

## CERTIFICATION

I hereby certify the attached to a true and correct copy of the unapproved Minutes of the November 16, , 2015 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 21, 2015 Regular Meeting.



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Kim Michelini  
Authority Secretary

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REGULAR MEETING HELD ON NOVEMBER 16, 2015**

The Regular Meeting of The Camden County Municipal Utilities Authority was called to order by Vice-Chairman MacFarlane 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
"	Dixon	-	ABSENT
"	Kelly	-	YES
"	MacFarlane	-	YES
"	Swartz	-	YES
"	Wu	-	YES
Chairman	Brennan	-	ABSENT

**STAFF PRESENT:**

Andrew Kricun, Executive Director  
Wayne Planamento, Chief Financial Officer  
Robert Cornforth, Director of O&M  
Jack Connolly, Director of O&M

Kim Michelini, Authority Secretary  
Alisa Smith, Secretarial Assistant

**CONSULTANTS:**

Joseph Carney, Brown & Connery (Solicitor)  
Megan Feliciano, Hawkins, Delafield & Wood  
Robert Serpente, D&B/Guarino

**OTHERS PRESENT:**

Vice-Chairman MacFarlane 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 18, 2015 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 Swartz and seconded by Commissioner Bresch to adopt the Minutes of the Regular Meeting held on October 19, 2015. 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, Kelly, Swartz, Wu	-	YES
Vice-Chairman MacFarlane	-	YES

The motion was carried.

**EXECUTIVE DIRECTOR'S REPORT:**

**I) ITEMS FOR DISCUSSION:**

**A) Administration:**

- 1) Environmental Management System- November 2015  
Commissioner Wu asked where the permit application process stands regarding the digester to which Mr. Kricun explained that there are two main permit applications that must be submitted: 1) the Treatment Works Approval (construction) which has been submitted and 2) the Air Pollution Control Permit was submitted as a draft to which comments were received and addressed. This permit will be resubmitted shortly. If there are any questions regarding the contract, Megan Feliciano of Hawkins Delafield and Wood is in attendance. She and her partner, Rick Sapir, assisted the CCMUA with the agreement for this project.

Commissioner Swartz asked for an update on discussions with Komline regarding the Sludge Dryer shaft failures and the nature of the extended warranty associated with them. Mr. Kricun stated that this issue should be discussed in Closed Session.

- 2) Award of National Park Service In-Kind Resources Grant for Phoenix Park  
The National Park Service selected the CCMUA's Phoenix Park, Liney Ditch Park and Michael Doyle Fishing Pier complexes for a national planning and implementation grant where they will be providing resources and guidance to help the CCMUA develop and improve the park to its fullest potential.

**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 October 2015
- 2) Budget Review Report for October 2015

Vice-Chairman noted that while expenditures and utilities are down, connection fees are less than budgeted. Mr. Planamento stated that as of the date of the report, connection fees are approximately \$4 million under plan, however a check for \$1.2 million was recently received. Mr. Kricun added that by the end of 2015, connection fees may be, at best, about \$1.5 under plan. Vice-Chairman MacFarlane stated that this be taken into consideration when preparing the 2016 budget to which Mr. Kricun explained that for 2016 & 2017, the CCMUA is applying to the Department of Community Affairs for a revenue anticipation note to help the CCMUA meet any cash shortfalls. The revenue anticipation note will help the CCMUA not only meet any budget deficits, but also its capital needs. The application has been submitted to the DCA and is anticipated to be on their December 9, 2015 agenda.

Vice-Chairman MacFarlane asked for an explanation on the significant increase in sludge and waste figures to which Mr. Cornforth explained that there is a lot of sludge in storage, primarily due to there having been only one dryer in operation until last week. The second dryer is running but only at 50% capacity (dryer cannot get past 50% feed). Also, during the winter months, which we are now entering, the dryer throughput decreases, making it harder to catch up as quickly as hoped. Mr. Kricun noted that the third dryer should be back in service by the end of January. Commissioner Bresch asked why the second dryer is not at 100% throughput. Mr. Connolly responded that dryer number two is a modified shaft which opened the bridge wall between the two zones, in effect creating one zone. The temperature controls are based on two zones, not one and the type of control installed is not as effective in operating the dryer. Mr. Cornforth stated that this same problem occurred previously in Dryer #2 before it broke, however, it wasn't an issue because that dryer was not in constant use since it was the standby. Mr. Kricun clarified that there are three things that must happen: 1) Dryer #3 must work at full capacity and Komline is presently working on this issue; 2) Komline must address why the shaft that was taken from one dryer and placed into another dryer is not properly operating when the shafts are supposedly interchangeable and 3) New shafts must be completed and installed in the other two dryers. The shafts for these two dryers are anticipated to be completed by the end of this month for one and the end of January 2016 for the other. Mr. Cornforth added that the repaired shaft not performing properly is not a first time occurrence; this same thing happened when it was initially repaired and placed back in service. Mr. Connolly added that in order to help better regulate the temperature in the repaired shaft, the gate valves will be replaced with globe valves so the operators can manually control the temperatures in each zone.

- 3) Cash Management Report for September 2015

**C) Operations & Maintenance:**

1) Del. No. 1 WPCF & Winslow STP- Operations Report (September 2015)

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS:**        None

**OLD BUSINESS:**        None

**NEW BUSINESS:**

A motion was made by Commissioner Bresch and seconded by Commissioner Kelly to adopt Resolution #R-15:11-155, authorizing the execution of purchase between the CCMUA and Beyer Ford LLC under the New Jersey State Cooperative Purchasing Program. Commissioner Swartz asked if it would be financially advantageous for the CCMUA to lease its vehicles rather than purchase them. Mr. Planamento stated that there was no tax advantage in doing so and it is financially beneficial to the CCMUA to purchase them since it keeps the vehicles for an extended period of time. Commissioner Bresch added that because of how the vehicles are used and the miles driven, leasing likely results in higher costs when turned back in. There being no further question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Kelly, Swartz, Wu	-	YES
Vice-Chairman MacFarlane	-	YES

Resolution #R-15:11-155 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Kelly to adopt Resolution #R-15:11-156, authorizing the execution of purchase between the CCMUA and DFFLM, LLC (T/A Ditschman/Flemington Ford) under the New Jersey State Cooperative Purchasing Program. There being no question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Kelly, Swartz, Wu	-	YES
Vice-Chairman MacFarlane	-	YES

Resolution #R-15:11-156 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Wu to adopt Resolution #R-15:11-157, resolution authorizing application to the Local Finance Board pursuant to N.J.S.A. 58:27-19 et. seq. and execution of a service contract for anaerobic digestion and combined heat and power services. There being no question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Kelly, Swartz, Wu	-	YES
Vice-Chairman MacFarlane	-	YES

Resolution #R-15:11-157 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-15:11-158, authorizing execution of an Agreement with Delaware River Port Authority for transfer of properties to the CCMUA for creation of the Gateway Park. Commissioner Swartz asked where this park is located and is building permitted on it to which Mr. Kricun explained that the park is a strip of land along Admiral Wilson Blvd., from the Baird Blvd. Bridge to the Pub and that building is permitted, but only on a small portion of the property as the bulk of it is wetlands or in high flood plains since it borders Cooper River. Commissioner Wu noted that remediation is divided into two parts- soil and ground water. He asked if there is ground water contamination, how that will impact the park. Mr. Kricun explained that the DRPA is responsible for all of the remediation of any contamination found on site. There are two types of contamination- historic fill and contamination from underground storage tanks that must be dealt with. The park itself is already built so once the soil is remediated, the park can officially be opened to the public since this is what the public comes in contact with. The DRPA will continue to work on the remediation of the ground water, which could take years. Mr. Kricun added that there is a public meeting on November 19<sup>th</sup> where more information will be disseminated including the timetable for the soil remediation. The DRPA hired a Licensed Site Remediation Professional to

certify that the soil is clean and the NJDEP must certify that as well before the CCMUA takes ownership of the properties. Commissioner Kelly noted that the citizen's group that attended last month's meeting regarding the park mentioned that there is a desire that additional amenities be added to the park to make it more like the Cooper River Park and asked what the CCMUA's role is in this regard. Mr. Kricun explained that the CCMUA committed to 1) open the park to the public; 2) along with the NJ Conservation Foundation, manage the park; 3) and apply for grants/green acres funding for upgrades in amenities to the Park. The citizen group is under the impression that the County, not the CCMUA, would be providing the funding for the upgrades in amenities to the park. There being no further question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Kelly, Swartz, Wu	-	YES
Vice-Chairman MacFarlane	-	YES

Resolution #R-15:11-158 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Kelly to adopt Resolution #R-15:11-159, authorizing a Shared Services Agreement among the CCMUA, County of Camden and the City of Camden for provision of Park Maintenance Services. Cooper's Ferry, via Camden Special Services District, presently provides park maintenance for the CCMUA. This agreement will utilize local at-risk youth to provide these services to the CCMUA, the City and the County's parks. This program is mirrored after a program used by both the Philadelphia Water and Parks Departments and an AmeriCorps grant will help pay for approximately three-fourths of the program costs. There being no further question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Kelly, Swartz, Wu	-	YES
Vice-Chairman MacFarlane	-	YES

Resolution #R-15:11-159 was adopted.

A motion was made by Commissioner Kelly and seconded by Commissioner Bresch to adopt Resolution #R-15:11-160, authorizing the execution of an Agreement between the CCMUA and Geiger Pump and Equipment Company, Baltimore, Maryland for the supply and delivery of parts for Goulds Pumps in accordance with Specification #15-23. There being no question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Kelly, Swartz, Wu	-	YES
Vice-Chairman MacFarlane	-	YES

Resolution #R-15:11-160 was adopted.

A motion was made by Commissioner Kelly and seconded by Commissioner Bresch to adopt Resolution #R-15:11-161, authorizing the execution of an Agreement between the CCMUA and G. T. Smith & Associates, Inc., for the supply of "Anti-Surge" Sewage Air Release and Vacuum Break Valves in accordance with Specification #15-29. Commissioner Swartz asked what this product is used for. Mr. Cornforth explained that throughout the County there are force mains and at the high spots in those force mains there is an automatic air release valve to: 1) release build up of air and 2) should the pumps shut down, and the force mains start to drain, open as a vacuum valve and allows air in so that a vacuum on the pipe is not created. There being no further question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Kelly, Swartz, Wu	-	YES
Vice-Chairman MacFarlane	-	YES

Resolution #R-15:11-161 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Kelly to adopt Resolution #R-15:11-162, authorizing the execution of an Agreement between the CCMUA and Scales Industrial Technologies for the supply and delivery of parts for Gardner Denver Compressors in accordance with Specification #15-31. There being no question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Kelly, Swartz, Wu	-	YES
Vice-Chairman MacFarlane	-	YES

Resolution #R-15:11-162 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Wu to adopt Resolution #R-15:11-163, ratifying approval of expense vouchers as approved by the Executive Director under authorization granted by CCMUA and Resolution #R-97:3-60, dated March 17, 1997. There being no question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Kelly, Swartz, Wu	-	YES
Vice-Chairman MacFarlane	-	YES

Resolution #R-15:11-163 was adopted.

A motion was made by Commissioner Kelly and seconded by Commissioner Swartz to adopt Resolution #R-15:11-164, authorizing payment of \$2,317,551.38 for expenses disbursed from various trust accounts. There being no question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Kelly, Swartz, Wu	-	YES
Vice-Chairman MacFarlane	-	ABSTAIN

Resolution #R-15:11-164 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Kelly to adopt Resolution #R-15:11-165, authorizing that the Authority hold a Closed Session Meeting to discuss legal matters. There being no question on the motion, a roll call vote was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner Bresch, Kelly, Swartz, Wu	-	YES
Vice-Chairman MacFarlane	-	YES

Resolution #R-15:11-165 was adopted.

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The meeting adjourned to Closed Session at 6:35pm.  
The meeting returned to Open Session at 6:51pm.  
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**PUBLIC PARTICIPATION:      None**

There being no further business, Vice-Chairman MacFarlane entertained a motion for adjournment. A motion was made by Commissioner Swartz and seconded by Commissioner Kelly. All Commissioners responded "Aye" in favor. The meeting adjourned at 6:51pm.

Minutes of this meeting were approved on 12/21/15

Respectfully Submitted,

  
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Kim Michelini  
Authority Secretary