

**CERTIFICATION**

I hereby certify the attached to be a true and correct copy of the **unapproved** Minutes of the December 18, 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 January 16, 2018 Regular Meeting.



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Kim Michelini  
Authority Secretary

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY  
MINUTES OF THE REGULAR MEETING HELD ON  
DECEMBER 18, 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 & Sytnik  
Chairman Brennan

**ABSENT:** Commissioner 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)  
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 Cuffee and seconded by Commissioner Swartz to adopt the Minutes of the Regular Meeting held on November 20, 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
Commissioner Sytnik	-	ABSTAIN
Chairman Brennan	-	YES

The motion was carried.

**EXECUTIVE DIRECTOR'S REPORT:**

Mr. Kricun thanked the Board not only for their support of projects such as the Phoenix Park, which had its grand opening on December 12<sup>th</sup> but also for their attendance at the dedication ceremony. This project was voted by the Environmental Council of the States which is the Association of all 50 of the State Departments of Environmental Protection, as one of the 10 most innovative uses of federal funding.

Chairman Brennan noted that while the project is a successful one, the CCMUA must continue to be diligent in monitoring and lessening all potential for odors, especially since the park adjacent to the neighborhood (he added that it was odorous upon arrival to tonight's meeting). Mr. Gipson updated the Board by advising them that he investigated the matter and found that a septic hauler had a spill at around 4:40pm and the clean lasted until 5:15pm or so. This would likely account for the odors detected. Mr. Cornforth added that a hose failed and will be replaced.

I) **ITEMS FOR DISCUSSION:**

A) **Administration:**

- 1) Environmental Management System- December 2017
- 2) Digester Bid

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/NW Cash Flow Report (October & Year End)  
Supporting Reports:

- a. Collections Report
- b. Budget Review Report

Commissioner MacFarlane noted that the budget year to date, looks good (under budget by \$400K or so through October) and commended the staff accordingly. He added that sludge disposal costs are up which is likely due to the recent problems with the dryer. Mr. Cornforth explained that some of the overages were due to the fire in the dryer and will be recovered from our insurance company once all the information has been submitted to them.

In addition, Commissioner MacFarlane noted that connection fees under budget to which Mr. Kricun explained that the connection fee amount due from the Camden Waterfront project was overestimated and anticipates that the 2018 Budget will be more accurate in this area. Mr. Kricun further added that with the help of its Bond Counsel, Financial Advisor, Mr. Planamento and Mr. Schreiber (CCMUA staff), the CCMUA has finally reached the end of a difficult 4-year period financially.

- c. Cash Management Report

C) **Operations & Maintenance:**

- 1) Del. No. 1 WPCF- Operations Report- October 2017  
Chairman Brennan requested that any anomalies be highlighted on future reports.

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS:** NONE

**OLD BUSINESS:** NONE

**NEW BUSINESS:**

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-17:12-141, authorizing execution of an agreement between the CCMUA and Barton & Cooney, LLC for regional sewer billing service in accordance with Specification #17-26. 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, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-17:12-141 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #17:12-142, authorizing the execution of an agreement between the CCMUA and Enfotech of North Brunswick, NJ for the maintenance of the IPACS System for FY 2018. 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, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-17:12-142 was adopted.

Mr. Kricun asked that this resolution be tabled until after it is discussed in closed session. A motion was made by Commissioner MacFarlane and seconded by Commissioner Swartz to table Resolution #R-17:12-143, authorizing award of a contract to Northeast Remsco for Installation of Sludge Digestion Facilities at the Delaware No 1 WPCF. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-17:12-143 was tabled until after Closed Session.

Commissioner Swartz asked if this resolution could also be tabled to allow for discussion during closed session. A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to table Resolution #17:12-144, authorizing rejection of RFQ #2017-6, Solicitation of Quotation for Upgrade of Sage ABRA Suite Software to Sage HRMS. There being no question on the motion, all Commissioners responded "Aye", none opposed.

Resolution #R-17:12-144 was tabled until after Closed Session.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-17:12-145, authorizing Change Order #3 to F. X. Browne for design engineering services needed for dredging of Newton Lake. 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, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-17:12-145 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to adopt Resolution #R-17:12-146, Bond Resolution required for the sludge digestion project. 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, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-17:12-146 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-17:12-147, 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, Cuffee, Cutler, MacFarlane, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-17:12-147 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-17:12-148, authorizing payment of \$2,235,036.15 for expenses disbursed from various trust accounts. Commissioner Bresch asked for additional explanation on the \$12,000 payment for fire hydrant signs. Mr. Cornforth explained that the main plant has two types of hydrants at the main plant (City and CCMUA Plant Effluent) and despite walk throughs with Camden Fire Department, there was still confusion as to which fire hydrants could be utilized when the fire in the dryer occurred several months ago. In order to alleviate any future confusion, signs were ordered to clearly mark each hydrant. 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, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-17:12-148 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-17:12-149, authorizing that the Authority hold a Closed Session meeting to discuss legal and potential litigation matters related to #R-17:12-143. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-17:12-149 was adopted.

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The meeting adjourned to Closed Session at 6:14pm  
The meeting returned to Open Session at 6:45pm.  
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**PUBLIC PARTICIPATION: NONE**

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-17:12-143, authorizing award of a contract to Northeast Remsco for Installation of Sludge Digestion Facilities at the Delaware No 1 WPCF. 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, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-17:12-143 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #17:12-144, authorizing rejection of RFQ #2017-6, Solicitation of Quotation for Upgrade of Sage ABRA Suite Software to Sage HRMS. There being no question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

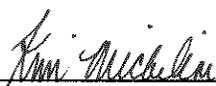
Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-17:12-144 was adopted.

Chairman Brennan requested that the staff ensure that all employees receive the proper management/ethics training this coming year. There being no further business, Chairman entertained for a motion of adjournment. A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adjourn the meeting. All Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 6:47pm.

Minutes of this meeting were  
approved on 1/16/2018

Respectfully Submitted,



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Kim Michelini  
Authority Secretary