

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON JANUARY 18, 2022

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 ongoing 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.
Wayne Planamento, Chief Financial Officer
Robert Cornforth, Director of O&M - Interceptors
Len Gipson, Director of O&M - Main Plant
Oleg Zonis, Director of Engineering/Process Systems
Kim Michelini, Director of Admin. Oper./Auth. Sec.

Dan Lose, Asst Comptroller
Jason Fry, Asst Director of O&M
Alisa Smith, Secretarial Asst.

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.

ADOPTION OF MINUTES:

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt the minutes of the Regular Meeting held on December 20, 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- January 2022 (*oral report by staff*)

Mr. Schreiber opened this portion of the meeting by wishing everyone a Happy New Year. He continued that the employee Covid cases have followed the curve that New Jersey has been on over the last month or so. At the beginning of this month, there were about 20 Covid-related cases. The number of cases has since subsided to just a case or two at a time. Fortunately, all of employees that have dealt with Covid during this latest surge are back to work.

Mr. Schreiber noted that he had previously informed the Board know about the recent law that was enacted by the NJ legislature and the Governor that impacts the interest revenue on unpaid user accounts for the CCMUA. The CCMUA has determined that it will be forgoing the collection of any unpaid interest income from March 9, 2020, which is the

declared start of the public health emergency, through March 15, 2022. The staff is continuing to work toward understanding what financial impact this will have on the Authority and will update the Board accordingly.

Before turning the report over to Mr. Cornforth, Mr. Schreiber added that, during dry weather, the plant's performance has stabilized and has become somewhat predictable in the way that was described in his recent memo to the Board. That is, during dry weather, the effluent readings have been in the mid-teens, however, when it rains, the effluent readings are much higher. The staff continues to work with the vendor responsible for getting the oxygen plant back in service as quickly as possible and improve the performance of the plant. Mr. Gipson added that: 1) solids removal continues to perform well; 2) managing the treatment process, and plant effluence, continues to be a challenge given the problems with the oxygen plant and higher incoming flows; and 3) the combined heat and power facility continues to sufficient generate electricity to meet the CCMUA's needs.

Chairman Brennan asked if the plant's current performance issues are impacted by the increase flows received from Camden to which Mr. Schreiber explained that while it is, it is preferred to have the additional flow come to the CCMUA for treatment rather than flood, streets, homes, etc. or be discharged directly to the Delaware River.

Mr. Cornforth updated the Board on several projects that are in their early stages:

- a) Large Pump Station Upgrades- this project is in the shop drawing review and fabrication stage with construction likely 6 months away.
- b) Return Sludge Piping Upgrades- the contractor has submitted for all long-lead time items , which have been approved. No work can begin until the large pipes and valves are fabricated and shipped to the CCMUA. Construction on this project will likely begin in mid-to late summer of this year.
- c) Pump Station Rehab- the design of the upgrades is just about complete for the three pump stations. Once complete it will be submitted to the NJ Infrastructure Bank (NJIB) for their review and comment.
- d) Sludge Cake Conveyor System Upgrades- the design of the upgrades is just about complete and once complete, will be submitted to the NJIB for their review and comment.
- e) Admin & Services Building Rehab- the design is complete and has been submitted to the NJIB for their review and comment. Once they have given approval, the CCMUA will go out for bid for this project.
- f) Pump Station Doors & Roofs Upgrades- the design of the upgrades is complete and the CCMUA staff is reviewing them so they can be sent to the NJIB for their review and comment.

Mr. Cornforth noted that there are several smaller projects that CCMUA employees are currently undertaking:

- a) Replacement of return sludge pumps
- b) Replace/upgrade eddy current drive motors with variable frequency drive motors
- c) Lighting upgrades (Main Plant (tanks))
- d) Lighting upgrades (Gloucester City Pump Station)

Commissioner Cutler thanked the staff for the project reports, noting that it is very helpful to understanding the work being undertaken. Commissioner Stokes asked if upgrades to the fire alarm systems at the CCMUA's pump stations were included in the pump station rehab. Mr. Cornforth indicated that, at this time, it was not, but it has been added to the list of items for the new Safety Director to undertake. Mr. Schreiber noted that Mr. Mueller, the new Safety Director, will attend a future Commissioner meeting. Commissioner Cutler inquired as to how long it would be before the NJIB gives its approval for the upgrades to the Admin and Services buildings to which Mr. Schreiber indicated that it could take 30-90 days, however, he will ask for a status update during his next meeting with the NJIB.

Also of note, there is updated information regarding the Newton Creek project in the local paper, the Retrospect and on various social media sites.

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 2021 & YTD Supporting Reports:

a. Collections Report

b. Budget Review Report

Mr. Planamento pointed out that utilities were under budget and sludge/waste was on-budget.

c. Cash Management Report

Mr. Planamento noted that the CCMUA will, by year's end, have sufficient cash on hand. Mr. Schreiber further explained that there are bond covenants that the CCMUA must abide by, and the cash on-hand is restricted to some extent. For instance, the CCMUA must have a minimum of 3 months operating expenses on hand, must set-aside certain dollar amounts for renewal and replacement projects, etc.

D) **Operations & Maintenance**

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

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None

OLD BUSINESS:

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt 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. Mr. Schreiber noted that the CCMUA needed certain documentation from the vendor which caused this matter to be tabled at the December meeting. 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-21:12-176 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-21:12-181, authorizing the execution of an agreement between the CCMUA and Core Business Industries to upgrade customer service payment software. Commissioner Stokes if the upgrades would allow ratepayer to pay their CCMUA bill online to which Mr. Schreiber indicated that as it stands now, individuals can pay their CCMUA bill through their bank's bill pay processing system. This upgrade does not include the ability for individuals to pay the CCMUA directly with a credit card. The plan is to go out for RFP in the near future, for these services. 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, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

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

NEW BUSINESS:

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-22:1-1, adopting a late budget resolution. Mr. Schreiber noted that the CCMUA is largely ready to proceed with the submittal of the 2022 budget, however, the annual audit for year 2020 is held up by actuarial reports needed from the State of NJ and the CCMUA's consultant. The plan is to have a Finance Committee meeting in February to update the Board and as soon as the Budget can be passed, do so. 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-22:1-1 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-22:1-2, adopting a temporary 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, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-22:1-2 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-22:1-3, designating an auditor for fiscal year 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

Resolution #R-22:1-3 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Bresch to adopt Resolution #R-22:1-4, authorizing the execution of an agreement between the CCMUA and E & W Equipment Company, LLC, Moosic, Pennsylvania for supply and delivery of chemical feed pumps in accordance with RFQ #2021-09. 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-22:1-4 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Johnson to adopt Resolution #R-22:1-5, authorizing the execution of an agreement between the CCMUA and Controlex Service Corporation, of Pottstown, Pennsylvania for the parts and service for flowmatcher liquid rheostat controllers in accordance with Specification #21-21A. 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-22:1-5 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-22:1-6, authorizing the execution of an agreement between the CCMUA and Edwin Elliott & Company, Inc., of Lafayette Hill, Pennsylvania for the supply and delivery of cushioned swing check valves in accordance with Specification #21-25. Mr. Cornforth explained that cushioned swing check valves are designed to gradually close (preventing water hammer) and backflow, thereby, preventing damage to the pipe. 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-22:1-6 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-22:1-7, authorizing award of a contract for energy consulting services for the Delaware #1 WPCF to Utility Advantage. Chairman Brennan noted that the format used to inform the Board of the RFP Committee's recommendation is very helpful. 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-22:1-7 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-22:1-8, authorizing an agreement between the CCMUA and Remington & Vernick Engineers for design engineering services of forcemains, sanitary sewers and pump stations at the High Street area of Pennsauken. 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-22:1-8 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cutler to adopt Resolution #R-22:1-9, 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-22:1-9 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-22:1-10, authorizing payment of \$8,726,912.50 for expenses disbursed from various trust accounts. Mr. Schreiber provided additional explanation on the payments made to various vendors/consultants as follows:

- a) AKRF- This firm was responsible for construction management/inspection services for green infrastructure projects in Camden. This project is now complete.
- b) Bogia- This firm is the design consultant for the Newton Lake Dredging project. They are responsible for reviewing the survey information provided by the contractor to ensure the quantities and payments requested are accurate.
- c) CDM Smith- This firm is responsible for assisting the CCMUA with its Long Term Control Plan.
- d) CME Associates- This firm is responsible for construction management/inspection services for the sludge piping upgrade project.
- e) D&B/Guarino- This firm is responsible for general engineering services related to the CCMUA's main treatment plant, including design of improvements to the headworks at the main plant.
- f) H2M- This firm is responsible for assisting the CCMUA with managing FEMA projects (Re: COVID-19)

- g) JMT- This firm is responsible for the design of Phase II of the Newton Creek soil erosion control project and general engineering services related to the CCMUA's pump stations and interceptor systems, including design work.
- h) Remington & Vernick- This firm is responsible for a planning study for the Pennsauken Disconnect project, design engineering services for the sludge dewatering conveyor system upgrades and construction management services for the pump station electrical upgrades project.

There being no 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-22:1-10 was adopted.

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 Bresch. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 6:38pm.

Minutes of this meeting were approved on 2/22/2022

Respectfully Submitted,



 Kim Michelini, Authority Secretary