

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON JANUARY 19, 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 COVID-19 pandemic and continuation of social distancing. On roll call, the Commissioners responded to their names as follows:

PRESENT: Commissioners Bresch, Cuffee, Cutler, Johnson (*joined at 6:01pm*), 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
Mike Newton, 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.

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 December 21, 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.

ADMINISTRATION REPORT:

I) ITEMS FOR DISCUSSION:

A) Administration:

- 1) Environmental Management System- January 2021 (*oral report by staff*)
Mr. Schreiber updated the Board on the CCMUA's efforts regarding COVID noting that over the past 30 days, the CCMUA had an uptick in the number of employees who either contracted the coronavirus or were quarantining because they were in close contact with someone who tested positive. There were as many as 11 employees out of work at one time due to covid-related issues. Fortunately, none of the employees who tested positive appear to be related to work. Chairman Brennan commended the staff on their

dedication, good thinking and its efforts regarding COVID management and the workplace.

Mr. Schreiber thanked Mr. Gipson, Mr. Cornforth, and Ms. Michelini for their efforts in bringing several new employees on-board. The staff will continue to work toward bridging the gap between our veteran workforce and those employees who will follow in their footsteps.

Commissioner Johnson asked if there have been any recent odor complaints to which Mr. Schreiber noted that the CCMUA received several complaints over the last 60 days, most of which were reported to have occurred along the path between Liney Ditch and Phoenix Parks (not in the neighborhood itself). While these parks are directly adjacent to the CCMUA's wastewater treatment facility, the staff continues to take the necessary steps to ensure that odor events are minimized and if they do occur, they are tracked down and eliminated as quickly as possible. Mr. Schreiber added that a dedicated cell number has been set up and disseminated to the Waterfront South residents to report odors.

Mr. Gipson explained that, operationally, November 2020 was probably the best month of the year with TSS at 4mg/l and CBOD at 3ppm. He explained that both readings are well within permit levels. He further noted that December's numbers, while still well within permit limits, will report higher- TSS at 8mg/l and CBOD at 6ppm as a result of significant rain fall and a process operation upset (equipment was inadvertently left offline after Blackstar testing). The main plant, because of several recently completed wet weather improvement projects at the Main Plant and along the waterfront in Camden, has been taking significantly more flow from Camden during rain events with sustained flows during rain events in the range of 60-70 million gallons over a period of 10-12 hours, whereas, previously, the main plant would receive that level of flows for the first push of a storm- say 1-2 hours. Subsequently, with these higher sustained flows, debris has washed out from the interceptor system and into the Main Plant.

Mr. Gipson updated the Board on the status of the digester, indicating that the "seeding" process (bringing in sludge from another sewerage authority and adding it to the CCMUA's sludge) of the digester has been completed. All four tanks are in use and results in a significant savings in hauling and disposal. The commissioning phase is still in progress and it appears to be on schedule to be fully complete by mid-year.

Mr. Cornforth informed the Board that the Berlin Forcemain slip lining and replacement project is close to completion. The contractor, design engineers and CCMUA staff have discussed and come to an agreement on one final design change in installation of pipe where it enters the pumping station. It is anticipated that a final change order including this design change and final quantities calculation will be presented to the Board for its consideration in the next month or so.

Mr. Cornforth noted that the annual renewal and replacement reports for the main plant and the interceptor system have been received. The staff has met to discuss prioritization of the recommended projects and how best to procure the design work.

He further explained that a preconstruction meeting has been scheduled for the partial façade replacement (Admin Building) so that work will soon get under way and the architect has submitted cost estimates for the various upgrades to the Services Building and Admin Building (locker rooms, HVAC, roof replacements, etc).

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- November 2020 & YTD Supporting Reports:

- a. Collections Report
- b. Budget Review Report

Commissioner MacFarlane commented that through November 2020, the budget looks excellent, despite sludge and waste being slightly over budget by \$200,000. Mr. Gipson explained that when the budget was prepared it was anticipated that all three dryers would be up and running by under pre-digester conditions. While the repairs to the 3rd dryer are complete, it is still going through the start-up phase. In addition, the month of December the digesters were in operation so there will be some reduction in sludge quantities. Mr. Gipson further explained that digesting the sludge reduces the quantity of sludge by approximately half, from 165 wet tons to 83 wet tons per day. This reduction in sludge will result in a little to no hauling to a landfill. In 2021 forward, there should be significant savings in sludge costs, reductions in odor event and hauling because the sludge will be digested and/or dried. Mr. Schreiber pointed out one other positive benefit to the digestion process- there should be an avenue for beneficial reuse of the digested sludge (land application vs disposal at a landfill).

Commissioner MacFarlane noted that staffing levels are still well under budget and asked the staff how they intended to fill the positions. Mr. Schreiber indicated that most of the vacancies are in the Operations and Maintenance Departments and include: Pumping Station Operators, Sewage Plant Operators, Electricians, Repairers, and a Regulatory Compliance Coordinator. To fill the operator positions, the CCMUA has mailed letters to all licensed Operators in the State and will begin the interview process for those interested. In addition, the CCMUA will be working with Cooper’s Ferry and the Camden Works Initiative and the Camden County Workforce Investment Board by providing the job information, all to attract locally, qualified individuals.

- c. Cash Management Report

D) Operations & Maintenance

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

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: NONE

OLD BUSINESS:

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-20:12-197, authorizing the hiring of Sewage Plant Repairers. Mr. Schreiber explained that the applications were received and reviewed by the O&M staff and interviews were scheduled. Once a recommendation was made, the applicants had to undergo a background check and physical. The salary offers were based on their experience and qualifications. 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-20:12-197 was adopted.

NEW BUSINESS:

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-

21:1-1, adopting the 2021 Authority Budget. 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-21:1-1 was adopted.

Mr. Schreiber noted that there is a change in the original resolution distributed to the Board. After review by the Solicitor, it is recommended that the bids received be rejected and that the Authority readvertise for bids. A motion was made by Commissioner Swartz and seconded by Commissioner Stokes to adopt Resolution #R-21:1-2, authorizing the rejection of all bids received for preventative maintenance and repair services for instrumentation. 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-21:1-2 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cutler to adopt Resolution #R-21:1-3, authorizing Change Order #1 to the contract with Mobile Dredging & Video Pipe for dredging of Newton Lake. Commissioner Cuffee asked for additional explanation regarding this change order to which Mr. Schreiber noted that the bid form required that the contractor provide a price to dredge and dispose of 258,000 cubic yards of material from Newton Lake. The bid also indicates that the 258,000 cubic yards could fluctuate up or down based on the contractor’s surveys. In this case, the contractor provided documentation that the amount of material to be dredged and disposed of was in fact greater than 258,000 cubic yards (295,636 cubic yards). This change order (\$1.2M), if approved, when added to the bid amount (\$20.8M) is still significantly less than the next low bid (\$27.5M). 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-21:1-3 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Sytnik to adopt Resolution #R-21:1-4, designating an auditor for Fiscal Year 2020. Mr. Schreiber noted that the RFP Review Committee, comprised of the CCMUA’s Executive Director, Chief Financial Officer, General Counsel and Director of Administrative Operations and Camden County’s Chief Financial Officer independently reviewed the proposals received and all came to the same conclusion- that the 100 additional hours proposed by Bowman and Company to complete the audit is likely the effort needed and if the additional 100 hours is extrapolated at the average price of the second proposal, the second proposal is higher in cost. 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-21:1-4 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-20:1-5, 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-21:1-5 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-21:1-6, authorizing payment of \$7,028,915.91 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-21:1-6 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-21-1-7, authorizing that the Authority hold a Closed Session Meeting 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-21:1-7 was adopted.

The meeting adjourned to Closed Session at 6:47pm
The meeting returned to Open Session at 7:05pm

PUBLIC PARTICIPATION: NONE

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 7:05pm.

Minutes of this meeting were approved on 2/16/2021

Respectfully Submitted,



Kim Michelini, Authority Secretary