

Minutes - May 12, 2025

The regular meeting of the Cinnaminson Sewerage Authority was held on May 12, 2025 in the conference room of the Township Building and commenced at 6:30 PM.

Chairman Robert O'Connor was absent. Vice Chairman John Conville 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: John Conville, James Wujcik and Frank Szymkowski. Rob O'Connor and Brian Dunworth were absent. Also in attendance was: Kimberly Fitzpatrick, Administrator.

PUBLIC COMMENT

Mr. Conville opened the meeting to the public for comment and hearing none, moved to Old Business.

OLD BUSINESS

Mr. Conville reported that Administrator Kim Fitzpatrick provided the information indicating that the one-year renewal rates with Delta Dental will remain the same as last year (no price increase).

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve a 1-year renewal with Delta Dental. Vote: All ayes

Mr. Conville presented the executive session minutes of March 10, 2025 for the Board's consideration.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt the executive session minutes of March 10, 2025 as submitted. Vote: All ayes

Mr. Conville presented the regular session minutes of April 14, 2025 for the Board's consideration. Kim Fitzpatrick reported that Solicitor Saginario confirmed via phone that he reviewed the minutes and had no suggested edits.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt the regular session minutes of April 14, 2025 as submitted. Vote: All ayes

NEW BUSINESS

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski stated that there was nothing new for discussion on the Engineer's Status Report.

Mr. Szymkowski presented Resolution 2025-2026-18, Release of Performance Bond Fieldstone Partners. He reported the amount of the release as \$4,020.00 and stated the improvements were completed and tested according to Authority rules and regulations.

Motion: Made by Mr. Szymkowski and seconded by Mr. Wujcik to adopt Resolution 2025-2026-18. Vote: All ayes

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Kim Fitzpatrick to provide an administration update. Kim reported that the first quarter with the rate increase was just completed and she said everything went smoothly.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor and Mr. Kramer were not present. Mr. Conville read through the **Superintendent of Operations Report for the period April 14, 2025- May 12, 2025** noting the following:

Operations: There is still some foaming at the Plant but there have been no permit violations during the period. Kevin has been working with Keystone and LookFirst Technology to order new software compatible with the new Windows update and new PCs for the alarms for the SCADA system. A technician from Bio-Air examined the odor control system and fixed a wash valve that was not operating properly which should equate to an improvement in a few weeks once biomass is back in those units.

Safety: There was a hands-on confined space drill with the Fire Department at the treatment plant on May 12, 2025.

Other: Kevin provided renderings of the new sign for the treatment plant with a new logo. Kim confirmed that the sign will be completed for the Fall.

DIRECTOR OF PERSONNEL - BRIAN DUNWORTH

Mr. Dunworth was absent. There were no 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 were all in good order. He reported that collected revenue is at 31% to budget or approximately \$981,000.00 which is a \$148,000.00 positive variance to last year due to the rate increase.

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 \$260,607.78 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 a list of Renewal and Replacement totaling \$7,569.98 and certified the funds are available.

2026-133 SJ Welding Supply	\$ 2,900.00
2026-174 Neris Construction & Rent, Inc.	\$ 4,669.98

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 four invoices for Builder's Escrow totaling \$851.84.

To Alaimo:

#227277 Villages at Cinnaminson Harbor	\$ 561.84
#227278 Excalibur Property	\$ 117.50
#227279 Fieldstone Partners	\$ 55.00
#227280 Riverton Country Club	\$ 117.50

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 one deletion totaling \$288.75 and made a motion to approve the deletion. The motion was seconded by Mr. Szymkowski. Vote: All ayes

Mr. Wujcik presented Resolution 2025-2026-19, Quarterly Withdrawal in the amount of \$820,462.25.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2025-2026-19. Vote: All ayes

Mr. Conville asked if there were any other matters for discussion and hearing none, the meeting was adjourned.
Time: 6:42

Next scheduled meeting: Monday, June 9, 2025 at 6:30 PM