

Minutes - August 10, 2026

The regular meeting of the Cinnaminson Sewerage Authority was held on August 10, 2026 in the court room of the Township Building and commenced at 6:30 PM.

Present were Board Members: John Conville, Brian Dunworth and James Wujcik. Chairman Robert O'Connor and Frank Szymkowski were absent due to travel. Also in attendance were: Kimberly Fitzpatrick, Administrator, Kevin Kramer, Superintendent of Operations, Wayne Simpson, Consulting Engineer, and Jeff Caccese, Solicitor.

Vice Chairman John Conville 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. Conville opened the meeting to the public for comment and hearing none, moved to Old Business.

OLD BUSINESS

Approval of June 8, 2026 regular session minutes was deferred to the next meeting.

NEW BUSINESS

Mr. Conville asked Mr. Simpson to comment on the Riverton Country Club Tennis Courts Connection. Mr. Simpson confirmed that the Riverton Country Club has proposed to build a small restroom near the tennis courts. Currently, players use the facilities in the clubhouse, and they wish to eliminate that traffic to the clubhouse with a separate facility. They are requesting that the connection fees of \$4,334.00 for the proposed tennis courts facility be waived, as it will service the same users who are currently being diverted to the clubhouse facilities. Mr. Simpson said he felt it was a reasonable request.

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to authorize the waiving of the Riverton Country Club Tennis Courts Connection Fee. Vote: All ayes

DIRECTOR OF CONSTRUCTION – FRANK SZYMKOWSKI

Mr. Szymkowski was absent. Mr. Simpson reviewed his **Engineer's Status Report dated August 5, 2026** noting the following:

M-080-149 UV Disinfection System

The application for the modified TWA Permit to include the infiltration system was submitted and additional documents were requested. Alaimo also resubmitted documents to the NJ Water Bank to secure their approval of the project with no additional documents requested.

M-081-139 Lidl Grocery Store

Lidl has submitted their as-builts and easements, and there is a resolution for the release of the performance bond for the Board's consideration tonight.

M-080-164 Spotless Car Wash

Alaimo has recommended approval of the project.

Mr. Conville presented Resolution 2026-2027-19, Release of Performance Bond – Lidl Grocery. Mr. Wujcik made a motion to adopt the resolution and Mr. Conville seconded the motion. Vote: All ayes

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Administrator Kim Fitzpatrick for an Administration update. Kim reported that the audit was complete. She confirmed that the office will be temporarily relocated to the court room during the period of September 1st-11th due to work to replace the buildings' fire suppression system. Kim also stated they are getting ready for the October billing.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor was absent. Mr. Conville asked Mr. Kramer to review his **Superintendent of Operations Report for the period June 8, 2026 - August 10, 2026**. Kevin reported the following:

Operations: Plant operations are back to normal summer operations. Kevin confirmed that Colton Watson was in charge while he was on vacation and did an excellent job, including navigating the heavy rain storms well.

On July 27, there was a DEP inspection by their new inspector, who toured the Plant and reviewed the data used to fill out DEP reports. The inspector found an issue with a missed permit parameter that had changed from quarterly to monthly testing, but is allowing Kevin to make up the missed tests and only a notice of violation was issued (no fines).

An issue with Huber Headworks equipment was resolved after a technician came out to trouble shoot it. The equipment is back up and running.

Kevin is getting quotes for a new generator for Cinnaminson Crossing Pump Station. He is working through Source Well with Cummins and Kohler to provide quotes for the generator and labor.

Safety: Employee annual bag checks are being done to make sure all required PPE is accounted for and to replace anything damaged.

Other: Booth Mechanical replaced five in-line manholes on Riverton Road near the high school that were stuck shut as access to the main is required in the event of a blockage.

Several applicants are being interviewed by Kevin and Brian Dunworth for the open operator position.

Kevin confirmed that he passed his S4 exam on July 22nd. Mr. Conville congratulated Kevin on behalf of the Board.

Mr. Conville presented Resolution 2026-2027-22, Award of Contract for Removal, Transportation and Disposal of Dewatered

Sewerage Sludge to Interstate Waste Services of NJ in an amount not to exceed \$305,324.50. Mr. Wujcik made a motion to adopt the resolution. Mr. Conville seconded the motion. Vote: All ayes

DIRECTOR OF PERSONNEL - BRIAN DUNWORTH

Mr. Dunworth said the only personnel item is, as Mr. Kramer mentioned, that the interview process is underway for the open operator position.

TREASURER - JAMES WUJCIK

From June:

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.

Motion: Made by Mr. Wujcik and seconded by Mr. Conville 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 \$272,060.17 and certified that funds are available.

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to approve payment of Operating Invoices and Payroll Expenses as submitted. Vote: All ayes

Mr. Wujcik submitted four requisitions for Renewal and Replacement totaling \$43,993.63 and certified the funds are available.

2027-159 Applied Industrial Tech	\$ 24,460.00
2027-268 Booth Mechanical, Inc.	\$ 10,239.75
2027-277 Booth Mechanical, Inc.	\$ 5,693.88
2027-294 Booth Mechanical, Inc.	\$ 3,600.00

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

Mr. Wujcik submitted five invoices for Builder's Escrow totaling \$2,464.00.

To Alaimo:

#233962 Grace Construction	\$ 715.00
#233961 Flagship Spotless Car Wash	\$ 165.00
#233960 J Brandenburger	\$ 1,002.80
#233959 Colonial Land - Chicks Towing	\$ 361.20

#233958 Milex

\$ 220.00

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to approve payment of the Builder's Escrow invoices as submitted.

Vote: All ayes

From July:

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.

Motion: Made by Mr. Wujcik and seconded by Mr. Conville 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 \$ 262,732.18 and certified that funds are available.

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to approve payment of Operating Invoices and Payroll Expenses as submitted. Vote: All ayes

Mr. Wujcik submitted four requisitions for Renewal and Replacement totaling \$ 22,356.08 and certified the funds are available.

2027-237 Core Mechanical, Inc.	\$ 6,527.20
2027-333 Booth Mechanical, Inc.	\$ 5,139.94
2027-335 Booth Mechanical, Inc.	\$ 4,729.94
2027-295 Huber Technologies, Inc.	\$ 5,959.00

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

Mr. Wujcik submitted four invoices for Builder's Escrow totaling \$930.00.

To Alaimo:

#234443 Colonial Land	\$ 105.00
#234444 J Brandenburger	\$ 110.00
#234445 Flagship Spotless Car Wash	\$ 385.00
#234446 Grace Construction	\$ 330.00

Motion: Made by Mr. Wujcik and seconded by Mr. Conville to approve payment of the Builder's Escrow invoices as submitted.

Vote: All ayes

Mr. Wujcik submitted one deletion from the month of July in the amount of \$115.00 and made a motion for its approval. Mr. Conville seconded the motion. Vote: All ayes

Mr. Wujcik presented Resolution 2026-2027-20, FY26 Audit Resolution. He thanked Kim Fitzpatrick and team for their work and said it was the best report he has seen. He confirmed the independent auditors report represented a clean opinion with no issues which is the best you can get, and said the internal control report was clean with no deficiencies. He said that revenue going into next year will need to be addressed at a later date.

Mr. Wujcik made a motion to adopt the resolution and confirmed there was also a certification to be signed by Commissioners. Mr. Conville seconded the motion. Vote: All ayes

Mr. Wujcik presented Resolution 2026-2027-21, Quarterly Withdrawal in the amount of \$884,193.50 and made a motion to adopt the resolution. Mr. Conville seconded the motion. Vote: All ayes

Mr. Conville asked if there were any other matters for discussion and heard none.

The meeting was adjourned at 6:53 PM.

Next scheduled meeting: Monday, September 14, 2026 at 6:30 PM