

## CERTIFICATION

I hereby certify the attached to a true and correct copy of the unapproved Minutes of the August 18, 2014 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 September 15, 2014 Regular Meeting.



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Kim Michelini  
Authority Secretary

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REGULAR MEETING HELD ON AUGUST 18, 2014**

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	-	ABSENT
"	Burley	-	ABSENT
"	Dixon	-	YES
"	Engelbert	-	ABSENT
"	MacFarlane	-	ABSENT
"	Swartz	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

**STAFF PRESENT:**

Andrew Kricun, Executive Director  
Laurence E. Rosoff, Solicitor  
Wayne Planamento, Chief Financial Officer  
Robert Cornforth, Director of O&M

Kim Michelini, Authority Secretary  
Alisa Smith, Secretarial Assistant

**CONSULTANTS:**

None

**OTHERS PRESENT:**

Marge DellaVecchia, Camden County

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 20, 2014 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 Wu and seconded by Commissioner Swartz to adopt the Minutes of the Regular Meeting held on July 21, 2014. There being no question on the motion, a roll call was taken. On roll call, the Commissioners responded to their names as follows:

Commissioner	Dixon	-	ABSTAIN
"	Swartz	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

Since there was a question regarding whether or not the vote had the required quorum, a motion was made by Commissioner Young and seconded by Commissioner Swartz to table the Minutes of the Regular Meeting held on July 21, 2014. All Commissioners responded "Aye" in favor.

The adoption of the Minutes from the July 21, 2014 meeting was tabled.

**EXECUTIVE DIRECTOR'S REPORT:**

Chairman Brennan complimented the staff for the outstanding work done on the ground breaking event for Phoenix Park and the completion of the Atlantic Basin Interceptor Expansion Project which has led to an increase in development in Winslow Township. Mr. Kricun thanked the Board for their support. Commissioner Wu stated that he attended the ground breaking event for Phoenix Park and that he thought Vice Chairman MacFarlane and Mr. Kricun did an outstanding job. He also thought that the Board and staff should pay close attention to odor control in light of the fact that this park is so close to the community. Chairman Brennan agreed adding that it is the CCMUA's mission to undertake projects such as this and to be vigilant with our neighbors in regards to odors.

**D) ITEMS FOR DISCUSSION:**

**A) Administration:**

- 1) Environmental Management System- August 2014  
Commissioner Wu asked if the performance test for the dryers was still on track for September to which Mr. Kricun replied that yes it is. At present, two dryers are taking all of the sludge. The repairs to the third dryer should be completed on or about August 25<sup>th</sup>. It is anticipated that the performance test will take place by the first or second week of September so we should have the results of the performance test by the September Board meeting. In addition, negotiations with Synagro regarding their request for modifications to the operations contract are underway.
- 2) NACWA issues CCMUA Gold Peak Performance Award for outstanding plant performance  
Mr. Kricun stated that the National Association of Clean Water Agencies (NACWA) awarded the CCMUA its Gold Peak Performance Award, their highest award given, for our optimal plant performance for 2013. The O&M Staff is to be commended for their outstanding performance in reaching this goal. Chairman Brennan said this was excellent.

**B) Engineering:**

**C) Legal:**

**D) Operations & Maintenance:**

**E) Finance:**

- 1) Voucher Payment Resolutions - Report on Emergency Payments  
Commissioner Dixon asked for clarification regarding the emergency repair (\$178,014.83). Mr. Cornforth explained that it was for repairs to the biofilter system as a result of a fire. The CCMUA had an electrical repair contract with a contractor, WPCS, however, that contractor went out of business. The CCMUA opted to use Scalfio Electric, our previous contractor, to make the necessary repairs. Chairman Brennan asked if this was eligible for reimbursement through our insurance carrier to which Mr. Cornforth replied yes. Mr. Rosoff added that the CCMUA has recovered all monies due, except the deductible.

**II) INFORMATIONAL ITEMS:**

**A) Administration**

**B) Finance**

- 1) Collections Report for July 2014  
Commissioner Swartz noted that the connection fee revenue for 2013 was \$2.951 million and in 2014 it appears that there is a 43% increase to \$5.185 in that budgeted amount which seems like a significant increase over last year's number and we are significantly lower than our budgeted number. Why? Mr. Planamento responded that the connection fee revenue budgeted for 2014 anticipated an increase in connection fees as a result of the completion of the Atlantic basin Interceptor Expansion project. Commissioner Swartz asked if it was thought that the CCMUA would come close to the budgeted number since we are 7 months in and significantly far from our budgeted number to which Mr. Kricun replied after both internal and external discussions with staff and policy makers, the decision was made to project a higher connection fee for 2014 and 2015. Mr. Kricun added that the decision to project a higher connection fee revenue was a policy call from his office rather than from Finance. Chairman Brennan stated to Mr. Planamento, that he should speak up if he feels otherwise. Mr. Planamento replied that in this case, there were discussions on this issue however he had to rely on information provided to him from Mr. Kricun. In addition, Mr. Kricun added that with the Camden Recovery Act, it was

believed that there would be more connection fee revenue coming in 2014 which hasn't yet materialized, nonetheless, but we should be close to the budget, maybe \$3.5 to \$4 million. For example, we received a \$680,000 connection fee from Gloucester Township a few days ago. Chairman Brennan stated that in preparing the 2015 Budget, the projections should be more realistic.

- 2) Budget Review Report for July 2014
- 3) Cash Management Report for June 2014

**C) Operations & Maintenance:**

- 1) Del. No. 1 WPCF & Winslow STP- Operations Report (June 2014)

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS:**

None

**OLD BUSINESS:**

Mr. Kricun stated that he and the Sustainability Director reviewed the bid and are recommending rejection of bids since the price was double the estimate and only one bid was received. A motion was made by Commissioner Young and seconded by Commissioner Swartz to adopt Resolution #R-14:7-94, authorizing rejection of bids received for the Camden County Sustainability Dashboard and authorizing reissuance of bids. Chairman Brennan asked if the form or bid would be changed to entice more bids to which Mr. Kricun replied yes it would be. 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	Dixon	-	YES
"	Swartz	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

Resolution #R-14:7-94 was adopted.

**NEW BUSINESS:**

A motion was made by Commissioner Wu and seconded by Commissioner Swartz to adopt Resolution #R-14:8-98, authorizing shared services agreement with the County of Camden for Countywide Household Hazardous Waste Collection Days during 2014. 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	Dixon	-	YES
"	Swartz	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

Resolution #R-14:8-98 was adopted.

Mr. Kricun noted that the purpose of this resolution was to amend the agreement to match the proposal submitted. A motion was made by Commissioner Swartz and seconded by Commissioner Young to adopt Resolution #R-14:8-99, modifying Resolution #R-14:5-60 for the Annual Bond Counsel Services. Chairman Brennan asked if resolution would grant the consultant more money to which Mr. Kricun replied no; the agreement needed to be modified to match the wording in the proposal and it coincides with what was voted on last month. 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	Dixon	-	YES
"	Swartz	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

Resolution #R-14:8-99 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Wu to adopt Resolution #R-14:8-100, authorizing the execution of an agreement between the CCMUA and Kilcoyne Equipment Services Inc., of Gibbsboro, NJ for the furnishing of emergency repair service for stationary and portable generator power units located at the Authority's locations throughout Camden County, NJ in accordance with Specification #14-13. 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	Dixon	-	YES
"	Swartz	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

Resolution #R-14:8-100 was adopted.

A motion was made by Commissioner Young and seconded by Commissioner Wu to adopt Resolution #R-14:8-101, authorizing rescission of the sewer ban imposed upon the Sicklerville Section of Winslow Township. Mr. Kricun explained that in 2005 the CCMUA was obliged to place the Sicklerville portion of Winslow Township on sewer ban because the treatment plant was out of capacity. However, since the completion of the Atlantic Basin Interceptor Expansion Project, the Winslow Township treatment plant has been closed and the flow from the Sicklerville portion of Winslow Township has been diverted to Camden. In effect, this has ended the sewer ban however, the Attorney for Winslow Township, Stuart Platt, has requested that the CCMUA formally rescind the sewer ban. Commissioner Swartz asked if lifting the sewer ban would encourage development in Winslow Township to which Mr. Kricun replied yes it would. 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	Dixon	-	YES
"	Swartz	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

Resolution #R-14:8-101 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Wu to adopt Resolution #R-14:8-102, 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. On roll call, the Commissioners responded to their names as follows:

Commissioner	Dixon	-	YES
"	Swartz	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

Resolution #R-14:8-102 was adopted.

A motion was made by Commissioner Young and seconded by Commissioner Swartz to adopt Resolution #R-14:8-103, authorizing payment of \$2,337,614.22 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	Dixon	-	YES
"	Swartz	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

Resolution #R-14:8-103 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Young to adopt Resolution #R-14:8-104, authorizing a salary agreement increase for Camden County Sustainability Coordinator. Chairman Brennan explained that this title is a non-Civil Service position and Freeholder Gentek and County Administrator, Ross Angilella, have requested that the CCMUA grant an increase to the Sustainability Director as a result of

additional duties and responsibilities he has recently taken on. Commissioner Dixon asked for further clarification to explain why a CCMUA employee was being transferred to the County and yet the CCMUA was being asked to not only pay his salary but also an increase to his salary based on a recommendation from the County. In addition, she asked why the County is not paying him or sharing in the payment of salary if this is a shared service? Chairman Brennan explained that Freeholder Nash suggested that the Sustainability Director hired by the CCMUA broaden his efforts to County-wide. Commissioner Dixon stated that she didn't have a problem with the concept of the Sustainability Director performing work for both the CCMUA and the County provided that the CCMUA and the County share the cost of the employee. In addition, she asked if this was legal to do to which Chairman Brennan responded that the CCMUA will enter into a shared services agreement with the County whereby the CCMUA and the County will outline the services to be performed by this employee, the responsibilities of the CCMUA and the County with regard to this employee, etc. Mr. Rosoff added that the resolution presented does reference that a shared services agreement is to be developed and while I haven't had the opportunity to discuss this matter with Mr. Kricun, under the Shared Services Statute, there must be a clear delineation of what each party will providing in this shared service. Chairman Brennan commented that the agreement will lay out the terms for each party so that there is a clear understanding that the services of the Sustainability Director are being shared by the County and the CCMUA. Finally, Mr. Kricun added that the intent has not changed since hiring the Sustainability Director. The CCMUA would hire and pay the salary of the employee who would not only assist the CCMUA with its sustainability efforts, but also assist the County with their Sustainability program. The only difference was that Freeholders Gentek and Nash requested that the employee be relocated to Camden County's offices to be more available to their staff. 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	Dixon	-	YES- <i>with the above noted reservations</i>
"	Swartz	-	YES
"	Wu	-	YES
"	Young	-	YES
Chairman	Brennan	-	YES

Resolution #R-14:8-104 was adopted.

**PUBLIC PARTICIPATION:**

None

A motion was made by Commissioner Dixon and seconded by Commissioner Wu to adopt Resolution #R-14:8-105, authorizing that the Authority hold a closed session meeting to discuss legal matters. All Commissioners responded "Aye" in favor.

Resolution #R-14:8-105 was adopted.

The meeting adjourned to Closed Session at 6:27pm.

The meeting returned to Open Session at 6:35pm.

**PUBLIC PARTICIPATION:**

None

Chairman Brennan commented that the staff was to prepare and distribute to the Board a capital improvement list in addition to the rolling stock inventory list already provided. Mr. Kricun added that the CCMUA has a 5 and 10 year capital improvement plan and is required by our bond convenience to have an outside consulting engineer for the plant and the interceptor system assist us in developing the capital improvement plan. The CCMUA is also required to submit a renewal and replacement report to our Trustee, which includes the capital plan developed in conjunction with the consultants. Chairman Brennan requested that this report be distributed to the Board for their review so that the CCMUA is able to take care of its improvements before money is spent elsewhere. Mr. Kricun said that he would do so shortly. Commissioner Dixon asked if, regarding the vehicle list, the purpose was to plan for future vehicle replacement? She further noted that the first vehicle listed is out of service so why do we still have the vehicle? Mr. Cornforth explained that that particular vehicle is temporarily out of service as

it is in the process of being converted from a tank truck to a flatbed truck. There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Dixon and seconded by Commissioner Swartz. All Commissioners responded "Aye" in favor. The meeting adjourned at 6:40pm.

Minutes of this meeting were approved on 9/15/14

Respectfully Submitted,



Kim Michelini  
Authority Secretary