

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REGULAR MEETING HELD ON SEPTEMBER 16, 2019**

The Regular Meeting of The Camden County Municipal Utilities Authority was called to order by Chairman Michael G. 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:

PRESENT: Commissioners Bresch, Cuffee, Cutler, MacFarlane, Stokes, Swartz & Sytnik  
Chairman Brennan

**STAFF PRESENT:**

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

**CONSULTANTS:**

Michael Watson, Esq (Brown & Connery/Solicitor)

**OTHERS PRESENT:**

Jeffrey Nash, Camden County Freeholder  
Christopher Orlando, Esq. County Counsel

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 25, 2019 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 Cuffee and seconded by Commissioner Bresch to adopt the minutes of the Regular Meeting held on August 19, 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, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

The motion was carried.

**EXECUTIVE DIRECTOR'S REPORT:**

**I) ITEMS FOR DISCUSSION:**

**A) Administration:**

1) Environmental Management System- September 2019  
Mr. Schreiber noted that the plant is operating at optimal levels and gave kudos to the O&M Department especially considering the on-going construction projects taking place at the main plant.

Commissioner Bresch asked for an update on the CHP facility to which Mr. Cornforth explained that all the testing has been completed and operation may start sometime next week assuming that the few remaining items (Certificate of Completion and Operations Bond) are completed.

**B) Engineering:**

**C) Legal:**

**D) Operations & Maintenance:**

Commissioner Swartz noted that there were several purchases made from Grainger for tools, tool boxes, etc. and asked why there was a need for these items and how the items are inventoried. Mr. Cornforth explained that the CCMUA issues small hand tools to the individual employee as needed for each job. At the end of the job, the tools are returned. In addition, the CCMUA equips each vehicle with a tool box containing the small tools most often used. The CCMUA recently replaced several older model vehicles with new ones and in doing so, noted that many of the tool boxes were incomplete. Therefore, the old/incomplete tools were delivered to the Inventory Warehouse to be utilized as spares. Mr. Gipson added that cordless power tools tend to take a beating quickly and when these tools need to be replaced, the tool is turned back in before a new one is ordered.

**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- July & YTD  
Chairman Brennan asked the staff where the CCMUA stood regarding long range planning/capital projects, such as new roofs, building upgrades, etc. Mr. Schreiber indicated that an RFP for architectural services for the admin building and the plant administrative offices was issued, and responses have been received. It is anticipated that the RFP Review Committee will have a recommendation ready for the October Board meeting. Regarding the building roofs, Mr. Cornforth indicated that an RFP to obtain a roofing specialist to assess all the CCMUA's building roof structures is being developed. Once the CCMUA has the assessment, bid documents will be issued for the repair/replacement as needed.

Commissioner Stokes asked that the staff provide the Board with a list of capital projects, in the order of priority. Mr. Schreiber indicated that a capital projects list for the Main Plant and the Interceptor system is available and will be made available to the Board.

**Supporting Reports:**

- a. Collections Report
- b. Budget Review Report  
Commissioner MacFarlane noted that sludge and waste is at budget, however, the CCMUA has spent far more in 2019 compared to the 2018 actual (due to sludge dryer failure). Overall, the 2019 YTD actual to budget is \$340,000 to the good
- c. Cash Management Report  
Mr. Planamento commented that there are no issues with cash flow and that the CCMUA is in position to pay the County later this year.

**C) Operations & Maintenance:**

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

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None**

**OLD BUSINESS:**

Mr. Watson advised the Board that a conference call with AirGas representatives later this week. AirGas has agreed to no limitations on liability when it comes to injuries to third parties or CCMUA employees. However, negotiations on the limitation on liability regarding property damages are still on-going. It is hoped that the matter can be resolved soon and brought to the Board for action in October. A motion was made by Commissioner Sytnik and seconded by Commissioner Cuffee to table Resolution #R-19:5-71, authorizing the execution of an agreement between the CCMUA and Airgas, USA of Allentown, PA for the supply and delivery of bulk liquid oxygen in accordance with Specification #18-10(B). There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-19:5-71 was tabled.

**NEW BUSINESS:**

A motion was made by Commissioner MacFarlane and seconded by Commissioner Stokes to adopt Resolution #R-19:9-106, authorizing the execution of an agreement between the CCMUA and Falasca Mechanical, Inc., of Vineland, New Jersey for the maintenance of heating and ventilation and air conditioning (HVAC) systems in accordance with Specification #19-21. 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-19:9-106 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-19:9-107, authorizing the execution of an agreement between the CCMUA and J. Fletcher Creamer & Son, Inc., of Hackensack, New Jersey for miscellaneous excavation paving & utility repair (Non-Urgent) in accordance with Specification #19-20. 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-19:9-107 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-19:9-108, authorizing the execution of an agreement between the CCMUA and Alfa Laval Ashbrook Simon Harley, Inc., for the supply and delivery of parts for Ashbrook Acquabelt 3.0 M Type 96 and Ashbrook Winklepress in accordance with Specification #19-17. 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-19:9-108 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Swartz to adopt Resolution #R-19:9-109, authorizing the execution of an agreement for hauling and beneficial reuse of dewatered sludge cake with United Trucking, Inc., of Marlton, NJ; Denali Water Solutions, LLC of Russellville, Arkansas and Solid Waste Services, Inc., d/b/a J. P. Mascaro and Sons of Audubon, PA in accordance with Specification #19-14(A). 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-19:9-109 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-19:9-110, authorizing Change Order Nos. 1 & 2 to Ewing Cole for the design engineering services for new athletic fields in Camden City. Commissioner Cutler asked for additional clarification to which Commissioner Bresch explained that the change orders were for additional infiltration testing and geotechnical exploration not included in the original scope of work. Chairman Brennan noted that these change orders are within the total amount to be reimbursed by the City. 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-19:9-110 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-19:9-111, authorizing Change Order No. 3 to the contract for Northeast Remsco for installation of sludge digestion facilities at the Delaware No. 1 WPCF. Mr. Cornforth explained that during the construction of the digester project it was determined that the existing motor control centers/switch gear (electrical) showed signs of deterioration beyond life expectancy and was deemed to be a safety hazard. Therefore, the motor control centers were replaced with new equipment. There being no further question or comments 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-19:9-111 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cutler to adopt Resolution #R-19:9-112, authorizing a contingency agreement between Pennrose LLC and the Camden County MUA pursuant to N.J.S.A. 40:14B-22.3. Mr. Schreiber noted that the developer paid the full connection fee so the CCMUA will process a refund accordingly. 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-19:9-112 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to adopt Resolution #R-19:9-113, ratifying approval of expense vouchers as approved by the Executive Director under Authorization granted by CCMUA Resolution #R-97:3-60 dated March 18, 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-19:9-113 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-19:9-114, authorizing payment of \$5,249,896.87 for expenses disbursed from various trust accounts. 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-19:9-114 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-19:9-115, authorizing that the Authority hold a Closed Session meeting to discuss legal matters pertaining to contract negotiation and potential litigation. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-19:9-115 was adopted.

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The meeting adjourned to Closed Session at 6:24pm  
The meeting returned to Open Session at 7:21pm  
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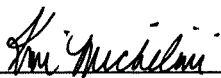
**PUBLIC PARTICIPATION:      NONE**

CCMUA Solicitor, Michael Watson, noted that the Board went into Closed Session to pursuant to Resolution #R-19:9-115 to discuss contract and potential litigation matters and also matters that fall into attorney client-privilege of which minutes were kept. The Closed Session minutes will be released to the public if, and only if, the perceived need for confidentiality no longer exists and, even if at that time, the minutes will be subject to redaction for all matters that fall under attorney client privilege

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 7:22pm.

Minutes of this meeting were approved on 10/21/19

Respectfully Submitted,

  
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Kim Michelini, Authority Secretary