

**Minutes - September 8, 2025**

The regular meeting of the Cinnaminson Sewerage Authority was held on September 8, 2025 in the conference room of the Township Building and commenced at 6:30 PM.

On roll call those present were Board Members: John Conville, Brian Dunworth, James Wujcik and Frank Szymkowski. Robert O'Connor was absent. Also in attendance was: Kimberly Fitzpatrick, Administrator.

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.

**PUBLIC COMMENT**

Mr. Conville opened the meeting to the public for comment and confirming no public was present, moved to Old Business.

**OLD BUSINESS**

Mr. Conville presented the regular session minutes from August 12, 2025 for the Board's consideration.

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

**NEW BUSINESS****DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI**

Mr. Szymkowski indicated Mr. Simpson's **Engineer's Status Report dated September 4, 2025** and reported that the following projects had the only updates from last month's report (Mr. Simpson was excused from the meeting):

**M-080-152 Settling Tank Valve Actuators**

No change in status; this is on hold pending availability of funds.

**M-081-130 2716 Branch Pike**

No change in status; construction has not commenced.

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

No change in status; approval was recommended.

**M-081-160 Riverton Country Club - Halfway House**

No change in status; plans were reviewed and approval was recommended.

**DIRECTOR OF ADMINISTRATION - JOHN CONVILLE**

Mr. Conville asked Kim Fitzpatrick to provide an Administration update. Kim stated that they are working on bonds for the UV Filtration Project (resolution under Finance). She reported that the audit is complete and stated it went very well.

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

Mr. O'Connor was absent and Superintendent Kevin Kramer was absent. Mr. Conville reviewed the **Superintendent of Operations Report of August 11, 2025 - September 8, 2025** and noted the following:

**Operations:** Plant operations are steady with no permit violations. There is still some foam in the aeration tank.

All findings from the POSH inspection were abated.

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

**Other:** They are continuing to paint the buildings at the treatment plant. The deadline for the open position passed and several applicants will be brought in for interviews.

**Mr. Conville presented Resolution 2025-2026-30- Award of Contract Laboratory Services. Mr. Wujcik made a motion to adopt**

the resolution and Mr. Szymkowski seconded the motion. Vote:  
All ayes

Mr. Conville presented Resolution 2025-2026-31, Rejection of Bid(s) Dewatering Polymers and entertained a motion to approve. Mr. Wujcik made a motion to adopt the resolution and Mr. Szymkowski seconded the motion. Vote: All ayes

**DIRECTOR OF PERSONNEL - BRIAN DUNWORTH**

Mr. Dunworth confirmed that he and Mr. O'Connor would be present, along with Kevin Kramer, for the interviews of the applicants for the position at the treatment plant. He said he believes there are six applicants to be interviewed, and three interviews have already been scheduled.

**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 August were all in good order. He confirmed total revenues at 63% to budget. Total Expenditures are at 70%.

**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 \$255,845.96 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 \$4,510.00 and certified the funds are available.

2026-314 Easy-Kleen	\$ 4,510.00
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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 five invoices for Builder's Escrow totaling \$557.50.

To Alaimo:

#229125 Global Cinnaminson LLC - Freddy's	\$ 57.50
#229126 2701 Cinnaminson -Popeyes/Hortons	\$ 220.00
#229127 CFA Cinnaminson - Chick Fil A	\$ 167.50

#229128 C. Meekins 709 S Snowden	\$	57.50
#229129 J. Colon Habitat Belleview	\$	55.00

**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 Resolution 2025-2026-26, Fiscal Year 2025 Audit. He thanked Kim and team for working with the auditors and said he was pleased that the Authority was able to complete a clean and unmodified opinion which is the best you can get. He reported the exit review confirmed no material changes. He said there is a requirement to not only to review and sign off on the audit which is being circulated, but he also made a motion to adopt the resolution which is review and acceptance of the audit for the period ending January 31, 2025. Mr. Szymkowski seconded the motion. **Vote: All ayes**

Mr. Wujcik introduced Resolution 2025-2026-27, Authorizing Bond Resolution, Resolution 2025-2026-28, Determining Form and Details of Note and Resolution 2025-2026-29, Intent to Reimburse Expenditures. He said the first resolution is an authorizing bond resolution, the second resolution provides certain details associated with the issuance of the notes pursuant to the NJ Infrastructure Bank construction program, and the last one is a resolution of the Authority declaring its official intent to reimburse itself for any project costs.

**Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolutions 2025-2026-27, -28 and -29. Vote: All ayes**

Vice Chairman Conville commented that it was an excellent audit and thanked Administrator Kim Fitzpatrick for all her work.

Mr. Conville asked if there were any other matters for discussion. Hearing none, the meeting was adjourned.

Time: 6:46 PM

**Next scheduled meeting: Thursday, October 16, 2025 at 6:30 PM**