

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REGULAR MEETING HELD ON NOVEMBER 16, 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, 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:**

Laurie Wiegand-Jackson  
David Clark

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 Bresch and seconded by Commissioner Cuffee to adopt the minutes of the Regular Meeting held on October 19, 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.

**OLD BUSINESS:** None

**ADMINISTRATION REPORT:**

**I) ITEMS FOR DISCUSSION:**

**A) Administration:**

- 1) Environmental Management System- November 2020 *(oral report by staff)*  
Mr. Schreiber advised the Board that the CCMUA had its first employee test positive for Covid-19. The staff did great work to coordinate the CCMUA's response. There will be a total of 4 employees out of work for a considerable amount of time; one of which is Covid positive and the other three who were in close contact with the positive employee. These employees will work from home for 14 days. The CCMUA will be re-evaluating

how to further keep employees socially distant in the workspace and will be making changes to our operational approach in response to that evaluation. Also, the CCMUA and the County remain in contact with regard to policy in addressing Covid-related matters (updating policies, augmenting procedures, etc.)

From an operational perspective, the past 30 days has brought some previously unimaginable successes as well as a couple of reminders of the impact CCMUA operations can have on its neighbors. The CCMUA received two external odor complaints in the last month. In one case, a contract operator, Synagro, was found to be working on a pipe outside which was continually blowing off odor. In the other instance, a sludge loader was inadvertently left outside the building. Both issues were corrected immediately and are not indicative of a systematic problem. Mr. Cornforth noted that, when possible, the CCMUA's Sr. Operator on duty will reach out to the resident to gather information and/or to advise of the findings regarding the odor complaint.

Also, the CCMUA treatment facility has received peak flow of 70 MGD from Camden City during two different storms and, in both storms, the CCMUA was able to receive 50 MGD from the City for long durations. Previously, the peak flow from the City might have reached 40 or 50 MGD with sustained durations of 10 to 15 MGD. This is a huge win for the City and the CCMUA and is due to the recently completed Interceptor Separation project, and the good work of O&M to have the system maintained and ready to take high flows. This outcome will undoubtedly have a positive impact on flooding in Camden City. Kudos to Mr. Gipson, Mr. Cornforth and the O&M staff for their efforts.

**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

Mr. Schreiber indicated that the CCMUA is continuing to take the necessary steps to fill various personnel vacancies in the operations, maintenance, and regulatory compliance departments.

**B) Engineering**

- 1) Project Updates Report

**C) Finance**

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

- a. Collections Report
- b. Budget Review Report

Commissioner MacFarlane noted that 1) the budget thru September 2020, as reported, is on track and 2) operationally, the plant continues to perform well. Mr. Planamento added that Collections are on target total for year-end estimates.

- c. Cash Management Report

**D) Operations & Maintenance**

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

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS:     None**

**NEW BUSINESS:**

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-20:11-169, authorizing award of a contract to Utility Advantage for energy consulting services, Phase I, in accordance with RFP #2020-10. Chairman Brennan noted that the RFP’s Committee’s review of and comments on the proposals received were helpful to the process of understanding the recommendation for award. 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-20:11-169 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Sytnik to adopt Resolution #R-20:11-170, authorizing the execution of an agreement with Atlas Septic, Inc., United Trucking, Inc., Denali Water Solutions, LLC, Synagro and Solid Waste Services, d/b/a J.P. Mascaro & Sons for hauling and beneficial reuse of dewatered sludge cake in accordance with Specification #20-23. Commissioner MacFarlane noted that Atlas may be a new vendor for the CCMUA, to which Mr. Cornforth confirmed they are. Mr. Schreiber explained that, because of the availability of each vendor, quantity of sludge to be hauled, etc., the CCMUA makes multiple awards to ensure that it has multiple resources on hand to dispose of its sludge. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:11-170 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-20:11-171, authorizing award of a contract to Spartan Construction, Inc. for the partial replacement of the CCMUA Administration Building Façade, Contract #604. Mr. Schreiber explained that a portion of the Admin Building façade was replaced several years ago because it became unstable. Recently, in working with the architects on the upgrades to the CCMUA’s Admin and Services buildings, it was determined that the remaining three sides of the Admin building should have the façade removed and replaced for the same reason. The remaining sides were removed several months ago, and PS&S developed the bid spec for the partial replacement of the façade. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:11-171 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-20:11-172, authorizing award of a construction management services contract for the sludge piping upgrades project to CME Associates in accordance with RFP #2020-06. Commissioner MacFarlane noted that CME Associates’ proposed hourly rate is \$6 more and the hours proposed is approximately 300 hrs. less than the next vendor’s (D&B/Guarino) proposed rate and hours. He added that should CME seek at change order for additional hours, their total price would exceed that of D&B’s, which he would be reluctant to support. In addition, Mr. Gipson explained that this was discussed with CME during the interview process and Mr. Schreiber noted that D&B/Guarino was disqualified from the review since they designed the project and, therefore, will not be considered as the construction monitor/inspector for it. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:11-172 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-20:11-173, authorizing award of a construction management services contract for the pump station electrical upgrades project to Remington & Vernick in accordance with RFP #2020-08. 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-20:11-173 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-20:11-174, authorizing rejection of quotes received for Supply and Delivery of Gear Motors with Adaptors and authorizing contract procurement through negotiations. Mr. Schreiber noted that bid received was rejected because the bidder noted material exceptions to the bid specifications (pricing in bid only good for 15 days). 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:11-174 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-20:11-175, authorizing change order #1 to D&B/Guarino for Annual General Engineering Services needed for the Delaware #1 WPCF. Mr. Schreiber noted that the budget was lowered by \$100,000 when the RFP was issued. However, after award, D&B/Guarino was tasked with the same, if not more, amount of work resulting in this change order request. 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-20:11-175 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner MacFarlane to adopt Resolution #R-20:11-176, 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-20:11-176 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-20:11-177, authorizing payment of \$5,146,843.72 for expenses disbursed from various trust account. Chairman Brennan asked if Center for Family Services would continue to provide park maintenance services during the winter months to which Mr. Schreiber responded that yes, it is a year round-function. The park maintenance consists, not only of attending to the vegetation itself, and trash and debris removal, all of which is necessary to keep the rain gardens in proper working order. 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-20:11-177 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Johnson to adopt Resolution #R-20:11-178, authorizing that the Authority hold a closed session meeting to discuss pending litigation matters contract negotiation and discussion protected by attorney client privilege. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:11-178 was adopted.

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The meeting adjourned to Closed Session at 6:27pm.  
The meeting returned to Open Session at 6:49pm.  
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**PUBLIC PARTICIPATION: NONE**

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 6:49pm.

Minutes of this meeting were approved on 12/21/2020

Respectfully Submitted,

  
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Kim Michelini, Authority Secretary