

**CERTIFICATION**

I hereby certify the attached to a true and correct copy of the unapproved Minutes of the November 21, 2016 adjourned 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 19, 2016 Regular Meeting.



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Kim Michelini  
Authority Secretary

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REGULAR MEETING HELD ON NOVEMBER 21, 2016**

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:

Commissioner	Bresch	-	YES
"	Burley	-	ABSENT
"	Cuffee	-	YES
"	MacFarlane	-	YES
"	Swartz	-	YES
"	Wu	-	YES
Chairman	Brennan	-	YES

**STAFF PRESENT:**

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

Kim Michelini, Authority Secretary  
Alisa Smith, Secretarial Assistant

**CONSULTANTS:**

Mike 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 17, 2016 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 Bresch to adopt the Minutes of the Regular Meeting held on October 17, 2016. 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, MacFarlane, Swartz, Wu	-	YES
Chairman Brennan	-	YES

The motion was carried.

**EXECUTIVE DIRECTOR'S REPORT:**

**D) ITEMS FOR DISCUSSION:**

**A) Administration:**

- 1) Environmental Management System- November 2016  
Commissioner MacFarlane asked for additional explanation regarding the \$20 lower sludge disposal option. Mr. Kricun explained that the dryers produce a dried sludge byproduct which was originally hauled to a cement kiln in Maryland at a cost of about \$40/ton. However, because the byproduct is too fine/dusty, the CCMUA is no longer able to dispose it there and Synagro has been hauling it to a landfill at a much higher price (\$85-90/ton). The CCMUA met with Material Matters to discuss disposal options and an option is available at \$65/ton so the CCMUA is in the process of negotiating with Synagro since the contract with them allows for the CCMUA to separate the hauling/disposal of the

dried byproduct out if it were to obtain a better price. It would be simpler if Synagro was willing to use the option suggested by Material Matters and pass the cost on to the CCMUA. Hopefully this matter will be resolved in the next few weeks.

Commissioner Wu asked what percentage of sludge is being sent to the dryers to which Mr. Connolly responded that all three dryers processed 98% of the sludge produced in the month of October. Commissioner Swartz asked if the issue of the operation of the dryers in the warmer v. colder months was still an issue to which Mr. Kricun indicated that the dryers do not perform as well in the colder months. However, as long as all three dryers are operational the dryers will keep up with the sludge amounts produced. Mr. Connolly added that it's not the dryers themselves that are the issue in the colder months, but the transport system at the back end of the dryers that is an issue.

- 2) Utility of the Future is Now Recognition Program  
Mr. Kricun noted that the USEPA, Office of Water in Washington, DC sent a very complimentary letter regarding the CCMUA being selected as a Clean Water Utility of the Future. Thanks to the Board for their support and kudos to the Staff for all the good work they are doing to make the CCMUA recognizable on the national level.

**B) Engineering:**

**C) Legal:**

**D) Operations & Maintenance:**

**E) Finance:**

- 1) Voucher Payment Resolutions - Report on Emergency Payments  
Commissioner Bresch asked for clarification as to the emergency payment. Mr. Cornforth explained that in July, a copper water pipe in the main plant services building burst, flooding the first and second floors. All Risk was called in to remove the water, clean, dehumidify and de-mold the affected areas. He added that the claim was submitted to the insurance carrier and that once the \$25,000 deductible was met, the CCMUA should receive approximately \$25,000 toward this claim.

**II) INFORMATIONAL ITEMS:**

**A) Administration:**

- 1) Organizational Chart

**B) Finance:**

- 1) Collections Report for October 2016
- 2) Budget Review Report for October 2016  
Commissioner MacFarlane noted that sludge and waste was close to budget this month as he was hoping that it would be under plan. He further noted that while chemicals were higher due to two months of payments v. one, and the monies spent on the emergency, the CCMUA is still under budget for the month, which is good. Mr. Kricun added that the overall budget is \$600,000 under YTD.
- 3) Cash Management Report for September 2016

**C) Operations & Maintenance:**

- 1) Del. No. 1 WPCF- Operations Report (September 2016)

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS:        NONE**

**OLD BUSINESS:        NONE**

**NEW BUSINESS:        NONE**

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-16:11-136, authorizing a shared services agreement with the County of Camden for County-Wide Household Hazardous Waste Collection Days during 2016. There being no question, on roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, MacFarlane, Swartz, Wu	-	YES
Chairman Brennan	-	YES

Resolution #R-16:11-136 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Swartz to adopt Resolution #R-16:11-137, authorizing the execution of an agreement between the CCMUA and Edwin Elliott & Co., Inc. of Lafayette Hill, PA for supply and delivery of Rotork Electric Actuators & Pacscan controllers in accordance with Specification #16-15. Commissioner MacFarlane noted that this bid, as well as the next two items on the agenda, have just one bidder and more should be done to encourage more bidders where possible. Commissioner Swartz suggested that the CCMUA contact other MUAs to see how they handle these types of bids and Commissioner Bresch suggested that the staff see if the prices for items offered to the North Jersey MUA's are more or less that which are being offered to the CCMUA. Depending on the results, the CCMUA could possibly attempt to negotiate with the vendor on their mark-up. Mr. Kricun agreed, adding that he believed that the CCMUA receives too many bids with only one bidder and needs to work with the staff to find ways to encourage more bids. Mr. Connolly stated that the reason for so many one bids on supply and delivery of parts is due to a dealer network. Dealers are authorized to sell in a particular area and they don't infringe on other dealers' areas by selling outside their area. In addition, in the past, the CCMUA could buy directly from the manufacturer, but now, you are referred to the dealer in your area. There being no further question, on roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, MacFarlane, Swartz, Wu	-	YES
Chairman Brennan	-	YES

Resolution #R-16:11-137 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-16:11-138, authorizing the execution of an agreement between the CCMUA and DeZurik, Inc. of Sartell, MN for supply and delivery of eccentric plugs and butterfly valves in accordance with Specification #16-16. Mr. Kricun noted that the Solicitor, during his review, had questions regarding the Corporate Disclosure Statement which have been satisfactorily addressed. There being no further question, on roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, MacFarlane, Swartz, Wu	-	YES
Chairman Brennan	-	YES

Resolution #R-16:11-138 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-16:11-139, authorizing the execution of an agreement between the CCMUA and Geiger Pump and Equipment Co., of Baltimore, MD for supply and delivery of parts for Yeoman Chicago Pumps in accordance with Specification #16-18. Chairman Brennan asked how much money was spent previously on these parts to which Mr. Cornforth replied \$157,000 over two years. Mr. Kricun noted that the Solicitor, during his review, had questions regarding the Corporate Disclosure Statement which have been satisfactorily addressed. There being no further questions, on roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, MacFarlane, Swartz, Wu	-	YES
Chairman Brennan	-	YES

Resolution #R-16:11-139 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-16:11-140, authorizing the execution of an agreement between the CCMUA and Solutionwerks, Inc. of Emmaus, PA for supply of technical services for the Authority's Air Products vacuum swing absorber plant in accordance with Specification #16-19. Commissioner Bresch noted that on the bidder crossed out much language in Exhibit S of the bid packet. Mr. Watson explained that it was noted that Exhibit S was not required to be completed which was taken into account. Exhibit T noted the only exceptions the bidder had were that contained in Exhibit S and nothing crossed out in Exhibit S was considered to be material to the bid. In addition the bid price was totaled incorrectly and the vendor submitted verification that the bid price is \$20,800. These issues were satisfactorily addressed so the bid can be awarded. Commissioner MacFarlane asked if there is a "bid help desk" to respond to questions about bids to which Mr. Kricun explained that the CCMUA does have staff to assist in this area- Purchasing, O&M and the Engineering Department. There are two kinds of bids- construction and procurement of parts/services. The Purchasing agent, with technical assistance as needed from

O&M, will respond to questions raised regarding the procurement of parts/services bids. The Chief Engineer (Mr. Kricun) along with the consultant handle all questions regarding construction projects. Chairman Brennan noted that there is a fine line with regard to distribution of information regarding bids. All bidders must have the same information and some of the problems encountered are as a result of the CCMUA's decision to use the County's bid boiler plate. Mr. Kricun added that the construction bids all have pre-bid meetings so it might help if the bids for the procurement of parts/services also have pre-bid meetings as this is an opportunity for vendors to ask questions or raise concerns to which Mr. Cornforth clarified that pre-bid meetings are scheduled for non-construction bids. There being no further questions, on roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, MacFarlane, Swartz, Wu	-	YES
Chairman Brennan	-	YES

Resolution #R-16:11-140 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Swartz to adopt Resolution #R-16:11-141, authorizing award of a contract to Atlas Copco Compressors, LLC., for one year service plan of Atlas Copco Air Compressors & Dryers pursuant to Solicitation of Quotations #2016-4. On roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, MacFarlane, Swartz, Wu	-	YES
Chairman Brennan	-	YES

Resolution #R-16:11-141 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-16:11-142, authorizing Change Order No. 5 to T&M Associates for Design Engineering Services during construction at Cooper River Lake Park. Chairman Brennan noted, and Mr. Kricun confirmed, that the County of Camden reimburses the CCMUA for costs associated with this project. There being no further question, on roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, MacFarlane, Swartz, Wu	-	YES
Chairman Brennan	-	YES

Resolution #R-16:11-142 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-16:11-143, authorizing Change Order No. 1 final supplemental agreement to Command Co., Inc., for construction of Camden City Green & Grey Infrastructure Improvement Project, Phase 1. On roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, MacFarlane, Swartz, Wu	-	YES
Chairman Brennan	-	YES

Resolution #R-16:11-143 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-16:11-144, 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. On roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, MacFarlane, Swartz, Wu	-	YES
Chairman Brennan	-	YES

Resolution #R-16:11-144 was adopted.

Chairman Brennan asked for explanation regarding a payment to the Natural Land Trust to which Mr. Kricun explained that the CCMUA received a 50% grant for design of green infrastructure upstream of Camden Waterfront to reduce stormwater flow. The \$10,000 payment represents the local match (CCMUA's portion).

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-16:11-145, authorizing payment of \$3,591,942.87 for expenses disbursed from various trust accounts. There being no further questions, on roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, MacFarlane, Swartz, Wu - YES  
Chairman Brennan - YES

Resolution #R-16:11-145 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-16:11-146, authorizing that the Authority hold a closed session meeting to discuss legal matters. There being no question, all Commissioners responded "Aye" in favor.

Resolution #R-16:11-146 was adopted.

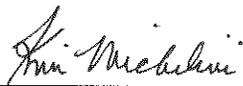
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The meeting adjourned to Closed Session at 6:23pm  
The meeting returned to Open Session at 6:34pm.  
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**PUBLIC PARTICIPATION: NONE**

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 to adjourn the meeting. There being no question, all Commissioners responded "Aye" in favor. The meeting adjourned at 6:34pm.

Minutes of this meeting were approved on 12/19/16

Respectfully Submitted,

  
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Kim Michelini  
Authority Secretary