

Minutes - May 11, 2026

The regular meeting of the Cinnaminson Sewerage Authority was held on May 11, 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, Brian Dunworth, Robert O'Connor, James Wujcik and Frank Szymkowski. Also in attendance were: Kimberly Fitzpatrick, Administrator, Kevin Kramer, Superintendent of Operations and Solicitor Jeff Caccese. Consulting Engineer Wayne Simpson was absent.

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) 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 2026 within seven days of the Board's reorganization meeting, and for publication on the Cinnaminson Sewerage Authority website per State guidelines.
- (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 of April 13, 2026 for the Board's consideration.

Motion: Made by Mr. Conville and seconded by Mr. Szymkowski to adopt the regular session minutes of April 13, 2026 as submitted. Vote: All ayes

NEW BUSINESS

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski, noting Mr. Simpson's absence, reported that he reviewed the **Engineer's Status Report dated May 8, 2026** and confirmed there were no changes in status from last month or items for discussion.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville presented Resolution 2026-2027-16, Authorizing the use of Sourcewell Cooperative and **made a motion to adopt the resolution. Mr. Szymkowski seconded the motion. Vote: All ayes**

Mr. Conville asked Administrator Kim Fitzpatrick for an Administration update. Kim reported that they are starting to archive and clean up in the office while awaiting completion of the audit.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period April 13, 2026 - May 11, 2026**. Kevin reported the following:

Operations: There were no Plant violations during the period. There has been a return of foam to the aeration tank. In conversing with Mr. Simpson and other associates, a plan was made to remove some of the foam with tankers and to slightly adjust the process. Kevin hopes to see positive results in the next 5-10 days. In addition, the collection team is inspecting grease traps more frequently as fats, oils and greases are main causes of the foam.

Kevin confirmed there were six vents calls for the month; all were the homeowners' responsibility.

The generator at Cinnaminson Crossing Pump Station is no longer operable due to old age. Kevin is working to secure a replacement generator purchased through a co-op or under State Contract. Kevin gave specifications to Alaimo who provided him with a company, Cummings, with a suitable replacement. He will see if Cummings will work with the co-op. Mr. Wujcik confirmed a

rough cost estimate with Kevin as it was not included in the capital budget.

Safety: The last scheduled training for the year took place on April 29 for a Confined Space Hands on Drill with the Cinnaminson Fire Department. A mock rescue was performed with one of the staff in a confined space.

Other: Booth Mechanical repaired a manhole that Authority staff was unable to open on the circle at Calhoun Street. Kevin confirmed that the Spring Employee Luncheon is scheduled for May 14th. Commissioner Brian Dunworth plans to attend. Kevin confirmed that he spoke with OSHA regarding the needed tank repair and it has been completed.

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 that User Charges were up about \$35,000.00 year over year from April last year and total revenue is at 26% of budget. He reported that total expenses are at 25% of 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 \$374,299.56 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 requisitions for Renewal and Replacement totaling \$12,057.00 and certified the funds are available.

2027-185 Alaimo Group Inc.	\$ 6,730.00
2027-163 Booth Mechanical, Inc.	\$ 5,327.00

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 \$197.50.

To Alaimo:

#233088 Colonial Land - Chicks Towing	\$	102.50
#233089 J Brandenburger - 713 S. Snowden	\$	95.00

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 2026-2027-15, Quarterly Withdrawal, and made a motion to adopt the resolution. The motion was seconded by Mr. Szymkowski. Vote: All ayes

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

The meeting was adjourned at 6:40 PM.

Next scheduled meeting: Monday, June 8, 2026 at 6:30 PM