

Minutes - January 12, 2026

The regular meeting of the Cinnaminson Sewerage Authority was held on January 12, 2026 in the conference room of the Township Building and commenced at 6:30 PM.

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, Geoffrey Stark, Solicitor, 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 and executive session minutes from December 8, 2025 for the Board's consideration.

Discussion: Mr. Wujcik asked about clarification of the last sentence in the second paragraph of the executive session

minutes. Solicitor Geoffrey Stark suggested it should read: "No action to be taken at this time."

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt the regular session minutes of December 8, 2025 as submitted and the executive session minutes of December 8 with the modification as suggested by the Solicitor. Vote: All ayes

Mr. O'Connor presented Resolution 2025-2026-44, Salary Adjustments and Awards for Non-Bargaining Employees (Memorializing Resolution).

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2025-2026-44, Salary Adjustments and Awards for Non-Bargaining Employees. Vote: All ayes

NEW BUSINESS

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to review his **Engineer's Status Report dated January 8, 2026**. Mr. Simpson reported as follows:

M-080-149 UV Disinfection System

Alaimo has started work on the filtration design and he confirmed that a proposal was sent for the Board's review and consideration.

Mr. O'Connor confirmed that Commissioners reviewed the proposal. He made a motion to approve the proposal from Alaimo dated January 8, 2026 for the modification to the UV Disinfection System. The motion was seconded by Mr. Szymkowski. Vote: All ayes

M-081-158 Habitat for Humanity - Block 423

He has recommended release of the performance bond and confirmed no maintenance bond is required.

M-0810162 Chick's Towing - 1800 Union Landing Road

They are proposing a new building and connecting the existing building and the new building with a small sewer extension down Union Landing Road. Approval was recommended.

M-081-163 713 South Snowden Avenue

Plans were reviewed and revisions were requested on this single family home.

M-081-164 Spotless Car Wash

Plans were reviewed and revisions were requested for this car wash being proposed at the previous location of the Sweet Water Restaurant.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Kim Fitzpatrick to provide an Administration update. Kim confirmed that there is a new public notification system as newspapers are being phased out for bid advertisements, etc. She said there is now a dedicated page on the website for Public Notices. She said she must also put two notices in the newspaper referencing the change and she read aloud the prepared notice. The Solicitor confirmed with Kim that the link to Public Notices is its own menu item listed at the top of the Authority's website homepage. There was some further discussion.

Kim confirmed that second meter reading calculations were completed and that credits of \$270,096.75 were issued.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Kevin Kramer to review his **Superintendent of Operations Report of December 9, 2025 - January 12, 2026** and Kevin noted the following:

Operations: Plant operations have been normal. There was a small permit violation for Chlorine Residual which was reported to the DEP hotline and the inspector. Kevin does not believe any action will be taken against the Authority. The Department of Health Right to Know re-inspected the facilities on January 5th and the Authority passed without issue. He confirmed that everything recommended had been abated with the exception of the removal of some excess chemicals for which he is in the process of getting quotes.

Safety: There were no formal safety classes; they typically start in March or April. New hire Lyman Bozarth went through training with Certified Health and Safety Services to get up to date with other employees.

Other: Booth Mechanical repaired an underground water pipe at the treatment plant.

Mr. O'Connor presented Resolution 2025-2026-42, Intermunicipal Sludge Contract. He confirmed with Kim Fitzpatrick that it is a renewal. He noted there were some minor changes and said he reviewed the contract and found it to be in order.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2025-2026-42. Vote: All ayes

Mr. O'Connor presented Resolution 2025-2026-43, Release of Performance Bond - Habitat Belleview and noted that the Engineer had already discussed the matter.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2025-2026-43. Vote: All ayes

DIRECTOR OF PERSONNEL - BRIAN DUNWORTH

Mr. O'Connor stated that Mr. Dunworth was unavailable for this evening but he did not have a personnel report. Mr. O'Connor reported that Mr. Dunworth does have some matters for follow up for discussion in executive session next month.

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 December, Total Revenues are at 104% and Total 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 \$275,922.39 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 presented one deletion from the month of December totaling \$396.00.

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

Mr. Wujcik presented Resolution 2025-2026-45, Refund of Revenue to RTLf-NJ II LLC in the amount of \$82.41 due to an overpayment.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2025-2026-45. Vote: All ayes

Mr. O'Connor asked if there were any other matters for discussion and heard none. He stated that the Fair and Open Process for Contracts is underway with proposals to be opened on January 15, 2026 at 11:00 AM. He confirmed that Kim will be sending out a link to allow Commissioners access to review and

score bids, and he asked that Commissioners have their reviews/scoring completed by February 2, 2026. Contracts will be awarded at the next meeting.

Hearing no other matters for discussion, the **meeting was adjourned at 6:47 PM.**

Next scheduled meeting: Monday, February 9, 2026 at 6:30 PM