

CERTIFICATION

I hereby certify the attached to be a true and correct copy of the **unapproved** Minutes of the July 17, 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 August 21, 2017 Regular Meeting.



Kim Michelini
Authority Secretary

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON JULY 17, 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 Bresch, Burley, Cuffee, Cutler, MacFarlane, Stokes, & Sytnik
Chairman Brennan

ABSENT: Commissioner Swartz

STAFF PRESENT:

Andrew Kricun, Executive Director
Wayne Planamento, Chief Financial Officer
Robert Cornforth, Director of O&M
Len Gipson, Asst. Director of O&M
Scott Schreiber, Director of Operations-Admin

Kim Michelini, Authority Secretary
Alisa Smith, Secretarial Assistant

CONSULTANTS:

Joseph Carney, 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 Bresch and seconded by Commissioner Stokes to adopt the Minutes of the Regular Meeting held on June 19, 2017. There being no question on the motion, a roll call was taken. On roll call, the Commissioners responded to their names as follows:

Commissioners Bresch, Burley, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

The motion was carried.

EXECUTIVE DIRECTOR'S REPORT:

D) ITEMS FOR DISCUSSION:

A) Administration:

Mr. Kricun updated the Board regarding the status of Grant Management Services' review of the CCMUA's general management procedures and possible opportunities for improvement. Mr. Kricun commended Mr. Gipson, Mr. Cornforth and, particularly, Mr. Schreiber for taking a leadership role during the audit. The main takeaways at this point are: 1) while the CCMUA is doing good work, it relies too heavily on institutional knowledge. It is important that the CCMUA begin to capture information in an electronic/systematic manner; and 2) its procurement and inventory functions are understaffed. Commissioner MacFarlane thought that the recommended changes would significantly improve the CCMUA's operation and should be considered.

Chairman Brennan requested an update on the recent power outage/spill at Chews Landing Pump Station and odor events in Camden. Mr. Kricun advised the Board that on June 18th there was a

spill at the Chews Landing Pump Station because of a power outage and equipment failure. Since then, Mr. Cornforth and/or Mr. Gipson have:

- a) Notified all O&M employees that Mr. Cornforth, Mr. Gipson and Mr. Kricun must be notified immediately of any similar type events. Mr. Kricun will then notify the Board and/or County and appropriate action can be taken.
- b) Led repairs to the transfer switch, which failed during the outage. Mr. Gipson explained that there are four stations which have the same type transfer switch which is vulnerable to failure (metal fatigue). The Gloucester City Pump Station had a similar failure several months ago and as a result, the CCMUA has procured replacement parts, made the repairs and realigned the switch gear in both stations. The remaining two stations will be assessed and, if needed, parts replaced and/or realigned. Mr. Kricun added that a consultant is investigating new technology (1987 technology is currently in these stations) to bring these stations up to date.

Mr. Kricun explained that on June 25th Commissioner MacFarlane reported an odor event in the community. The O&M staff investigated and reported that there were no odors. However, at least two more odor events were reported later that day. Mr. Kricun contacted Mr. Gipson who through discussions with the operators and Synagro, determined that Synagro, the sludge drying system contact operator, was undertaking a repair and did not close a valve properly which allowed odorous air to escape and travel into the community. Once it was called to their attention, the problem was fixed and the odors ceased. It is disappointing in that Synagro caused the problem, and that neither Synagro nor CCMUA operators caught the problem. Thus, the following has occurred:

- a) Synagro has prepared a corrective action plan to ensure that this type of problem does not occur in the future.
- b) Mr. Gipson has indicated that he will prepare a corrective action plan for CCMUA staff to ensure that the operators and the additional odor patrol currently undertaken is more effective.

Chairman Brennan asked if the County had reached out to the CCMUA regarding procedures for emergencies such as this to which Mr. Kricun and Mr. Cornforth stated that they had not. Mr. Cornforth noted that the CCMUA has a written spill response protocol which all employees are familiar with.

- 1) Environmental Management System- July 2017
- 2) NJ Board of Public Utilities Approval of CCMUA Sustainability Loop Project
Mr. Kricun noted that the NJBPU approved the sustainability project submitted and has issued a \$150,000 grant to develop a preliminary design report to identify how the CCMUA would obtain spare electricity generated by Covanta to our wastewater treatment plant and how the CCMUA could send Covanta its effluent for cooling water (in lieu of Covanta pulling water from the aquifer). If the project is successful, the CCMUA would be able to continue to run if there were 2-3 day power outages.

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 (May & Year End)
Supporting Reports:
 - a. Collections Report- May 2017
 - b. Budget Review Report- May 2017
 - c. Cash Management Report- May 2017
 - d. NW Cash Flow Report- May 2017
- 2) 2017 Budget Highlights Summary

Commissioner MacFarlane suggested that the report be generated every two months to allow for a better, more accurate picture of the CCMUA's finances.

C) **Operations & Maintenance:**

Commissioner Bresch asked for an update on the issues with sludge dewatering. Mr. Gipson explained that it is waiting for the final report from the belt filter press vendor who was on site last week to evaluate the operation of the presses. The vendor has indicated that the presses are in good shape from a structural and operational standpoint. However, recommendations were made regarding process improvements, including changes in pressure on the presses and upgrades to the polymer distribution system. He recommended that less polymer be used and that the ratios between primary and secondary sludge be adjusted. This should hopefully help increase the percent of solids (testing shows that the numbers are creeping up, but consistency is still an issue). He'll continue to work with the vendor regarding these issues.

Mr. Kricun added that there probably is nothing more important to the success of the CCMUA's operation, with respect to minimization of odors and optimization of effluent quality, than the belt filter presses. These presses are the heart of the plant's operation. The more water that can be pulled out of the sludge results in less hauling of sludge and possibility of odor events. Presently we are generating more sludge (less water is being removed) than the dryers can handle, so sludge is being hauled. This is also a costlier alternative to drying.

Commissioner Bresch asked if the polymer system is outdated, is it on the capital projects list to which Mr. Cornforth replied that the system is obsolete and needs to be replaced. Included in the digester project is replacement of the polymer mixing and distribution system. Mr. Kricun added that the CCMUA may also want to consider changing the type of polymer it is using and Mr. Gipson noted that belt filter press vendor is evaluating the polymer as well and will determine if it is appropriate for the type of sludge produced.

- 1) Del. No. 1 WPCF- Operations Report- May 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-17:7-86, approving the Authority's 2017 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, Burley, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-17:7-86 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Sytnik to adopt Resolution #R-17:7-87, accepting annual audit for the year ending December 31, 2016 as prepared by Bowman and Company. Mr. Kricun noted that there were no findings and commended Mr. Planamento and Mr. Schreiber for their efforts in this year's audit. There being no question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioner Bresch, Burley, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-17:7-87 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-17:7-88, authorizing the execution of an agreement between the CCMUA and Alfa Laval Ashbrook Simon Harley, Inc., for the supply and delivery of parts for Ashbrook Acquabelt 3.0 M, Type 96 and Ashbrook Winklepress in accordance with Specification #17-09A. Commissioner Bresch asked why the significant price increase to which Mr. Cornforth explained that there was no change to the specification, just price per unit increases. 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, Burley, Cuffee, Cutler, MacFarlane, Stokes, Sytnik - YES
Chairman Brennan - YES

Resolution #R-17:7-88 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-17:7-89, authorizing the execution of an agreement between the CCMUA and Edwin Elliot & Company, Inc., of Lafayette Hill, Pennsylvania for the supply and delivery of cushioned swing check valves in accordance with Specification #17-10. Chairman Brennan noted that the CCMUA's prior counsel indicated that performance bonds were not necessary and asked the present Solicitor to be aware of this issue and if one is needed, then recommend 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, Burley, Cuffee, Cutler, MacFarlane, Stokes, Sytnik - YES
Chairman Brennan - YES

Resolution #R-17:7-89 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-17:7-90, authorizing the execution of an agreement between the CCMUA and American Wear Industrial Uniforms of East Orange, New Jersey for uniform rental and floor mat cleaning in accordance with Specification #17-12. Chairman Brennan noted that the current vendor did not submit a bid and asked why to which Mr. Cornforth explained that the last two vendors, Cintas and Aramark, did not submit bids as their submissions were significantly less than the prior year's bids (this one is more in line with the prior years). 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, Burley, Cuffee, Cutler, MacFarlane, Stokes, Sytnik - YES
Chairman Brennan - YES

Resolution #R-17:7-90 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner Bresch to adopt Resolution #R-17:7-91, authorizing the execution of an agreement for hauling and beneficial reuse of dewatered sludge cake with United Trucking, Inc., of Marlton, New Jersey and Solid Waste Services, Inc. D/B/A J. P. Mascaro and Sons of Audubon, Pennsylvania in accordance with Specification #17-13. There being no question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioner Bresch, Burley, Cuffee, Cutler, MacFarlane, Stokes, Sytnik - YES
Chairman Brennan - YES

Resolution #R-17:7-91 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Sytnik to adopt Resolution #R-17:7-92, authorizing the execution of an agreement between the CCMUA and J. Fletcher Creamer & Son, Inc., of Hackensack, New Jersey for miscellaneous excavation, paving and utility repair services (non-urgent) in accordance with Specification #17-14. There being no question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioner Bresch, Burley, Cuffee, Cutler, MacFarlane, Stokes, Sytnik - YES
Chairman Brennan - YES

Resolution #R-17:7-92 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-17:8-93, authorizing contingency agreements between Saint Joseph's Carpenter Society, SJCS Community Links IV Urban Renewal, and the Camden County Municipal Utilities Authority pursuant to N.J.S.A 40:14B-

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

Commissioner Bresch, Burley, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-17:7-93 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cutler to adopt Resolution #R-17:7-94, 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 Bresch, Burley, Cuffee, Cutler, MacFarlane, Stokes, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-17:7-94 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cutler to adopt Resolution #R-17:7-95, authorizing payment of \$9,947,830.01 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, Burley, Cuffee, Cutler, Stokes, Sytnik	-	YES
Commissioner MacFarlane	-	ABSTAIN
Chairman Brennan	-	YES

Resolution #R-17:7-95 was adopted.

PUBLIC PARTICIPATION:

There being no further business, Chairman 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 6:33pm.

Minutes of this meeting were approved on 8/2/17

Respectfully Submitted,



Kim Michelini
Authority Secretary