

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON DECEMBER 20, 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. On roll call, the Commissioners responded to their names as follows:

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

ABSENT: Commissioner MacFarlane

STAFF PRESENT:

Scott Schreiber, Executive Director
Stephanie Madden, Gen. Counsel/Chief Comp. Ofc. Alisa Smith, Secretarial Assistant
Wayne Planamento, Chief Financial Officer Jason Fry, Assistant Director of O&M
Robert Cornforth, Director of O&M - Interceptors Dan Lose, Asst Comptroller
Len Gipson, Director of O&M - Main Plant
Oleg Zonis, Director of Engineering/Process Systems
Kim Michelini, Director of Admin. Oper. /Auth. Sec.

CONSULTANTS:

Michael Watson, Esq., Brown & Connery (Solicitor)
Marge DellaVecchia, 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 Sytnik to adopt the minutes of the Regular Meeting held on November 15, 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

The motion was carried.

ADMINISTRATION REPORT:

I) ITEMS FOR DISCUSSION:

A) Administration:

- 1) Environmental Management System- December 2021 *(oral report by staff)*
Mr. Schreiber:
 - 1 Thanked the Commissioners and staff for a terrific 2021 despite issues faced along the way.
 - 2 Notified the Board and Staff that the April 2022 meeting will be moved up by one week from the 3rd Monday to the 2nd Monday of the month considering possible travel issues given that the Sunday before the 3rd Monday is Easter Sunday. A formal resolution will be presented to the Board for action in the next month or so.

- 3 Notified the Board that the CCMUA welcomed Nicholas Mueller in early December. Mr. Mueller is the new Director of Safety, and he hit the ground running with meeting the staff, insurance representatives, etc. Mr. Mueller will be reporting directly to Mr. Schreiber.
- 4 Noted that the proposed renovations to the admin and services buildings have not only been discussed with the County, but is also supported by the County. In addition, the New Jersey Infrastructure Bank (NJIB) has recently indicated that they will fund this project, which is welcome news since this funding will be at a much lower interest rate than otherwise anticipated. Mr. Schreiber explained that the project specifications must be modified slightly to conform with the requirements of the NJIB. Once the NJIB completes its review (30-60 days), the CCMUA will receive an authorization to advertise for bid.

Regarding plant performance, Mr. Schreiber noted that he recently emailed all Commissioners regarding the plant's performance but has asked Mr. Gipson and Mr. Zonis to speak to oxygen supply issues and two large capital project completion issues respectively. Chairman Brennan asked if any of the newly completed process systems at the Main Plant have impacted the plant's performance and, if so, could they have been anticipated?

Mr. Gipson responded, explaining that the amount of ammonia recycled to the head of the plant has always been on the high side, especially when processing all the sludge through the dryers. Now that all sludge is processed through digestion and through the dryers, in conjunction with less flow, the concentration of ammonia is higher in the plant. This higher concentration then has a negative impact on the biology of the sludge. While it was anticipated, it wasn't anticipated to this extent.

Regarding the oxygen plant, the sieves failed 3 years sooner than expected. Not having the ability to manufacture pure oxygen on a continuous basis, further complicates the process. Chairman Brennan asked if the CCMUA was capturing and/or recording the useful life of existing equipment to which Mr. Gipson indicated that yes, the staff does capture this information, however, in this case, the equipment failed 3 years prior to the anticipated useful life. Mr. Schreiber further explained that the CCMUA's consulting engineers for the main plant and the interceptor systems inspect/audit the CCMUA's process systems annually and advise the CCMUA of deficiencies. This annual inspection allows the CCMUA to prioritize, plan for and finance various system upgrades. Finally, Mr. Gipson added that the CCMUA has made arrangements with its liquid oxygen supplier to deliver 6 loads per week which is helping to keep the process/operation steady.

Mr. Zonis updated the Board on the recent completion of two projects: 1) the digester and 2) the raw sewage pump upgrades. The digester performance test was successfully completed, and the digester is performing well- reducing the sludge by 40-45%. The digested sludge is producing enough biogas to meet approximately 40% of the main plant daily demand. Four raw sewage pumps have been replaced and, as a result, the plant's capacity for wet weather flow from Camden has doubled. This has helped to reduce flooding in Camden and increase peak flow from the County by 20%.

Commissioner MacFarlane sent his comments to Mr. Schreiber since he was unable to attend the meeting and Mr. Schreiber presented them, MacFarlane commented that the budget looks good. The energy savings from the digester are continuing to show a financial benefit. As for the operations report, the TSS at 14.4 is considerably better than last month and well under the permit limit. He wished everyone a Happy Holiday Season.

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
- 2) Plant Performance

B) **Engineering**

- 1) Monthly Engineering Project(s) Update

C) **Finance**

- 1) Cash Flow & Actual to Budget Analysis/NW Cash Flow Report- October 2021 & YTD
Supporting Reports:

- a. Collections Report
Mr. Planamento explained that the revenues collected are less than the revenues budgeted this month because of a timing issue but anticipates being close to budget by year end.
- b. Budget Review Report
- c. Cash Management Report

D) **Operations & Maintenance**

- 1) Del. No. 1 WPCF- Operations Report- October 2021

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None

OLD BUSINESS:

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-21:11-166, authorizing the execution of an agreement between the CCMUA and enfoTech of North Brunswick, New Jersey for maintenance of the CCMUA's iPACS System for FY 2022. Mr. Fry noted that the iPACS system is a computer system that stores all the CCMUA's industrial pretreatment data. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:11-166 was adopted.

NEW BUSINESS:

A motion was made by Commissioner Stokes and seconded by Commissioner Swartz to adopt Resolution #R-21:12-172, approving emergency purchase from Stormtrap, LLC for CSO Nets pursuant to N.J.S.A 40A:11-6. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:12-172 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-21:12-173, authorizing the issuance of not exceeding \$33,785,000 County Agreement Subordinate Bonds of the Camden County Municipal Utilities Authority and providing for their sale to the New Jersey Infrastructure Bank and the State of New Jersey and authorizing the execution and delivery of certain agreements in connection therewith. Mr. Schreiber explained that this resolution does not commit the CCMUA to spending any money for the projects noted. This is a necessary step in the process for obtaining receiving authorization to advertise for bids and ultimately receive low interest financing should the CCMUA undertake the project(s). The projects

being considered for this possible funding are: 1) pump station improvements; 2) admin and services building upgrades and 3) main plant process improvements. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:12-173 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Bresch to adopt Resolution #R-21:12-174, authorizing the execution of agreement for hauling and beneficial reuse of dewatered sludge cake with United Trucking, Inc., of Marlton, New Jersey and Solid Waste Services, Inc. d/b/a J. P. Mascaro and Sons of Audubon, Pennsylvania in accordance with Specification #21-24. Mr. Schreiber explained that these contracts are intended to be used only as needed as back-up to the digester/dryer process. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:12-174 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Johnson to adopt Resolution #R-21:12-175, authorizing award of contract to Tec Elevator, Inc. for maintenance and repair services for elevators and man lifts through the Camden County Cooperative Pricing System, System ID #57-CCCPS, BID #A-33/2021. Mr. Cornforth noted that this vendor is a new vendor for the CCMUA and is being awarded as a part of the County co-operative purchasing program. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:12-175 was adopted.

Mr. Schreiber asked that this resolution be tabled. A motion was made by Commissioner Sytnik and seconded by Commissioner Cuffee to table Resolution #R-21:12-176, authorizing the payment of an invoice to Tyler Technologies Inc. for Annual Support and Update Licensing Service to the CCMUA's Financial and Purchasing Management Software. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-21:12-176 was tabled.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-21:12-177, authorizing the payment of invoices to Net@Work, Inc. for Annual Hosting and ES Total Care Cloud Services to the CCMUA's Payroll and HR Management Software Systems Pursuant to N.J.S.A. 19:44A-20.5, ET SEQ. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:12-177 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cutler to adopt Resolution #R-21:12-178, establishing and/or amending salaries for Authority positions. Mr. Schreiber indicated that the salary ranges were increasing by \$5,000-\$6,000 depending on the title. The increases are recommended to be more in line with the industry and/or other equivalent CCMUA titles. Mr. Watson indicated that if there was going to be any further discussion regarding specific employees, the matter should be discussed in Closed

Session. There being no further question or comment on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

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

Resolution #R-21:12-178 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-21:12-179, authorizing Final Quantities Change Order to the contract with JPC Group, Inc., for Contract #718, North Camden Green Infrastructure Projects. Mr. Schreiber noted that this change order resulted from unforeseen contaminated soil being found on-site which required additional excavation and specialized shoring 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:12-179 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-21:12-180, authorizing Change Order No. 3 to Ewing Cole for Design Engineering Services for New Athletic Fields in Camden City. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:12-180 was adopted.

Mr. Schreiber requested that this resolution be tabled. A motion was made by Commissioner Stokes and seconded by Commissioner Bresch to adopt Resolution #R-21:12-181, authorizing the execution of a purchase between the CCMUA and Core Business Industries under a National Cooperative Purchasing Agreement with Sourcewell, RFP #042020, and authorizing entering into an agreement with Core to upgrade customer service payment software pursuant to N.J.S.A. 19:44A-20.5, ES SEQ. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-21:12-181 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-21:12-182, approving 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:12-182 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner Stokes to adopt Resolution #R-21:12-183, 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:12-183 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-21:12-184, authorizing payment of \$2,302,207.23 for expenses disbursed from various trust accounts. 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, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-21:12-184 was adopted.

PUBLIC PARTICIPATION: NONE

Commissioner Cutler noted that, recently, there have been security breaches in network copiers and printers where the software has not been updated. Mr. Schreiber thanks Commissioner Cutler for the information, adding that he'd speak with the CCMUA's IT specialist to ensure these items are up to date. There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 6:44pm.

Minutes of this meeting were approved on 1/18/2022

Respectfully Submitted,


Kim Michelini, Authority Secretary