

CERTIFICATION

I hereby certify the attached to be a true and correct copy of the **unapproved** Minutes of the December 19, 2016 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 17, 2017 Regular Meeting.



Kim Michelini
Authority Secretary

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON DECEMBER 19, 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	-	YES
"	Cuffee	-	YES
"	MacFarlane	-	YES
"	Stokes	-	YES <i>(sworn in after roll call)</i>
"	Swartz	-	YES
"	Wu	-	YES
Chairman	Brennan	-	YES

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 Administration Operations

Kim Michelini, Authority Secretary
Alisa Smith, Secretarial Assistant

CONSULTANTS:

Robert Serpente, D&B/Guarino
Tassos Esfratiades, Esq., Obermayer, Rebmann,
Maxwell & Hippel
Mike Watson, Esq., Brown & Connery (Solicitor)

OTHERS PRESENT:

Jay Murphy, BioAir
Timur Dunaev, BioAir

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.

OATH OF OFFICE TO APPOINTED AND/OR REAPPOINTED BOARD MEMBERS

Chairman Brennan introduced the CCMUA's newest Commissioner, Bradford Stokes, to the Board and staff and welcomed him aboard. Mr. Watson, Solicitor for the CCMUA, administered the Oath of Office to Mr. Stokes.

ADOPTION OF MINUTES:

A motion was made by Commissioner Burley and seconded by Commissioner Bresch to adopt the Minutes of the Regular Meeting held on November 21, 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
Commissioner Burley, Stokes	-	ABSTAIN
Chairman Brennan	-	YES

The motion was carried.

EXECUTIVE DIRECTOR'S REPORT:

I) ITEMS FOR DISCUSSION:

A) Administration:

- 1) Environmental Management System- December 2016
Chairman Brennan noted that while at a meeting last Monday, there was a bad odor event to which Mr. Kricun explained that Mr. Gipson and his staff investigated and traced the odor back to a bag of nuggets (dried biosolids byproduct). Mr. Gipson added that since

the odors were sporadic, there is a possibility that the odors may have been due to the opening/closing of the doors to dispose of the nuggets. Chairman Brennan reminded the staff that it needs to be conscious of how the CCMUA's operations can impact the neighborhood and take all steps necessary to reduce odor events.

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) Collections Report for November 2016

2) Budget Review Report for November 2016

Commissioner MacFarlane commented that the budget continues to move in the right direction in that the actual costs are less than the budgeted amount and sludge and waste and utilities are on or under budget for the year. Mr. Kricun commended Len Gipson, Assistant O&M Director, for working closely with Mr. Connolly, Mr. Cornforth and Synagro to optimize how the sludge is handled noting that his approach has helped reduce sludge disposal costs.

3) Cash Management Report for October 2016

C) **Operations & Maintenance:**

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

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: NONE

OLD BUSINESS:

Mr. Kricun indicated that Branch Village Urban Renewal is still reviewing the proposed agreement and therefore, it is not timely to take action on this resolution. A motion was made by Commissioner Swartz and seconded by Commissioner MacFarlane to table Resolution #R-16:12-147 (formerly presented and tabled in October 2016 - #R-16:10-130), authorizing a Contingency Agreement between the Branch Village Urban Renewal, LLC and the Camden County Municipal Utilities Authority Pursuant to N.J.S.A. 40:14B-22.3. There being no comment, all Commissioners responded "Aye" in favor.

Resolution #R-16:12-147 was tabled.

NEW BUSINESS:

A motion was made by Commissioner MacFarlane and seconded by Commissioner Swartz to adopt Resolution #R-16:12-148, authorizing a five-year extension to the Shared Services Agreement by and between the County of Camden and the CCMUA for provision of procurement management services. There being no question or comment, on roll call, the Commissioners responded to their names as follows:

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

Resolution #R-16:12-148 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Burley to adopt Resolution #R-16:12-149, authorizing a Shared Services Agreement with the County of Camden for the provision of snow/ice removal services during the 2016-2020 snow seasons. There being no question or comment, on roll call, the Commissioners responded to their names as follows:

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

- YES

Resolution #R-16:12-149 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-16:12-150, authorizing a Design Engineering Services contract with Stantec Consulting Services, Inc. for the creation of a living shoreline for the CCMUA. Mr. Kricun explained that the design is partially funded by a State grant and the purpose of the project is to 1) promote resiliency against rising tides and 2) help promote a habitat for rare/endangered mussels along the shoreline. Chairman Brennan added that for the next 18-24 months, the CCMUA needs to prioritize the projects it plans on undertaking. There being no further question or comment, on roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Burley, Cuffee, MacFarlane, Stokes, Swartz, Wu
Chairman Brennan

- YES
- YES

Resolution #R-16:12-150 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Swartz to adopt Resolution #R-16:12-151, authorizing modification of Resolution #R-16:8-103. Mr. Kricun explained that the Board previously adopted Resolution #16-12-151, authorizing a final change order which included a time extension. However, afterward, it was realized that an additional time extension was needed to ensure that the authorized time extension matched the final project completion date. There being no further question or comment, on roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Burley, Cuffee, MacFarlane, Stokes, Swartz, Wu
Chairman Brennan

- YES
- YES

Resolution #R-16:12-151 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-16:12-152, approving salary increases for Classified and Unclassified Non-Bargaining Employees. Mr. Kricun noted that the 2% salary increase granted via this resolution is consistent with that which will be granted to all CCMUA union members. There being no further question or comment, on roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Burley, Cuffee, MacFarlane, Stokes, Swartz, Wu
Chairman Brennan

- YES
- YES

Resolution #R-16:12-152 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-16:12-153, authorizing the execution of an agreement between the CCMUA and Sherwood Logan & Associates of Langhorne, PA for supply and delivery of parts for Infilco Degremont "Climber Screen" mechanical bar screens - Model IIS in accordance with Specification #16-17. Chairman Brennan commended the staff for working together to revise how funds are certified on open-ended contracts. There being no question or comment, on roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Burley, Cuffee, MacFarlane, Stokes, Swartz, Wu
Chairman Brennan

- YES
- YES

Resolution #R-16:12-153 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-16:12-154, authorizing the execution of an agreement between the CCMUA and Allied Control Services for maintenance and repair services for instrumentation in accordance with Specification #16-21. There being no question or comment, on roll call, the Commissioners responded to their names as follows:

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

Resolution #R-16:12-154 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-16:12-155, authorizing the execution of an agreement between the CCMUA and Hibrett Puratex of Pennsauken, NJ for the supply and delivery of ethylene glycol in accordance with Specification #16-25. There being no question or comment, on roll call, the Commissioners responded to their names as follows:

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

Resolution #R-16:12-155 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-16:12-156, consenting to the proposed Water Quality Management (WQM) plan amendment entitled: Crestview Avenue Extension, Magnolia. Chairman Brennan asked if this action was at the request of Magnolia and if it is consistent with the CCMUA plan to which Mr. Kricun confirmed that yes- on both counts. There being no further question or comment, on roll call, the Commissioners responded to their names as follows:

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

Resolution #R-16:12-156 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Swartz to adopt Resolution #R-16:12-157, 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 or comment, on roll call, the Commissioners responded to their names as follows:

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

Resolution #R-16:12-157 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-16:12-158, authorizing payment of \$2,019,686.40 for expenses disbursed from various trust accounts. There being no question or comment, on roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Burley, Cuffee, Stokes, Swartz, Wu - YES
Commissioner MacFarlane - ABSTAIN
Chairman Brennan - YES

Resolution #R-16:12-158 was adopted.

Mr. Kricun noted that Resolutions #'s 159 and 160 are add-ons. He explained that #159 was prepared by County Counsel's Office since the CCMUA is looking to issue a Request for Proposal to procure professional services for assistance with asset management, procurement services, inventory control, security, safety etc. County Counsel's Office has indicated that that these services must be procured through a Competitive Contracting Request for Proposals (CCRFP) which the Board must authorize the use of before the CCRFP can be issued. A motion was made by Commissioner MacFarlane and seconded by Commissioner Swartz to adopt Resolution #R-16:12-159, authorizing the use of a competitive contracting request for proposals, pursuant to N.J.S.A. 40A:11-4.1m, for the procurement of a professional firm to provide asset management consulting services for the

Camden County Municipal Utilities Authority. There being no further question or comment, on roll call, the Commissioners responded to their names as follows:

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

Resolution #R-16:12-159 was adopted.

Mr. Kricun explained that Resolution #160 was prepared by the CCMUA's Bond Counsel to authorize the CCMUA to borrow \$9M from the County of Camden in January 2017 to enable the CCMUA to make its debt service payment on the condition that the CCMUA pay the County back by December 31, 2017. A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-16:12-160, authorizing coordination of efforts with the County of Camden; authorizing and approving the execution and delivery of an investment instrument by the Camden County Municipal Utilities Authority to the County; authorizing and determining certain other matters in connection therewith. There being no question or comment, on roll call, the Commissioners responded to their names as follows:

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

Resolution #R-16:12-160 was adopted.

PUBLIC PARTICIPATION:

Mr. Timur Dunaev (Business Development Manager) of BioAir Solutions, Voorhees, NJ introduced himself and Jay Murphy (BioAir Chairman) to the Board. BioAir, founded in 2008, is a local environmental company concentrating on odor and emissions control in municipal and industrial markets. BioAir began as a year-long research study in Jacksonville, FL. The product tested at that time was then commercialized and marketed. Today, there are over 250 BioAir worldwide installations. In that spirit, BioAir has proposed a similar research study at the CCMUA to research and deliver new fundamental technologies. BioAir is proposing that a fully automated mobile research center (MRC)/lab containing 8 full scale odor control systems (reactors) be temporarily installed at the CCMUA. The purpose of the research is to determine whether or not the treatment process can be reduced to a single stage, biological sustainable treatment system with no chemicals and minimal maintenance (versus the standard three stage process). BioAir is presently partnered with Villanova University and the National Science Foundation on the research proposed.

The CCMUA and BioAir have discussed the project and BioAir is waiting for the next step in the process- the green light to move forward. Mr. Kricun explained that undertaking such a project is a 4 Step Process- 1) review by the CCMUA's consulting engineer, CDM Smith, to determine that the study would not negatively impact the CCMUA's current odor control system (CDM Smith confirmed that it would not); 2) review by NJDEP to ensure that the research didn't require additional permitting or modification to the existing permits (NJDEP confirmed it did not); 3) negotiation of an indemnification/hold harmless agreement between the CCMUA and BioAir regarding the project (can begin shortly); and 4) Board approval.

Commissioner Bresch asked how long the testing was expected to last and what is the ultimate goal of the project to which Mr. Dunaev replied a biological study lasts no less than 12 months and the ultimate goal is to do a better job treating odors in an environmental friendly and economically prudent manner. At this time, treating odors is a multi-stage process and BioAir believes that by improving certain physical characteristics of the biological system, as well as improving certain controls of the system, odor treatment can be done in a more compact fashion.

Commissioner Bresch asked if this study or the installation of the digester will impact the results to which Mr. Murphy explained that BioAir staff will analyze a slip stream of the CCMUA's odorous air. Because of the way the CCMUA's system is currently configured, the odor characteristics are unusual compared to many other MUAs. The process changes that the CCMUA plans to undertake will further change the odor characteristics and BioAir can design or map the characteristics of the odors so that the most efficient methods of odor treatment, processes, etc are used. The results of this study will significantly improve the arsenal available to apply solutions in treating odors. In addition, BioAir will have staff on site on a daily basis monitoring odors and that information can be communicated to CCMUA staff. There is no cost to the CCMUA for implementation of this project and Mr. Cornforth noted that electricity and potable water use would be nominal and the project shouldn't adversely impact the CCMUA's current odor controls. In addition, the air tested by BioAir will be treated by the CCMUA's odor control system.

Commissioner Wu noted that since the CCMUA is committed to making the reduction of odors a top priority this project makes sense in that the parties are mutually interested and any results from the study is a plus for both the CCMUA and BioAir. Commissioner Swartz asked who owns the process to be used during the study at the CCMUA and would there be an opportunity for the CCMUA to benefit financially on the commercial marketing of the new treatment since BioAir is using the CCMUA's odorous air. Mr. Dunaev responded that BioAir owns the product being studied but is open to communicating or sharing the research data or the characteristics of the odorous compounds, etc. Thank you for listening; BioAir looks forward to working with the CCMUA and its staff on the research project.

There being no further question or comment, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane. All Commissioners responded "Aye" in favor. The meeting adjourned at 6:39pm.

Minutes of this meeting were approved on 1/17/17

Respectfully Submitted,



Kim Michelini
Authority Secretary