

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON DECEMBER 16, 2024

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 at the CCMUA's Administration office, 1645 Ferry Avenue, Camden, NJ and via Zoom online meeting platform. On roll call, the Commissioners responded to their names as follows:

PRESENT: Commissioners Bresch, Caruso, Cuffee, Johnson, Stokes, Swartz & Sytnik *(late arrival 6:15pm)*
Chairman Brennan

STAFF PRESENT:

Scott Schreiber, Executive Director	Jason Fry, asst. Director of O&M
Oleg Zonis, Deputy Exec Director/Chief Engineer	Alisa Smith, Secretarial Asst.
Stephanie Madden, Gen. Counsel/Chief Comp. Ofc.	
Dhaval Shah, Chief Financial Officer	
Kim Michelini, Authority Secretary	
Len Gipson, Director of O&M - Main Plant	

CONSULTANTS:

Michael Watson, Esq., Brown & Connery (Solicitor)

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 November 18, 2024. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Bresch, Caruso, Cuffee, Swartz	-	YES
Commissioners Johnson & Stokes	-	ABSTAIN
Chairman Brennan	-	YES

The motion was carried.

Mr. Schreiber requested that since the CCMUA is recognizing several employees who are retiring from the CCMUA at the end of the month, two of which are in attendance at tonight's meeting, the agenda order be altered slightly, to which the Commissioners agreed. Therefore,

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-24:12-205, commending Daniel Portillo for his many years of service. Mr. Schreiber read the resolution for the record and employees in attendance. Mr. Swartz positively commented on the fact that Mr. Portillo came to the CCMUA by way of a high school work/study training program and made a career of working in the public sector. There being no question on the motion, the Commissioners responded to their names as follows:

Commissioner Bresch, Caruso, Cuffee, Johnson, Stokes, & Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-24:12-205 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Johnson to adopt Resolution #R-24:12-207, commending Peter Kroll for his many years of service. Mr. Schreiber read the resolution for the record and employees in attendance. Mr. Schreiber noted that while not mentioned in the resolution, Mr. Kroll was instrumental in helping the CCMUA find and secure grant opportunities. There being no question on the motion, the Commissioners responded to their names as follows:

Commissioner Bresch, Caruso, Cuffee, Johnson, Stokes, & Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-24:12-207 was adopted.

The Commissioners and staff present applauded and thanked these employees for their many years of service and wished them all the best in retirement.

OLD BUSINESS:

None

ADMINISTRATION REPORT:

I) ITEMS FOR DISCUSSION:

A) Administration:

- 1) Environmental Management System- Monthly Report
Mr. Schreiber noted that last month when discussing odors, it was reported that there was nothing more that could be done. Mr. Schreiber added that this is not the case. The O&M team, over the last 30 days, has discussed this issue and implemented additional steps to reduce odors:
 - a) Changes have been made to the scum pit cleaning protocol; and
 - b) Rehabilitation of the scum unit has moved up in schedule; and
 - c) Investigating if septic hauling discharge station can be enclosed; and
 - d) An all employee meeting was held to discuss odors, protocols for reporting, etc.

Additionally, Mr. Schreiber reported on the following items:

- **Odor Complaints- last 30 days**
The CCMUA has received 2 complaints during the last 30 days, one internal and one external (customer paying a bill). Both were investigated and it was found that the cause was the sludge drying facility and adjustments were made accordingly.
- **Public Outreach**
In February 2024, the CCMUA Board approved the position of Public Outreach Coordinator as called for in the most recently issued NJDEP permit. Since that time, CCMUA staff have attended 20+ public meetings, job fairs and community events; published 3 employee newsletters; drafted the Energy & Sustainability Master Plan and had 120+ social media posts highlighting the events at the CCMUA, and work of CCMUA staff and infrastructure. In addition, two members of the CCMUA, Tim Feeney and Lu Bivona, gave a presentation about the CCMUA's public outreach practices and were asked to give this same presentation at an upcoming Clean Water Council meeting.

Mr. Schreiber thanked the Board for their efforts and continuing support.

B) Engineering:

C) Legal:

D) Operations & Maintenance:

E) Finance:

II) INFORMATIONAL ITEMS:

A) Administration

- 1) Organizational Chart

B) Engineering

- 1) Projects Update

Mr. Zonis reported that three additional projects have been awarded, and all current active projects (10) total approximately \$77.3M. One of those new projects will be managed by the CCMUA. There are additional projects out for bids, all of which are funded by the NJ I-Bank. Also, he noted that there will be several projects moving to the planning and development stage- scum facility upgrades, dewatering facility odor control upgrades and septage hauling discharge station enclosure.

Chairman Brennan asked for a status update on the fire suppression upgrade project to which Mr. Zonis explained that no bids were received on the first advertisement and will be readvertised shortly.

C) Finance

- 1) Cash Flow & Actual to Budget Analysis & NW Cash Flow Report - Oct 2024 & YTD Supporting Reports

- a. Collections Report
- b. Budget Review Report

Mr. Shah reported that monthly revenues are close to \$1.5M higher than budgeted, mainly due to user fee collection and higher than expected interest income and expenses are on par with what was budgeted. Mr. Schreiber reported that CCMUA staff will meet with its Financial Advisor in the new year to ensure that its long term financial analysis is up to date with current figures given the recent flurry of capital projects out for bid and/or recently awarded. He added that there are some regulatory issues on the horizon that need to be contemplated from a financial aspect.

- c. Cash Management Report

D) Legal

- 1) New Jersey Infrastructure Bank Funded Projects Outlay Status

E) Operations & Maintenance

- 1) Del. No. 1 WPCF- Operations Report- Oct 2024

Mr. Gipson reported that despite there being significant amounts of rainfall in month of October, the plant performed very well. In addition, gas produced by the combined heat and power plant remained steady and 40% of sludge was processed by the one dryer currently in service. Lastly, he reported that the CCMUA has benefited from work-study programs and looks forward to continuing with them in the future.

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None

NEW BUSINESS:

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolutions #R-24:12-204, #R-24:12-206, and #R-24:12-20 commending Michael Zuchowski, Patrick Wash, and Donna Canning-Hunter, respectively for their many years of service. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #'s R-24:12-204, 206 and 208 were adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Johnson to adopt Resolution #R-24:12-209, authorizing the award of Specification #24-10(A), fabrication and/or installation of structural steel and high & low pressure pipe work, Edward Kurth & Son, Inc. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:12-209 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-24:12-210, authorizing the award of Specification #24-21(A), parts & service for Anaergia digester mixers & sludge screw thickeners to Anaergia Technologies, LLC. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:12-210 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-24:12-211, authorizing the award to Specification #24-20(A), supply & delivery of chlorine tank gear box mixers to Applied Industrial Technologies, Inc. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:12-211 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-24:12-212, authorizing a shared services agreement between the Camden County Municipal Utilities Authority and the City of Camden for reconstruction of Harrison Avenue including rehabilitation of above-ground and underground infrastructure. Mr. Schreiber explained that the CCMUA received \$2M from FEMA for the design of this project. A benefit-cost analysis is underway and will be submitted by year end and FEMA may fully fund the project depending on the benefit-cost analysis results. There being no further question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:12-212 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-24:12-213, authorizing a shared services agreement between the Camden County Municipal Utilities Authority and the City of Camden for usage of gasoline and diesel fuel pumps. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:12-213 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Johnson to adopt Resolution #R-24:12-214, authorizing the payment of an invoice to Sage for annual subscription of Sage HRMS, the CCMUA's payroll and HR management software system. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:12-214 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Johnson to adopt Resolution #R-24:12-215, authorizing the use of competitive contracting pursuant to N.J.S.A. 40A:11-4.1 et seq., for data management/data processing services for the Camden County MUA. There being no question on the motion, the Commissioners responded to their names as follows:

Commissioner Bresch, Caruso, Cuffee, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-24:12-215 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Johnson to adopt Resolution #R-24:12-215, authorizing the use of competitive contracting pursuant to N.J.S.A. 40A:11-4.1 et seq., for data management/data processing services for the Camden County MUA. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:12-215 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-24:12-216, authorizing the sale of "Out of Service" vehicles for scrap metal. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:12-216 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-24:12-217, authorizing amendment to agreement between the Camden County Municipal. Utilities Authority and R&B Debris, LLC related to Contract #614-2, Camden City Sewer Cleaning Debris Removal Project. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:12-217 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-24:12-218, authorizing award of a non-fair and open contract to Core Consulting Group, LLC consulting services. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:12-218 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-24:12-219, authorizing hiring/appointing of employees in various titles, establishing and/or amending various organization division, job titles and salary ranges for Authority positions within these division. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:12-219 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Johnson to adopt Resolution #R-24:12-220, time extension to the CCMUA's agreement with Quality Cleaning Services for office cleaning services. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:12-220 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-24:12-221, 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, the Commissioners responded to their names as follows:

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

Resolution #R-24:12-221 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Johnson to adopt Resolution #R-24:12-222, authorizing payment of \$35,156,949.66 for expenses disbursed from the revenue account. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:12-222 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-24:12-223, that the Authority hold a closed session meeting to discuss legal matters relating to litigation, contract negotiations and matter falling within the attorney-client relationship. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Mr. Watson added that the CCMUA Board of Commissioners has approved a motion to go into closed session to discuss matters involving active litigation, matters falling under the attorney-client privilege, specifically active litigation against Cyzner Properties. Minutes of the Closed Session meeting will be kept confidential. If, and when, the need for confidentiality no longer exists, those minutes will be approved and offered to the public for review. However, at all times, before and after those minutes are made available to the public, they will still be subject to redaction via attorney client privilege.

Resolution #R-24:12-223 was adopted.

The meeting adjourned to Closed Session at 6:44pm and the meeting returned to Open Session at 7:08pm

Upon return to Open Session, 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 6:29pm.

Minutes of this meeting were approved on 1/21/2025

Respectfully Submitted,



Kim Michelini, Authority Secretary