

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON JULY 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 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. Dan Lose, Asst Comptroller
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

OTHERS PRESENT:

Jay Wilson, CCMUA employee
Coleen Noble, CCMUA employee

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 Swartz and seconded by Commissioner Cuffee to adopt the minutes of the Regular Meeting held on June 20, 2022. 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:

D) ITEMS FOR DISCUSSION:

A) Administration:

Commissioner Cutler noted that she recently attended a Camden County Town Hall Meeting and noted that while all other Camden County agencies were present, the CCMUA was not. Mr. Schreiber indicated that the CCMUA has not been asked to attend these meetings, but he spoke to the Deputy County Administrator and head of the communications group with the intent on receiving an invite to attend a future meeting.

Commissioner Stokes complimented the CCMUA employees who staff a table at Collingswood's May Fair each year. Mr. Schreiber added that various personnel staff tables at 10-20 events a year. Commissioner Swartz mentioned the upcoming National Night Out might be a worthy event for CCMUA personnel to staff to which Mr. Schreiber stated he'll look into this.

- 1) Environmental Management System- July 2022 (*oral report by staff*)

Mr. Schreiber updated the Board on several projects: 1) the Pump Station Roofs and Doors replacement design is nearly complete and will soon be submitted to the NJDEP for their review and authorization to bid and 2) the Upgrades to the Admin and Services Buildings is out to bid.

Mr. Gipson provided an update on the plant's performance. He explained that the plant's performance continues to improve. In addition, the plant seems to perform well on the occasions it receives additional flow from heavy rain events. The plant was well within its 30ppm permit level, at just below 14ppm, for May and June.

Regarding sludge and digestion, in April and May, the plant processed 665 dry tons, which is about 100 dry tons more than seen in the monthly averages over the last 12 months. The additional tonnage was primarily due to the conversion in polymer used to process the digested sludge. Approximately 70% of the sludge produced was processed by the dryers and staff continues to work toward meeting the 85-90% goal. Since digestion began, the average month over month cost is \$180,000 - \$200,000 less per month. The digestion process leads to the generation of biogas which helps reduce the CCMUA's dependency on natural utilities. While the new polymer is more costly, the staff is working toward optimizing its usage.

Lastly, the staff is working toward maximizing electric production during the day with the combined heat and power facility especially since the weather/temperature is expected to be well into the 90's for an extended period of time. This will allow the CCMUA to keep the strain off the electric grid and, the lower the demand, the lower the costs (increased savings). Mr. Schreiber added that its use of an energy management consultant, the CCMUA has the potential to save hundreds of thousands in dollars.

Mr. Bresch asked two questions: 1) was there any sludge in storage to which Mr. Gipson replied there was none, and 2) has the new odor detecting modules/software detected any odors from the main plant to which Mr. Gipson indicated there were a few alerts which were addressed immediately.

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

C) Finance

Chairman Brennan noted that his recent quarterly CCMUA bill included an educational flyer to which Mr. Schreiber explained that this one was regarding the problems faced when people use the toilet can as a trash can. He added that if anyone has any suggestions on insert topics, to please let him know.

- 1) Cash Flow & Actual to Budget Analysis & NW Cash Flow Report - May 2022 & YTD

Supporting Reports:

- a. Collections Report

Mr. Planamento noted that 2022 collections are down as they are deferred to 2023 because of recent regulations regarding the postponement of tax sales (COVID19 relief). However, connection fees are up.

- b. Budget Review Report

Mr. Planamento noted that the CCMUA is pretty much on budget for the month in utilities and chemicals. However, sludge disposal was slightly over budget this month. The old polymer used in sludge processing was not optimal for the newly digested sludge causing the sludge to recycle back to the head of the plant, thereby increasing the amount of sludge that needed

to be disposed of. The new polymer changes how the sludge processes resulting in less sludge to be disposed of.
c. Cash Management Report

D) Operations & Maintenance

1) Del. No. 1 WPCF- Operations Report- May 2022

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None

OLD BUSINESS: None

NEW BUSINESS:

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-22:7-95, authorizing the execution of an agreement between the CCMUA and Ed Kurth and Sons, Inc., of Sewell, NJ for fabrication and/or installation of structural steel and high and low pressure pipe work in accordance with Specification #22-04(A). 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-22:7-95 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to adopt Resolution #R-22:7-96, authorizing the execution of an agreement between the CCMUA and Northeast Electrical Services, LLC., of Williamstown, NJ for electrical repairs and services in accordance with Specification #22-07. 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-22:7-96 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-22:7-97, authorizing award of a contract for General Counsel and Solicitor Services to Brown & Connery, LLP. 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-22:7-97 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-22:7-98, authorizing award of the Annual Financial Advisor contract to NW Financial Group, LLC. 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-22:7-98 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-22:7-99, authorizing the hiring of a clerk. Commissioner Cuffee asked how many applicants were interviewed

to which Mr. Schreiber indicated 3 or 4 applicants were interviewed for the purchasing department. 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, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:7-99 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-22:7-100, authorizing a salary increase for the CCMUA's Contract Compliance Rep. Mr. Schreiber explained that this increase is for an existing employee who is serving a dual role in both the Finance and Purchasing Departments. The goal is to have this employee transition into the Purchasing Department in the near future. This employee has a working knowledge of the purchasing department process and software making the transition more efficient. 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-22:7-100 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-22:7-101, 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. Commissioner Swartz asked for more information regarding a NJ Overhead Door invoice (related to accident). Mr. Cornforth explained that there is a protocol for employees to follow if they were the one to damage the door. If an outside vendor damaged the door, then the CCMUA would seek reimbursement for its repair. Mr. Cornforth noted that he will review the matter further and report back to Commissioner Swartz on the details of the accident. 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, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:7-101 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-22:7-102, authorizing payment of \$14,171,200.22 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:7-102 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to adopt Resolution #R-22:7-103, authorizing an amendment (#4) to the contract between the CCMUA and JCI Jones, Inc for supply and delivery of sodium hypochlorite. 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-22:7-103 was adopted.

Mr. Schreiber requested that Resolution #104 be withdrawn as the matter that had planned on being discussed is not yet timely. Chairman Brennan stated that absent an objection by fellow Commissioners (none raised), Resolution #R-22:7-104, authorizing that the Authority hold a closed session meeting to discuss legal matters relating to litigation, contract compliance and matters falling within the attorney-client privilege, is withdrawn.

PUBLIC PARTICIPATION:

There was no public comment. However, Commissioner Cutler asked for a status update on the pure oxygen facility. Mr. Gipson explained that the oxygen plant is performing well despite the repairs that are needed. There was a slight set back today (air compressor problem) which will be addressed this week. He added that the staff, specifically the Asst. Chief Sewage Plant Operator, has done a great job in minimizing the amount of liquid oxygen, while maintaining optimal performance even though the oxygen plant is in need of repairs which won't occur until later this year.

Commissioner Bresch asked if the CCMUA was assisting the City of Camden with repairs/upgrades of one of its outfalls (the City received federal stimulus monies). Mr. Schreiber explained that the CCMUA and the NJDEP are working together to help the City.

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 6:34pm.

Minutes of this meeting were approved on 8/15/2022

Respectfully Submitted,



Kim Michelini, Authority Secretary