

CERTIFICATION

I hereby certify the attached to be a true and correct copy of the **unapproved** Minutes of the September 18, 2017 Regular Meeting of the Camden County Municipal Utilities Authority. It is anticipated that these minutes will be adopted by the CCMUA's Board of Commissioners at the October 16, 2017 Regular Meeting.



Kim Michelini
Authority Secretary

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON SEPTEMBER 18, 2017

The Regular Meeting of The Camden County Municipal Utilities Authority was called to order by Chairman Brennan at 6:00 P.M. The meeting was held at the Administration Building located at 1645 Ferry Avenue, Camden, New Jersey. On roll call, the Commissioners responded to their names as follows:

PRESENT: Commissioners Bresch, Burley, MacFarlane, Stokes, & Sytnik
Chairman Brennan

ABSENT: Commissioners Cuffee, Cutler & Swartz

STAFF PRESENT:

Andrew Kricun, Executive Director
Wayne Planamento, Chief Financial Officer
Robert Cornforth, Director of O&M
Len Gipson, Asst. Director of O&M
Scott Schreiber, Director of Operations- Admin
Kim Michelini, Authority Secretary

CONSULTANTS:

Michael Watson, Esq., Brown & Connery (Solicitor)
Robert Serpente, D&B/Guarino
Danielle Denk, Trust for Public Land

OTHERS PRESENT:

Dana Burley, Councilwoman, Camden

Chairman Brennan read the 'Chairperson's Commencement Statement' acknowledging that proper notice of this Regular Meeting setting forth the date, time and place of the meeting has been prominently posted on (1) a public bulletin board located in the lobby of the Administration building (2) mailed to the Courier-Post and Inquirer and (3) filed with the Clerk of Camden County on February 22, 2017 as set forth in its annual schedule of meetings, in compliance with the Open Public Meetings Law.

ADOPTION OF MINUTES:

A motion was made by Commissioner Burley and seconded by Commissioner Sytnik to adopt the Minutes of the Regular Meeting held on August 21, 2017. There being no question on the motion, a roll call was taken. On roll call, the Commissioners responded to their names as follows:

Commissioners Bresch & Burley	-	ABSTAIN
Commissioners MacFarlane, Stokes, & Sytnik	-	YES
Chairman Brennan	-	YES

The motion was carried.

EXECUTIVE DIRECTOR'S REPORT:

I) ITEMS FOR DISCUSSION:

A) Administration:

- 1) Environmental Management System- September 2017
Commissioner Bresch noted that there were a few odor complaints this past month to which Mr. Kricun explained that one incident was due to the malfunction of the sludge storage building door which has been repaired. The other two instances were fleeting and the source could not be identified. A meeting was held with Mr. Cornforth and Mr. Gipson about this issue and Mr. Gipson has devised a more comprehensive odor patrol protocol and all employees who are part of the odor patrol team have been educated on the new protocol. In addition, upgrades to the bio-trickling odor control system are underway and should be complete in the next two weeks.

Mr. Kricun advised the Board that the CCMUA's combined heat and power project was approved by the NJDEP. A pre-construction kick-off meeting is scheduled for Tuesday, September 19th. The digester project is out to bid, with a bid opening scheduled for October 3rd.

Mr. Kricun commended Mr. Schreiber, Mr. Gipson and Mr. Cornforth on their work to develop an RFP for alternative disposal of the dried biosolids. The CCMUA is seeking lower cost alternatives for the dried byproduct and proposals are due October 12th.

Commissioner Stokes asked for a status update on the September 16th incident in the sludge drying facility. Mr. Kricun apologized for not notifying the Board of the incident on the 16th, however, he explained that it was a small fire in the sludge drying facility (with a lot of smoke). There were no injuries; the building and equipment was assessed for damage and at least one, maybe two dryers will be back in service tomorrow. Mr. Gipson added the operators on duty noticed the fire and called 911. Fire responders were on site shortly thereafter and extinguished the fire and cleared the smoke from the building. Clean up and assessment of the damage to the building and equipment was performed. Two of the three dryers will be back in service tomorrow and the third dryer will be back on-line in about two weeks. The CCMUA and Synagro staff and fire personnel worked well together during this incident.

B) Engineering:

C) Legal:

D) Operations & Maintenance:

E) Finance:

- 1) Voucher Payment Resolutions - Report on Emergency Payments

II) **INFORMATIONAL ITEMS:**

A) Administration

- 1) Organizational Chart

B) Finance

Chairman Brennan noted that the staff continues to work/shape the financial reports and asked the Board members if they had any other suggestions regarding the reports. Commissioner MacFarlane noted that he focuses on the expenditures by type report as it is the best way to see how the CCMUA is performing on actual vs. budget basis. Chairman Brennan noted that focus must be on both the CCMUA's current financial state as well as the anticipated future financial state to ensure that the CCMUA is able to plan projects accordingly.

- 1) Cash Flow & Actual to Budget Analysis (July & Year End)

Supporting Reports:

- a. Collections Report- July 2017
- b. Budget Review Report- July 2017

Commissioner MacFarlane noted that the overall budget looks to be in excellent shape (approx. \$31,000 over-budget). Specifically, he noted that insurance, office supplies, maintenance and repair costs were even; chemicals and sludge & waste were under budget and utilities were over by \$500,000 or so. Mr. Planamento and Mr. Schreiber explained that this overage in utilities was due to the CCMUA receiving estimated water bills from American Water since 2016. An actual reading was done and thus, the CCMUA was billed an additional \$500,000 for this same time period.

- c. Cash Management Report- July 2017
- d. NW Cash Flow Report- July 2017

C) Operations & Maintenance:

- 1) Del. No. 1 WPCF- Operations Report- July 2017

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS:

Commissioner Burley noted that she has recently attended several meetings within the City of Camden and the CCMUA, Mr. Kricun and his team have been recognized for the good work it has done in the City. The CCMUA and the employees also help each year with contributions for Toys for Tots, Back to School supplies, food drives, etc. The City and CCMUA should be proud of the CCMUA, the staff and its accomplishments; it is certainly being noticed.

OLD BUSINESS: **NONE**

NEW BUSINESS:

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-17:9-106, authorizing a shared services agreement with the County of Camden for county-wide household hazardous waste collection days during 2017. There being no question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioners Bresch, Burley, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-17:9-106 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-17:9-107, authorizing a shared services agreement with the County of Camden for the provision of supplemental legal management services. There being no question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioners Bresch, Burley, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-17:9-107 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Burley to adopt Resolution #R-17:9-108, authorizing award of a contract to Advance Management Corp. (AKA AMC Fire Protection) for fire suppression system inspection, testing and maintenance through the Camden County Cooperative Pricing System ID #57-CCCPS, Bid #A28/2016, 2nd year option. There being no question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioners Bresch, Burley, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-17:9-108 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to adopt Resolution #R-17:9-109, authorizing the rejection of solicitation of quotations received for RFQ #2017-4, calibration service agreement of GMI & Honeywell Multigas Portable Monitors. Mr. Watson, CCMUA Solicitor, confirmed that the RFQ issued did not include the checklist of documents that were required to be submitted and, therefore, the quotes received did not have the required documentation. There being no further question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioners Bresch, Burley, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-17:9-109 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner Stokes to adopt Resolution #R-17:9-110, authorizing award of a contract to Parkson Corporation for Parkson Hypress Ram Style Press pursuant to Solicitation for Quotations #2017-4. There being no question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioners Bresch, Burley, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-17:9-110 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Burley to adopt Resolution #R-17:9-111, authorizing execution of a memorandum of understanding with the NJ Board of Public Utilities for the CCMUA's proposed sustainability loop project. There being no question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioners Bresch, Burley, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-17:9-111 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-17:9-112, authorizing an agreement with the Trust for Public Land for design of green infrastructure needed for the Camden waterfront stormwater project. Mr. Kricun noted that the Trust for Public Land received a \$400,000 grant to help offset the cost of this project. There being no further question or comment on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioners Bresch, Burley, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-17:9-112 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-17:9-113, authorizing award of a contract to D&B/Guarino for design engineering services during construction of the sludge digestion and combined heat and power facilities. Chairman Brennan asked why there were only two responses received to which Mr. Kricun explained that it is customary for an engineering firm designs a project for the CCMUA. The NJDEP requires that the CCMUA also have a design engineering consultant under contract during construction for projects that receive State funding. The CCMUA's previous Solicitor recommended that it RFP for the design engineer services during construction (vs. simply awarding a contract to the engineering firm that designed the project). There are few proposals received as it is difficult for one firm to comment, interpret, etc. another firm's design. Commissioner Bresch noted that in his experience, if there is a dispute between the design engineer and the contractor, a third party independent engineering firm will be retained to help resolve the dispute. Mr. Kricun confirmed that this would be the case if an issue arose that couldn't be resolved between the CCMUA, the contractor and the design engineer. Commissioner Sytnik noted that CME did not provide a price in their quote to which Mr. Kricun confirmed that this firm has submitted proposals before and never provides a total price- just hourly rates and by doing so, makes their proposal non-responsive. There being no further question or comment on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioners Bresch, Burley, MacFarlane, Stokes, Sytnik - YES
Chairman Brennan - YES

Resolution #R-17:9-113 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-17:9-114, authorizing awarded of a contract to Remington & Vernick Engineers for value engineering services needed for the Camden Waterfront stormwater management project. There being no question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioners Bresch, Burley, MacFarlane, Stokes, Sytnik - YES
Chairman Brennan - YES

Resolution #R-17:9-114 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Stokes to adopt Resolution #R-17:9-115, authorizing award of a contract to Johnson, Mirmiran & Thompson (JMT) for development of a management system for the CCMUA's regional sewer interceptor system. There being no question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioners Bresch, Burley, MacFarlane, Stokes, Sytnik - YES
Chairman Brennan - YES

Resolution #R-17:9-115 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to adopt Resolution #R-17:9-116, authorizing award of a contract to Neri's Construction for creation of a nature preserve at the CCMUA's property in the Cramer Hill section of Camden City. Chairman Brennan asked for a brief synopsis of this project to which Mr. Kricun explained that the CCMUA owns the property in the Cramer Hill section of Camden on which an abandoned treatment plant was located. This property is subject to illegal dumping and must be cleaned up. So, the project cost is \$378,000 of which the CCMUA is receiving a 50% grant (\$190,000) and the balance is funded by the NJEIT via a low interest loan. The majority of the cost for the project is for the clean-up of the site (illegal dumping). Once the clean-up is complete, the contractor will then construct a walking trail, install security cameras, signs, etc. and the property will be turned into a park/nature preserve (bald eagles nesting area) with dawn to dusk hours. There being no further question or comment on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioners Bresch, Burley, MacFarlane, Stokes, Sytnik - YES
Chairman Brennan - YES

Resolution #R-17:9-116 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-17:9-117 ratifying approval of expense vouchers as approved by the Executive Director under Authorization granted by CCMUA Resolution #R-97:3-60 dated March 17, 1997. There being no question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioners Bresch, Burley, MacFarlane, Stokes, Sytnik - YES
Chairman Brennan - YES

Resolution #R-17:9-117 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to adopt Resolution #R-17:9-118, authorizing payment of \$3,246,341.33 for expenses disbursed from various trust accounts. There being no question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioners Bresch, Burley, Stokes, Sytnik	-	YES
Commissioner MacFarlane	-	ABSTAIN
Chairman Brennan	-	YES

Resolution #R-17:9-118 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-17:9-119, authorizing that the Authority hold a Closed Session Meeting to discuss legal matters. There being no question on the motion, all Commissioners responded "Aye" in favor; none opposed.

Resolution #R-17:9-119 was adopted.

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 The meeting adjourned to Closed Session at 6:25pm.
 The meeting returned to Open Session at 6:40pm.
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Commissioner MacFarlane asked Mr. Gipson for an update regarding the belt filter presses/percent solids. Mr. Gipson explained that to help determine the issues with the lower percent solids coming off the presses, Synagro analyzed the polymer and sludge as well and found that they were able to obtain 25% solids, however, they did so by dosing at 50% more polymer than recommended by the polymer supplier and Ashbrook (press manufacturer). Over the last few days, the staff increased the use of polymer to see if it can duplicate Synagro's results. There has been a slight increase in the percent solids, but not to 25% so it does not seem to be the complete solution. We will give this process about two weeks and if no major improvements are seen, we will seek Synagro's assistance. Commissioner Bresch asked if there was any harm in using too much polymer, to which Mr. Gipson responded that overuse of polymer leads to increased chemical costs and sloppy sludge which is harder to dewater. Mr. Kricun added that he spoke to Synagro recently regarding their lack of finding other, less expensive disposal outlets for the dried biosolids and that the CCMUA hasn't been on the receiving end of Synagro's expertise. So, the CCMUA has prepared an RFP to find other, less costly disposal options for its dried biosolids and has taken Synagro up on their offer to assist us with the problems operations is having maintaining 25% sludge dryness. Synagro has offered their continued assistance with this issue at no cost.

PUBLIC PARTICIPATION: NONE

There being no further business, Chairman entertained for a motion of adjournment. A motion was made by Commissioner MacFarlane and seconded by Commissioner Sytnik. All Commissioners responded "Aye" in favor; none opposed. The meeting adjourned at 6:42pm.

Minutes of this meeting were approved on 10/16/17

Respectfully Submitted,



 Kim Michelini, Authority Secretary