

Minutes - December 8, 2025

The regular meeting of the Cinnaminson Sewerage Authority was held on December 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, Robert O'Connor, James Wujcik and Frank Szymkowski. Also in attendance were: Kimberly Fitzpatrick, Administrator, Kevin Kramer, Superintendent, Geoffrey Stark, Solicitor, and Wayne Simpson, Engineer. Karen Garnett, resident of 627 S. Bellevue Avenue, was in public attendance.

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 November 10, 2025 for the Board's consideration.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt the regular session minutes of November 10, 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 December 4, 2025**. Mr. Simpson reported that there was just one project for discussion but confirmed there are a few items on it:

M-080-149 UV Disinfection System

The DEP notified Alaimo that the request for a stay to extend the deadline for compliance couldn't be addressed until an application for a modification to the NJPDES Permit is filed. Mr. Simpson confirmed that the application is completed and signed by the Chairman to be submitted. He explained that the reason for the request for a stay is to extend the deadline for compliance with the UV installation because it will not be online to meet the permit date.

Secondly, he confirmed he was at the Plant and Kevin brought an issue to his attention regarding the current design for the UV Disinfection System. Mr. Simpson reported that occasionally the solids overflow the weirs from the final clarifiers and the concern is that this would interfere with the UV disinfection capabilities. Currently there is a baffle from behind which they can vacuum out the solids, but that baffle has to go in order to accommodate the new UV system. A solution is the installation of a disc filter in the same tank as the UV system but there will be an additional long term cost and required redesign work. He discussed potential additional costs, how the filter works and its maintenance. There was some discussion and he stated he will continue with the design, and he will present his proposal at the next meeting.

Lastly, the DEP funding branch has requested a resiliency study for the treatment plant. Mr. Simpson sent a letter back to the DEP stating that the requirements of the study are extensive and he believes unnecessary, as equipment is simply being put in an already existing tank. There was some further discussion regarding resiliency studies.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Kim Fitzpatrick to provide an Administration update. Kim stated that they are finishing year-end items and confirmed that second meter readings/calculations are just about

done and will be applied to January bills. She reported that things are running smoothly in the office.

DIRECTOR OF OPERATIONS – ROBERT O’CONNOR

Mr. O’Connor asked Kevin Kramer to review his **Superintendent of Operations Report of November 10, 2025 – December 8, 2025** and Kevin noted the following:

Operations: Plant operations have been normal with no permit violations during the time period. He will be speaking with Jim Higgins from Evesham MUA regarding any suggestions for treating the foam. The Department of Health will be doing a re-inspection at the Plant on 12/10; everything from the report is in good standing so he does not expect any issues. Maintenance and cleaning of Aeration Tank #1 was completed. January 5th is the re-inspection date for the Department of Health – Right to Know. Chemicals no longer in use are being properly disposed of and other issues that required correction are being addressed.

Safety: Kevin developed a Chemical Hygiene Plan for the Plant as suggested by the Department of Health. A Haz-Mat training was held for the employees specific to the Plant and lab.

Other: Employees will be doing quarterly maintenance this month on all Plant equipment. They are continuing with the 90-day supply of BAE (Biological Activity Enhancer) and monitoring operations. Kevin will be working with new employee, Lyman Bozarth, to help him obtain his Class B CDL. Kevin is certified to do additional training per the Moorestown Co-Op once Lyman passes his written exam.

Kevin confirmed there is a personnel item for closed session.

Mr. O’Connor presented resolution 2025-2026-38, Award of Contract for Sludge Dewatering Polymer. Mr. Simpson confirmed it was a rebid and he recommended award of a one-year contract to Polydene, who will be supplying the exact same formulation that was being supplied, for a contract price of \$33,325.00 (\$13.33 per gallon) which represents a 35% decrease in price.

Motion: Made by Mr. O’Connor and seconded by Mr. Szymkowski to adopt Resolution 2025-2026-38, Award of Contract for Sludge Dewatering Polymer. Vote: All ayes

Mr. O’Connor presented Resolution 2025-2026-41, Authorization for Proprietary Product Spec Root Control.

Motion: Made by Mr. O’Connor and seconded by Mr. Szymkowski to adopt Resolution 2025-2026-41. Vote: All ayes

DIRECTOR OF PERSONNEL - BRIAN DUNWORTH

Mr. O'Connor presented Resolution 2025-2026-39, Authorize Fair & Open Process for Contracts. He stated that RFPs would be posted, received proposals would be reviewed, evaluated and scored, and contracts will be awarded at the February meeting.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2025-2026-39, Authorize Fair & Open Process for Contracts. Vote: All ayes

Mr. Dunworth stated there is a requirement to make updates to the Personnel Policies and Procedures Manual regarding the protection and safe treatment of minors. Solicitor Geoffrey Stark explained that it is common for insurance carriers to mandate a certain number of policies or certain specific processes be in place in order to maintain coverage. He confirmed that the Authority's insurer, MEL (Municipal Excess Liability), is requiring the addition of policy addressing the protection and safe treatment of minors. He stated that MEL has a broad list of policies that they want all their policy holders to have in place and this is one of them. Kim Fitzpatrick also reported that there will be language and other additions to the Americans with Disability, Harassment and Vacation Leave Policies but she has not yet received the models from MEL. She confirmed that once the manual is updated and reviewed by the Solicitor, the manual and a resolution can be presented to the Board for adoption.

Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to authorize and instruct the Administrator, in conjunction with the Solicitor, to prepare necessary amendments to the Authority's Policies and Procedure Manual to be compliant with all insurance and State requirements. Vote: All ayes

Mr. Dunworth confirmed he had a personnel matter for discussion in closed session.

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. He confirmed that through the end of November User Charges are at 102%, Total Revenue at 101% and Capital Expenditures at 73% to budget.

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 \$173,044.12 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 two Builder's Escrow invoices totaling \$1,045.00.

230614 DeCarvalho Office & Warehouse	\$ 55.00
230615 Colonial Land - Chicks Towing	\$ 990.00

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 three deletions from the month of November totaling \$1,600.50.

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

Mr. Wujcik presented Resolution 2025-2026-40, Budget Adoption, and confirmed with the Administrator that it had been successfully submitted to the State with no changes.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2025-2026-40, Budget Adoption.

Roll call vote taken by Secretary: Mr. Conville - aye, Mr. Dunworth - aye, Mr. O'Connor - aye, Mr. Wujcik - aye, Mr. Szymkowski - aye

Mr. O'Connor asked if there were any other matters for discussion. Resident Karen E. Garnett, of 627 S. Belleview Avenue, was present and asked if there was any connection between the Cinnaminson Sewerage Authority and the extra programs offered by NJ American Water Company (NJAWC). Administrator Kim Fitzpatrick confirmed to Ms. Garnett that the programs offered by the NJAWC are solely through them and have nothing to do with the Sewerage Authority. Kim also confirmed that a homeowner is responsible for all of the piping and their lateral up to the Authority's sewer main that runs through the center of the street. Kim added that there is no reason for NJAWC to contact the Authority. If a homeowner's contractor working on the lateral requires connection to the Authority's sewer main, the contractor would contact the Authority at that time to schedule an inspection. Ms. Garnett thanked her for the information.

Hearing no other matters for discussion in open session, **Mr. O'Connor** made a motion to enter into an executive session to discuss matters of personnel, results to be disclosed when no longer prejudicial to the interests of the Authority. **Mr. Wujcik** seconded the motion. Vote: All ayes Time: 6:57 PM

Motion made by **Mr. Wujcik** and seconded by **Mr. Szymkowski** to return to open session. Vote: All ayes Time: 7:25 PM

Motion made by **Mr. O'Connor** and seconded by **Mr. Wujcik** to approve 2025 Service Awards for all non-bargaining employees in the amount of \$400.00 effective with the next payroll, and to approve salary increases in the amount of 3% for **Kevin Kramer**, **Kim Fitzpatrick** and **Amy Williams**, and a flat increase in the amount of \$325.00 for **Judy Devone**. Salary increases to be effective January 1, 2026. A memorializing resolution will follow at the next meeting. Vote: All ayes

The meeting was adjourned at 7:27 PM.

Next scheduled meeting: Monday, January 12, 2025 at 6:30 PM