

Minutes - November, 2025

The regular meeting of the Cinnaminson Sewerage Authority was held on November 10, 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, Robert O'Connor, James Wujcik and Frank Szymkowski. Also in attendance were: Kimberly Fitzpatrick, Administrator, Kevin Kramer, Superintendent and Wayne Simpson, Engineer.

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.

PUBLIC COMMENT

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

OLD BUSINESS

Mr. O'Connor presented the regular session minutes from October 20, 2025 and Special Meeting Minutes of October 29, 2025 for the Board's consideration.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt the regular session minutes of October 20, 2025 and Special Meeting Minutes of October 29, 2025 as submitted.

Vote: All ayes

NEW BUSINESS

DIRECTOR OF CONSTRUCTION – FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to review his **Engineer's Status Report dated November 6, 2025**. Mr. Simpson noted the following:

M-080-149 UV Disinfection System

They are still working with the NJ Water Bank for funding.

On developments:

M-081-162 Chick's Towing

Plans for the project were reviewed but require revisions and resubmittal.

DIRECTOR OF ADMINISTRATION – JOHN CONVILLE

Mr. Conville asked Kim Fitzpatrick to provide an Administration update. Kim stated that they just finished October billing and wrapped up the month. She said they are now getting ready for second meters.

DIRECTOR OF OPERATIONS – ROBERT O'CONNOR

Mr. O'Connor asked Kevin Kramer to review his **Superintendent of Operations Report of October 14, 2025 – November 10, 2025** and Kevin noted the following:

Operations: Kevin and staff are adjusting Plant operations to the colder weather and still dealing with a little bit of foam. There have been no permit violations during the time period.

There was a Right to Know inspection of the treatment plant and several pumping stations on November 5th and 6th. Kevin is looking into having some bulk hazardous chemicals removed from the treatment plant that were purchased by previous Superintendents and cannot be utilized.

Maintenance on Aeration Tank 1 will begin now that it was taken out of service when the tanks were switched over.

Safety: Kevin will update the Right to Know Binder in accordance with suggestions offered during the inspection.

Other: The new employee, Lyman Bozarth, started on November 3, 2025 and is rotating in on different jobs one week at a time to start his training.

There will be an employee team building lunch on November 11th.

Mr. O'Connor initiated a discussion regarding the foam issue at the treatment plant, noting that he, Mr. Wujcik and Kevin Kramer discussed the matter via phone. The foam has increased the cost of sludge removal significantly. Mr. O'Connor mentioned there is a new product that will be used on a trial basis. He asked Mr. Simpson about developing other solutions, or if he had any ideas to help with the issue. Mr. Simpson stated that it is a biological issue and he will work with Kevin to try to resolve it. Mr. Simpson confirmed he was at the Plant on Friday. He reported that he is not very familiar with the new product so he can't say with certainty if it will work. He thinks it is worth a try. Mr. Simpson added that the foam is apparently related to oil and grease. He said he suggested that Kevin speak with Evesham MUA who use a product to reduce oil and grease at their pumping station. Mr. Simpson reported that the bugs that feed on oil and grease, which creates foam, are persistent. Mr. Wujcik confirmed that the matter came to light as he was going through the budget process and saw the cost of solids disposals doubling. Mr. Simpson confirmed they will attack the issue from a couple angles and try to intercept/reduce waste that causes the problem before it gets to the Plant, as well as use product at the Plant.

DIRECTOR OF PERSONNEL - BRIAN DUNWORTH

Mr. Dunworth confirmed that he had no matters for discussion for 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 October were all in good order.

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 \$196,388.22 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 \$12,102.99 and certified the funds are available.

2026-91 North East Technical Sale Inc. \$ 12,102.99

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 one Builder's Escrow invoice totaling \$605.00 and certified funds are available.

230067 DeCarvalho Office & Warehouse \$ 605.00

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve payment of the Builder's Escrow invoice as submitted. Vote: All ayes

Mr. Wujcik submitted two release of escrows in the amount of \$666.94.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve the release of escrows as submitted. Vote: All ayes

Mr. Wujcik presented Resolution 2025-2026-36, FY2027 Budget Approval. He reported that anticipated revenues include an increase year over year of about 24% primarily due to the rate increase passed this year. He said the cost of providing services is increased by \$308,000.00 of which a good portion is the cost of solids disposal fees.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2025-2026-35, FY2027 Budget Approval. Roll call vote taken by Secretary: Mr. Conville - Aye; Mr. Dunworth - Aye; Mr. O'Connor - Aye; Mr. Wujcik - Aye; Mr. Szymkowski - Aye

Mr. Wujcik presented Resolution 2025-2026-37, Quarterly Withdrawal, in the amount of \$885,962.25.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2025-2026-37. Vote: All ayes

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

Time: 6:52 PM

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