

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REGULAR MEETING HELD ON DECEMBER 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:**

Scott Schreiber, Director of Operations- Admin	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	

**CONSULTANTS:**

Robert Serpente, D&B/Guarino

**OTHERS PRESENT:**

Kevin Ernst, CCMUA Employee  
Lisa & Karli Ernst (family)

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 November 18, 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, MacFarlane, Swartz, Sytnik	-	YES
Commissioner Cutler, Stokes	-	ABSTAIN
Chairman Brennan	-	YES

The motion was carried.

Chairman Brennan noted that that the order of the meeting items would differ slightly so as to honor and congratulate a long-time CCMUA employee. Mr. Schreiber welcomed Kevin Ernst to the meeting and read the following:

**WHEREAS**, the Camden County MUA has been fortunate to have a dedicated staff committed to the mission of Authority; and

**WHEREAS**, Kevin Ernst is about to embark on new adventures in life away from the CCMUA; and

**WHEREAS**, he was first employed with the Camden County Municipal Utilities Authority as a Laborer on June 14, 1978; and

**WHEREAS**, through hard work and dedication to the CCMUA, he has been promoted up through the ranks to his present position of Supervising Sewage Plant Repairer in which he has served with distinction since January 3, 1992; and

**WHEREAS**, during his tenure with the CCMUA, he helped oversee the maintenance personnel involved with the many improvement projects that have taken place at the CCMUA's Delaware #1 WPCF; and

**WHEREAS**, accordingly, the Commissioners of the CCMUA wish to officially recognize Kevin Ernst's 41 plus years of dedicated service to the CCMUA and extend sincere best wishes for every happiness in the future.

**NOW, THEREFORE, BE IT RESOLVED**, that the Camden County Municipal Utilities Authority Board of Commissioners recognizes and appreciates Mr. Ernst's many years of service to the CCMUA and wishes him well in all future endeavors.

The CCMUA Board and staff congratulated and thanked Mr. Ernst for his many years of service and wished him well!

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-19:12-160, commending Kevin Ernst for his many years of service. 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-19:12-160 was adopted.

**ADMINISTRATION REPORT:**

**I) ITEMS FOR DISCUSSION:**

**A) Administration:**

1) Environmental Management System- December 2019 (*oral report by staff*)  
Mr. Schreiber indicated that the plant continues to perform at optimal levels and commends all the O&M Staff for their efforts in maintaining optimal performance during the many on-going construction projects at the main plant. In addition, he thanked Mr. Cornforth and Mr. Gipson for their good work in bringing the raw sewage pump project back on schedule. This project, once complete, will help in reduce flooding in Camden.

Mr. Gipson advised the Board that the contractor installing the new liners for two of the three dryers has been on site for 3 weeks preparing the equipment for the installation. The project appears to be back on schedule, with one dryer being back in service at the end of January/beginning of February with the second dryer not long after that.

**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) Engineering**

1) Project Updates Report  
Chairman Brennan noted that Mr. Schreiber was asked to provide a project update report regarding the various waterfront projects. He added that the CCMUA, and Andy Kricun, will have played a large part in reducing flooding along the waterfront once the various projects are complete.

Mr. Cornforth updated the Board on the status of the Berlin Force Main break. This pipe is approximately 30 years old and well under its useful life. He explained that there is a temporary fix on the pipe at the location of the break, so it is stable with no visible signs of leaks at this time. The CCMUA is working with its design engineer, JMT, to determine the best method for investigating the cause of the failure. A soil boring contractor and forensic engineer will be engaged to perform further testing of the soil under the pipe where the pipe failed and of the pipe itself.

**C) Finance**

1) Cash Flow & Actual to Budget Analysis/NW Cash Flow Report- October & YTD

Supporting Reports:

- a. Collections Report
- b. Budget Review Report

Commissioner MacFarlane noted that the budget (thru October) is under budget by \$530,000 and commended the staff for the good performance. Mr. Gipson noted the dryers are currently taking approximately 30% of the sludge produced; Mr. Cornforth added that the storage building is basically empty.

- c. Cash Management Report

**D) Operations & Maintenance**

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

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None**

**NEW BUSINESS:**

Mr. Schreiber noted that the Division of Local Government Services, after review of the Authority’s budget, requested that certain line items within the budget, be amended. A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-19:12-149, approving the Authority’s Amended 2019 Budget. 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-19:12-149 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Swartz to adopt Resolution #R-19:12-150, adopting the Authority’s Amended 2019 Budget. 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-19:12-150 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-19:12-151, amending previous change order to the CCMUA’s contract with Anaergia for design and construction of a combined heat and power system for the Delaware #1 WPCF. 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-19:12-151 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-19:12-152, authorizing Change Order #1 to the CCMUA’s agreement with Stantec Consulting Services, Inc. for design of a living shoreline. 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-19:12-152 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-19:12-153, authorizing Change Order #3 to the CCMUA's contract with Anaergia for design and construction of a combined heat and power system for the Delaware #1 WPCF. For the record, Chairman Brennan stated that he was more comfortable with the new process of having Mr. Cornforth and Mr. Gipson attending the project committee meetings and offering their insight as to the change order requests. 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-19:12-153 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-19:12-154, authorizing the execution of an agreement between the CCMUA and Enfotech of North Brunswick, NJ for the Maintenance of the iPacs System FY 2020. 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-19:12-154 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-19:12-155, authorizing an agreement between the CCMUA and Sherwood Logan for supply and delivery of parts for Patterson 8x6 MI pumps in accordance with Specification #19-16. Commissioner Cutler asked if there was a reason why the product could not be obtained more locally to which Mr. Cornforth explained that he believed that the vendor is the authorized dealer for this area. 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-19:12-155 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-19:12-156, authorizing an amendment to the contract with Bowman & Company for consulting auditing 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-19:12-156 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-19:12-157, authorizing an agreement between the CCMUA and Edwin Elliott for supply and delivery of cushioned swing check valves in accordance with Specification #19-19. 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-19:12-157 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-19:12-158, authorizing an agreement for lab testing services in accordance with Specification #19-24. Mr. Cornforth explained that because 1) the CCMUA requires certain lab tests be performed 365 days/year and, 2)

the volume of the testing that is needed, most labs are not able to respond to the bid. 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-19:12-158 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-19:12-159, authorizing an agreement for regional sewer billing services in accordance with Specification #19-26. 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-19:12-159 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Bresch to adopt Resolution #R-19:12-161, designating check signing and bank transfers 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
Chairman Brennan	-	YES

Resolution #R-19:12-161 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-19:12-162, updating the CCMUA's Commitment to SED set-aside legislative objectives by affirming a twelve-percent (12%) set-aside for SED Businesses for various construction contracts. Commissioner Cutler asked for more information regarding this resolution. Mr. Schreiber explained that the CCMUA has an SED Compliance Officer who receives the appropriate reports and documentation from the contractors which documents their efforts to obtain the 12% goal and submits said paperwork to the State of NJ for their review. Contractors are required to make a good faith effort to meet the set-aside goal. 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-19:12-162 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-19:12-163, authorizing award of a contract to D&B/Guarino for design of supplemental lighting at the Delaware #1 WPCF. 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-19:12-163 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-19:12-164, 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-19:12-164 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-19:12-165, authorizing payment of \$15,020,613.71 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-19:12-165 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cutler to adopt Resolution #R-19:12-167, authorizing award of a contract to Tozour Energy Systems, Inc. for supply and delivery of Weil Sump Pumps. 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

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-19:12-166, authorizing that the Authority hold a closed session meeting to discuss matters falling within the attorney-client privilege. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.


Resolution #R-19:12-166 was adopted.

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The meeting adjourned to Closed Session at 6:27pm.  
The meeting returned to Open Session at 6:32pm.  
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**PUBLIC PARTICIPATION: NONE**

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 6:32pm.

Minutes of this meeting were approved on 1/21/2020

Respectfully Submitted,  
  
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Kim Michelini, Authority Secretary