

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON SEPTEMBER 21, 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 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, 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
Marge DellaVecchia, PS&S
Thomas Schevtchuk, CDM Smith
Dr. Xin Huang, CDM Smith

OTHERS PRESENT:

Erin Johnson (*newly appt'd Commissioner/not yet sworn in*)

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 as set forth in its annual schedule of meetings, in compliance with the Open Public Meetings Law.

Chairman Brennan acknowledged and welcomed the CCMUA's newest Commissioner, Erin Johnson, to the meeting. However, he added that Ms. Johnson is unable to vote on any issues until she is sworn in, which will occur before the CCMUA's next meeting in October.

ADOPTION OF MINUTES:

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt the minutes of the Regular Meeting held on August 17, 2020. 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

The motion was carried.

ADMINISTRATION REPORT:

I) ITEMS FOR DISCUSSION:

A) Administration:

1) Environmental Management System- September 2020 (*oral report by staff*)

Mr. Schreiber updated the Board members on the Health and Wellness aspect of the CCMUA's operation explaining that the CCMUA continues its social distancing approach and has taken great lengths to keep the staff separated whenever possible. The buildings remain closed to the public and meetings are not being hosted on site. Within the last 30 days, the CCMUA has followed the County's guidance and is allowing employees that

can perform their work remotely to do so for up three days. This was put into effect to allow parents and guardians of school age children an ability to fulfill their multiple responsibilities. To date this approach has been successful.

The wastewater treatment plant has continued to run optimally and efficiently in the past 30 days with effluent numbers that are below 5 parts per million for total suspended solids and CBOD. The CCMUA was recently notified that the NJDEP had received an odor complaint via their hotline. Upon being informed of this, the CCMUA circulated a flyer to the Waterfront South neighborhood that urged residents and business owners to report odor events to either the CCMUA hotline or a dedicated cell phone that Mr. Schreiber personally carries. Since the distribution of the flyer, the CCMUA has not received any complaints.

The CCMUA has several ongoing projects that are highlighted (below):

- 1) Sludge Digester – Construction is very close to completion and Anaergia and the CCMUA are readying to start hot commissioning. It is expected that the digesters will have beneficial use by next spring with final acceptance testing scheduled for about a year from now.
- 2) Berlin Force Main – since the award by the Board at the last meeting, the contractor has performed several emergency repairs and started today on the planned repairs.
- 3) Newton Lake Dredging – the contractor started preliminary work a few weeks ago and is beginning the process of removing vegetation. The CCMUA and its consultants have a progress meeting scheduled with the contractor where discussions will occur regarding compensation for some of the large pay items in the bid.
- 4) Other notable planning efforts:
 - a) Building Upgrades – the CCMUA continues to work with Mckernan Architects to design improvements to the Services and Admin Building. Cost estimates associated with each component of the upgrades should be available in the next 60 days or so. At a high level, both buildings will get new rooves and HVAC systems. The Services building will have upgrades to the lockers rooms and a fire sprinkler system will be installed. The Admin Building will be getting upgrades to the common areas including the auditorium and conference rooms. Chairman Brennan noted the slow pace of progress on this project to date and is hopeful that the needed upgrades to the Services and Admin Buildings will be able to be bid soon.
 - b) Succession Planning – The CCMUA will be undergoing a thorough analysis of its current and future staffing levels and personnel. With more than 60% of the Authority personnel being able to retire, it is vital that we take steps now to identify holes or potential holes in staffing and work to attract talent so we can continue to be successful as an operation. Chairman Brennan commended Mr. Schreiber and the staff for their efforts, especially over the last year while the CCMUA underwent change in management. He added that it is important that the CCMUA work to build a strong bench of employees to ensure the overall operation of the Authority remain optimal. Commissioner Cutler asked how the work is progressing given the understaffing to which Mr. Gipson explained that the work is getting done by supplementing with overtime.

Finally, it should be noted that the CCMUA and various consultants have participated in many public meetings over the past 30 days including two Camden City Council meetings and one Gloucester City Council meeting on the Long Term Control Plan, one County-wide public meeting regarding Newton Lake (another to follow this Thursday at 7pm), and one with the Haddon Township Environmental Commission on the bank stabilization effort for Newton Lake.

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- July 2020 & YTD
Supporting Reports:

- a. Collections Report
- b. Budget Review Report

Commissioner MacFarlane noted that for the first time in some time sludge and waste was slightly over budget and utilities were under budget, offsetting each other. He noted that salaries and benefits have been consistently under budget and questions the level of understaffing. Along this same line, he added that there is concern that many of the CCMUA's employees are eligible for retirement and should be addressed in earnest.

- c. Cash Management Report

D) Operations & Maintenance

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

Commissioner MacFarlane noted that the operations are excellent- effluent was at 4.5mg/l (vs. permit of 30 mg/l) and TSS removal was just shy of 98%. These numbers indicate that the plant is operating optimally.

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None

OLD BUSINESS:

Mr. Schreiber asked that this resolution be tabled until after Closed Session. A motion was made by Commissioner Sytnik and seconded by Commissioner Cutler to table Resolution #R-20-8-126, authorizing the Executive Director to submit the CCMUA component of the CCMUA-Camden City-Gloucester City Long Term Control Plan. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:8-126 was tabled until after Closed Session.

A motion was made by Commissioner Bresch and seconded by Commissioner Cutler to adopt Resolution #R-20:8-132, authorizing execution of an agreement between the CCMUA and Northeast Plumbing Services, LLC for quarterly inspection, testing, repair and reporting of backflow preventers in accordance with Specification #20-20. MR. Gipson explained that this service is required under the Safe Drinking Water Act to keep the drinking water and process water separate and therefore, protecting the quality and safety of the drinking water system. 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-20:8-132 was adopted.

NEW BUSINESS:

A motion was made by Commissioner Cutler and seconded by Commissioner Bresch to adopt Resolution #R-20:9-143, authorizing contingency agreement between Camden County Council on Economic Opportunity, Inc., and the CCMUA pursuant to N.J.A.C. 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, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-20:9-143 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-20:9-144, authorizing award of a contract to JPC Group, Inc. for Contract #718, Green Infrastructure Projects. Mr. Schreiber explained that this project is the last of several projects that were designed to reduce flooding along the waterfront in Camden. 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-20:9-144 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cutler to adopt Resolution #R-20:9-145, authorizing grant agreement between the CCMUA and the Trust for Public Lands (TPL). Mr. Schreiber explained that the TPL will provide funding for some non-water quality components of the green infrastructure project with JPC Group (above). 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-20:9-145 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-20:9-146, authorizing a memorandum of agreement with NJDEP for Watershed Ambassador. Mr. Schreiber explained that the CCMUA's role is to be a mentor to the Ambassador and to provide access to water quality projects, office space/equipment, etc. 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-20:9-146 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to adopt Resolution #R-20:9-147, authorizing an amendment to the Professional Services Agreement between the CCMUA and Paulus, Sokolowski & Sartor, LLC (d/b/a PS&S). 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-20:9-147 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Swartz to adopt Resolution Adopting Resolution #R-20:9-148, authorizing payment of \$2500 for Camden Environmental Summit 2020. 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-20:9-148 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution Adoption Resolution #R-20:9-149, authorizing the execution of a first amendment to a deed of easement between the CCMUA and FMP Mt Laurel Limited Liability Co. 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-20:9-149 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-20:9-150, authorizing Change Order #1 to Greeley & Hansen for design engineering during construction services needed for Raw Sewage Pump Upgrades and Wet Weather Capacity Upgrades at the CCMUA's Delaware #1 WPCF. 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-20:9-150 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-20:9-151, 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. Commissioner Swartz explained that review and signing of vouchers takes a good bit of time as he reviews the purchase order against the invoice to ensure accuracy, checks that there are proper signatures/approvals, etc. He added that the staff is very good at responding to his questions regarding invoices which is appreciated. 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-20:9-151 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-20:9-152, authorizing payment of \$2,516,248.91 for expenses disbursed from various trust account. Commissioner MacFarlane noted that there is a payment to AP Construction for the Camden City Outfall Dredging project and asked for an update on the project. Mr. Schreiber explained that the Board authorized a change order to AP Construction some time ago (approx. \$900,000) for the reconstruction of CSO 10 which is one of the most important CSOs in the system, is substantially complete. Additionally, since completion, the Arch St. Pump Station, which when it exceeds its capacity, overflows via CSO 10 into the Delaware River, has only been shut down once (vs 2, 3 or 4 times a month). So, it appears that the dredging and reconstruction of the 10 outfalls will significantly reduce flooding along the Camden waterfront. 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-20:9-152 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-20:9-153, authorizing that the Authority hold a closed session meeting to discuss matters relating to contract negotiations, potential litigation and matters falling within attorney-client privilege. 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-20:9-153 was adopted.

