

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON NOVEMBER 21, 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. On roll call, the Commissioners responded to their names as follows:

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

STAFF PRESENT:

Scott Schreiber, Executive Director
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
Dan Lose, Asst. Comptroller

CONSULTANTS:

Michael Watson, Esq., Brown & Connery (Solicitor)
Marge DellaVecchia, PS&S
Robert Fischer, PS&S

OTHERS PRESENT:

Coleen Noble

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 Bresch to adopt the minutes of the Regular Meeting held on October 17, 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, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Commissioner Johnson	-	ABSTAIN
Chairman Brennan	-	ABSTAIN
Commissioner Cutler	-	NO VOTE RECORDED

The motion was carried.

ADMINISTRATION REPORT:

I) ITEMS FOR DISCUSSION:

A) Administration:

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

Mr. Schreiber updated the Board on the plant's operation. Specifically, the plant continues to run extremely well. For September, the effluent averaged 6.8mg/L for total suspended solids. The plant continues to take as much flow as possible from Camden and Gloucester during wet weather events- processing peak flows of 175mgd during one rainstorm and 200mgd for another rain event. The CCMUA did not receive any external odor complaints in the last 30 days and continues to be vigilant and investigate internal advisements when they arise. Chairman Brennan asked what impact the receipt of additional flow was having to which Mr. Schreiber explained that Camden City has had far less instances of shutting down their Arch Street pump

station that feeds combined sewer/stormwater into the CCMUA's system. This results in fewer flooding events in Camden City's business district.

Regarding regulatory compliance issues, Mr. Schreiber noted that the NJDEP has requested that the CCMUA comply with the NJDEP Administrative Order regarding Environmental Justice in relation to its operating air permit. The administrative order is in place until the EJ Rule is made permanent which is expected to occur at the end of December or early January. Practically, this means the CCMUA must provide information to the public and the Waterfront South neighborhood about the permit and then hold a public meeting. The transcript from the meeting will be provided to the NJDEP who will then consider the comments from the impacted communities in determining if and how to issue the permit. It is important to note that the process under the administrative order does not require an Environmental Impact Statement but future applications under the rule will require one.

He further noted that the CCMUA is preparing comments related to the Delaware River Basin Commission's request for same to their recently released Analysis of Attainability and Supporting Documentation. The comments are due on December 2nd and the CCMUA's focus will be on the DRBC's finding in the Social and Economic Factors Affecting the Attainment of Aquatic Life Uses in the Delaware River Estuary Report, that the CCMUA user base can afford the costs associated with nitrogen reduction which are at least \$300 million. Mr. Schreiber will continue to keep the Board apprised of developments in this arena.

Regarding the Newton Lake Dredging Project, the contractor has approximately 5 to 7 days left of dredging; the restoration work has begun, and the contractor will be finished by December 31st of this year. Mr. Schreiber thanked two colleagues, Tim Feeney and Jason Fry, for their efforts to communicate with the public during the project. The creation of the Newton Lake hotline and email worked well as most of the public's concerns were addressed timely and directly.

Finally, Mr. Schreiber noted that the question was raised regarding return to meeting in person, rather than via Zoom. While the CCMUA staff will be prepared, if, and when, the Board decides it wants to resume in-person meetings, he added that the meetings will not likely be held at the CCMUA while the building undergoes renovation. A brief discussion followed resulting in it being noted that further research is needed to determine a location, the cost, if any, for use of the space, etc. Once Mr. Schreiber has this additional information, he will update the Board accordingly.

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) Projects Update

C) Finance

- 1) Cash Flow & Actual to Budget Analysis & NW Cash Flow Report - August 2022 & YTD Supporting Reports:

- a. Collections Report
- b. Budget Review Report

Commissioner MacFarlane noted that the budget is looking good (under budget)- especially sludge/waste and utilities. The completion of the digester and combined heat and power facility have had a positive impact on the Authority's budget in these areas. He added that the CCMUA has done a great job holding the user rate while continuing to improve on the process, adding additional processes that have positive impacts on the overall budget, and environment. Chairman Brennan pointed out that the CCMUA will need to raise rates soon, asking if the current projects underway have been

accounted for in the current user rate. Mr. Schreiber explained that all projects currently underway are, however, future projects such as electrical system upgrades at the main plant, are not. He added he has discussed the CCMUA's financial status and need to raise rates with County officials and is awaiting their feedback.

c. Cash Management Report

D) Operations & Maintenance

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

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None

OLD BUSINESS:

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-22:9-135, authorizing award of a construction management services contract for the rehabilitation of the pump station roofs and doors project to Remington & Vernick Engineers in accordance with RFP #2022-06. Mr. Schreiber explained that the CCMUA is undertaking certain capital improvement projects (rehabilitation of pump station roofs and doors, being one of them) that are funded through the NJ Environmental Infrastructure Trust (NJEIT). The NJEIT requires that the agency (i.e., CCMUA) hire a construction management to oversee the construction of the project. If approved, Remington & Vernick, as the construction manager for this project, will fulfill that requirement. Commissioner Swartz asked if the Camden County Improvement Authority was considered for the project. Mr. Schreiber explained that a Request for Proposal was issued, and proposals received from firms with experience with wastewater facilities and their processes typically receive preference as they are aware of the technical aspects of the collection and processing of wastewater. 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, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:9-135 was adopted.

NEW BUSINESS:

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-22:11-156, authorizing the execution of an agreement between the CCMUA and EnfoTech of North Brunswick, New Jersey for the maintenance of the IPACS System for FY 2023. 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-22:11-156 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-22:11-157, authorizing award of a contract to CDM Smith for annual consulting engineering services related to the CCMUA's regulatory compliance requirements in accordance with RFP #2022-12. Mr. Schreiber explained that the CCMUA has had separate contracts for engineering services related to different regulatory compliance issues (air & combined sewer overflow and long term control plan and now, environmental justice). It was decided that these separate contracts be combined into one contract relating to all regulatory compliance matters. 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, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:11-157 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-22:11-158, authorizing award of a contract to Hazen & Sawyer for professional engineering services for the preliminary design of the side stream nutrients treatment system at the CCMUA's Delaware #1 WPCF in accordance with RFP #2022-11. Mr. Schreiber explained that a side stream nutrient treatment system is intended to decrease the loading on the main nutrient removal process, resulting in lower effluent nutrient concentrations. This improves the plant's overall process and may help the CCMUA with Delaware River Basin Commission's position that the CCMUA should spend \$300M for plant process improvements. 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, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:11-158 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-22:11-159, authorizing award of a construction management services contract for the CCMUA's sludge dewatering building floor and conveyor system upgrades project to D&B/Guarino in accordance with RFP #2022-09A. Mr. Schreiber explained that award of this contract is for the same reason as explained for Resolution #9-135 above- it is an NJEIT funded projects which requires a construction manager. 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, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:11-159 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-22:11-160, authorizing execution of an agreement with the United States Geological Survey for the renewal of stream monitoring services for the Great Egg Harbor River Basin. 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-22:11-160 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-22:11-161, authorizing the donation or disposal of office furniture that has far exceeded its useful life. Mr. Schreiber explained that he while he plans to reach out to other municipalities, he so far reached out to the County of Camden and City of Camden to see if they had a need for office furniture. It appears that Camden City may be interested. 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, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:11-161 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-22:11-162, authorizing the payment of an invoice to Net@Work, Inc. for annual maintenance of Sage HRMS, the CCMUA's Payroll and HR Management Software Systems. 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-22:11-162 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Johnson to adopt Resolution #R-22:11-163, authorizing a memorandum of agreement between the CCMUA and Mastery High School of Camden regarding participation in a senior workforce paid internship program. Mr. Schreiber explained that entering into such an agreement helps the CCMUA in potentially finding future employees and gives back to the host community. Commissioner Johnson praised the staff for agreeing to set up the internship program. 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, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:11-163 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-22:11-164, authorizing the hiring of Laborers and/or Sewage Plant Attendants. Commissioner Swartz asked if, during the onboarding process, new employees were briefed on the possible career paths within the CCMUA to which Mr. Schreiber responded yes. Mr. Gipson added that the CCMUA's operators, repairers and electricians works side-by-side with the new hires, helping to expose them to the CCMUA's operations. 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, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:11-164 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Stokes to adopt Resolution #R-22:11-165, authorizing the execution of an agreement between the CCMUA and New Jersey Overhead Door of Bayville, New Jersey for overhead and garage door maintenance and repair in accordance with Specification #22-21. Mr. Schreiber noted that, while the overall bid prices is high, this is an as-needed contract. Mr. Cornforth further clarified, noting that this contract is for time and material only and because it is used as-needed, the amount spent under this contract is typically much less, around \$40,000 - \$50,000 over the two year contract term. 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, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:11-165 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Cuffee to adopt Resolution #R-22:11-166, authorizing the execution of an agreement between the CCMUA and Thesing Power Sweeping, Inc., of Sewell, New Jersey for providing professional street sweeping at the CCMUA facilities located at the 1645 Ferry Avenue and 2nd and Jackson Street in accordance with Specification #22-18. 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-22:11-166 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-22:11-167, authorizing rejection of bids received for Contract #418. Mr. Schreiber explained that the CCMUA has bid this project twice, and received one bid each time. The bid amount received exceeds the engineer's estimate. 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, MacFarlane, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-22:11-167 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Johnson to adopt Resolution #R-22:11-168, 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-22:11-168 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-22:11-169, authorizing payment of \$4,986,739.87 for expenses disbursed from the revenue account. Chairman Brennan asked for explanation regarding payment to Manko Gold Catcher & Fox to which Mr. Schreiber explained that in October, by Board resolution, the CCMUA was authorized to join a coalition of dischargers along the Delaware River to respond to the DRBC's proposed regulations. 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-22:11-169 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-22:11-170, authorizing the Executive Director to negotiate and award contracts for purchases under \$17,500. The CCMUA bylaws allow the Executive Director to make purchases under \$17,500 as does the Local Public Contracts Law. However, with some purchases under \$17,500, the vendor requests that the CCMUA enter into an agreement that specifies certain terms and conditions. The CCMUA's general counsel and Solicitor will review, comment and, negotiate, if necessary, the agreement before allowing the Executive Director to sign off on. 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, MacFarlane, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

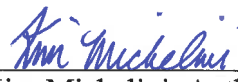
Resolution #R-22:11-170 was adopted.

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 6:54pm.

Minutes of this meeting were approved on 12/19/22

Respectfully Submitted,



Kim Michelini, Authority Secretary