

Minutes - June 8, 2026

The regular meeting of the Cinnaminson Sewerage Authority was held on June 8, 2026 in the conference room of the Township Building and commenced at 6:30 PM.

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, Wayne Simpson, Consulting Engineer, and Jeff Caccese, Solicitor. Secretary Judy Devone arrived at 6:35 PM.

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 May 11, 2026 for the Board's consideration.

Motion: Made by Mr. Conville and seconded by Mr. Szymkowski to adopt the regular session minutes of May 11, 2026 as submitted.

Vote: All ayes

NEW BUSINESS

DIRECTOR OF CONSTRUCTION - FRANK SZYMKOWSKI

Mr. Szymkowski asked Mr. Simpson to review his **Engineer's Status Report dated June 3, 2026** and Mr. Simpson noted the following:

M-080-149 UV Disinfection System

Alaimo is working with the NJ Water Bank to secure their approval of the project.

M-081-162 Chick's Towing -1800 Union Landing Road

The sanitary sewer line construction has been completed.

M-081-165 Penn Ball Bearing, 4 Surrey Lane

Plans were reviewed for this project and revisions have been requested.

DIRECTOR OF ADMINISTRATION - JOHN CONVILLE

Mr. Conville asked Administrator Kim Fitzpatrick for an Administration update. Kim reported that Truist Bank confirmed the Authority's qualification for two purchasing cards (for use by the Administrator and the Superintendent) with a \$105,000.00 total limit.

DIRECTOR OF OPERATIONS - ROBERT O'CONNOR

Mr. O'Connor asked Mr. Kramer to review his **Superintendent of Operations Report for the period May 11, 2026 - June 8, 2026**.

Kevin reported the following:

Operations: There were two permit violations in May due to the foaming at the Plant. DEP was notified and some process changes were made that have improved the foaming. Kevin expects conditions to continue to improve.

There was one homeowner vent call during the time period which due to a blocked sanitary main on Branch Pike. Kevin confirmed that the blockage was remedied but the camera truck revealed roots in the line which will require removal in the near future.

Safety: There was no official safety training during the time period.

Other: Booth Mechanical repaired two sanitary main breaks on Industrial Highway and Oakwood Drive.

Employee Mike Minutola submitted his resignation and his last day will be on June 26, 2026. Mike was very pleased with his employment at the Authority but was offered an opportunity with a friend's new business. With the Board's permission, Kevin confirmed he will advertise for an entry level position.

Mr. O'Connor presented Resolution 2026-2027-17, Award of Contract for Sludge Dewatering Polymer, confirmed with Mr. Simpson that the contract was in order, and made a motion to adopt the resolution. Mr. Conville seconded the motion. Vote: All ayes

Mr. O'Connor presented Resolution 2026-2027-18, Award of Contract for Removal, Transportation & Disposal of Liquid Sludge. Mr. Simpson confirmed that the contract was in order and represents a difference of \$150.00 on the bid. **Mr. O'Connor made a motion to adopt the resolution and Mr. Conville seconded the motion. Vote: All ayes**

Mr. O'Connor asked if the proposal dated June 2, 2026 submitted by Mr. Simpson for the UV Disinfection System required action. Mr. Simpson suggested that approval could wait if Commissioners required more time for its review. He said he also submitted the proposal to the NJ Water Bank for their approval of form which he noted has been used previously. **Mr. O'Connor confirmed adequate review of the proposal with Commissioners and made a motion to accept the proposal from Alaimo Associates for the UV Disinfection System. Mr. Conville seconded the motion. Vote: All ayes**

DIRECTOR OF PERSONNEL - BRIAN DUNWORTH

Mr. Dunworth stated the employee resignation was already discussed and added that he will help Kevin with the interviewing process for the new hire.

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 total revenue is at 29% of budget and reported total expenses at 27% 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 \$292,534.22 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 \$24,466.38 and certified the funds are available.

2027-219 Alaimo Group Inc.	\$ 14,142.50
2027-221 Booth Mechanical, Inc.	\$ 5,583.25
2027-204 Booth Mechanical, Inc.	\$ 4,740.63

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 \$7,755.63.

To Alaimo:

#233476 Milex Holdings - 1705 Industrial Hwy.	\$ 396.20
#233477 Col. Land Enterprises - Chick's Towing	\$ 7,359.43

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 May in the amount of \$272.25 and made a motion for its approval. Mr. Szymkowski seconded the motion. Vote: All ayes

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

The meeting was adjourned at 6:47 PM.

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