

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REORGANIZATION MEETING HELD ON FEBRUARY 19, 2019**

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  
Chairman Brennan

**STAFF PRESENT:**

Andrew Kricun, Executive Director	Kim Michelini, Authority Secretary
Wayne Planamento, Chief Financial Officer	Alisa Smith, Secretarial Assistant
Robert Cornforth, Director of O&M- Interceptors	
Len Gipson, Director of O&M- Main Plant	
Scott Schreiber, Director of Operations- Admin	

**CONSULTANTS:**

Joseph Carney, Esq. (Brown & Connery/Solicitor)

**OTHERS PRESENT:**

Robert Serpente, D&B/Guarino Engineers

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 23, 2018 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 Bresch and seconded by Commissioner Swartz to nominate Michael G. Brennan to Chairperson. No other nominations were made & Commissioner Stokes made a motion to close the nominations which was seconded by Commissioner MacFarlane. The motion was closed. All Commissioners responded "aye" in favor, none opposed, Chairman Brennan abstained.

Resolution #R-19:2-18, electing a CHAIRPERSON, Michael G. Brennan, was adopted.

**NOMINATIONS FOR VICE-CHAIRPERSON**

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

Resolution #R-19:2-19, electing a VICE-CHAIRPERSON, James Bresch, was adopted.

**NOMINATIONS FOR TREASURER**

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to nominate Jeffrey S. Swartz to Treasurer. No other nominations were made & Chairman Brennan made a motion to close the nominations which was seconded by Commissioner MacFarlane. The motion was closed. All Commissioners responded "aye" in favor, none opposed, Commissioner Swartz abstained.

Resolution #R-19:2-20, electing a TREASURER, Jeffrey S. Swartz, was adopted.

Joseph Carney, Esquire (Solicitor) administered the Oath of Office to elected officers.

**ADOPTION OF MINUTES:**

A motion was made by Commissioner Bresch and seconded by Commissioner Cutler to adopt the minutes of the Regular Meeting held on January 22, 2019. 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, Stokes, Swartz, Sytnik	-	YES
Commissioner MacFarlane	-	ABSTAIN
Chairman Brennan	-	YES

The motion was carried.

**OLD BUSINESS:**

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-19:1-7, authorizing an agreement between the CCMUA and Marshall Industrial Technologies of Trenton, New Jersey for repair of Philadelphia Mixers located at the CCMUA Delaware #1 Plant in accordance with Specification #18-29. 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
Chairman Brennan	-	YES

Resolution #R-19:1-7 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cutler to adopt Resolution #R-19:1-12, authorizing award of a contract for Contract #116, Raw Sewage Pumps to Eastern Environmental Contractors, Inc. Mr. Kricun indicated that bids were received on January 17<sup>th</sup> and were under review by the Solicitor, specifically the financial statement. The NJDEP also reviewed the matter, indicating that the document submitted by the low bidder was enough and written documentation of same would be forthcoming. Therefore, the recommendation is to award to the low bidder conditioned upon NJDEP approval. 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
Chairman Brennan	-	YES

Resolution #R-19:1-12 was adopted.

**EXECUTIVE DIRECTOR'S REPORT:**

**I) ITEMS FOR DISCUSSION:**

**A) Administration:**

1) Environmental Management System- February 2019

Mr. Kricun reported that the sludge drying facility. As previously reported, there are three dryers in this facility, one of which is out of service for the next 6-9 months due to a failed shaft. It is currently undergoing repairs. Since then, a second dryer is out of service due to an oil leak. Investigation is currently underway to determine the cause of the oil leak. Mr. Gipson indicated that the cause is not known and Komline Sanderson, the dryer manufacturer, will be on site the week of February 25<sup>th</sup> for further investigation.

Mr. Kricun further noted that having two dryers out of service will result in a significant increase in sludge disposal costs as the CCMUA plant produces approximately 160 tons of sludge per day and each dryer processes about 60-70 tons per day, leaving 80-100 tons per day to be hauled off site to a landfill (ACUA, Stoneybrook, West Virginia, and Ohio). It is hoped that the second dryer will only be out of service for 3 months or so.

Commissioner Swartz asked if Komline would be reimbursing the CCMUA any costs associated with the failure- such as hauling, maintenance, etc. Mr. Kricun indicated that because the dryers are about 9 years old, Komline is not required to reimburse the CCMUA for sludge disposal costs as they reached their useful life where they need to be overhauled.

Commissioner Bresch asked if the problem with the second dryer could be a result from poor preventative maintenance to which Mr. Gibson and Mr. Cornforth indicated that it was not likely, rather this was more likely an issue of normal wear and tear. Mr. Kricun added that the digester project should be complete in 2020 which will reduce the amount of sludge production by half and will allow the CCMUA to take one dryer out of service at time to perform the overhaul.

Mr. Kricun explained that the Governor of NJ is about to sign a bill allowing each County to create a Stormwater Utilities Authority (similar to the CCMUA). Camden County has asked what the options are regarding this matter. They are:

- a. Do nothing
- b. Create a new Stormwater Utilities Authority (like the CCMUA was created in 1972) to manage the stormwater systems of all 37 towns
- c. Designate the CCMUA as the Stormwater Utility Authority for some or all of the towns within Camden County
- d. Work with each town within Camden County to help them create their own Stormwater Utility Authority

I advised the County that, as far as the CCMUA is concerned, it only makes sense for the CCMUA to be oversee Camden City and Gloucester City since they have combined sewer systems. Their stormwater is combined with their sewers which the CCMUA eventually treats.

Commissioner MacFarlane asked for additional information regarding the recent troubles with water quality issues to which Mr. Kricun replied that the CCMUA's permit is 30ppm and typically is in the single digits (5ppm). However, due to operational errors, which have been corrected, there was a decrease in effluent quality (mid to high teens). Mr. Gipson added that the operational errors were then compounded by the recent back-to-back wet weather and snow/inclement weather events as an excess of salt used to treat the roads, causes instability in the plant. Some improvement has been seen and the staff continues to work toward bringing effluent quality back to single digit numbers.

**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) Cash Flow & Actual to Budget Analysis/NW Cash Flow Report- December *(to be supplied under separate cover)*

Supporting Reports

- a. Collections Report
- b. Budget Review Report

Commissioner MacFarlane noted that the Budget vs. Actual for 2018 looks to be under plan to which Mr. Planamento agreed- overall, it is approximately \$3.3M under budget and specifically, sludge and waste is approximately \$300,000 under budget.

- c. Cash Management Report

**C) Operations & Maintenance:**

- 1) Del. No. 1 WPCF- Operations Report- December

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: NONE**

**NEW BUSINESS:**

A motion was made by Commissioner Bresch and seconded by Commissioner Cutler to adopt Resolution #R-19:2-21, 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, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-19:2-21 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-19:2-22, designating two newspapers to receive notices. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-19:2-22 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-19:2-23, designating Banks of Depository for user revenue. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-19:2-23 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cutler to adopt Resolution #R-19:2-24, designating Banks of Depository for investments. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-19:2-24 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Sytnik to adopt Resolution #R-19:2-25, designating Banks of Depository for its funds. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-19:2-25 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-19:2-26, designating a Bank of Depository for investments for the payroll account. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-19:2-26 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-19:2-27, designating the custodians of and establishing an Imprest (Petty Cash) fund. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-19:2-27 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-19:2-28, authorizing the Executive Director to advertise for Bids for various items during FY 2019. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-19:2-28 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-19:2-29, authorizing the execution of purchase orders between the CCMUA and vendors under the New Jersey State Cooperative Purchasing Program FY 2019. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-19:2-29 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-19:2-30, authorizing a payment to Cooper's Ferry Partnership for Board participation. Commissioner Cutler asked if the membership was a positive one to which Chairman Brennan replied he believed it is. The CCMUA manages projects for Cooper's Ferry/the City and will receive a management fee for doing so, whereas, in the past it did not. 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
Chairman Brennan	-	YES

Resolution #R-19:2-30 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-19:2-31, authorizing member participation in the Hunterdon County Educational Services Commission (HCECSC) Cooperative Pricing System, System ID#34HUNCCP. 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
Chairman Brennan	-	YES

Resolution #R-19:2-31 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-19:2-32, authorizing the execution of purchase between the CCMUA and Robert H. Hoover & Sons, Inc. under the Educational Services Commission of New Jersey Cooperative Pricing System ID #65MCECCPS. 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
Chairman Brennan	-	YES

Resolution #R-19:2-32 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-19:2-33, authorizing award of services for disaster recovery between the CCMUA and All-Risk Inc. under the Educational Services Commission of New Jersey Cooperative Pricing Program System ID #65MCECCPS. Mr. Kricun indicated that the fire occurred in the pump station last summer and an insurance claim has been made. 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
Chairman Brennan	-	YES

Resolution #R-19:2-33 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Sytnik to adopt Resolution #R-19:2-34, authorizing the execution of an agreement between the CCMUA and Kuehne Company, of South Kearny, New Jersey for supply and delivery of sodium hypochlorite solution in accordance with Specification #19-03. 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
Chairman Brennan	-	YES

Resolution #R-19:2-34 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner MacFarlane to adopt Resolution #R-19:2-35, authorizing a shared services agreement between the CCMUA and Camden County College for the provision of security guard services. 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
Chairman Brennan	-	YES

Resolution #R-19:2-35 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-19:2-36, authorizing award of the annual general engineering services contract for the regional interceptor system to Johnson, Mirmiran and Thompson, Inc. in accordance with RFP #2019-01. 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
Chairman Brennan	-	YES

Resolution #R-19:2-36 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-19:2-37, authorizing award of the annual general engineering services contract for the Delaware No. 1 WPCF to D&B/Guarino Engineers in accordance with RFP #2019-02. 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
Chairman Brennan	-	YES

Resolution #R-19:2-37 was adopted.

Mr. Kricun indicated that the final agreement is not quite ready, so he requested that the matter be tabled until next month. A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to table Resolution #R-19:2-38, regarding an agreement with GTMUA on the Sale of Incinerator. 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
Chairman Brennan	-	YES

Resolution #R-19:2-38 was tabled.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-19:2-39, 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, and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-19:2-39 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-19:2-40, authorizing payment of \$6,185,628.78 for expenses disbursed from various trust 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  
Chairman Brennan - YES

Resolution #R-19:2-40 was adopted.

Mr. Kricun asked the Board to consider an additional resolution, #R-19:2-41, authorizing the use of competitive contracting pursuant to N.J.S.A. 40A:11-4.3 for the procurement of a contract for the operation, management and administration of data processing services. Mr. Kricun added that the employee who was responsible for these services recently retired and the CCMUA desires to contract with a vendor to provide these services that are essential to the CCMUA's day-to-day operations. The CCMUA Solicitor determined that that the method for procuring said services is by competitive contracting. A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-19:2-41. 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  
Chairman Brennan - YES

Resolution #R-19:2-41 was adopted.

**PUBLIC PARTICIPATION: NONE**

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Sytnik and seconded by Commissioner Cutler. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 6:35pm.

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

Respectfully Submitted,

  
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Kim Michelini, Authority Secretary