

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REGULAR MEETING HELD ON DECEMBER 21, 2020**

The Regular Meeting of The Camden County Municipal Utilities Authority was called to order by Chairman Michael G. Brennan at 6:02 P.M. The meeting was held remotely via Zoom in light of the COVID-19 pandemic. On roll call, the Commissioners responded to their names as follows:

**PRESENT:** Commissioners Bresch, Cuffee, Cutler, Johnson, 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  
Michael Newton, 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 (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.

**ADOPTION OF MINUTES:**

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt the minutes of the Regular Meeting held on November 16, 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

The motion was carried.

Chairman Brennan introduced Camden County Freeholder and CCMUA Liaison Jeffrey Nash. Freeholder Nash wished everyone a happy holiday, while acknowledging that 2020 was a challenging year for everyone in light of COVID-19, and for the CCMUA as an agency, because of the change in leadership that occurred at the beginning of the year. Freeholder Nash complimented the CCMUA's Board members, Mr. Schreiber and his staff for a seamless transition and for maintaining continuity in its operations. He thanked the Board for their time and effort, noting that sewage treatment goes relatively unnoticed by the public except when things go awry- overflows, odors, increasing rates, etc. The CCMUA has managed to hold rates and significantly reduce overflows and odors and help the County with infrastructure improvements. Chairman Brennan noted not only is Mr. Schreiber, very capable, but so is his executive team- Mr. Cornforth, Mr. Gipson, Mr. Planamento, Ms. Madden and Ms. Michelini. Mr. Schreiber thanks Freeholder Nash and Chairman Brennan for their kind words, support and guidance, adding that the reality is, in 2020, the employees that have been the backbone of the CCMUA, really had a chance to shine. It's a great honor to work with not only each one of these employees and to act a leader to them, but for the Board and the Freeholders.

**OLD BUSINESS:**       None

**ADMINISTRATION REPORT:**

**I) ITEMS FOR DISCUSSION:**

**A) Administration:**

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

Mr. Schreiber advised the Board that the CCMUA has had a third employee test positive for coronavirus. He noted that there is no evidence that the three cases were work-related. Vigorous cleaning, social distancing, work from home, the provision of PPE, etc. remains in effect. The CCMUA’s Operations & Maintenance staff are considered essential employees and, as such, will soon be able to receive the COVID-19 vaccine.

Mr. Schreiber advised the Board that starting after the New Year, there will be a change in assignments and responsibilities regarding the backlog of capital projects needed to be undertaken and the capture of institutional knowledge. In order to tackle both of these issues, Mr. Gipson will focus his time and abilities on operations and maintenance matters and encouraging the up and coming employees/supervisors to take a larger role in such matters while Mr. Cornforth will focus his time and attention on working with the consultants to tackle the backlog of capital projects. This is an elevation of duties and responsibility for both and he thanked of them for their willingness to take on these responsibilities. He further noted that they will be providing updates to the Board at each meeting. The intent is to begin the process of undertaking the capital projects that had been deferred, and to engage the current employees/supervisors in these processes to educate and empower the next generation of CCMUA leaders.

Mr. Schreiber asked Ms. Michelini to give an update on personnel/hiring. Ms. Michelini noted that as was mentioned last month, the staff has been working to fill several vacancies in our Operations & Maintenance departments, primarily created by employees who retired- Sewage Plant Repairers and Industrial Pretreatment Coordinator. The positions were advertised in the local paper, online on various job posting sites as well as provided to Commissioner Swartz for use/distribution at the Camden County Workforce Investment Board. We received many responses, interviewed several candidates who are now at the point of background checks and physicals. It is hoped that we will be bringing on these new employees in January 2021.

To further enhance how we reach future applicants, specifically Camden residents, we will be partnering with Coopers Ferry Partnership who runs Camden Works. During a recent call with Brian Bauerle of Coopers Ferry, he explained that Camden Works partners with local residents, employers and workforce development agencies to allow Camden residents to participate in the City’s job growth. Camden Works provides a structured, centralized mechanism through advertisement on social media, multiple agency websites, etc. and by connecting the employers seeking applicants and residents seeking jobs. The CCMUA is looking forward to this partnership.

**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 asked Mr. Schreiber to send Freeholder Nash the Cash Flow & Actual to Budget Analysis report which summarizes how the CCMUA is performing regarding expenses and revenues. Freeholder Nash asked Mr. Planamento how connections fees in 2020 compare to 2019 to which Mr. Planamento responded that the CCMUA has collected not only more than budgeted in 2020, but more than in 2019 (\$4.5M vs \$3M). Mr. Schreiber added that it seems that the increase is due to an increase in new housing- affordable housing, senior living, residential and apartments. Chairman Brennan noted that the CCMUA does charge a reduced connection fee (as per statute) for verified affordable housing.

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

- a. Collections Report
- b. Budget Review Report

Commissioner MacFarlane commented on the overall budget and that again, it is on target, noting sludge and waste as being slightly over budget and salary and benefits being under budget. He added that it is good that the CCMUA staff is focusing on hiring and is looking to see what 2021 brings in the way of decreases in sludge and waste and utilities when the sludge dryers, sludge digester and combined heat and power facilities are fully operational.

- c. Cash Management Report

**D) Operations & Maintenance**

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

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None**

**NEW BUSINESS:**

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-20:12-179, accepting the annual audit for Year Ending December 31, 2019 as prepared by Bowman & Company. Chairman Brennan noted that the CCMUA’s auditor, Bowman & Company, reviewed and discussed the 2019 audit with the Finance Committee prior to tonight’s meeting. The CCMUA is in full compliance with State and Federal law; there were no findings and the issue surrounding how certain items were characterized in the audit have been made clear. Commissioner Cutler asked if any of the Finance Committee members would comment to which Commissioner Swartz stated that the auditor did a good job explaining the results of the audit; that there were no findings and, moving forward, the staff has a better understanding on how to classify certain expenses. Commissioners MacFarlane and Stokes echoed the sentiment. There being no further question or comment on the motion, a roll call vote was taken, and the Commissioners responded as follows:

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

Resolution #R-20:12-179 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Sytnik to adopt Resolution #R-20:12-180, adopting a late budget resolution. Mr. Schreiber explained that the deadline to submit the Budget is November 1<sup>st</sup> (the completion of the audit delayed the submission of the budget) so this resolution is required. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
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Chairman Brennan

- YES

Resolution #R-20:12-180 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-20:12-181, approving the Authority's 2021 Budget. Chairman Brennan thanks Commissioner Swartz and fellow Finance Committee members who met with CCMUA staff to get a better understanding on how the budget is prepared. Commissioner Swartz explained that the staff prepared a line-by-line summary of the budget and provided an explanation as to how they arrived at those budgeted numbers. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-20:12-181 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-20:12-182, authorizing a salary increase for classified and unclassified non-bargaining employees. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-20:12-182 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Johnson to adopt Resolution #R-20:12-183, amending Resolution #R-20:11-170, regarding hauling and beneficial reuse of dewatered sludge cake. Mr. Schreiber explained that when the staff prepared Resolution #170, it inadvertently used the d/b/a name(Synagro) rather the entity's legal name (Environmental Protection & Improvement Company). There is no material impact on the award, pricing 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-20:12-183 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner Bresch to adopt Resolution #R-20:12-184, authorizing final quantities Change Order #1F to Eastern Environmental Contractors, Inc. for Contract 117A, Wet Weather improvements. Mr. Schreiber noted that it is a credit change order to the CCMUA and a no cost time extension. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-20:12-184 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-20:12-185, authorizing the execution of an agreement between the CCMUA and JWC Environmental, Inc. of Santa Ana, CA for the supply and delivery of JWC "Channel Monster" grinders located at various Authority pump stations in accordance with Specification #20-04. Mr. Cornforth explained that a "channel monster" is basically an overgrown garbage disposal located in the channels of the treatment plant and pump stations whereby they grind up any debris or solids coming into the plant or stations which then protects the pumps from damage. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:12-185 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-20:12-186, authorizing the execution of an agreement between the CCMUA and Dezurik, Inc., of Sartell, Minnesota for supply and delivery of Eccentric Plugs and Butterfly Valves in accordance with Specification #20-31. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:12-186 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-20:12-187, authorizing the execution of an agreement between the CCMUA and Fulton Bank of Mt. Laurel, NJ for cash management services in accordance with Specification #20-26. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:12-187 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-20:12-188, authorizing the execution of an agreement between the CCMUA and Theising Power Sweeping, Inc., of Sewell, NJ for provision of street sweeping services at CCMUA facilities in accordance with Specification #20-25. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:12-188 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-20:12-189, authorizing the execution of an agreement between the CCMUA and NJ Overhead Door of Bayville, NJ for overhead door maintenance and repair services in accordance with Specification #20-24. 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
<i>Commissioner Johnson not available for vote/no vote recorded</i>		

Resolution #R-20:12-189 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-20:12-190, authorizing the execution of an agreement between the CCMUA and Corrosion Products, Inc., of Rochester, NY for supply and delivery of mechanical seals for various sludge pumps in accordance with Specification #20-22. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-20:12-190 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Stokes to adopt Resolution #R-20:12-191, authorizing the execution of an agreement between the CCMUA and Solutionwerks, Inc., of Allentown, PA for supply and delivery of parts for Air Products Oxygen Vacuum Swing Adsorption Plant in accordance with Specification #20-06A. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-20:12-191 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Sytnik to adopt Resolution #R-20:12-192, authorizing the purchase between the CCMUA and AV Business Communication Systems under NJ State Cooperative Purchasing 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-20:12-192 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Johnson to adopt Resolution #R-20:12-193, authorizing an agreement with South Jersey Land and Water Trust to provide park maintenance services pursuant to N.J.S.A. 40:12-22. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-20:12-193 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-20:12-194, authorizing the payment of an invoice to Tyler Technologies. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-20:12-194 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-20:12-195, authorizing award of a non-fair and open contract to Emilcott, for consulting engineering services related to the Berlin Township Forcemain Failure. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-20:12-195 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-20:12-196, authorizing a stormwater management study shared services agreement with the Camden County Improvement Authority, the Borough of Brooklawn, the Borough of Barrington, the Borough of Bellmawr, the Borough of Westville and the City of Gloucester. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-20:12-196 was adopted.

Mr. Schreiber asked that this resolution be tabled as it will be presented in January. A motion was made by Commissioner Sytnik and seconded by Commissioner Stokes to adopt Resolution #R-20:12-197, authorizing the hiring of Sewage plant Repairers. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:12-197 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-20:12-198, 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-20:12-198 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-20:12-199, authorizing payment of \$5,900,140.08 for expenses disbursed from various trust account. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-20:12-199 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Johnson to adopt Resolution #R-20:12-200, authorizing that the Authority hold a closed session meeting to discuss legal matters pertaining to litigation, negotiation and the attorney client privilege. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:12-200 was adopted.

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The meeting adjourned to Closed Session at 6:46pm.  
The meeting returned to Open Session at 7:07pm.  
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**PUBLIC PARTICIPATION: NONE**

Mr. Watson noted that during Closed Session he encountered technical difficulty which prevented him from being heard, so he stated that he agreed with the comments made. There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Swartz and

seconded by Commissioner Cuffee. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 7:07pm.

Minutes of this meeting were approved on 1/19/2021

Respectfully Submitted,



Kim Michelini  
Kim Michelini, Authority Secretary