

**CERTIFICATION**

I hereby certify the attached to be a true and correct copy of the **unapproved** Minutes of the August 21, 2017 Regular Meeting of the Camden County Municipal Utilities Authority. It is anticipated that these minutes will be adopted by the CCMUA's Board of Commissioners at the September 18, 2017 Regular Meeting.



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Kim Michelini  
Authority Secretary

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REGULAR MEETING HELD ON AUGUST 21, 2017**

The Regular Meeting of The Camden County Municipal Utilities Authority was called to order by Chairman Brennan at 6:00 P.M. The meeting was held at the Administration Building located at 1645 Ferry Avenue, Camden, New Jersey. On roll call, the Commissioners responded to their names as follows:

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

ABSENT: Commissioners Bresch & Burley

**STAFF PRESENT:**

Andrew Kricun, Executive Director	Kim Michelini, Authority Secretary
Wayne Planamento, Chief Financial Officer	Alisa Smith, Secretarial Assistant
Robert Cornforth, Director of O&M	
Len Gipson, Asst. Director of O&M	
Scott Schreiber, Director of Operations - Admin	

**CONSULTANTS:**

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

**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 on February 22, 2017 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 MacFarlane and seconded by Commissioner Cuffee to adopt the Minutes of the Regular Meeting held on July 17, 2017. There being no question on the motion, a roll call was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, MacFarlane, Stokes, & Sytnik	-	YES
Commissioner Swartz	-	ABSTAIN
Chairman Brennan	-	YES

The motion was carried.

**EXECUTIVE DIRECTOR'S REPORT:**

**I) ITEMS FOR DISCUSSION:**

**A) Administration:**

1) Environmental Management System- August 2017

Mr. Kricun explained that last month he had reported that there were problems with the sludge cake dryness. Mr. Gipson provided the Board with an update on this problem. The belt filter press manufacturer Alfa Laval/Ashbrook was on site recently to check the presses and belts to determine if any repairs, improvements, etc. were needed. Sludge samples have also been sent out to Synagro and Alfa Laval to determine what more, if anything, can be done to optimize/increase the solids in the sludge; results are pending. In the interim, steps have been taken to reduce sludge volume stored in the plant to keep the sludge fresher. As a result, the solids have been brought up to 22-23%, moving toward the normal 25% which is optimal. Chairman Brennan commended Mr. Gipson and the management team for its persistent investigation and handling of this issue.

Mr. Kricun noted that the CCMUA received approval from the NJDEP to go out for bid for the sludge digestion facility. While it took about 6 months longer than anticipated, the bid opening is scheduled for October 3<sup>rd</sup>, with the hope to bring a bid recommendation to the board for approval at the October 16<sup>th</sup> Board meeting. Construction would start soon thereafter. This project will reduce the CCMUA's sludge quantities by 50% and the sludge that remains will be less odorous and easier to treat/handle. In addition, the project will generate a significant amount of electricity for the plant (approx. 4 megawatts).

Also, the CCMUA received approval from the NJBPU to develop a sustainability loop in which the CCMUA would purchase electricity directly from Covanta (trash to steam generation facility on Broadway in Camden) and therefore, be entirely off the electric grid. This would also lessen the CCMUA's vulnerability to power outages of 3-4 days duration or less. The NJBPU is holding a press event for this endeavor on September 7<sup>th</sup> at 1pm at the CCMUA.

Mr. Kricun reported that he and Mr. Schreiber have been working with the CCMUA's consultant on trying to obtain lower sludge disposal costs because Synagro has not done much to find other, more reasonably priced disposal options for the CCMUA's Class A biosolids other than landfill disposal in the three years they've had this contract. The CCMUA's Class A biosolids can be used for beneficial reuse at a lower cost instead of disposal at landfills which is at a cost of \$85/ton. Taking it to a landfill rather than using it as a beneficial reuse is not only bad for the environment, but more costly to the CCMUA. Since the CCMUA's contract with Synagro gives the CCMUA the right to sever the sludge/biosolids disposal part from the contract without penalty, the CCMUA will be issuing an RFP to procure lower cost hauling and disposal of beneficial reuse. The savings is anticipated to be approximately \$300,000/year.

**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) Finance**

- 1) Cash Flow & Actual to Budget Analysis (June & Year End)

Supporting Reports:

Commissioner MacFarlane asked Mr. Schreiber to explain the actual v budget v projection analysis. He noted that for the month, the CCMUA is approximately \$200,000 to the good while the year-to-date (YTD) is about \$6M to the good. Mr. Schreiber noted that in the June expenses budgeted and actual (which carries over to the YTD figures), the Trustee did not take a \$6M debt service payment in June. In July, when the payment is taken, this will be reversed and there will not be such a variance in the budget totals. Chairman Brennan asked that such explanations continue to be reported and Commissioner MacFarlane commended the staff on having put together such a tight budget. Mr. Schreiber noted that the budgeting issues the CCMUA encountered with the onset of the dryer operation (utilities and sludge disposal costs) have been ironed out and the budget for utilities and sludge/waste disposal are more accurate now.

- a. Collections Report- June 2017
- b. Budget Review Report- June 2017
- c. Cash Management Report- June 2017
- d. NW Cash Flow Report- June 2017

- 2) 2017 Budget Highlights Summary

**C) Operations & Maintenance:**

1) Del. No. 1 WPCF- Operations Report- June 2017

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-17:8-96, adopting the Authority's 2016 Budget. There being no question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, MacFarlane, Stokes, Swartz, Sytnik	-YES
Chairman Brennan	-YES

Resolution #R-17:8-96 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-17:8-97, authorizing participation with the South Jersey Power Cooperative in conjunction with the County of Camden for the supply and delivery of electric service (South Jersey Energy Company/SJE for Option 9 and Constellation for Options 4 & 7). Mr. Kricun explained that as a result of the County's bid, the rates for electric service for the CCMUA will be locked in at \$.063 per kilowatt hour for 12 months. The CCMUA is currently paying \$.085 per kilowatt hour so it will be saving \$.022 per kilowatt hour or \$600,000 annually. Mr. Kricun stated that credit was due to AnnaMarie Wright and Harry Collins from Camden County who agreed to allow a standalone bid option for the CCMUA, which resulted in the reduction in cost for the CCMUA. There being no further question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, MacFarlane, Stokes, Swartz, Sytnik	-YES
Chairman Brennan	-YES

Resolution #R-17:8-97 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-17:8-98, authorizing the execution of change order number one to the agreement between the Authority and Edward Kurth & Sons. Commissioner MacFarlane asked for clarification of this change order and the outstanding invoices with Kurth to which Chairman Brennan commented that the CCMUA is paying approximately \$220,000 which is not the full amount charged by Kurth to the CCMUA. The CCMUA is negotiating the balance due. In addition, Kurth has two contracts with the CCMUA and this change order is a no cost time extension for the one unrelated to the contract with the outstanding invoices. There being no further question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, MacFarlane, Stokes, Swartz, Sytnik	-YES
Chairman Brennan	-YES

Resolution #R-17:8-98 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-17:8-99, authorizing change order #1 to the CCMUA's contract with D&B/Guarino for general engineering services. Chairman Brennan expressed some concerns regarding this change order, he accepted the Chief Engineer's recommendation to approve it. There being no further question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, MacFarlane, Stokes, Swartz, Sytnik -YES  
Chairman Brennan -YES

Resolution #R-17:8-99 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Stokes to adopt Resolution #R-17:8-100, authorizing the execution of an agreement between the CCMUA and HD Supply Waterworks, LTD of Berlin, NJ for the supply and delivery of air release valves and parts in accordance with RFQ #2017-3. Commissioner Cutler asked if these valves were bid out previously to which Mr. Cornforth explained that in the past, this particular sized valve was purchased individually and were not bid. There are two different manufacturers for air release valves and the majority of them are purchased through a vendor under a bid. This valve runs about \$5,000-\$6,000 each. There being no further question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, MacFarlane, Stokes, Swartz, Sytnik -YES  
Chairman Brennan -YES

Resolution #R-17:8-100 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-17:8-101, authorizing the execution of an agreement between the CCMUA and Keith and Jacqueline Conroy, Inc. D/B/A West Jersey Air Conditioning and Heating Company of Pennsauken, NJ for the maintenance of heating, ventilation and air condition (HVAC) systems in accordance with Specification #17-17. Chairman Brennan noted that it is his understanding that the CCMUA has used this vendor previously and is satisfied with their work to which Mr. Cornforth agree- they have been the low bidder for the last 3 or 4 contracts. In addition, they are a WBE (Women Business Enterprise). There being no further question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, MacFarlane, Stokes, Swartz, Sytnik -YES  
Chairman Brennan -YES

Resolution #R-17:8-101 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Swartz to adopt Resolution #R-17:8-102, resolution authorizing a dividend from the Camden County Insurance Fund Commission, 2013 Fund Account. There being no question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, MacFarlane, Swartz, Sytnik -YES  
Commissioner Stokes -ABSTAIN  
Chairman Brennan -YES

Resolution #R-17:8-102 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-17:8-103, authorizing the execution of purchase orders between the CCMUA and vendors under the New Jersey State Cooperative Program for Year 2017. There being no question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, MacFarlane, Stokes, Swartz, Sytnik -YES  
Chairman Brennan -YES

Resolution #R-17:8-103 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Stokes to adopt Resolution #R-17:8-104, ratifying approval of expense vouchers as approved by the Executive Director under Authorization granted by CCMUA Resolution #R-97:3-60 dated March 17, 1997. There being no question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, MacFarlane, Stokes, Swartz, Sytnik	-YES
Chairman Brennan	-YES

Resolution #R-17:8-104 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner Stokes to adopt Resolution #R-17:8-105, authorizing payment of \$2,274,981.31 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 Cuffee, Cutler, MacFarlane, Stokes, Swartz, Sytnik	-YES
Chairman Brennan	-YES

Resolution #R-17:8-105 was adopted.

**PUBLIC PARTICIPATION:     NONE**

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Swartz and seconded by Commissioner MacFarlane. All Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 6:21pm.

Minutes of this meeting were approved on 9/18/17

Respectfully Submitted,



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Kim Michelini  
Authority Secretary