

Minutes - April 13, 2026

The regular meeting of the Cinnaminson Sewerage Authority was held on April 13, 2026 in the conference room of the Township Building and commenced at 6:30 PM.

On roll call by Secretary Judy Devone, those present were Board Members: John Conville, Robert O'Connor, James Wujcik, Frank Szymkowski and Brian Dunworth. Also in attendance were: Kimberly Fitzpatrick, Administrator, Wayne D. Simpson, Authority Engineer, Kevin Kramer, Superintendent of Operations and Solicitor Jeff Caccese of Comegno Law Group.

Mr. 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. 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 2026 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 heard none (none in attendance).

Mr. Wujcik initiated a brief discussion regarding a revision to the Open Public Meetings Act procedures for meeting notices. Kim Fitzpatrick confirmed she believed that previous counsel had suggested an addition to the statement regarding the meeting notice's publication to the Authority website. Mr. O'Connor clarified that the language is correct because publication in newspapers was still a requirement at the time, and that the

meeting notice was also published to the website in accordance with new State guidelines. Solicitor Caccese suggested that the website publication be added to the statement going forward.

OLD BUSINESS

Mr. O'Connor presented the regular and executive session minutes of March 9, 2026 for the Board's consideration.

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to adopt the regular and executive session minutes of March 9, 2026 as submitted. Vote: Mr. O'Connor abstained; all others aye

NEW BUSINESS

Mr. O'Connor presented the renewal of Delta Dental insurance, commenting that it is not on the same schedule as the health insurance. He reported that the 1-yr. renewal option is less expensive than the 2-year option.

Motion: Made by Mr. O'Connor and seconded by Mr. Szymkowski to renew with Delta Dental Insurance for 1-yr. Vote: All ayes

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to review his **Engineer's Status Report dated April 9, 2026**. Mr. Simpson reviewed his report noting the following:

M-080-149 UV Disinfection System

Alaimo has been working on adding the filter mechanism as requested. Two of Alaimo's engineers met with Kevin today to review some last-minute details, and Mr. Simpson expects to submit the drawings to DEP for their guidance this week. He may need to modify the existing permit or file a new one once DEP reviews the plans.

Mr. Szymkowski asked if there were any questions on the report or for Construction.

Mr. Wujcik asked a question about whether action is necessary when Mr. Simpson's report recommends approval of a project. Mr. Simpson confirmed that approval indicates the plans were approved and that Alaimo will monitor the project construction when it begins. He said he will let the Board know if action needs to be taken.

Mr. O'Connor asked Kevin Kramer if he's noticed any improvement with foaming at the Plant. Kevin said he noticed a slight improvement for about a month, but the effects were temporary.

Kevin confirmed that the free product trial will continue through May to allow for assessment of results with the warmer weather.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Administrator Kim Fitzpatrick for an Administration update. Kim reported that she had touched base with Mr. Wujcik concerning the consideration of P-card (procurement card) implementation with Truist bank. A P-card is similar to a credit card but state-authorized for government use. Kim briefly discussed the benefits which include: eliminating employee reimbursements, solving mail delays for lost checks, and handling vendors that only accept cards. She said there could be two or three cards and confirmed an annual fee of \$150.00 (for any number of cards) with no interest. She said there are built-in spending limits and dashboard monitoring to keep cards from being used inappropriately.

Kim wanted to relay the information for the Board's consideration and will take any questions they have to Truist and come back with answers. She explained that Truist would pay the vendors, and the Authority would pay Truist monthly. The bill list (the purchase orders) remains in vendors' names to keep spending transparent. She does not have all the fine details on its interface with the software, but said the Township is using P-cards quite successfully. She presented this as an option to the Board before submittal of any financials.

Mr. Wujcik confirmed his approval conditioned upon appropriate limits and a limited number of cards. There was some further discussion about the number of cards and whether a third card (one for Administrator, one for Superintendent) for staff for testing, licensing, clothing and other expenditures may be helpful.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period March 9, 2026 - April 13, 2026**. Kevin reported the following:

Operations: There were two minor permit violations reported to DEP, both were under the 40% threshold which requires mandatory action by enforcement. There will be no fines. He confirmed both related to a pump that was an issue. Kevin said foaming was already discussed and he is still trying to keep it to a minimum. Several repairs are being made to piping on the Bio-Air that was damaged due to colder temperatures.

Kevin confirmed there was a "pop in" inspection from the EPA two weeks ago, noting he has not seen the EPA in a very long time. He confirmed influent and effluent samples were taken to check results against the Authority's reporting.

Safety: Safety training took place on March 25th for Confined Space and Lock-out Tag-out, and on April 1st for Blood Borne Pathogens and Fire Safety.

Other: Dukes Root Control finished treating the easements and other areas that can't be reached with Authority equipment.

Kevin discussed the consideration of a small boat purchase from an employee for tank repairs. A brief discussion ensued regarding use of a boat versus draining of the tank for repairs. Solicitor Caccese recommended either obtaining an advisory opinion or buying a new boat. Mr. Wujcik asked about safety issues and there was some further discussion. Mr. O'Connor confirmed an advisory opinion needs to be obtained.

Mr. O'Connor presented Resolution 2026-2027-11, Extension of Contract for Laboratory Services with Pace Analytical which allowed for a 3% increase.

Motion made by Mr. Szymkowski and seconded by Mr. Conville to adopt Resolution 2026-2027-11. Vote: All ayes

Mr. O'Connor presented Resolution 2026-2027-12, Award of Contract for Progressive Cavity Pump. He noted the Board voted to join a Co-Op at the last meeting relating to the purchase of the pump.

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to adopt Resolution 2026-2027-12. Vote: All ayes

Mr. O'Connor presented Resolution 2026-2027-13, Award of Contract for Sodium Hypochlorite in the amount of \$36,690.00 to PVS Chemicals.

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to adopt Resolution 2026-2027-13. Vote: All ayes

Mr. O'Connor presented Resolution 2026-2027-14, Extension of Annual Generator Maintenance Contract. Mr. O'Connor said the contract was awarded back in April and GenServe, Inc. agreed to a 1-yr. extension with no increase in price; amount not to exceed sum of \$57,852.00.

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to adopt Resolution 2026-2027-14. Vote: All ayes

DIRECTOR OF PERSONNEL - BRIAN DUNWORTH

Mr. Dunworth confirmed he had no items for discussion 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 confirmed total revenue at 8% of budget and total expenses of \$247,065.92.

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 \$217,401.60 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 three requisitions for Renewal and Replacement totaling \$37,140.80 and certified the funds are available.

2027-109 Alaimo Group Inc.	\$ 10,355.00
2027-599 Gayle Corporation	\$ 9,614.00
2027-131 Duke's Root Control Inc.	\$ 17,171.80

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 two invoices for Builder's Escrow totaling \$330.00.

To Alaimo:

#232425 Colonial Land - Chicks Towing	\$ 55.00
#232426 J Brandenburger - 713 S. Snowden	\$ 275.00

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 2026-2027-10, FY 2026 Budget Transfers and made a motion to adopt the resolution. The motion was seconded by Mr. Szymkowski. Vote: All ayes

Mr. Wujcik said he had nothing further for discussion.

Mr. O'Connor asked if there were any other matters for discussion and heard none.

The meeting was adjourned at 6:53 PM.

Next scheduled meeting: Monday, April 13, 2026 at 6:30 PM