

CERTIFICATION

I hereby certify the attached to be a true and correct copy of the **unapproved** Minutes of the November 19, 2018 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 December 17, 2018 Regular Meeting.



Kim Michelini
Authority Secretary

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON NOVEMBER 19, 2018

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, Cuffee, Cutler, MacFarlane, Stokes & Sytnik
Chairman Brennan

ABSENT: Commissioner Swartz

STAFF PRESENT:

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

CONSULTANTS PRESENT:

Michael Watson, Esq., Brown & Connery (Solicitor)

OTHERS PRESENT:

Janet Fisher-Hughes, League of Women Voters
Camden County

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 23, 2018 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 Bresch and seconded by Commissioner Cutler to adopt the Minutes of the Regular Meeting held on October 16, 2017. There being no question on the motion, a roll call was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, 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- November 2018
Mr. Kricun updated the Board on the following:

The Combined Heat and Power Facility is still on schedule for start-up at the end of January 2019 which means that within 60 days or so the plant will run on natural gas and solar and will, therefore, be less vulnerable to power outages. Chairman Brennan asked if the County Public Affairs Office (Dan Keashen) was aware of the status of this project to which Mr. Kricun informed him that he will make him aware of it. He further added that Mr. Keashen is aware of the BPU's approval of the CCMUA's acceptance of the Rockefeller Grant for the microgrid project. Mr. Keashen is working with the public relations office for the Board of Public Utilities and the Rockefeller Foundation regarding a press release/conference during the first week of December. As soon as the date is known, Mr. Kricun will advise the Board. In addition, Mr. Kricun is in contact with Mr. Keashen about the Gateway Park as it is closer to being opened. Mr. Kricun will speak with Freeholders Cappelli and Nash and Chief of Police Thomson and Assistant Chief Handy regarding

assistance with policing of the park. He added that signage that includes the rules of the park are ready to be installed and our IT Department is working on installing cameras that connect to Camden's Eyes in the Sky Program once the park is ready to be opened.

Construction of the Digester is underway and is on target to be completed by the end of 2019/beginning of 2020.

The CCMUA continues to work with its Solicitor, Synagro and Amerigreen regarding hauling and disposal of the dried byproduct produced from the sludge drying system. Hopefully, a recommendation will be brought to the Board for consideration at the next regular meeting on December 17, 2018. If an agreement can be worked out, the CCMUA will save significantly on the cost for these services.

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

- 1) Cash Flow & Actual to Budget Analysis/NW Cash Flow Report- September Supporting Reports
 - a. Collections Report
 - b. Budget Review Report
Commissioner MacFarlane noted that the Budget continues to be favorable regarding utilities, sludge and waste, etc.
 - c. Cash Management Report

C) Operations & Maintenance:

- 1) Del. No. 1 WPCF- Operations Report- September

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None

OLD BUSINESS:

Mr. Kricun indicated that this resolution has been tabled the last several months and that the Solicitor, Mr. Watson, has reviewed the matter and recommends rejection of the bids received and authorization of contract procurement through negotiations. Mr. Watson, explained that there were two rounds of bids for the supply and delivery of bulk liquid oxygen. The first time resulted in two bids, but those were rejected, and the second time resulted in just one bid (one of the two previous bidders). He noted that this doesn't fall exactly within the Local Public Contracts Law regarding situations where an entity can negotiate with a vendor, however, it is recommended that the CCMUA move forward with negotiations. However, it is also recommended that the CCMUA invite both vendors to negotiate in the interest of fairness. A motion was made by Commissioner Cuffee and seconded by Commissioner Sytnik to adopt Resolution #R-18:8-122, authorizing rejection of bids received for Specification #18-10A, supply and delivery of bulk liquid oxygen and authorizing contract procurement through negotiations pursuant to NJSA 40A:11-5(3). 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:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-18:8-122 was adopted.

NEW BUSINESS:

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-18:11-152, authorizing the execution of an agreement between the CCMUA and Municipal Maintenance Company, Cinnaminson, NJ for the supply and delivery of parts for Grundfos-Morris Pumps (Goulds Pumps) in accordance with Specification #18-03(B). Commissioner Bresch asked there was just one bid to which Mr. Cornforth explained that this is the third time this matter has been bid- the first two times, there were no bids and this third time, there was just one bid. There being no further question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-18:11-152 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-18:11-153, authorizing the execution of an agreement between the CCMUA and South Jersey Overhead Door of Vineland, NJ for overhead and garage door maintenance and repair in accordance with Specification #18-21. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-18:11-153 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Bresch to adopt Resolution #R-18:11-154, authorizing the execution of an agreement between the CCMUA and Gayle Corporation, Malvern, PA for supply of parts for Stranco Polyblend Units in accordance with Specification #18-23. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-18:11-154 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-18:11-155, authorizing the execution of an agreement between the CCMUA and Allied Control Services for maintenance and repair services for instrumentation in accordance with Specification #18-28. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-18:11-155 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Sytnik to adopt Resolution #R-18:11-156, authorizing the execution of an agreement between the CCMUA and ASGCO in accordance with Request for Quote #2018-06A for the supply and delivery of parts and labor for miscellaneous screw conveyers. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-18:11-156 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-18:11-157, authorizing the execution of an agreement between the CCMUA and Bridgestate Foundry in accordance with Request for Quote #2018-07 for the supply and delivery of two (2) gutter inlets. Commissioner MacFarlane asked why this went out for bid (the amount of award is low) to which Mr. Cornforth explained that the price was known, but because the CCMUA had reached the \$17,500 pay-to-play bid threshold with this particular vendor, it had to be bid. There being no further question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-18:11-157 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cutler to adopt Resolution #R-18:11-158, authorizing shared services agreement with the County of Camden for county-wide household hazardous waste collection days during 2018. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-18:11-158 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-18:11-159, authorizing contingency agreement between Project Freedom, Inc. and the Camden County MUA pursuant to N.J.S.A. 40:14B-22.3. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-18:11-159 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-18:11-160, authorizing the execution of purchase between the CCMUA and Winner Ford under the NJ State Cooperative Purchasing Program System ID #1 NJCP. Commissioner Stokes asked if the purchase of this vehicle is part of the fleet replacement to which Mr. Cornforth replied- yes, it is. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-18:11-160 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-18:11-161, authorizing the execution of an agreement between the CCMUA and Tyler Technologies of Yarmouth, ME for upgrades to the CCMUA's financial and purchasing software. Mr. Planamento noted that the CCMUA is satisfied with its current system and this upgrade is necessary as the last upgrade was in 1999 (Y2K). Mr. Schreiber agreed, adding that the current system is a bit outdated (developed in the 1980's). Also, operation

of this system lies with staff that is of retirement age, so it is even more important to upgrade this system- which includes the billing and financial/accounting portions of the system. Once the upgrade is in place, then the CCMUA will investigate upgrades to other components such as payroll and human resources. Commissioner Bresch asked if this upgrade ties in with the work currently underway with Grant Management Facilities (inventory/purchasing) to which Mr. Schreiber explained that the upgrades to the financial/accounting system will improve the purchasing and inventory processes by making it electronic (eliminate paper requisitions, PO's etc.). Commissioner Cutler asked where the data is stored, and it was explained by Mr. Cornforth that currently, the data is stored on tapes which is stored at the main plant. Once the upgrade is complete, the data will be stored in the cloud and on the CCMUA's backup servers. There being no further question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-18:11-161 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-18:11-162, authorizing the execution of an agreement between the CCMUA and Theising Power Sweeping, Inc., of Sewell, NJ for providing professional street sweeping at the CCMUA facilities located at 1645 Ferry Avenue and 2nd & Jackson Street in accordance with Specification #18-22. Commissioner Stokes asked if the CCMUA has its own sweeper to which Mr. Cornforth explained that it did many years ago, but because they are not only expensive to purchase, but are costly to maintain, it was decided to outsource the services. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-18:11-162 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-18:11-163, authorizing execution of Access Agreement with MAFCO Worldwide, LLC. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-18:11-163 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Sytnik to adopt Resolution #R-18:11-164, authorizing execution of a Memorandum of Understanding regarding the Rutgers Athletic Field Project. Mr. Kricun noted that after the meeting folders were delivered, the Solicitor pointed out that item (2) in the second "Whereas" clause needed to be corrected (missing the word "not") and the original resolution has been corrected to read:

"Whereas, accordingly, a memorandum of agreement has been developed which calls for the CCMUA to fund the demolition of Campbell's Field, at a cost of approximately \$950,000, and the design of the athletic fields, at a cost of approximately \$550,000, for a total capped figure of \$1.5 million, conditioned upon the understanding that the CCMUA will either be (1) reimbursed by Camden City and/or Rutgers by means of a subsequent Project Development Agreement that will cover these projects and the construction of the athletic fields, or (2) reimbursed by the County of Camden, pursuant to a guarantee resolution adopted by the County of Camden on November 8, 2018 should the aforementioned project development agreement not materialize; and".

Mr. Kricun explained that the CCMUA held a special meeting on November 5th and the resulting agreement on this matter was not executed as it was subsequently revised (modified terms outlined in this Resolution). Unless the parties can agree to the terms regarding reimbursement for the construction of the athletic fields which would be covered in the Project Development Agreement, only this phase (demolition and design) will be

completed and the CCMUA will be reimbursed accordingly. If the parties eventually agree to the terms of the project development agreement, then, the CCMUA would proceed with construction of the new athletic fields (funded by the NJ Infrastructure Bank and all expenses would be reimbursed by the City (approx. 50%) and by Rutgers (approx. 50%). There being no further question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-18:11-164 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-18:11-165, authorizing award of Contract #715, Arch Street Pump Station Upgrades to MBE Mark III Electric, Inc. Mr. Kricun explained that this project and the next (R-18:11-166/Cooper Street project) are part of the wet weather/flooding improvements to Camden's waterfront. According to a shared services agreement adopted in 2016, the CCMUA will undertake the construction of the project, which is funded through the NJ Infrastructure Bank. The City of Camden has agreed to reimburse the CCMUA. He further noted that the City, via phone call with Camden City Mayor and email from the City's Engineer, that confirmed acceptance of the bid prices as well as confirmation that the City will reimburse the CCMUA as per the 2016 agreement. There being no further question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-18:11-165 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-18:11-166, authorizing award of Contract #714, Cooper Street Pipe Lining Project to Arnold Construction Co., Inc. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-18:11-166 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cutler to adopt Resolution #R-18:11-167, ratifying approval of expense vouchers as approved by the Executive Director under Authorization granted by CCMUA Resolution #R-97:3-60 dated March 18, 1997. Chairman Brennan asked if the invoices are being reviewed internally (specifically, Synagro, for its contract operations & sludge disposal) before they are submitted to Finance for payment to which Mr. Gipson indicated that they are reviewed by him before being sent to Finance for processing. There being no further question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-18:11-167 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Sytnik to adopt Resolution #R-18:11-168, authorizing payment of \$2,746,673.32 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:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
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Chairman Brennan

- YES

Resolution #R-18:11-168 was adopted.

PUBLIC PARTICIPATION:

None

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 6:30pm.

Minutes of this meeting were approved on 12/17/18

Respectfully Submitted,



Kim Michelini
Authority Secretary