

Minutes - February 9, 2026

The regular meeting of the Cinnaminson Sewerage Authority was held on February 9, 2026 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, Brian Dunworth, Robert O'Connor, James Wujcik and Frank Szymkowski. Also in attendance were: Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer and Kevin Kramer, Superintendent of Operations, and Solicitor Representative from Comegno Law Group.

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 of January 12, 2026 for the Board's consideration.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt the regular session minutes of January 12, 2026 as submitted. Vote: All ayes

Mr. O'Connor reported that Mr. Wujcik was reappointed by Township Committee at the January meeting as Commissioner of the Sewerage Authority. Mr. Wujcik repeated his oath of office and was sworn in.

REORGANIZATION

The Chairman turned the meeting over to the Secretary for the purpose of electing a Chairman for the Fiscal Year February 1, 2026 - January 31, 2027. Secretary Judy Devone opened nominations for Chairman.

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to nominate Robert O'Connor as Chairman for the new fiscal year. Judy asked if there were any other nominations. Mr. Szymkowski moved the nominations closed and Mr. Conville seconded the motion. Vote: All ayes

The Secretary turned the meeting over to the newly elected Chairman.

Mr. O'Connor made a motion to nominate John Conville as Vice Chairman for the new fiscal year and Mr. Szymkowski seconded the motion. Mr. O'Connor asked if there were any other nominations and Mr. Wujcik moved the nominations closed. Mr. Szymkowski seconded the motion. Vote: All ayes

Motion: Made by Mr. O'Connor to nominate Mr. James Wujcik as Treasurer for the new fiscal year and Mr. Szymkowski seconded the motion. Mr. O'Connor asked if there were any further nominations. Mr. Szymkowski moved the nominations closed and Mr. Wujcik seconded the motion. Vote: All ayes

Motion: Made by Mr. O'Connor to nominate Mrs. Judy Devone as Secretary for the new fiscal year and Mr. Szymkowski seconded the motion. Mr. O'Connor asked if there were any further nominations. Mr. Wujcik moved the nominations closed and Mr. Szymkowski seconded the motion. Vote: All ayes

The Chairman declared all nominations closed.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to appoint the Burlington County Times as the Authority's legal newspaper and the Courier Post as the alternate legal newspaper. Vote: All ayes

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to appoint Concentra as the Authority's physician. Vote: All ayes

Mr. O'Connor presented Resolution 2026-2027-01, Appointment of Professionals. He stated for the record that bids were received pursuant to a Fair and Open Process for Solicitor, Consulting Engineer, Bond Counsel and Auditor, and the proposals were reviewed and scored by various Commissioners and staff. He confirmed that the bids were all in order. He stated that as a result the following are appointed in the proposed resolution: Comegno Law Group as Solicitor, The Alaimo Group as Consulting Engineer, Raymond Coleman Heinold LLP as Bond Counsel and Holt McNally & Associates as Auditor.

Mr. O'Connor made a motion to adopt Resolution 2026-2027-01, Appointment of Professionals and Mr. Conville seconded the motion. Vote: All ayes

Mr. O'Connor presented Resolution 2026-2027-02, Annual Notice of Meetings noting that it lists the tentative times and dates of meetings for the upcoming year.

Motion: Made by Mr. O'Connor and seconded by Mr. Conville to adopt Resolution 2026-2027-02, Annual Notice of Meetings. Vote: All ayes

Mr. O'Connor presented Resolution 2026-2027-03, Staff Designations.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2026-2026-03, Staff Designations. Vote: All ayes

Mr. O'Connor presented Resolution 2026-2027-04, Designation of Banking Institutions.

Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to adopt Resolution 2026-2027-04, Designation of Banking Institutions. Vote: All ayes

Mr. O'Connor presented Resolution 2026-2027-5, Chairman's Signature Authorization.

Motion: Made by Mr. O'Connor and seconded by Mr. Wujcik to adopt Resolution 2026-2027-05. Vote: All ayes

Appointments by Chairman:

Mr. James Wujcik - Director of Finance & Budget

Mr. Robert O'Connor - Director of Operations

Mr. Frank Szymkowski - Director of Construction

Mr. Brian Dunworth - Director of Personnel

Mr. John Conville - Director of Administration

Mr. John Conville - JIF Fund Commissioner

NEW BUSINESS

Mr. O'Connor stated that he spoke via phone with the ratepayer at 2304 Derby Drive regarding a second meter reading matter. He confirmed that Kim provided information and documentation on the matter in the meeting packet. He reported that the home was purchased in 2019, the second meter was read and a credit was received in 2019. Subsequently, the irrigation system broke and the owners did not have the second meter read in years 2020, 2021, 2022, 2023 and 2024, despite receiving multiple notices regarding having the meter read in order to stay in the program. The homeowners fixed the irrigation system and submitted a second meter reading in 2025, however, they were unhappy when they received a letter from the Administrator indicating that they were removed from the program in accordance with the Authority's rules and regulations.

Mr. O'Connor said that he reviewed the numbers and the second meter reading went up from the 2019 reading to the submitted 2025 reading by 104,000 gallons which is also the exact difference in the water usage between this year and last year. He stated that he explained to the homeowner that a credit must be taken in the year the water is used and the meter must be read every year. He said he feels it is a fair assumption that all the water was used during 2025 given the 2019 and 2025 readings and the difference in the ratepayer's water usage. He confirmed that the homeowner apologized for not following the rules, and he said the credit amount would be for \$858.00 to this account. **Given the unique facts and circumstances of this situation, Mr. O'Connor made a motion to allow the second meter to be read for 2304 Derby Drive for the 2025 year. The motion was seconded by Mr. Wujcik. Vote: All ayes**

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to review his **Engineer's Status Report dated February 5, 2026.**

Mr. Simpson thanked the Board for Alaimo's reappointment.

Mr. Simpson reviewed his report noting the following:

M-080-149 UV Disinfection System

Alaimo is preparing the design of the addition of the filtration unit ahead of the UV system and is hoping to get it done this month to be submitted to the DEP and the Water Bank for the permit and the funding.

Mr. O'Connor asked Superintendent Kevin Kramer how he feels the product being tested at the Plant is working to minimize the foam. Kevin confirmed that right now, he doesn't feel it is doing anything. Kevin spoke with the proper parties about the product and they want him to continue using product through the Spring at no cost to the Authority. Kevin said they feel it needs to be in the system a little longer. Mr. O'Connor confirmed with Mr. Kramer that it is not causing any adverse effects. Mr. Dunworth asked if it has anything to do with the Winter and Mr. Kramer confirmed that they want to see what it looks like when the water temperatures rise a little bit. Mr. Wujcik expressed his concern that there is a party with whom the Authority has no legal relationship introducing product into the system. Mr. Simpson stated that he doesn't think that it will cause the Authority any harm as he reviewed the product. A discussion regarding a certificate of insurance or an indemnification agreement ensued. Mr. Simpson stated he believed there was a fairly detailed proposal early on and said he would review it to see if there is some helpful language and forward it to Kevin. Mr. O'Connor asked Mr. Simpson to provide it to the Solicitor as well for review. There was some further discussion and Mr. Simpson confirmed his opinion is that the product may work or it may not. He said the product is a very simple, long-chain organic molecule that helps the bugs acclimate to the waste that is coming in. He said it is rather benign and he doesn't know that it will work in every Plant. He said it has to be in a certain circumstance to work.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Kim Fitzpatrick to provide an administration update. Kim stated that they officially closed out the fiscal year as of January 31, 2026. She said it is the second year with the new general ledger software and it went very well. She said they are preparing for the audit and are closing out any lingering January bills. She confirmed she did speak with Auditor Mike Holt.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period February 9, 2026 - March 7, 2025**. Kevin reported the following:

Operations: Kevin said Plant operations were normal and there were no permit violations during the period. He said the cold temperatures have caused some issues at the Plant with equipment and pipes freezing.

There was a major main blockage on a 20-inch gravity main on Pennsauken Street Easement on January 24, 2026. A resident notified the Authority due to seeing an overflowing manhole. Kevin notified DEP due to several manholes overflowing and some wastewater entering a storm sewer. He confirmed they broke the blockage and cleaned the area. Mr. O'Connor confirmed with Kevin that businesses will continue to be visited to check grease traps in accordance with the Authority's Industrial Discharge Permit.

Safety: Annual safety training by Certified Health and Safety Services will begin at the end of March.

Other: Lyman Bozarth completed his probationary period and is studying for his CDL test. Kevin met with Carter Smith from Alaimo on January 29, 2026 to discuss the update plans for the UV upgrade.

Mr. Wujcik confirmed with Mr. Kramer that no fine has been issued due to the previous permit violation for Chlorine Residual.

Mr. O'Connor presented Resolution 2026-2027-07, Sewer System Root Control System and confirmed it is a proprietary product. Mr. Simpson confirmed that the bid is in order.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to adopt Resolution 2026-2027-07. Vote: All ayes

DIRECTOR OF PERSONNEL - BRIAN DUNWORTH

Mr. Dunworth confirmed he had one item for discussion in executive session under 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 were all in good order. He said total revenue collection came in at 128% to budget with User Charges at 130%. On the expense side, he confirmed that Capital Expenditures came in at 36% with Debt Service at 100% for total 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 \$290,065.94 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 five requisitions for Renewal and Replacement totaling \$36,360.88 and certified the funds are available.

2026-576 Booth Mechanical	\$ 6,810.25
2026-557 Booth Mechanical	\$ 5,969.89
2026-600 Alaimo	\$18,772.50
2026-533 North East Technical	\$ 1,947.50
2026-581 North East Technical	\$ 2,860.74

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve payment of the Renewal and Replacement requisitions as submitted. Vote: all ayes

Mr. Wujcik submitted four invoices for Builder's Escrow totaling \$2,435.00.

To Alaimo:

#231559 Habitat for Humanity	\$ 660.00
#231560 Colonial Land - Chicks Towing	\$ 440.00
#231561 J Brandenburger 713 S Snowden	\$ 392.50
#231562 Flagship NJ Carwash	\$ 942.50

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 January totaling \$123.75 and certified the funds are available.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to approve the deletion and credit the customer's account accordingly. Vote: All ayes

Mr. Wujcik presented Resolution 2026-2027-06, Quarterly Withdrawal with total estimated expenses of \$1,103,693.50.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski to adopt Resolution 2026-2027-06, Quarterly Withdrawal. Vote: All ayes

Mr. O'Connor asked if there were any other matters for discussion and heard none. **Mr. O'Connor made a motion to enter into an executive session to discuss a personnel item, results**

to be disclosed when no longer prejudicial to the interests of the Authority and Mr. Wujcik seconded the motion. Vote: All ayes Time: 7:05 PM. Mr. Simpson and Mrs. Fitzpatrick were excused.

A motion to return to open session was made by Mr. O'Connor and seconded by Mr. Szymkowski. Vote: All ayes Time: 7:19 PM

Mr. O'Connor made a motion to promote Colton Watson from Operator A to Lead Operator effective the first day of the next pay period. Mr. Szymkowski second the motion. Vote: All ayes

The meeting was adjourned at 7:21 PM.

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