Minutes – August 20, 2012

The regular meeting of the Cinnaminson Sewerage Authority was held on August 20, 2012 in the conference room located within the Cinnaminson Municipal Building and commenced at 7:15 PM.

Mr. Ben Young introduced the new Township Administrator, Frank Locantore to the Board.

Mr. Strobel began the meeting and read the following:

**OPEN PUBLIC MEETINGS ACT**

N.J.S.A. 10:4-6 et seq.

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 2012 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.

On roll call those present were Board Members: Richard Strobel, Carmen Saginario, David Stahl and Thomas Kollar. Mr. Robert O’Connor arrived at 7:20 PM. Also in attendance were Cynthia Doerr, Administrator, Wayne D. Simpson of Richard A. Alaimo Associates and Bradford Smith, Esquire.

Authority employees Carl Goodfellow, John Kenkellen, Matthew Naisby, Charles Staub and Amy Williams were in public attendance along with Township Committeeman Ben Young. Resident Mr. Bill Conley of 19 Glenview Drive was also in attendance.
PUBLIC COMMENT

Mr. Strobel opened the meeting to the public and hearing no comment, moved to Old Business.

OLD BUSINESS

Mr. Strobel asked the Board to address the regular and executive session minutes of the July 9, 2012 meeting. Mr. Stahl made a motion to approve both sets of minutes as submitted and Mr. Kollar seconded the motion. Mr. Smith stated he had a question on the executive session minutes and asked that they be held for executive session. Mr. Stahl amended his motion to approve the regular session minutes of July 9, 2012 as submitted and Mr. Kollar seconded the motion. Mr. Saginario abstained; all others aye.

NEW BUSINESS

DIRECTOR OF CONSTRUCTION – ROBERT O’CONNOR

Mr. O’Connor was absent. Mr. Strobel asked Mr. Simpson to review his report.

Engineer’s Status Report – Wayne D. Simpson

Mr. Simpson:
M-080-121 Lakeview Sewer Rehabilitation
We sent revised plans up to DEP. We’ve had some conversations and they have asked for some time to review them and then we can go out to bid. Hopefully by next month, I’ll have a bid date for you.

Mr. Robert O’Connor arrived at the meeting at 7:20 PM.

Mr. Simpson continued:
M-080-124 Fairfax Pumping Station Generator Replacement
The project went on maintenance bond after the last pay estimate.

M-080-127 Plant Evaluation Study
We have submitted this for your review.
M-081-079 Village at Cinnaminson Harbour
They are getting ready to start construction of the sewer mains in Section Four(A) which is 48 townhouses.

Mr. Strobel asked about the location and Mr. Simpson stated it is in the back, right side.

Mr. Strobel asked about Section Five. He noted that Mr. Simpson’s report reads that there was recommendation of release of performance bond on August 3, 2011 pending receipt of maintenance bond in the amount of $16,037.82 and he asked if the maintenance bond had ever been received. Mr. Simpson stated he would check on it.

Mr. Strobel asked Mr. O’Connor if he had any further matters for Construction and hearing none, he moved to Administration.

DIRECTOR OF ADMINISTRATION – CARMEN SAGINARIO

Mr. Saginario asked Cynthia Doerr if there were any updates to report regarding the Authority website. Cindy stated that she believed Mr. Kollar has been working on it. Mr. Kollar confirmed that he has received data for entry but he still needs a couple items including the Authority’s Mission Statement. Mr. Strobel stated he would forward the file to Mr. Kollar. Mr. Kollar added that he also needs the 2011 Budget Report which Cindy will provide. Mr. Kollar said he should be able to get the website updated to satisfy the requirements of the State prior to the year-end deadline.

Mr. Saginario asked Cindy if there were any further items for Administration. Cindy stated she had an item for executive session.

Hearing no further matters for Administration, Mr. Strobel asked Mr. Stahl to review Operations.

DIRECTOR OF OPERATIONS – DAVID STAHL

Mr. Stahl indicated there were a number of pictures of streets posted on the website for the Commissioners’ review. He said these pictures related to the televising of lines which took place due to the Township’s street repaving. He said some issues had been detected at Laurel Drive, Jackson & Clay Streets, Beverly Road and in St. Charles Place. He briefly discussed the situation at St. Charles Place. He mentioned
that there is still infiltration and there are still some suds coming into the Plant. He said he had Carl Goodfellow purchase two new samplers as the ones which were previously in use were extremely old. Mr. Goodfellow stated the samplers were purchased under State Contract. Mr. Saginario asked about the cost and Mr. Goodfellow confirmed they cost approximately $3,600.00 each.

Mr. Stahl reported that Public Works had returned the backhoe to the Authority. It still requires new tires which have been ordered. Mr. Saginario asked about its condition and Mr. Goodfellow commented that it is usable. It will be used on-site, not taken on the road.

Mr. Stahl stated that there was consideration given to giving the car that Mr. Phillips drove to Public Works but it was decided that the Authority can use it for inspections. He reported that the lights on top and antennas were removed.

Mr. Stahl: We are still working on getting the other two tanks ready for use and as we continue it seems like there is more and more that is required. We ordered the parts ourselves with the idea that Mr. Haines would be doing some of the work and he is out. We have a contractor now doing the work so that will be an added expense.

Mr. Goodfellow added that one of the 12-inch influent valves, which is an addition to the valves that were known to require replacement, has a big horseshoe crack in it. Therefore it will be replaced so all the valves will be done before going online.

Mr. Stahl continued: We’ve done the electrical work that was required and put in required lights.

Mr. Stahl stated there were four resolutions for the Board’s consideration. Mr. Strobel asked about Resolution 2012/2013-25 and said it was a bit unclear as to why it was an Emergency Purchase. Mr. Stahl confirmed Resolution 2012/2013-25 is for actuator valves and is part of getting the tanks back online. He said Authority Engineer, Mr. Simpson, had provided a letter confirming that getting the tanks online was necessary for public health and safety. Mr. Stahl stated Resolution 2012/2013-26 was for an influent pump. Mr. Goodfellow explained that this was necessary to keep up with the flow in case of storms and heavy rain. He said the old one was pulled but would take over a week to rebuild so a new one was purchased. He confirmed that the old one was rebuilt so there
is now a backup. Mr. Goodfellow further explained that there is normally a small pump and two large ones and the Authority had been down to one large and one small. Mr. Stahl said Resolution 2012/2013-27 relates to requiring flowable fill for lateral connections to existing mains. Mr. Strobel read aloud the resolution. There was some discussion. Mr. Strobel confirmed with Mr. Simpson that he was comfortable with this resolution. Mr. Simpson stated the resolution is taken from the County standards and would amend the Authority’s Rules and Regulations referring to lateral connections to an existing main. Mr. Saginario asked if there was any obligation to publish the resolution after adopted and Mr. Smith stated he would check. Mr. Kenkellen confirmed with Mr. Simpson that it was the homeowner’s responsibility to pay for the flowable fill. There was a brief discussion. Mr. Smith will make sure this is explicit in the regulation. Lastly, Mr. Stahl stated Resolution 2012/2013-28 referenced authorization for proprietary product specification for root treatment and root control. Mr. Simpson briefly discussed the chemical and his research relating to the product. Mr. Strobel asked if the product had ever been used by the Authority to which Mr. Stahl confirmed it had and Mr. Goodfellow added he used it in Florence and it works great. Mr. Simpson said it has never been publicly bid before but if the Authority is going out for public bids, it requires his certification in the specification in the resolution. Mr. Saginario made a motion to adopt Resolutions 2012/2013-25, -26, -27 and -28. Mr. O’Connor seconded the motion. All ayes.

Mr. Stahl asked the Board to recognize and authorize Mr. Goodfellow as its representative to allow him to file reports electronically with the State. Mr. Goodfellow confirmed this process saves Amy Williams time and the Authority money. Mr. Saginario made a motion to authorize Mr. Carl Goodfellow to file the requisite reports electronically with the DEP. Mr. O’Connor seconded the motion. All ayes.

Mr. Strobel stated he had one question. He stated that there was an Engineer’s letter relating to Emergency Sewer Repair Services which referenced an enclosure, however, there was no enclosure posted on the website. Mr. Stahl stated the enclosure included actual pricing and there should have been three pages. Cindy Doerr stated she had only received one page. Mr. Simpson stated it was his error and that the pages included the estimated costs for three companies, Root 24, Booth Mechanical and Tom’s Backhoe Services. He said as stated in his letter, it alternated between who had the lowest
price on each of the various units. He stated Root 24 seemed to be lower on the labor and Booth was lower on equipment but they all have to be brought out together. There was a brief discussion which included how Evesham handles the same matter. Mr. Kenkellen stated that his observation is that Root 24 sends out more man-power and takes longer to do a job. He said Booth Mechanical did two recent jobs on Beverly Road and Laurel Drive in one day. Mr. Strobel stated that the only way to factor in that variable is through experience and observation and that is where effective oversight is necessary in order to uphold the spirit of what the Authority is trying to do to minimize costs. There was some further discussion. Mr. Strobel stated response time should also be factored into consideration. Mr. O’Connor commented that he was not overly comfortable using Root 24 for any work. Mr. Stahl stated that another factor was which company had the necessary equipment, for instance if a vac-\or truck is needed, Root 24 might have to be used. Mr. Strobel indicated it wasn’t necessary to take specific action on the matter but that the staff should understand what the Board is attempting to do. He said the staff now has information, which along with other information gained from oversight at the scene, should guide them in moving forward to get the best service for the lowest fee.

Mr. Stahl stated Kevin Kramer had passed his C-1 and S-1 license tests.

Mr. Stahl reported that reconstruction is necessary at the easement alongside where the Cinnaminson Home was, behind Sonic and Hibachi Grill. He explained there is a belly in the line and grease is collecting in it. Mr. Stahl stated a resident, Mrs. Swartley, had experienced some issues. He said 300 ft. of line needs to be reconstructed. He added that Mr. Ben Young had mentioned Public Works might be able to do the digging but realized it was too complicated. Mr. Kenkellen got a quote from Booth Mechanical but the job is over the threshold and needs to go out for bid. There was some further discussion regarding some past issues in that area. Mr. Stahl made a motion to authorize Authority Engineer to prepare specifications to allow the Authority to go out for bid. Mr. Saginario seconded the motion. All ayes.

Mr. Stahl indicated that the Board had received copies of the Engineer’s Plant Evaluation Study. He stated he felt it was very thorough and said Mr. Simpson worked with Mr. Bill Smith. He said it was encouraging in that by making the recommended
changes the capacity of the Plant would increase by 50% from 2 million gallons per day (MGD) to 3 MGD.

Mr. Simpson: What you are doing is giving the Plant the ability to handle the peak flows that it tends to get. You have a rated capacity of 2 (MGD) but you are not seeing that on a regular basis. Your yearly average is about 1.3 MGD but your peak flows go over 3 million gallons, even, and your Plant can handle it on a short term basis if things are working right. The biggest problem that the Plant has is the secondary settling tanks. They are an old design and are too shallow. They allow solids that settle onto the bottom to be washed right along the bottom of the tank and out and over the effluent lears. On one side of the tank, you are taking the solids out and the other side is pushing them back in into the flow and out to the river. The guys at the Plant are constantly trying to get those tanks to work right. With some modifications, they can be made to work better.

Mr. Strobel asked if the tanks can be deepened and Mr. Simpson stated that would require excavating the whole tank and starting over.

Mr. Simpson: Putting baffles in the tank to keep the flow of the solids underneath the scrapers from going out towards the effluent end is a mechanism that has been successful in the past to modify these types of settling tanks. Also, what we have found is that the guys at the Plant have trouble with dividing the flow equally between all four tanks and withdrawing sludge equally from all four tanks and that has to do with the valving up front. You are using very large valves to try to control the flow and the way valves control flow is through the smallest opening. So you are closing the valve 90-95% to try to get any control on that at all and it is a very difficult operation to try to control four to six tanks with valves that are oversized. We will be looking at a few things, one of which would be a pumped arrangement where we can directly distribute flow to each of the four tanks on a positive basis from a pump. Another means would be to replace those large valves with smaller pinch valves that are meant to actually control the flow in incremental proportions.

Mr. Strobel asked about Mr. Bill Smith’s role in the study. Mr. Simpson confirmed that he basically did the base modeling for the processes and Mr. Simpson did the final model with 3 MGD. Mr. Simpson said in order to assess the Plant; they looked at a lot of different configurations of what might be
possible and where the sticking points were in the various processes. Mr. Simpson said Mr. Bill Smith has a few different types of models, some which don’t present well in the report because they just look like numbers whereas Mr. Simpson could give something that had a picture so the Board could see the process as it was looked at. Mr. Stahl added that Mr. Bill Smith worked with Mr. Goodfellow in putting in numbers from the day to day operations.

Mr. Stahl stated there was substantial estimated cost involved. Mr. Strobel commented that several months back, he had asked Authority Engineer if he thought some changes could be made that wouldn’t cost too much and Mr. Simpson had responded that he thought so. Mr. Strobel said the amount was higher than he had anticipated. Mr. Simpson agreed it was higher than he had anticipated too.

There was some discussion regarding the financing of these modifications. Mr. Stahl noted that the cost to build a new Plant, as Mount Holly, would be much higher. Mr. Strobel asked if proceeding with the changes would lengthen the life span of the existing capital facility and Mr. Simpson confirmed it would, stating the concrete tanks still have a lot of life in them and it is the mechanical parts that go into the tanks that are not working right. Mr. Simpson said the Authority would be replacing the older mechanical equipment with newer mechanical equipment. Mr. Saginario asked about the structure of the existing tanks and Mr. Simpson confirmed the structure of the existing tanks is good and that they are sized properly for the flows the Plant will be getting.

Mr. Stahl added that there would be changes made to the aeration tanks as well to get rid of mixers which are expensive to run. Mr. Goodfellow said there are three mixers in each tank and if you switch to diffused air in the tanks you only need two motors.

Mr. Simpson: Aeration has been around a long time but when the surface areas were put in (the paddles up top) it was something that worked at the time. I’ve seen studies that have been published since then (from the ’90s on) that compare the geometry of the tanks to what size aerators are efficient for the tanks, and the size aerators that you have are recommended for tanks 30-35 ft. in width or more. So, what you are getting is too much turbulence up top. It is not disseminating the air evenly throughout the liquid, is leaving
dead spots in certain zones in the bottom of the tank and it breaks up the biological flock that goes on to the settling tank. The flock is important because the larger the flock is, the better it settles out in the settling tanks.

Mr. Strobel asked if Bill Smith was comfortable with the Study and Mr. Simpson confirmed Bill reviewed the whole report and was comfortable with it. Mr. Strobel asked Mr. Goodfellow his thoughts and Mr. Goodfellow confirmed he reviewed the report and was in agreement with it.

Mr. Stahl reminded the Board that it had already approved, and Mr. Simpson had already filed, the application for a new grit room. He said that cost is about $2 million and these alterations are over $2 million. He said there are still other areas of the Plant that will require upgrading as well. He mentioned the lack of air conditioning. Mr. Simpson confirmed that the Plant is set up for air conditioning; there is duct work. Mr. Saginario asked about heating and Mr. Goodfellow stated small heaters are used. Mr. Stahl also mentioned there are issues with the dewatering of the sludge. Mr. Stahl said saw dust is currently being purchased and added so that the sludge will be accepted by the County. Mr. Stahl said he realized there is a lot of money necessary; however, he didn’t want to see so much money going into some parts of the Plant with other parts remaining 20 years behind in technology. He mentioned that there is money that was budgeted for chemicals that will not be used. He also said that once the work is underway, the Board can possibly work with the Borough of Riverton whose revenues would help offset some of these costs while not burdening current ratepayers.

Mr. O’Connor asked what steps are necessary now that the information has been received. Mr. Stahl stated authorization should be given to Mr. Simpson to file application with the DEP for the Trust Fund prior to the October 1, 2012 deadline. Mr. Simpson stated he felt he had enough money left in the budget from the Plant Evaluation Study that he could look at the Sludge facility and have his mechanical engineer take a look at the air conditioning and make a recommendation for next month. Mr. Simpson said if the Board authorizes him next month, he could still make the October 1, 2012 deadline for the Trust Fund because he doesn’t need to have plans and specifications, just an application and a short report.

Mr. Saginario suggested a 3-4 year financial plan was needed to look at the financial situation and what other projects
need to be done to get the Plant to where it needs to be. He said he didn’t feel the matters being discussed should wait but that there was need for a longer term financial plan. Mr. Strobel stated the Authority has had five-year plans that may just require updating. A brief discussion ensued relating to Connection Fees and rates. There was also some brief discussion relating to the possibility of processing sewage for the Borough of Riverton. Mr. Kollar asked about an estimated cost to fix the dewatering sludge process and Mr. Simpson said maybe $1 million. Mr. Simpson briefly discussed issues relating to that matter. Mr. Saginario made a motion to authorize Authority Engineer to look into the HVAC and the Sludge Facility. Mr. Kollar seconded the motion. All ayes.

Lastly, Mr. Stahl added that an Authority employee will be helping the Township with the cleaning of storm drains.

DIRECTOR OF PERSONNEL – RICHARD STROBEL

Mr. Strobel stated there was a resolution that he would ask be tabled until executive session and there are a few other items for executive session.

TREASURER – THOMAS KOLLAR

Mr. Kollar indicated the revenue report stating that at six months into the fiscal year, User Charges is at 45% of budget. He said last year, User Charges was at 47% and in 2010 it was at 53%. He stated Connection Fees are still way above budget over 400%. Total Revenues is 56%. He said on the expense side, all the various accounts are well under 50%. He indicated that in particular Chemicals is under 4% of budget. Mr. Kollar continued, stating that total Plant Operations & Maintenance is at 33% of budget. He said overall expenditures are 43%. Mr. Kollar made a motion to approve the Treasurer’s Report and Trial Balance as submitted and Mr. Saginario seconded the motion. All ayes.

Mr. Kollar stated there was a list of Operating Invoices & Payroll Expenses totaling $177,427.07, certified that funds are available and moved that the invoices be paid. Mr. Saginario had a couple questions relating to invoices and both Mr. Kollar and Mr. Goodfellow answered them. Mr. Saginario seconded the motion. All ayes.
Mr. Kollar submitted one requisition for the General Fund totaling $14,092.00, certified that funds are available and moved that the requisition be paid. Mr. Stahl seconded the motion. All ayes.

#12-343 DeZurik, Inc.  $ 14,092.00

Mr. Kollar submitted six requisitions for Renewal and Replacement totaling $44,451.75, certified that funds are available and moved that the requisitions be paid. Mr. Stahl seconded the motion. All ayes.

#12-342 Root 24 Hrs., Inc.  $ 4,191.50
#12-340 Tom’s Backhoe & Excavation, LLC  $ 4,545.00
#12-341 Root 24 Hrs., Inc.  $ 3,012.75
#12-339 R.H. Morris, LLC  $ 11,482.50
#12-344 Willier Electric, Inc.  $ 6,220.00
#12-345 Booth Mechanical, Inc.  $ 15,000.00

Mr. Kollar submitted four invoices payable to Alaimo for Builder’s Escrow totaling $958.07, certified that funds are available and moved that the invoices be paid. Mr. Saginario seconded the motion. All ayes.

#68113 Sonic  $ 135.00
#68112 Shoppes at Cinnaminson  $ 33.75
#67698 Sonic  $ 362.50
#67699 7-11 Lehigh Gas Corp.  $ 426.82

Mr. Kollar presented Resolution 2012/2013-29, Quarterly Withdrawal, in the amount of $590,000.00. Mr. Saginario seconded the motion. All ayes.

Mr. Kollar presented Resolution 2012/2013-30 received from Bond Counsel, Tom Coleman, making application to the Local Finance Board for the Grit Room Project. Mr. O’Connor moved adoption of the resolution and Mr. Saginario seconded the motion. All ayes.

Mr. Strobel asked Carl Goodfellow how he was feeling and Carl replied that he is feeling better.

Mr. Strobel asked if there were any further matters for discussion. Mr. Kollar said he had another item. Mr. Goodfellow had requested that the Plant be upgraded with 4 new computers. Mr. Stahl asked that Mr. Kollar look into the matter and put together a quote. Mr. Kollar said he went to
the Dell website underneath local government and there was GSA pricing listed. He put together one option with GSA pricing of about $1,250 each, with free shipping and no tax. He said it includes a fairly large monitor and includes Windows and the MS Office Package. Mr. Goodfellow asked about a network back-up server and Mr. Kollar said that could be added for about another $1,000.00. Mr. Kollar emailed the quote to Cynthia Doerr. There was a brief discussion regarding the back-up server. Mr. Stahl made a motion to authorize Mr. Kollar to proceed with the computer upgrades at GSA pricing for approximately $6,000.00. Mr. O’Connor seconded the motion. All ayes.

Hearing no other matters for discussion, Mr. Strobel entertained a motion to adopt a resolution entering into executive session to discuss items of personnel and collective bargaining, results to be disclosed when no longer prejudicial to the interests of the Authority. Mr. Saginario moved the motion and Mr. O’Connor seconded the motion. All ayes. Time: 8:42 PM.

The Board returned to open session on a motion made by Mr. Strobel and seconded by Mr. O’Connor at 10:20 PM.

Mr. Strobel entertained a motion to adopt the executive session minutes of July 9, 2012 with the change indicated by Authority Solicitor. Mr. O’Connor moved the motion and Mr. Stahl seconded the motion. Mr. Saginario abstained; all others aye.

Mr. Strobel entertained a motion to grant Kevin Kramer a promotion from Operator D to Operator C effective the beginning of the next pay period based upon the recommendation of Mr. Goodfellow. Mr. O’Connor moved the motion and Mr. Saginario seconded the motion. All ayes.

Mr. Saginario made a motion to ratify the Collective Bargaining Agreement by adopting Resolution 2012/2013-24 proposed by Mr. Strobel with the one language change as discussed in executive session. Mr. Saginario added that for the record, he wanted to congratulate and commend Mr. Strobel for his diligence and hard work in bringing the matter to conclusion and saving the Authority money by eliminating the need for outside consultants and/or counsel to accomplish the task. Mr. O’Connor seconded the motion. All ayes.
Mr. O’Connor made a motion to grant the 2012 non-bargaining increases per the discussion in executive session. Mr. Saginario seconded the motion. All ayes.

The meeting was adjourned at 10:22 PM.

Next scheduled meeting - September 10, 2012 at 7:00 PM.