

CERTIFICATION

I hereby certify the attached to a true and correct copy of the unapproved Minutes of the February 20, 2018 adjourned Reorganization 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 March 19, 2018 Regular Meeting.



Kim Michelini
Authority Secretary

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REORGANIZATION MEETING HELD ON FEBRUARY 20, 2018

The Reorganization Meeting of The Camden County Municipal Utilities Authority was called to order by Executive Director, Andrew Kricun 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

ABSENT: Commissioner Burley & Chairman Brennan

STAFF PRESENT:

Andrew Kricun, Executive Director
Wayne Planamento, Chief Financial Officer
Robert Cornforth, Director of O&M- Interceptors
Len Gipson, Director of O&M- Main Plant
Scott Schreiber, Director of Operations- Admin

Kim Michelini, Authority Secretary
Alisa Smith, Secretarial Assistant

CONSULTANTS:

Michael Watson, Esq. (Brown & Connery/Solicitor)

OTHERS PRESENT:

Mr. Kricun 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.

REORGANIZATION:

NOMINATIONS FOR CHAIRPERSON

A motion was made by Commissioner Stokes and seconded by Commissioner Swartz to nominate Michael G. Brennan to Chairperson. No other nominations were made & the motion was closed. All Commissioners responded "aye" in favor, none opposed.

Resolution #R-18:2-16, electing a CHAIRPERSON, Michael G. Brennan, was adopted.

NOMINATIONS FOR VICE-CHAIRPERSON

A motion was made by Commissioner Swartz and seconded by Commissioner Stokes to nominate James Bresch to Vice-Chairperson. No other nominations were made & the motion was closed. All Commissioners responded "aye" in favor, none opposed.

Resolution #R-18:2-17, electing a VICE-CHAIRPERSON, James Bresch, was adopted.

Vice Chairman Bresch, acting as Chairman, took over responsibility for the meeting from this point onward.

NOMINATIONS FOR TREASURER

A motion was made by Commissioner MacFarlane and seconded by Commissioner Sytnik to nominate Jeffrey S. Swartz to Treasurer. No other nominations were made & the motion was closed. All Commissioners responded "aye" in favor, none opposed.

Resolution #R-18:2-18, electing a TREASURER, Jeffrey S. Swartz, was adopted.

Michael Watson, Esquire (Solicitor) administered the Oath of Office to elected officers, James Bresch and Jeffrey S. Swartz.

ADOPTION OF MINUTES:

A motion was made by Commissioner MacFarlane and seconded by Commissioner Stokes to adopt the Minutes of the Regular Meeting held on January 16, 2018. 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, Sytnik - YES

The motion was carried.

OLD BUSINESS: None

EXECUTIVE DIRECTOR'S REPORT:

I) ITEMS FOR DISCUSSION:

A) Administration:

- 1) Environmental Management System- February 2018
Mr. Kricun reported that the CCMUA's Environmental Management System program recently passed its annual audit. The CCMUA remains one of 35 or so utilities in the country to have this certification. Kudos to Mr. Schreiber, Mr. Cornforth, Mr. Gipson and Mr. Doug Burns, the CCMUA's Chief Accountant, for their efforts in helping the CCMUA prepare for and pass the audit.
- 2) Asset Management, Procurement & Inventory Management Consulting Services, Ph 2

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

Mr. Kricun advised the Board that the League of Municipalities recently ran a story about the CCMUA and that its rate in 1996 was \$337/household. Today, 22 years later, the CCMUA's rate is just \$15 more (\$352/household). With inflation that rate would be about \$540/household which is a 35-40% rate cut to the tax payer. In addition, the CCMUA does not anticipate any rate increase for the foreseeable future. The CCMUA is able to manage all of its work, meet all of its costs and still not raise rates.

- 1) Cash Flow & Actual to Budget Analysis/NW Cash Flow Report (December 2017 & Year End)
Supporting Reports
 - a. Collections Report
 - b. Budget Review Report
Commissioner MacFarlane noted that the 2017 Budget report should be just about complete/closed. Mr. Planamento explained that there is just one more payment cycle to go through before the 2017 Budget can be closed, but the numbers shouldn't change much. The CCMUA should be about \$2.5M under budget for the year despite it received \$2.7M less than anticipated in connection fees.
 - c. Cash Management Report

C) Operations & Maintenance:

1) Del. No. 1 WPCF- Operations Report- November & December 2017

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: NONE

NEW BUSINESS:

A motion was made by Commissioner MacFarlane and seconded by Commissioner Stokes to adopt Resolution #R-18:2-19, designating schedule of meeting dates for the succeeding twelve months as required under the Open Public Meetings Act. 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

Resolution #R-18:2-19 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-18:2-20, designating two newspapers to receive notices. 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

Resolution #R-18:2-20 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-18:2-21, designating Banks of Depository for user revenue. 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

Resolution #R-18:2-21 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-18:2-22, designating Banks of Depository for investments. 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

Resolution #R-18:2-22 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner MacFarlane to adopt Resolution #R-18:2-23, designating Banks of Depository for its funds. 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

Resolution #R-18:2-23 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner Swartz to adopt Resolution #R-18:2-24, designating a Bank of Depository for investments for the payroll account. 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

Resolution #R-18:2-24 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner MacFarlane to adopt Resolution #R-18:2-25, designating the custodians of and establishing an Imprest (Petty Cash) fund. 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

Resolution #R-18:2-25 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-18:2-26, authorizing the Executive Director to advertise for Bids for various items during 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

Resolution #R-18:2-26 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Swartz to adopt Resolution #R-18:2-27, authorizing the execution of purchase orders between the CCMUA and vendors under the New Jersey State Cooperative Purchasing Program 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

Resolution #R-18:2-27 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner MacFarlane to adopt Resolution #R-18:2-28, regarding the issuance of Requests for Proposals. Mr. Kricun noted that the changes to the RFP boilerplate were de minimis, which Mr. Schreiber confirmed. 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, MacFarlane, Stokes, Swartz, Sytnik - YES
Commissioner Cutler - ABSTAIN

Resolution #R-18:2-28 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-18:2-29, authorizing use of Camden County's 2018 pool of attorneys for the provision of affirmative action/equal employment opportunity (AA/EEO) services on an as-needed basis. 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

Resolution #R-18:2-29 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-18:2-30, authorizing the execution of an agreement between the CCMUA and Mount Construction Company, Inc., of Berlin, New Jersey for emergency/urgent repair services in accordance with Specification #17-21. Commissioner MacFarlane asked how many bids were received to which Mr. Kricun indicated there were four (4) and Mount has had this same contract on and off over the years. He further added that this contract is only

used as-needed (in cases of emergencies). There being no further 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

Resolution #R-18:2-30 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Swartz to adopt Resolution #R-18:2-31, authorizing the execution of an agreement between the CCMUA and Scalfio Electric Incorporated, of Vineland, New Jersey for electrical repairs and services in accordance with Specification #17-29. 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

Resolution #R-18:2-31 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-18:2-32, authorizing the execution of an agreement between the CCMUA and J. T. Seeley and Company, Inc., of Valley Forge, PA for parts for Fairbanks Morse Pumps in accordance with Specification #17-30. Commissioner Stokes noted that there was just one bid received and asked why to which Mr. Cornforth explained that J.T. Seeley has the franchise for this area so no one else is able to bid. There being no further 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

Resolution #R-18:2-32 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Sytnik to adopt Resolution #R-18:2-33, authorizing the execution of an agreement between the CCMUA and Solutionwerks, Inc., for supply and delivery of parts for Air Products Oxygen Vacuum Swing Absorption Plant in accordance with Specification #17-32. 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

Resolution #R-18:2-33 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-18:2-34, authorizing the execution of an agreement between the CCMUA and JWC Environmental, Inc., of Costa Mesa, California, for the repair of JWC "Channel Monster" Grinders located at various Authority Pump Stations in accordance with Specification #18-01. 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

Resolution #R-18:2-34 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Sytnik to adopt Resolution #R-18:2-35, authorizing execution of a memorandum of agreement with Rowan University for Green Infrastructure Planning and Design Services. Commissioner Cutler asked if any there were any other agencies interested in assisting the CCMUA with this project to which Mr. Kricun explained that Camden and Gloucester City have combined sewer systems. Rutgers currently assists the CCMUA with similar projects in Camden and Rowan

noted that there was not much green infrastructure work in Gloucester City so they submitted a proposal to assist the CCMUA with similar green infrastructure projects in Gloucester. There being no further question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, Stokes, Swartz, Sytnik - YES
Commissioner MacFarlane - ABSTAIN

Resolution #R-18:2-35 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-18:2-36, authorizing execution of an agreement with the United States Geological Survey for the renewal of stream monitoring services for the Great Egg Harbor River Basin. 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

Resolution #R-18:2-36 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-18:2-37, authorizing award of a non-fair and open contract to Schnader Harrison Segal & Lewis, LLP for DRPA land projects. Mr. Kricun explained that Schnader Harrison Segal & Lewis represents the CCMUA for the Gateway Park land transfer/acquisition from the DRPA. The pay-to-play threshold is \$17,500 and because their invoices exceeded that amount by about \$4500, a resolution must be presented to the Board for its approval. Commissioner Swartz noted that many years ago there was discussion about constructing a Visitor/Welcome Center along the Admiral Wilson Boulevard portion of the park and the CCMUA may want to consider this. Mr. Kricun explained that the majority of the property is wetlands and/or in the floodplains and, therefore, unbuildable. However, there are areas that could accommodate such a visitor center, and it is worth looking into. There being no further 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

Resolution #R-18:2-37 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner MacFarlane to adopt Resolution #R-18:2-38, approving an amendment to the CCMUA's agreement with the Pinelands Commission and Winslow Township regarding interbasin transfer of flow from the Great Egg Harbor and Mullica River Basins. There being no question on the motion, a roll call vote was taken and the Commissioners responded to their names as follows:

Commissioner Bresch, Cutler, MacFarlane, Stokes, Swartz, Sytnik - YES
Commissioner Cuffee - ABSTAIN

Resolution #R-18:2-38 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-18:2-39, authorizing a payment to Cooper's Ferry Partnership for board participation. Mr. Kricun explained that since the CCMUA works so closely with the City of Camden and Cooper's Ferry is an agent for Camden City, the CCMUA would have more input in how things are done with regard to the various projects that the CCMUA is or may be involved in. The question was asked how the fee is determined- agency size, flat, etc to which Mr. Kricun noted that it is his understanding that all Board members pay the same flat fee. There being no further 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

Resolution #R-18:2-39 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-18:2-40, authorizing a Direct Connection Agreement with the Delaware River Port Authority. 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

Resolution #R-18:2-40 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Stokes to adopt Resolution #R-18:2-41, authorizing an agreement with the Delaware River Port Authority for construction of Green Infrastructure. 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

Resolution #R-18:2-41 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Swartz to adopt Resolution #R-18:2-42, 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 #18-04. Mr. Kricun indicated that this resolution and supporting documentation was reviewed by the CCMUA Solicitor and found to be in order as recommended. Mr. Watson explained that the apparent low bidder failed to provide any of the required bid documents which makes their bid unresponsive. The second low bidder's bid documents were reviewed and found to be in order. There being no further 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

Resolution #R-18:2-42 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cutler to adopt Resolution #R-18:2-43, authorizing award of a contract to Grant Integrative Facilities Management for assistance with Phase 2 of the CCMUA's procurement, inventory and asset management practices. Mr. Kricun indicated that the CCMUA received three proposals which were reviewed by Mr. Kricun and Mr. Schreiber. EMA's was significantly higher in price than Grant and Sentez. Grant completed the Phase I report for this initiative and therefore, has a strong sense of what the CCMUA is looking to accomplish in Phase II. While Sentez' price was lower, they proposed far less hours at a higher hourly rate when compared to Grant's proposal. Therefore, Grant's proposal was deemed to be the best combination of price, experience and approach. There being no further 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

Resolution #R-18:2-43 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-18:2-44, authorizing the execution of an agreement between the CCMUA and Emerson Process Management & Water Solutions, Inc., of Pittsburgh, PA for support of CCMUA's open based supervisory control and data acquisition system. Mr. Kricun noted that Emerson is the only vendor that can bid on this matter, and thanked the CCMUA Solicitor for assisting in negotiating a more acceptable agreement. 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

Resolution #R-18:2-44 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Stokes to adopt Resolution #R-18:2-45, 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. Commissioner MacFarlane noted that there were payments made to Alfa Laval and/or Ashbrook and wanted to know if the presses were running ok. Mr. Gipson explained that Alfa Laval and Ashbrook were brought in to assist the CCMUA with getting the sludge presses back to optimal operation. While the presses were operating properly, they discovered that there was an operational problem, namely that the reduction in disinfection of the effluent reduced the efficacy of the effluent when used as wash down water for the presses, which has since been corrected. 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

Resolution #R-18:2-45 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Stokes to adopt Resolution #R-18:2-46, authorizing payment of \$2,833,944.21 for expenses disbursed from various trust account. Commissioner MacFarlane asked why such a large payment was made to Northeast Remsco to which Mr. Kricun explained that this is the first payment Northeast Remsco after Notice to Proceed was issued for the construction of the digester. 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

Resolution #R-18:2-46 was adopted.

Add-On

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-18:2-47, authorizing that the Authority hold a Closed Session Meeting to discuss legal matters and contract negotiations. There being no question on the motion, all Commissioners responded "aye" in favor - none opposed.

Resolution #R-18:2-47 was adopted.

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The meeting adjourned to Closed Session at 6:38pm
The meeting returned to Open Session at 6:50pm
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A motion was made by Commissioner Stokes and seconded by Commissioner Swartz to adopt Resolution #R-18:2-48, authorizing an agreement, by and between the Camden County MUA and Cooper's Ferry Partnership for provision of program management services for construction of athletic fields and green infrastructure in the City of Camden. 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

Resolution #R-18:2-48 was adopted.

PUBLIC PARTICIPATION: NONE

There being no further business, Vice Chairman Bresch adjourned the meeting at 6:50pm.

Minutes of this meeting were approved on 3/19/18

Respectfully Submitted,


Kim Michelini, Authority Secretary