

Minutes - September 14, 2026

The regular meeting of the Cinnaminson Sewerage Authority was held on September 14, 2026 in the conference room of the Township Building and commenced at 6:30 PM.

Present were Board Members: John Conville, James Wujcik and Frank Szymkowski. Brian Dunworth was absent. Robert O'Connor arrived to the meeting at 6:49 PM.

Also in attendance were: Kimberly Fitzpatrick, Administrator, Kevin Kramer, Superintendent of Operations and Jeff Caccese, Solicitor.

Vice Chairman John Conville referenced 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

Mr. Conville asked Approval of June 8 and August 10, 2026 regular session minutes.

Motion: Made by Mr. Wujcik and seconded by Mr. Szymkowski. Vote: All ayes

NEW BUSINESS

DIRECTOR OF CONSTRUCTION – FRANK SZYMKOWSKI

Mr. Szymkowski indicated Mr. Simpson's **Engineer's Status Report dated September 11, 2026 (Mr. Simpson was absent)** stating that the only project update shows no change in status on the **Settling Tank Valve Actuators (M-080-152)**.

DIRECTOR OF ADMINISTRATION – JOHN CONVILLE

Mr. Conville asked Administrator Kim Fitzpatrick for an Administration update. Kim reported that the Authority will be moving payroll from Paychex to Prime Point, and she confirmed a new cost of \$216.25/month with Prime Point versus about \$580/month with Paychex. She also confirmed that the FSA would move to the Difference Card from Paychex on October 1st. Kim reported that she reached out to Insurance Solutions regarding health insurance renewal and they will work on quotes. She said that the State has not released the current rates, and mentioned the State's rule regarding employers with fewer than 25 employees and Claims Experience Ratings. There was a brief discussion. Kim stated that Insurance Solutions will come to the October meeting to present options.

DIRECTOR OF OPERATIONS – ROBERT O'CONNOR

Mr. O'Connor was not present. Mr. Conville asked Mr. Kramer to review his **Superintendent of Operations Report for the period – August 10-September 14, 2026**. Kevin reported the following:

Operations: Plant operations are normal; they will be making some seasonal operational changes. There has been a slight increase in foam on the aeration tank. An increase in foam has been noticed in winter over the past few years, so changes will continue to be made as required.

Additional sampling of Total Nitrate for the DEP began. Upon each month-end, analytical reports are sent to the new DEP inspector.

The new employee, Paul Cherkis, started his probationary period on September 9th. He will rotate to different jobs at the Plant during this 3-month period.

There will be an employee team building lunch on Friday.

Safety: Certified Health and Safety has been contacted to get training up to date for the new employee.

Other: Lyman Bozarth passed his road test and received his Class B CDL with Air Brakes and Tanker Endorsements.

The Cinnaminson Crossing generator is still down and Kevin is waiting on quotes for the generator and labor.

Booth Mechanical did a sanitary sewer main repair on Shenandoah Road.

Mr. Conville presented Resolution 2026-2027-23, Extension of Contract for Laboratory Services, confirmed that it was reviewed and recommended by Alaimo, and noted that it represents no cost increase. Mr. Wujcik made a motion to adopt the resolution. Mr. Szymkowski seconded the motion. Vote: All ayes

Mr. Conville turned the meeting over to Chairman Robert O'Connor who arrived at the meeting.

DIRECTOR OF PERSONNEL - BRIAN DUNWORTH

Mr. O'Connor confirmed there was one item for closed session.

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 52%, User Charges at 53% and total expenses at 78% to budget.

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 \$194,725.60 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 four requisitions for Renewal and Replacement totaling \$47,399.06 and certified the funds are available.

2027-298 Municipal Maintenance Co.	\$ 7,230.00
2027-342 Booth Mechanical, Inc.	\$ 24,111.56

2027-388 Site Specific Design Inc.	\$ 4,111.00
2027-413 Booth Mechanical, Inc.	\$ 11,946.50

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 eight invoices for Builder's Escrow totaling \$2,631.53.

To Alaimo:

#235200 Flagship New Jersey	\$ 945.00
#235198 Riverton CC Halfway House	\$ 55.00
#235199 Riverton CC Tennis Courts	\$ 1,316.53
#235197 Eighteen SAC Self Storage U-Haul	\$ 55.00
#235196 709 S Snowden C. Meekins	\$ 55.00
#235195 Milex Holdings 1705 Industrial Hwy	\$ 95.00
#235194 2701 Cinnaminson Empire Popeyes	\$ 55.00
#235193 Lidl	\$ 55.00

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. O'Connor asked if there were any other matters for discussion and heard none. He reported that the next meeting was scheduled for Thursday, October 15th due to Columbus Day, but confirmed that he and Mr. Wujcik have a conflict. **Mr. O'Connor made a motion to move the October meeting to Thursday, October 8th and Mr. Szymkowski seconded the motion Vote: All ayes** Kim Fitzpatrick will advertise the meeting as required.

Motion: Made by Mr. O'Connor and seconded by Mr. Conville to enter into an executive session to discuss items of personnel, results to be disclosed when no longer prejudicial to the interests of the Authority. Vote: All ayes Time: 6:54 PM

A motion was made by Mr. Wujcik and seconded by Mr. Szymkowski to return to open session at 7:41 PM. Vote: All ayes
The meeting was adjourned.

Next scheduled meeting: *THURSDAY, October 8, 2026 at 6:30 PM