

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON MAY 18, 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:

Jeff Goodwin, Camden County resident

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 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 Cuffee and seconded by Commissioner Sytnik to adopt the minutes of the Regular Meeting held on April 20, 2020. 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

The motion was carried.

ADMINISTRATION REPORT:

Mr. Schreiber updated the Board on the following:

- The wastewater operations continue to be optimal and efficient. The plant performed well in April and so far in May.
- At the April meeting, I reported that O&M was operating at minimum staffing and described how the administrative employees were conducting their work. As an update, O&M has moved away from minimum staffing over the past several weeks to allow for certain work that was being deferred to resume. Likewise, I have given the ability for the admin supervisors to bring in up to 4 employees per floor, up from two, to allow them to meet deadlines and other needs.
- We have continued to monitor the revenue...although our collections had been down in the beginning of May we made up for it with a large collection last week. YTD to date, we are about even with last year for the collection of user revenue.
- The Berlin Force Main issue, as was discussed in the memo from Bob Cornforth, continues to be a high priority item for the Authority. We are working with the designer to find the best approach and with the New Jersey I Bank to expedite funding once the design is complete.
- Update on three contractual issues that the board passed resolutions for over the past several months:

- 1 Anaergia will begin commissioning on July 6th and will not issue a change order request because of the delay.
- 2 The Aquarium and NFI Industries have both entered into access agreements with the CCMUA to allow us to enter their property to complete the work related to the CSO10 outfall collapse. We are just waiting obtain the permit from NJDEP to move everything forward.
- Finally, the Newton Creek dredging project will be going out to bid this Friday which is a big accomplishment for the County and CCMUA.

I) ITEMS FOR DISCUSSION:

A) Administration:

Regarding the Environmental Management System for May 2020, Mr. Schreiber updated the Board on the following:

- The wastewater operations continue to be optimal and efficient. The plant performed well in April and so far in May.
- As an update, O&M has moved away from minimum staffing over the past several weeks to allow for certain work that was being deferred to resume and administration supervisors can now allow up to 4 employees per floor, up from two, to allow them to meet deadlines and other needs. Chairman Brennan asked what steps the staff is taking regarding possible coronavirus in the sewage and affects it may have on the employees. Mr. Schreiber explained that OSHA, the CDC and other agencies that govern workplace safety have issued notices indicating that while the virus can be detected in the sewage, it is dead and, therefore, will not infect those who come in contact with it. Employees have been provided with personal protective equipment (PPE), hand sanitizer, masks, etc. and are reminded to keep social distancing. In addition, the CCMUA has a track-back program in place should an employee notify the CCMUA that they are positive for COVID19 or have come in contact with someone who is positive for COVID19. Mr. Cornforth added that OSHA bulletins issued early in the pandemic and subsequently confirmed by other agencies indicate that the standard precautions employees take when working around sewage are adequate for the coronavirus. The precautions include (and the CCMUA has available) are N95 masks, gloves, goggles and disposable Tyvek suits. In addition, the common areas-lunchroom, locker rooms, control rooms, etc., are cleaned, sanitized and disinfected twice per week. Mr. Gipson added that many of the buildings have about 10 air changes per hour, which brings in fresh air and the outgoing air is treated by odor scrubbers or odor control systems.
- User revenue continues to be monitored , and at this time, are about even with last year figure.
- The Berlin Force Main issue continues to be a high priority item for the Authority. The staff is working with the design engineer to find the best approach to correct the issue and with the New Jersey I Bank to expedite funding once the design is complete.
- Update on three contractual issues that the board passed resolutions for over the past several months:
 - Anaergia will begin commissioning of the digester/CHP on July 6th - no change order will result because of the delay.
 - The Aquarium and NFI Industries have entered into access agreements with the CCMUA which will allow the CCMUA's contractor to enter their property to complete the work related to the CSO-10 outfall collapse. The project can move forward upon receipt of a permit from the NJDEP.
 - Finally, the Newton Creek dredging project is expected to go out for bid on Friday, May 22nd

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

Chairman Brennan complimented Mr. Schreiber for having the foresight to take steps early in the pandemic to evaluate the CCMUA’s financial position.

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

- a. Collections Report
- b. Budget Review Report

Commissioner MacFarlane noted that sludge and waste is slightly over budget. Mr. Schreiber explained that the budget was created several months ago, and the sludge and waste figures were based on the schedule/completion date for the dryer refurbishment and installation provided by Komline Sanderson, the dryer manufacturer. Komline estimated that both of the dryers would be back in service by June 2020 so it was assumed that January and February would have just one dryer in service, March and April would have two dryers in service and May and June, all three dryers would be in service with the digester/CHP facility being fully operational by July. However, since there have been significant delays with getting the dryers back in service, the budget projections are not matching the actual. Since the 2020 budget will be amended as of result of DLLGS’ review, this line item will be amended as well and the 2020 Budget will be presented to the Board in June for approval.

- c. Cash Management Report

D) Operations & Maintenance

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

PUBLIC COMMENT ON PROPOSED RESOLUTIONS: None

OLD BUSINESS: None

NEW BUSINESS:

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-20:5-85, approving application to the NJ Board of Public Utilities for Phase II of the Design of the Microgrid Incentive Program. Chairman Brennan noted that this resolution, if adopted, authorizes the CCMUA to move on to Phase 2 of the design application process. 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-20:5-85 was adopted.

A motion was made by Sytnik and seconded by Commissioner Cuffee to adopt Resolution #R-20:5-86, authorizing the execution of an agreement between the CCMUA and Sunair Co., Inc of Willow Grove, PA for the supply and delivery of Sunflo Air Blower, Series B-3230, Model #D900H in accordance with RFQ #2020-01 Commissioner MacFarlane asked for clarification as to the reason for this purchase, to which Mr. Gipson explained that this blower provides air to the grit channels and is a replacement in kind of the existing blower, which lasted approximately 25 years. 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, Cuffee, Cutler, MacFarlane, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:5-86 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-20:5-87, authorizing the execution of an agreement between the CCMUA and Compressed Air Equipment, Inc., of Pitman, NJ for a one (1) year preventative maintenance contract for Atlas Copco Equipment in accordance with RFQ #2020-02. 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-20:5-87 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-20:5-88, authorizing the execution of an agreement between the CCMUA and Ed Kurth & Sons, Inc., of Sewell, NJ for fabrication and/or installation of structural steel, high/low pressure pipe work in accordance with Specification #2020-01. Mr. Cornforth explained that this is a two-year contract (time and material) for fabrication and installation of above ground piping and/or miscellaneous steel ductwork and an estimate is received prior to the work commencing which is approved in advance. The work is then monitored by the department supervisor. 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, Cuffee, Cutler, MacFarlane, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:5-88 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-20:5-89, authorizing the execution of an agreement between the CCMUA and Mount Construction Co., of Berlin, NJ for emergency/urgent utility repair services in accordance with Specification #2020-15. 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-20:5-89 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-20:5-90, approving Change Order #1 to JMT for construction management services needed for wet weather upgrades at the Delaware #1 WPCF. Mr. Schreiber noted that under this contract, JMT is monitoring 3 separate projects which were expected to be a one-year in duration. However, one of those contracts, when awarded, had a revised construction period which has resulted in an extension of the duration of services needed by JMT to June 2021. The CCMUA will work with the consultant to reduce the on-site time where possible to lessen the amount of any future change orders. 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-20:5-90 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-20:5-91, authorizing payment to Cooper's Ferry Partnership for Board participation. Chairman Brennan noted that Mr. Schreiber is designated to serve as his proxy as necessary. 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, Swartz, Sytnik	-	YES
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Chairman Brennan

- YES

Resolution #R-20:5-91 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-20:5-92, 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. 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-20:5-92 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-20:5-93, authorizing payment of \$3,492,853.82 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, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:5-93 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-20:5-94, authorizing that the Authority hold a Closed Session meeting to discuss legal matters concerning contracts and matters falling within Attorney-Client privilege. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:5-94 was adopted.

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 The meeting adjourned to Closed Session at 6:40pm
 The meeting returned to Open Session at 7:02pm
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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

Consultants/Others Present:

Michael Watson, Solicitor/Brown & Connery
Jeff Goodwin, Camden County resident

PUBLIC PARTICIPATION:

Jeff Goodwin, 315 Cypress Avenue, Woodlynne, NJ

Mr. Goodwin noted that several months ago, after a significant rain event, flooding and sewer back-ups at several manholes in Woodlynne (along 4th Street, toward Elm Avenue) occurred. He reported that he asked Woodlynne officials about this issue and was referred to the CCMUA. Mr. Schreiber explained that the CCMUA

is aware of the flooding incident and is addressing the issue. On the event in question, large amounts of debris washed in through the system and blocked the screens located at the head of the treatment plant which prevented flow from entering the plant resulting in a backup in the system. The debris was removed to allow the flow into the treatment plant. The CCMUA is also installing a screen with a larger window that will allow flow into the treatment plant should the lower portion of the screen become blinded by debris. Mr. Schreiber explained that other ongoing CCMUA projects will likely have a positive impact on the issue as well. Mr. Goodwin thanked the staff and the Board for their response.

There being no further business, a motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adjourn the meeting. All Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 7:09pm

Minutes of this meeting were approved on 6/15/2020

Respectfully Submitted,



Kim Michelini, Authority Secretary