

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REGULAR MEETING HELD ON FEBRUARY 16, 2021**

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 Zoom due to the continuing Covid-19 pandemic. On roll call, the Commissioners responded to their names as follows:

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

**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
- Robert Fischer, PS&S

**OTHERS PRESENT:**

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.

**REORGANIZATION:**

**NOMINATIONS FOR CHAIRPERSON**

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to nominate Michael G. Brennan to Chairperson. No other nominations were made & Commissioner Stokes moved to close the nominations. There being no comment, all Commissioners responded "Aye" in favor, none opposed, and the nominations was closed. A roll call vote was taken, and the Commissioners responded to their names as follows:

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

Resolution #R-21:2-8, electing a CHAIRPERSON, Michael G. Brennan, was adopted.

**NOMINATIONS FOR VICE-CHAIRPERSON**

A motion was made by Commissioner Swartz and seconded by Commissioner Stokes to nominate James Bresch to Vice-Chairperson. No other nominations were made & Commissioner Cuffee moved to close nominations. There being no comment, all Commissioners responded "Aye" in favor, none opposed, and the nominations was closed. A roll call vote was taken, and the Commissioners responded to their names as follows:

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

Resolution #R-21:2-9, electing a VICE-CHAIRPERSON, James Bresch, was adopted.

**NOMINATIONS FOR TREASURER**

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to nominate Jeffrey S. Swartz to Treasurer. No other nominations were made & Commissioner Stokes moved to close nominations. There being no comment, all Commissioners responded "Aye" in favor, none opposed, and the nominations was closed. A roll call vote was taken, and the Commissioners responded to their names as follows:

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

Resolution #R-21:2-10, electing a TREASURER, Jeffrey S. Swartz, was adopted.

Michael Watson, Esquire (Solicitor) administered the Oath of Office to elected officers.

**ADOPTION OF MINUTES:**

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt the minutes of the Regular Meeting held on January 19, 2021. 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, Stokes, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

The motion was carried.

**ADMINISTRATION REPORT:**

**I) ITEMS FOR DISCUSSION:**

**A) Administration:**

**1) Environmental Management System- February 2021**

Mr. Schreiber asked for a moment of silence in remembrance of Angelina Amatuzio, daughter of CCMUA employee Charles Amatuzio, who passed away in January. He also expressed his gratitude for the generosity of the Board and the CCMUA staff in donating to the various funds in honor of Angelina.

The CCMUA continues to operate with a modified approach to work in light of the ongoing Covid-19 pandemic. While there have been several Covid positive employees over the past 30 days, there is still no evidence that any of the Covid cases were contracted while at work for the CCMUA. On behalf of the staff, he expressed thanks to the Board for their continued support in making the CCMUA as safe as possible.

Mr. Schreiber noted that there are a few positive developments to report. First, the NJDEP has authorized the CCMUA to advertise for bids for the sludge piping upgrades project at the plant. This is a critical job and the staff is looking forwards to getting this underway.

Second, the staff is in the process of forming a safety committee that will be primarily comprised of union employees. The goal is to have a kick-off meeting by the end of February and to have meaningful work session at least one a month. I'll report back to the board from time to time on its progress.

Regarding Operations, Mr. Schreiber indicated that Mr. Gipson would report on Operations and Mr. Cornforth will have an opportunity to comment on several resolutions.

Mr. Gipson explained that the effects of winter precipitation began affecting the plant operations in mid-December 2020, resulting in less than optimal, but still well within permit levels. Road salt, wet weather events, and additional combined sewer flow from

Camden are the main reasons for the higher effluent readings. The staff is taking all necessary steps to operate at optimum levels. Mr. Gipson explained that, in December, all of the sludge was not processed by the dryers as only two of the three were in service. However, in January 2021, all the sludge is being processed through the digester and most of that was processed through the dryers. One of the dryers is awaiting equipment and once received and installed, it should be fully operational- meaning all the sludge should be processed by the dryers. The sludge that is produced by the digester is producing gas and is, therefore, offsetting the need for natural gas.

**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- December 2020 & YTD  
Supporting Reports:

- a. Collections Report

- b. Budget Review Report

Chairman Brennan noted that \$3M savings in 2021 compared to the actual

- c. Cash Management Report

Mr. Planamento commented that the CCMUA is in a good position regarding its cash balance. Mr. Schreiber added that he and Mr. Planamento, together, have determined that the CCMUA has approximately \$12.4M in funds available for capital projects which is made up of 2021's \$8M budgeted amount and \$4.4M from years 2020 and 2019.

**D) Operations & Maintenance:**

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

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS:** None

**OLD BUSINESS:** None

**NEW BUSINESS (Re-Org Items):**

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolutions:

- #R-21:2-11 Designating schedule of meeting dates for the succeeding twelve months as required under the Open Public Meetings Act
- #R-21:2-12 Designating two newspapers to receive notices
- #R-21:2-13 Designating Banks of Depository for User Revenue
- #R-21:2-14 Designating Banks of Depository for Investments
- #R-21:2-15 Designating Banks of Depository for its Funds
- #R-21:2-16 Designating Banks of Depository for Investments for the Payroll Account
- #R-21:2-17 Designating the custodians of and establishing an Imprest (Petty Cash) fund
- #R-21:2-18 Authorizing the Executive Director to advertise for Bids for various items during FY

2021  
#R-21:2-19 Authorizing the execution of purchase orders between the CCMUA and vendors under the New Jersey State Cooperative Purchasing Program FY 2021

There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolutions #R-21:2-11 through 19 were adopted.

**NEW BUSINESS (Regular Mtg Items):**

Mr. Schreiber asked that this resolution be tabled as additional clarification of the agreement is needed. A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to table Resolution #R-21:2-20, authorizing a shared services agreement between the CCMUA and Camden County College for provision of security guard services. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-21:2-20 was tabled.

A motion was made by Commissioner Cutler and seconded by Commissioner Cuffee to adopt Resolution #R-21:2-21, authorizing receipt of a dividend from the Camden County Insurance Fund Commission for Fund Years 2010, 2011, 2012, 2014 & 2016. 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, Swartz, Sytnik	-	YES
Commissioner Stokes	-	ABSTAIN
Chairman Brennan	-	YES

Resolution #R-21:2-21 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-21:2-22, authorizing a shared services agreement with the Camden County Improvement Authority for provision of project management services for renovations and improvements to the CCMUA Administration and Services Buildings. 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, Stokes, Sytnik	-	YES
Commissioner Swartz	-	ABSTAIN
Chairman Brennan	-	YES

Resolution #R-21:2-22 was adopted.

Mr. Schreiber noted that the next three resolutions are part of a two part plan for upcoming capital improvement projects- 1) establish a clear and defined scope of design work for the CCMUA's annual engineering contracts - engineer of record, main plant and interceptor systems and 2) obtain design engineering services for other capital improvement projects that do not fall within the scopes of the CCMUA's three annual engineering services contract. Mr. Cornforth explained that each engineer firm being awarded a contract tonight has a specific scope and budget associated with it, rather than a lump sum contract amount from which the CCMUA assigns projects as it sees fit during the year. Some of the design projects covered under these contracts are: design full replacement of certain equipment in sludge building, medium voltage substation upgrades, forcemain redesign (NJDOT Rt. 42 bridge/Blackwood trail project), pump station overhauls, dewatering odor control upgrades, PTF/Bar Screen replacements, etc. In addition, the CCMUA will be pursuing additional design engineering services for other standalone projects, such as replacement of dewatering conveyor belts, replacement of roofs, doors, arc flash study, etc.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-21:2-23, authorizing a contract for Annual Engineer of Record Services (RFP #2021-1). 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:2-23 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-21:2-24, authorizing a contract for Annual General Engineering & Design Services to Johnson, Mirmiran & Thompson for the Authority's Regional Sanitary Sewer Interceptor System (RFP #2021-2). 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:2-24 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-21:2-25, authorizing award of the Annual General Engineering & Design Services contract for the Authority's Delaware #1 WPCF to D&B/Guarino (RFP #2021-3). 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:2-25 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Stokes to adopt Resolution #R-21:2-26, supporting Cooper's Ferry Partnership's application to the Environmental Protection Agency for the Innovative Water Infrastructure Workforce Development Program. Mr. Schreiber advised the Board that this resolution supports Cooper's Ferry Partnership's EPA grant application for workforce development, that will help involve: 1) recruiting Camden City residents; 2) providing education via Camden County Workforce Development Board and 3) providing paid internships for the water and wastewater industry. 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, Stokes, Swartz Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:2-26 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-21:2-27, ratifying approval of expense vouchers as approved by the Executive Director under authorization granted by CCMUA Resolution #R-97:3-60, dated March 17, 1997. 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, Stokes, Sytnik	-	YES
Commissioner Swartz	-	ABSTAIN
Chairman Brennan	-	YES

Resolution #R-21:2-27 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Sytnik to adopt Resolution #R-21:2-28, authorizing payment of \$2,291,757.72 for expenses disbursed from various trust account. Mr. Schreiber explained that the reason for two payment resolutions each month is mainly one of timing, and one resolution identifies those payments that were authorized by the Executive Director to be paid prior to Board approval. They are operational payments, i.e., utilities, refunds, etc. 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, Stokes, Sytnik	-	YES
Commissioner Swartz	-	ABSTAIN
Chairman Brennan	-	YES

Resolution #R-21:2-28 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Swartz to adopt Resolution #R-21:2-29, authorizing that the Authority hold a Closed Session to discuss legal matters relating to litigation, contract negotiation and matters falling within the attorney-client privilege. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.


Resolution #R-21:2-29 was adopted.

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 The meeting adjourned to Closed Session at 6:40pm.  
 The meeting returned to Open Session at 6:58pm.  
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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 Swartz and seconded by Commissioner Cutler. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 6:58pm.

Minutes of this meeting were approved on 3/15/2021

Respectfully Submitted,  
  
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 Kim Michelini, Authority Secretary