

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON APRIL 20, 2020

The Regular Meeting of The Camden County Municipal Utilities Authority was called to order by Chairman Michael G. Brennan at 6:00 P.M. The meeting was held remotely via a Zoom video conference call in light of the COVID-19 pandemic. On roll call, the Commissioners responded to their names as follows:

PRESENT: Commissioners Bresch, Cuffee, Cutler, MacFarlane, Stokes, Swartz & Sytnik
Chairman Brennan

STAFF PRESENT:

Scott Schreiber, Executive Director
Stephanie Madden, Gen. Counsel/Chief Comp. Ofc.
Wayne Planamento, Chief Financial Officer
Robert Cornforth, Director of O&M- Interceptors
Len Gipson, Director of O&M- Main Plant
Kim Michelini, Director of Admin. Oper/Auth Sec
Alisa Smith, Secretarial Assistant

CONSULTANTS:

Michael Watson, Esq, Brown & Connery (Solicitor)
Marge DellaVecchia, PS&S

OTHERS PRESENT:

Jeffrey Nash, Camden County Freeholder

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 and posted to the CCMUA's website (2) mailed to the Courier-Post and Inquirer and (3) filed with the Clerk of Camden County on February 26, 2020 as set forth in its annual schedule of meetings, in compliance with the Open Public Meetings Law.

Chairman Brennan asked that we observe a moment of silence in honor and respect for the sacrifices everyone has made due to the COVID-19 pandemic.

Chairman Brennan introduced Commissioner Nash as he wanted to say a few words to the CCMUA staff and those who may be attending the meeting. Freeholder Nash expressed his appreciation for the work being done by the staff in getting us through these unprecedented times, adding that everyone in our government has done an excellent job in navigating us through this pandemic with as little disruption as possible. He thanked the CCMUA employees for their outstanding work.

ADOPTION OF MINUTES:

A motion was made by Commissioner Cuffee and seconded by Commissioner Sytnik to adopt the minutes of the Regular Meeting held on March 16, 2020. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, MacFarlane, Swartz, & Sytnik	-	YES
Commissioners Bresch & Stokes	-	ABSTAIN
Chairman Brennan	-	YES

The motion was carried.

ADMINISTRATION REPORT:

Mr. Schreiber reported that there have been some changes in the CCMUA's operations over the last five weeks due to the COVID-19 public health crisis. As reported at the March 16, 2020 meeting, the CCMUA's executive management team worked quickly to put into place an essential activity mode of operation. That mode was originally envisioned to be in place from March 17th to the 31st to be consistent with the County's original

proclamation of emergency. After it became apparent that the original time from would be extended, the CCMUA management team modified the operation to allow for a longer, more sustainable period of essential activity. Broadly, that operation is as follows:

- Any employee that has the ability to work from home is asked to do so as much as possible with the understanding that some functions can only take place at a CCMUA location. In those instances, employees are asked to minimize their time in the building and the building occupants are limited in number at any given time.
- Wastewater treatment plant operations are at minimum staffing and employees are adhering to strict social distancing measures.
- Wastewater treatment plant repairs, both reactive and preventative, are taking place. Non-essential work is being delayed and repairs are following strict social distancing guidelines.
- Pump station operations and maintenance are taking place, but employees are reporting to remote locations to limit congregation and physical interactions. Strict social distancing guidelines are in place

Mr. Schreiber thanked the executive staff, noting that the swift and responsible actions put into place are ensuring that the CCMUA's sustainability during this emergency. To date, the wastewater operations have continually resulted in optimal performance of the system, and the administrative functions, including customer service, purchasing, finance, payroll and legal have all continued without hiccup.

Chairman Brennan thanked Mr. Schreiber and the staff, specifically, Mr. Cornforth and Mr. Gipson for their involvement and input during the design phase of certain projects, which will result in overall project savings. Mr. Schreiber indicated, that by taking a proactive planning approach, and with the help of PS&S, potential change orders have been eliminated and overall savings (several million dollars) have been identified.

I) ITEMS FOR DISCUSSION:

A) Administration:

- 1) Environmental Management System- April 2020

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) Engineering

- 1) Project Updates Report

C) Finance

- 1) Cash Flow & Actual to Budget Analysis/NW Cash Flow Report- February 2020 & YTD
Supporting Reports:

- a. Collections Report
- b. Budget Review Report

Commissioner MacFarlane noted that the debt service is down to an all time low of \$407,000 but may change some? Mr. Schreiber explained that on the agenda, there is an amending bond resolution that will affect the debt service by about \$1.3 million. The CCMUA has a \$9 million debt service payment due in July and the staff has conversed with the NJ Infrastructure Bank regarding the possibility of deferring that payment due to concerns about a reduction in cash flow due to COVID-19. Chairman Brennan added that the staff is carefully monitoring the ebb and flow of cash receipts considering the COVID-19 pandemic to ensure that it can meet its expenses and will keep the Board informed accordingly.

Commissioner MacFarlane asked if was anticipated that sludge and waste expenditures would decrease to which Mr. Schreiber explained that as originally forecasted, the sludge and waste would be consistent during the January and February 2020, then drop off because the two dryers, that were out of commission for repair, would be back online and then later, the digesters, when online, would further reduce sludge and waste expenditures. Unfortunately, however, the repair and installation of the dryers has been significantly delayed, which means that in March and April, the budget will likely show sludge and waste to be significantly over budget.

Commissioner MacFarlane asked for clarification on utilities, to which Mr. Schreiber explained that this is the first budget year in which the CCMUA had to budget utilities with the combined heat and power (CHP) facility in play. There is a learning curve that takes place in understanding and budgeting for the utilities given the CHP may produce up to 70% of the CCMUA's electricity, so may take a year or so to fully understand how to budget utilities more accurately.

Mr. Schreiber added that the CCMUA will be issuing an RFP in the near future to obtain a professional to help the CCMUA do two things: 1) find additional energy savings and 2) help the CCMUA understand how to best manage its utilities (i.e.- purchase all electricity from the grid, use all power generated from the CHP or some hybrid, etc.).

c. Cash Management Report

D) **Operations & Maintenance**

1) Del. No. 1 WPCF- Operations Report- February 2020

Commissioner MacFarlane commented that the plant continues to operate very well, noting that the removal percentage for February was 97.7%. In addition, he noted that the average flow was slightly below average to which Mr. Cornforth explained that the flow average may not necessarily be accurate do to the construction work currently taking place at the main plant (fluctuations in the flow meter readings) and based on the effluent readings, the flow is near average. Commissioner MacFarlane noted that the report indicates that there is very little sludge in storage, which is good. Mr. Gipson confirmed that this, noting that the CCMUA recently awarded a new contract for sludge hauling and a new vendor was added to the list which has certainly helped in this regard.

PUBLIC HEARING

Mr. Schreiber introduced Resolution #R-20:4-71, authorizing the revision of the 2020 connection fee in accordance with the statutory formula set forth in N.J.S.A. 40:14B-22, from \$6,205 to \$6,287 effective April 21, 2020. A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-20:4-71, authorizing the revision of the 2020 connection fee. 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, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:4-71 was adopted.

PUBLIC COMMENT ON PROPOSED RESOLUTIONS: None

OLD BUSINESS:

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cutler to adopt Resolution #R-20:3-65, authorizing an access agreement between the CCMUA and Adventure Aquarium. There being no

question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Bresch, Cuffee, Cutler, MacFarlane, Stokes, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:4-71 was adopted.

NEW BUSINESS:

A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to adopt Resolution #R-20:4-72, authorizing Direct Deposit of all Camden County Municipal Utilities Authority Paychecks. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Bresch, Cuffee, Cutler, MacFarlane, Stokes, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:4-72 was adopted.

A motion was made by Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-20:4-73, authorizing award of a contract to Charles River Associates for cyber security services. Mr. Schreiber explained that, several months ago, the CCMUA experienced an email security issue and, as a result, the CCMUA's insurance carrier (Camden County Joint Insurance Fund) requested that there be an investigation of the breach. As part of the analysis, forensic services are needed for which the CCMUA would be required to pay for. The forensic services will be provided by Charles River Associates as recommended by our insurance carrier. Commissioner Swartz asked if this analysis would result in a reduction in insurance premium to which Commissioner Stokes indicated that it would not. Commissioner Cutler asked if there are any plans in place to prevent future email security issues to which Mr. Schreiber indicated that the CCMUA will be issuing an RFP to obtain evaluation/assessment of the security measures currently in place as well as to offer suggestions for areas of improvement. The CCMUA will include any pertinent information received from the forensic analysis to be performed by Charles River Associates. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Bresch, Cuffee, Cutler, MacFarlane, Swartz, & Sytnik	-	YES
Commissioner Stokes	-	ABSTAIN
Chairman Brennan	-	YES

Resolution #R-20:4-73 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-20:4-74, authorizing use of the County's Pool of Engineers and Architects. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Bresch, Cuffee, Cutler, MacFarlane, Stokes, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:4-74 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Swartz to adopt Resolution #R-20:4-75, authorizing member participation in the North Jersey Wastewater Cooperative Pricing System, System ID #NJWCPS. 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, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:4-75 was adopted.

Mr. Schreiber asked this resolution be tabled to allow for discussion in Closed Session. A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to table Resolution #R-20:4-76, authorizing change order #5 to Contract with Bogia Engineering for Engineering Services needed for dredging of Newton Creek. There being no question on the motion, all Commissioners responded "Aye", none opposed.

Resolution #R-20:4-76 was tabled.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-20:4-77, amending certain provision of the "Resolution Authorizing the Issuance of Not Exceeding \$92,391,000 County Agreement Subordinate Bonds (Series 2018) of The Camden County Municipal Utilities Authority and Providing for Their Sale to the New Jersey Infrastructure Bank (f/k/a The New Jersey Environmental Infrastructure Trust) and the State of New Jersey and Authorizing the Execution and Delivery of Certain Agreements in Connection Therewith" adopted April 23, 2018 and approving the form of an amended and restated subordinate bond resolution. Mr. Schreiber explained that this approval of this amending bond resolution will allow the CCMUA to apply for funding for the rehabilitation of the collapsed CSO#10. 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, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:4-77 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-20:4-78, authorizing Change Order #2 to the contract with Greeley & Hansen for Construction Management Services Needed for Wet Weather Upgrades to Camden City's Combined Sewer System (CSO #10). Commissioner Cuffee requested clarification as to whether this work was part of/outside the original scope to which Mr. Schreiber indicated that it is outside of the original scope of the dredging and cleaning of Camden City's combined sewer overflow outfalls. During the dredging it was discovered that one of the outfalls, CSO#10, was partially collapsed. Furthermore, the City of Camden has been notified of this extra work in accordance with the shared services agreement between the City and the CCMUA. 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, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:4-78 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Sytnik to adopt Resolution #R-20:4-79, authorizing Change Order #4 to the Contract with Northeast Remsco for installation of sludge digestion facilities at the Delaware #1 WPCF. Commissioner Cuffee raised the question as to whether this would be covered by the CCMUA's insurance carrier. Mr. Schreiber explained that, unfortunately, it would not be covered by insurance as this CCMUA purchased the plant from the City of Camden in 1970's, and it was not known that there was contamination and debris buried under the building, however, it will be funded by the NJ Environmental Infrastructure Bank. 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, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:4-79 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-20:4-80, authorizing Change Order #3 Final to the Contract with Northeast Remsco for Separation of City and County Interceptors. 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, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:4-80 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-20:4-81, 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 noted that two vendor payments seemed to be greater than they should have been to which Mr. Schreiber clarified that the vendors in question were delayed in submitting certain invoices to ensure their format was accurate for payment and design of the upgrades to the Services and Admin buildings were well under way just prior to the COVID-19 outbreak (this work was halted for now as it is deemed not essential at this time). 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, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:4-81 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-20:4-82, authorizing payment of \$7,129,906.98 for expenses disbursed from various trust accounts. It was pointed out that there were payments to be made to two vendors for cleaning and sanitizing services to which Mr. Schreiber indicated the CCMUA Admin and Services buildings were cleaned/sanitized by Grant during the third week of March or so and the other vendor, Quality, has been providing cleaning services to the CCMUA (main plant) prior to the COVID-19 crisis. 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, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:4-82 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-20:4-83, authorizing that the Authority hold a Closed Session meeting to discuss legal matters and matters falling within Attorney-Client privilege. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:4-83 was adopted.

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The meeting adjourned to Closed Session at 6:46pm
The meeting returned to Open Session at 7:09pm

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Upon return to Open Session, roll call was taken and the Commissioners and Staff responded to their name as follows:

Commissioners Present:
Jim Bresch, Woody Cuffee, Anne Cutler, Jim MacFarlane, Brad Stokes, Jeffrey Swartz & Stella Sytnik

Staff Present:
Scott Schreiber, Stephanie Madden, Wayne Planamento, Robert Cornforth, Len Gipson, Kim Michelini & Alisa Smith

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-20:4-76, authorizing change order #5 to Contract with Bogia Engineering for Engineering Services needed for dredging of Newton Creek. 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, Swartz & Sytnik	-	YES
Commissioner Stokes	-	VOTE NOT RECORDED
Chairman Brennan	-	YES

Resolution #R-20:4-76 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Sytnik to adopt Resolution #R-20:4-84, authorizing a contract administration memorandum with Camden Bioenergy, LLC for delay in the commissioning of the anaerobic digester. 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, Swartz, Stokes & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:4-84 was adopted.

PUBLIC PARTICIPATION: NONE

There being no further business, the meeting adjourned at 7:14pm

Minutes of this meeting were approved on 5/18/2020

Respectfully Submitted,



Kim Michelini, Authority Secretary