

Minutes - August 11, 2025

The regular meeting of the Cinnaminson Sewerage Authority was held on August 11, 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: John Conville, Robert O'Connor, James Wujcik and Frank Szymkowski. Brian Dunworth was absent. Also in attendance were: Kimberly Fitzpatrick, Administrator, Kevin Kramer, Superintendent and Geoffrey Stark, representing Solicitor from Capehart & Scatchard, P.A.

PUBLIC COMMENT

Chairman O'Connor stated that the Authority, the community and the friends and family of Carmen Saginario suffered a great loss with his recent passing. He asked that a brief moment of silence be observed in his memory. He stated that Carmen was an excellent resource to the Authority as Solicitor and as a former Board Member, adding that Carmen's sense of humor was appreciated and would be missed at the meetings. Mr. O'Connor said Carmen will be greatly missed. Administrator Kim Fitzpatrick confirmed that a tree was donated by the Authority to be planted in his memory.

Mr. O'Connor asked if there were any comments from the public and hearing none, moved to Old Business.

OLD BUSINESS

Mr. O'Connor presented the regular session minutes from July 14, 2025 for the Board's consideration. Mr. Wujcik made a suggested edit to page 25 indicating that the last sentence in the first paragraph read: "Mr. Wujcik confirmed with Jason that the renewal rates indicated in the packet were based on what was presented on July 9th which gets voted **on by the State** on July 28th.

Motion: Made by Mr. Wujcik and seconded by Mr. O'Connor to adopt the regular session minutes of July 14, 2025 with the suggested edit. Vote: Mr. Szymkowski and Mr. Conville abstained; others aye. Mr. O'Connor stated that the motion carries 2-0 with 2 abstentions.

Mr. O'Connor reported that there was no update regarding State Health Benefits and Kim Fitzpatrick confirmed she had reached out and was told it did not pass the vote at the State. Mr. O'Connor confirmed the Authority is looking to see if there is a shared service opportunity either with the Township and/or the Fire District.

NEW BUSINESS

Mr. O'Connor confirmed that Resolution 2025-2026-01, Appointment of Professionals was approved at the February reorganization meeting. He stated there was a clerical error that named Carmen Saginario, specifically, of Capehart & Scatchard as Solicitor. Mr. O'Connor confirmed that he and Mr. Wujcik reviewed the Request for Proposals that was submitted and it was very clear that the appointment was for the firm of Capehart & Scatchard, P.A. not Carmen specifically, so the resolution was amended accordingly. He said this is for clarifying purposes and moving forward.

Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to adopt Resolution 2025-2026-01, Appointment of Professionals as amended. Vote: All ayes

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski indicated Mr. Simpson's **Engineer's Status Report dated August 6, 2025** and reported that the following projects had the only updates from last month's report (Mr. Simpson was excused from the meeting):

M-080-130 2716 Branch Pike

No change in status on this project.

M-081-159 U-Haul (2101 Route 130)

No change in status on this project.

M-081-160 Riverton Country Club - Halfway House

No change in status on this project.

Kim Fitzpatrick asked about **M-081-130 2716 Branch Pike** and whether the project should remain open, reporting that the property has been sold twice. Mr. O'Connor suggested checking with Mr. Simpson, but said he assumes the new property owner still has the right to subdivide with submittal of proper application since it is zoned that way.

Mr. Wujcik asked about the cannabis cultivation facilities on Wallace Boulevard and Kim confirmed that they are two separate projects.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville presented Resolution 2025-2026-25, Renewal of NJUA JIF Membership. He confirmed that the resolution is for a 3-year renewal and there is a separate renewal agreement for the Chairman's execution.

**Motion: Made by Mr. Conville to adopt Resolution 2025-2026-25.
Mr. Wujcik seconded the motion. Vote: All ayes**

Mr. Conville presented Resolution 2025-2026-23, Adopting Service Agreement with Empower Deferred Compensation Plan. He confirmed that Empower Retirement, LLC has been assigned to provide the same financial services for the previously adopted Deferred Compensation Plan which remains in full effect and unchanged. He made a motion to adopt the resolution and Mr. Wujcik seconded the motion. Vote: All ayes

Mr. Conville asked Kim Fitzpatrick to provide an administration update. Kim reported that they finished out the month of July which was a billing month and confirmed that remote deposit is working out very well.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor reported there was an inspection at the Plant and it was recommended to have the Memorandum of Understanding with the Fire District updated. He presented a Memorandum of Understanding Between the Cinnaminson Sewerage Authority and the

Cinnaminson Fire District #1 for Confined Space Entry and Rescue Services for \$0.00 and confirmed it was reviewed by counsel.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to approve the MOU as submitted. Vote: All ayes

Mr. O'Connor asked Superintendent Kevin Kramer to review his **Superintendent of Operations Report of July 14, 2025 - August 11, 2025**. Kevin reported the following:

Operations: Plant operations are steady and there continues to be reduced foam in the aeration tank; no permit violations during the period. The staff is beginning maintenance on the offline aeration tank (there are two tanks). Upon its completion, they will transfer solids to that tank and put it online. Keystone is helping with this process to ensure controls are operating correctly.

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

Other: Preventative maintenance for the collection system is continuing. The open position was advertised with a submission deadline of August 25th. Applications/resumes are being reviewed as received. PEOSH conducted a surprise inspection at the Plant on Friday. The inspection went well; there were a few items to be abated which should be completed by the end of the week.

DIRECTOR OF PERSONNEL - BRIAN DUNWORTH

Mr. Dunworth was absent. Mr. O'Connor confirmed 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 from the month of July were all in good order. He confirmed total revenues at 59% to budget versus 43% last year. Total Expenditures are at 26%. He also confirmed a large payment was made on August 1st to debt service.

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 \$265,611.47 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 Renewal and Replacement requisition totaling \$26,515.50 and certified the funds are available.

2026-251 CORE Mechanical	\$ 26,515.50
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Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve payment of the Renewal and Replacement requisition as submitted. Vote: All ayes

Mr. Wujcik submitted four invoices for Builder's Escrow totaling \$3,766.60.

To Alaimo:

#228841 Chick Fil A	\$ 2,350.70
#228842 J. Colon -Habitat for Humanity	\$ 385.00
#228840 Jiffy Lube	\$ 220.00
#228839 Freddy's - Global Cinnaminson	\$ 810.90

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 one deletion from the month of July in the amount of \$833.25 due to a leak and made a motion to approve the deletion.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve the deletion. Vote: All ayes

Mr. Wujcik presented Resolution 2025-2026-24, Quarterly Withdrawal in the amount of \$820,462.25 and made a motion to adopt the resolution. Mr. Szymkowski seconded the motion. Vote: All ayes

Mr. O'Connor asked if there were any other matters for discussion. Hearing none, the meeting was adjourned.
Time: 6:47 PM

Next scheduled meeting: Monday, September 8, 2025 at 6:30 PM