

## CERTIFICATION

I hereby certify the attached to be a true and correct copy of the **unapproved** Minutes of the November 20, 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 December 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 NOVEMBER 20, 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, Cuffee, Cutler, MacFarlane, Stokes & Swartz  
Chairman Brennan

ABSENT: Commissioners Burley & Sytnik

**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:**

Michael Watson, Esq., Brown & Connery (Solicitor)  
Robert Serpente, D&B/Guarino

**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 Swartz to adopt the Minutes of the Regular Meeting held on October 16, 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 Bresch, Cuffee, Cutler, MacFarlane, Stokes & Swartz	-	YES
Chairman Brennan	-	YES

The motion was carried.

**EXECUTIVE DIRECTOR'S REPORT:**

**D) ITEMS FOR DISCUSSION:**

**A) Administration:**

1) Environmental Management System- November 2017

Commissioner Swartz requested a status update on the proposals received for the hauling and disposal of dried biosolids. Mr. Kricun indicated that two proposals were received and as part of the proposal process, samples of the dried byproduct would be made available to the vendors for trial land application. Mr. Schreiber noted one vendor has sampled the dried biosolids product and while the results of land application were less than expected, they are exploring other alternatives. A meeting and test application with the second vendor is scheduled for November 28<sup>th</sup>. In addition, Synagro, the contract operator for the dryers, is investigating opportunities (ex: addition of lime to the dried byproduct to lessen its powdery state) to participate in the process of hauling and disposing of the dried byproduct at a lower rate than the CCMUA currently pays.

Mr. Kricun noted that the plant's effluent quality and the sludge dryness has improved significantly recently and asked Mr. Gipson, the O&M Director, to give further explanation. Mr. Gipson explained that the staff has been working to increase the total solids/sludge dryness by having the belt filter presses evaluated by Ashbrook, the manufacturer. Ashbrook determined that the presses are in good working order and running well. Synagro offered their assistance and noted that the belts and chemical spray nozzles were not as clean as they could be which is likely due to changes that were made several months ago to reduce chemical costs (reduced the amount of sodium hypochlorite used in the pressroom for cleaning of the belts). As a result, a pump has been installed on the water system in the pressroom allowing sodium hypochlorite to be used

directly in the washing of the presses. With these changes, the percent of dryness has increased from the high teen to low 20's- 21-25%. We will continue to monitor the progress of these changes.

Mr. Kricun asked Mr. Schreiber to give a brief update on the status of the asset management and inventory evaluation which took place over the last several months. Mr. Schreiber noted that Grant Management Services (Grant) completed phase 1 of the study, by reviewing and analyzing the CCMUA's asset management, purchasing and inventory systems. Grant noted that the staff is doing a good job in these areas, but that improvements could be made by expanding the use of its existing Maximo (inventory/asset management) software. In their final report, they indicate that by doing so, the CCMUA will improve its asset management, make more accurate assessments – replace vs. repair, improve on the development of the budget and quality assurance- purchasing and inventory side. There is a real opportunity to improve this area of the CCMUA's operation and, to do so, the use of Maximo would need to be expanded. The consensus is to issue a Request for Proposals to procure a consultant to assist the CCMUA in implementing the recommendations proposed regarding updating of the CCMUA's inventory, purchasing and asset management and provide training for the staff to utilize the expanded Maximo software. Commissioner Swartz asked if it was reasonable to talk to other MUA's about asset management, if it was a cost saving measure, etc. and Commissioner Cutler noted that making upgrades such as this helps 1) capture the institutional knowledge of our employees; 2) allow for better flow of information between inventory and accounting and 3) allows for greater transparency and control.

**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 (September & Year End) Supporting Reports:
  - a. Collections Report- September 2017
  - b. Budget Review Report- September 2017  
Commissioner MacFarlane noted that the budget Year-To-Date continues to look good and is on target to be under or at budget by year end. Chairman Brennan commented that connection fees received appear to be less than budgeted to which Mr. Kricun confirmed that the CCMUA had planned on receiving a very large connection fee in 2017 that has not yet materialized.
  - c. Cash Management Report- September 2017
  - d. NW Cash Flow Report- September 2017

**C) Operations & Maintenance:**

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

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-17:11-128, authorizing change order #2 to F.X. Browne for Design Engineering Services needed for dredging of Newton Lake. Commissioner Cutler indicated that she would approve the resolution adding that more information is needed to decide how to move forward in the future. 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, MacFarlane, Stokes & Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-17:11-128 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-17:11-129, authorizing change order #2 to CDM Smith for development of the NJDEP-required long term combined sewer overflow control plan. Commissioner Swartz asked if it was possible to bifurcate this resolution because there are two different components to it (i.e., vote in favor of one part, but not the other)? Mr. Watson, Solicitor for the CCMUA, responded that if it is made clear and done on the record, then yes, as the resolution would be changed to reflect the outcome of the discussion. Chairman Brennan added that the NJDEP is requiring the CCMUA to conduct extra studies which are somewhat costly and wondered if it was possible to go back to the DEP to see if the amount of studies needed could be lessened. Mr. Kricun indicated that the NJDEP doesn't normally do so and if it were to fine the CCMUA for not complying, the fine would be significantly more than the \$50,000 requested in this change order. Mr. Kricun's recommendation is to pass the resolution for the change order and once the sewers are clean, go back to the NJDEP at that time and request that the CCMUA not re-sample. 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, MacFarlane, Stokes & Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-17:11-129 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-17:11-130, authorizing the execution of an agreement between the CCMUA and Central Jersey Supply of Perth Amboy, New Jersey for supply and delivery of miscellaneous piping items in accordance with Specification #17-18. 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, MacFarlane, Stokes & Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-17:11-130 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-17:11-131, authorizing the execution of an agreement between the CCMUA and Envirolutions, LLC of Bridgewater, New Jersey for the supply and delivery of parts for Worthington Pumps in accordance with Specification #17-20. Chairman Brennan noted that while the total amount of the bid is \$3.5M, the CCMUA typically spends far less. Mr. Cornforth explained that the CCMUA includes every part on the parts list so that the CCMUA has a price for the item if, when it needs to be ordered. With having rebuilt several pumps over the last two years, the CCMUA spent \$540,000 or \$270,000/year and it hopes that even less will be spent over the next two years. There being no further question or comment on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

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

Resolution #R-17:11-131 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Swartz to adopt Resolution #R-17:11-132, authorizing the execution of an agreement between the CCMUA and ALS Group USA Corp D/B/A ALS Environmental, for laboratory testing services in accordance with Specification #17-22. 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, MacFarlane, Stokes & Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-17:11-132 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-17:11-133, authorizing award of a contract for improvements to Camden City's sewer system to Mount Construction. Mr. Kricun noted that this project consists of upgrades (replace with new sewer pipes) to the Camden City sewer system to reduce combined sewage flooding. The CCMUA is paying for this project with low interest financing through the NJEIT (\$1Million). There being no further question or comment on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

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

Resolution #R-17:11-133 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-17:11-134, regarding Green Infrastructure to reduce combined sewage flooding. Mr. Kricun noted that this project consists of the construction of rain gardens in Camden City to further help reduce combined sewage flooding. The resolution indicates that award is being made to the second low bidder since the low bidder had a fatal defect in its bid. Mr. Watson, the CCMUA's Solicitor, further explained that the first low bidder, Dawson, failed to submit several documents, one being the Iran Investment Disclosure Statement. Failure to submit this document is a fatal defect and cannot be cured. He added that second low bidder, Command, also had not included several documents Public Works Certificate and NJ Business Registration Certificate, however, these documents can be submitted prior to the time of award. Command submitted these documents and, therefore, their bid is considered responsive. There being no further question or comment on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

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

Resolution #R-17:11-134 was adopted.

Mr. Kricun distributed a revised version of the resolution indicating that a mistake was made on the version originally distributed. This agreement between the CCMUA and Conrail is to allow for a pedestrian grade RR crossing to connect the Liney Ditch and Phoenix Parks. The amount originally noted in the resolution (\$255,500) has been revised to \$240,000 for construction of the railroad crossing and an annual maintenance fee of \$12,500/year for 20 years. It was noted by Commissioner Cutler that the second whereas clause on the revised resolution needed clarification/revision so it clearly indicates that the maintenance fee, not the construction cost, is paid evenly over 20 years. She also asked for clarification of the clause that reads that the costs will be partially or possibly entirely defrayed via outside funding. Mr. Kricun explained that there is a clause in the contract with Synagro, the dryer operator, that provides \$25,000/year toward work in the community. Currently, there is \$70,000 accumulated which can be applied toward this project. In addition, the County has agreed to provide open space grant funding in the amount of \$100,000 which means that \$170,000 of the \$240,000 is already accounted for by outside funding. Synagro's on-going \$25,000 per year will cover the remaining construction cost balance and annual maintenance fees. Mr. Kricun thanked Congressman Norcross and Kevin Castagnola of SJ Port Corporation for their assistance with this project.

Commissioner Swartz expressed concerns over the contract language and liability issues involved with the installation of pedestrian railroad crossing. It was recommended that the matter be further discussed in Closed Session since it the discussion was involved contract negotiations/legal advice. A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to table Resolution #R-17:11-135, authorizing execution of a pedestrian grade crossing license agreement with Conrail for the Phoenix Park, until after Closed Session. There being no further question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-17:11-135 was tabled.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-17:11-136, authorizing award of a contract for value engineering services for the Newton Creek dredging project to Maser Associates. 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	-	YES
Commissioner Cutler	-	ABSTAIN
Chairman Brennan	-	YES

Resolution #R-17:11-136 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-17:11-137, establishing and/or amending various organizational structures, job titles and salary ranges for the Authority positions. 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, MacFarlane, Stokes & Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-17:11-137 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Stokes to adopt Resolution #R-17:11-138, 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. Chairman Brennan noted that there was a payment to Mount on this list and asked for a status update on the emergency sewer/road work performed in Brooklawn. Mr. Kricun indicated that since this was an insurance matter and may involve litigation, it should be discussed in Closed Session. 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, MacFarlane, Stokes & Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-17:11-138 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-17:11-139, authorizing payment of \$2,058,866.18 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, MacFarlane, Stokes & Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-17:11-139 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Swartz to adopt Resolution #R-17:11-140, authorizing that the Authority hold a Closed Session meeting to discuss legal matters, including matters of negotiation, litigation and contract matters. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-17:11-140 was adopted.

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The meeting adjourned to Closed Session at 6:40pm.  
The meeting returned to Open Session at 7:25pm.

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**PUBLIC PARTICIPATION: NONE**

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-17:11-135, authorizing execution of a pedestrian grade crossing license agreement with Conrail for the Phoenix Park. Mr. Kricun noted that the resolutions, second whereas clause, will be modified to read:

**Whereas**, Conrail has agreed to install the pedestrian grade crossing at a cost of \$240,565 plus a maintenance charge of approximately \$12,500 per year, to be paid out in equal installments over 20 years; and

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, MacFarlane, Stokes & Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-17:11-135 was adopted.

There being no further business, Chairman entertained for a motion of adjournment. A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee. All Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 7:25pm

Minutes of this meeting were approved on 12/18/17

Respectfully Submitted,

  
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Kim Michelini, Authority Secretary