will review it with them to make decisions needed to get systems working at 100% again.

**Safety:** There were no official training classes during this period.

**Other:** John Kenkellen retired on June 30<sup>th</sup> after 20 years with the Authority and a luncheon for him was held. Kevin would like to advertise to bring staff back up to 10 employees. The following employees are testing for State licenses: Tyler Clement - C2, Matt Naisby - S3, Colton Watson - S3, Tony Cancilla - C3, Kevin Kramer - S4. Kevin submitted letters recommending the promotion of two employees.

Mr. O'Connor stated that he and Mr. Dunworth had a chance to review the Superintendent's promotion recommendations and **made a motion to approve the two employee promotions as recommended. The motion was seconded by Mr. Wujcik. Vote: All ayes**

The Board also directed Kevin to advertise for the new employee.

**Mr. O'Connor presented Resolution 2025-2026-20, NJ Water Bank Application UV Disinfection System and made a motion to adopt the resolution. The motion was seconded by Mr. Wujcik. Vote: All ayes**

**DIRECTOR OF PERSONNEL - BRIAN DUNWORTH**

Mr. Dunworth stated the employee promotions were addressed and confirmed there were no other items for discussion under Personnel.

**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 from the month of May were all in good order.

**Motion: Made by Mr. Wujcik and seconded by Mr. O'Connor to approve the Treasurer's Report and Trial Balance as submitted.**

**Vote: All ayes**

**From month of May:**

Mr. Wujcik submitted a list of Operating Invoices and Payroll Expenses totaling \$236,918.39 and certified that funds are available.

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

Mr. Wujcik submitted one Renewal and Replacement requisition totaling \$6,711.12 and certified the funds are available.

2026-213 Booth Mechanical, Inc.	\$ 6,711.12
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**Motion: Made by Mr. Wujcik and seconded by Mr. O'Connor to approve payment of the Renewal and Replacement requisition as submitted. Vote: All ayes**

Mr. Wujcik submitted six invoices for Builder's Escrow totaling \$1,832.90.

To Alaimo:

#227879 Global Cinnaminson - Freddys	\$ 477.90
#227878 Villages at Cinna. Harbour	\$ 57.50
#227883 Riverton Country Club	\$ 392.50
#227882 Fiver Prop Wallace Road	\$ 462.50
#227881 2701 Cinnaminson Empire	\$ 167.50
#227880 Fieldstone Prop 8 Paddock Ln	\$ 275.00

**Motion: Made by Mr. Wujcik and seconded by Mr. O'Connor to approve payment of the Builder's Escrow invoices as submitted.**

**Vote: All ayes**

**From the month of June:**

Mr. Wujcik said the general ledger, abbreviated expenditure, check registry and year to date revenue collection report included in the package from the month of June were all in good order. He reported User Charges at 36% to budget, a \$222,000 positive variance from last year which he believes is a result of the rate increase. He reported total revenue at 36% to budget versus 27% last year. He confirmed with Kim Fitzpatrick that the Capital Expenditure Report included July so it would need to be revisited.

**Motion: Made by Mr. Wujcik and seconded by Mr. O'Connor to approve the Treasurer's Report and Trial Balance as submitted; Capital Expenditure Report for month ending June to be revisited at the next meeting. Vote: All ayes**

Mr. Wujcik submitted a list of Operating Invoices and Payroll Expenses totaling \$273,432.29 and certified that funds are available.

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

Mr. Wujcik submitted one Renewal and Replacement requisition totaling \$7,322.75 and certified the funds are available.

2026-247 Booth Mechanical, Inc.	\$ 7,322.75
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**Motion: Made by Mr. Wujcik and seconded by Mr. O'Connor to approve payment of the Renewal and Replacement requisition as submitted. Vote: All ayes**

Mr. Wujcik submitted six invoices for Builder's Escrow totaling \$1,479.40.

To Alaimo:

#228179 Global Cinnaminson - Freddys	\$ 112.50
#228198 Fiver Prop Wallace Road	\$ 112.50
#228199 Milex Holdings LLC	\$ 486.50
#228200 Fiver Prop Wallace Road	\$ 292.50
#228201 C. Meekins -709 S. Snowden	\$ 420.40
#227880 J. Colon - Habitat	\$ 55.00

**Motion: Made by Mr. Wujcik and seconded by Mr. O'Connor to approve payment of the Builder's Escrow invoices as submitted. Vote: All ayes**

Mr. Wujcik submitted one release of escrow to Kaplan Companies - Village at Cinnaminson Harbour for Sections 7&8 in the amount of \$1,332.73.

**Motion: Made by Mr. Wujcik and seconded by Mr. O'Connor to approve the release of escrow. Vote: All ayes**

Mr. Wujcik added that total expenses through the month of June, or 42% through the fiscal year, are at 39% of budget so revenues are tracking up and expenditures tracking down.

Mr. O'Connor asked if there were any other matters for discussion and hearing none, the meeting was adjourned.

Time: 7:22 PM

**Next scheduled meeting: Monday, August 11, 2025 at 6:30 PM**