

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REGULAR MEETING HELD ON JANUARY 21, 2020**

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  
Wayne Planamento, Chief Financial Officer  
Robert Cornforth, Director of O&M- Interceptors  
Len Gipson, Director of O&M- Main Plant

Kim Michelini, Authority Secretary  
Alisa Smith, Secretarial Assistant

**CONSULTANTS:**

Marge DellaVecchia, PS&S/Camden County Resident  
Robert Serpente, D&B/Guarino

**OTHERS PRESENT:**

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 Swartz to adopt the minutes of the Regular Meeting held on December 16, 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.

**OLD BUSINESS:** None

**ADMINISTRATION REPORT:**

**I) ITEMS FOR DISCUSSION:**

Chairman Brennan advised the Board members and staff that Mr. Kricun (Executive Director/Chief Engineer) notified the CCMUA that he is retiring effective February 1, 2020. He added that Mr. Kricun's contribution to the CCMUA was immense and he will be missed. In that vein, he expressed to the staff that one of his most treasured accomplishments was the CCMUA's commitment to significantly reduce odor events as they negatively impact the residents in the Waterfront South neighborhood, of which the CCMUA is a close neighbor. The Chairman asked the staff to continue to keep this commitment to the community. Mr. Schreiber added that he and Ms. Michelini recently met with representatives from the Heart of Camden (in the Waterfront South neighborhood) and reaffirmed the CCMUA's commitment to reduce/eliminate odor events and to the community.

**A) Administration:**

1) Environmental Management System- January 2020

Mr. Schreiber thanked Commissioner Stokes and Mr. Cornforth for their work regarding the sludge dryer insurance claim. Mr. Cornforth explained that the CCMUA has recently received several checks from its insurance carrier regarding this claim. Commissioner Stokes noted that Mr. Cornforth was instrumental in submitting the necessary documentation to the carrier which helped in streamlining the claim process.

Mr. Schreiber noted that the plant continues to operate at optimal levels despite a slight back up of sludge in the sludge storage building due to various issues with the sludge hauling contractors. He also noted that the Chews Landing Pumping Station, which experienced an electrical failure last week, is back on utility power.

Mr. Cornforth updated the Board on the status of the recent power failure at Chews Landing Pump Station. He explained that when the staff was exercising the transfer switch (generator power), the switch failed; likely due to age of the equipment. There were no injuries and the amount of damage is still being assessed. After considering all options, the station operated on generator power until Friday, January 20<sup>th</sup> when it was switched over to utility power. CCMUA staff are conducting stream monitoring up and down stream of the overflow and will continue to do so until the levels are back to normal. The CCMUA's insurance carrier has been notified. Finally, the CCMUA will be upgrading this transfer switch, as well as ones at three other pump stations.

Mr. Gipson explained that, for various reasons (snow event, landfill shutdown, hauler unavailable for 10 days or so, etc.) the CCMUA's sludge hauling contractors have had difficulty in meeting their contractual commitments, which resulted in an increase in the amount of sludge being stored. The staff has been diligent in working with ACUA, to take more sludge at their facility, haulers, outlets, landfills, etc. to resolve this issue and reduce the backlog of stored sludge. There have been no odor complaints

**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

**C) Finance**

1) Cash Flow & Actual to Budget Analysis/NW Cash Flow Report- November 2019 & YTD Supporting Reports:

- a. Collections Report
- b. Budget Review Report

Commissioner MacFarlane commented that while the report shows that there is a \$92,000 savings (budget to actual) in sludge and waste, however, when looking at the 2018 to 2019 budget, expenses for sludge and waste are significantly higher. Mr. Schreiber noted that the CCMUA is in somewhat unknown territory regarding sludge and utilities because the CCMUA has the benefit and the expense of the Combined Heat and Power (CHP) facility without the benefit of the reduced sludge costs and biogas from digestion since that system will not be up and running until at least October 2020.

Mr. Gipson added that each ton of sludge sent to storage and not the dryer, costs 4.5 times more to process/dispose of.

c. Cash Management Report

D) Operations & Maintenance

- 1) Del. No. 1 WPCF- Operations Report- November 2019

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS:** None

**NEW BUSINESS:**

A motion was made by Commissioner Swartz and seconded by Commissioner Stokes to adopt Resolution #R-20:1-1, adopting a late budget resolution. 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-20:1-1 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-20:1-2, adopting a temporary budget. Mr. Schreiber commented that the Authority intends to present the 2020 budget to the Board in March for its approval and in April for adoption. Later in the year, the 2021 budget will be presented in time for it to be approved no later than December 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-20:1-2 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-20:1-3, designating an auditor for fiscal year 2019 in conjunction with the County of Camden as part of the shared services initiative. 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-20:1-3 was adopted.

Mr. Schreiber pointed out that this resolution does not in any way authorize the projects to move forward. It only authorizes the CCMUA to apply to the NJ Environmental Infrastructure Bank for funding should the Commissioners approve moving forward with the projects noted in the resolution. A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-20:1-4, authorizing the issuance of not exceeding \$30,150,000 County Agreement Subordinate Bonds (Series 2020) of the Camden County MUA and providing for their sale to the NJ Infrastructure Bank (f/k/a The NJ Environmental Infrastructure Trust) and the State of NJ and authorizing the execution and delivery of certain agreements in connection therewith. 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-20:1-4 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Stokes to adopt Resolution #R-20:1-5, authorizing the CCMUA to enter into a Shared Services Agreement with the City of Camden regarding the 27<sup>th</sup> Street Combined Sewer Rehabilitation Project. Chairman Brennan asked for clarification on this shared services agreement to which Mr. Schreiber explained that the CCMUA will construct/rehab the sewer lines and temporarily pave the road. The City of Camden is responsible to reimburse the CCMUA the design and construction costs of the storm sewer laterals from the inlets to the mains. Mark Asselta, of Brown & Connery's office drafted the agreement which is under review by the City. It was suggested that the Board table this resolution to allow for further discussion in Closed Session. A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to table this resolution. All Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:1-5 was tabled.

Mr. Schreiber asked the Board to table this resolution until after Closed Session as well since it is directly related to Resolution #1-5 above. A motion was made by Commissioner Swartz and seconded by Commissioner Stokes to table Resolution #R-20:1-6, authorizing award of a contract for design engineering services to D&B/Guarino, LLC for design of rehabilitation of the 27<sup>th</sup> Street combined sewer system. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:1-6 was tabled.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-20:1-7, authorizing award of a contract to PS&S for general consulting and design engineering 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-20:1-7 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-20:1-8, authorizing award of a contract to JMT for consulting and design engineering services needed for the CCMUA's Regional Sanitary Sewer System. Mr. Schreiber noted that the CCMUA received just one proposal, from the incumbent, and that the RFP Committee, comprised of the County Engineer and three CCMUA staff members, reviewed the proposal and found it to be appropriate with response to overall pricing and experience. Chairman Brennan suggested that an explanatory memo be added to the record regarding the review and recommendation. 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-20:1-8 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-20:1-9, approving Change Order #1 (Final) to Johnson Mirmiran & Thompson for construction management services needed for Green and Grey Infrastructure Projects, Phase 3. 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-20:1-9 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-20:1-10, approving Change Order #1 to Greeley & Hansen for construction management services needed for

wet weather upgrades to Camden City's combined sewer system. 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-20:1-10 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-20:1-11, approving salary increases for classified and unclassified non-bargaining employees. 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-20:1-11 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-20:1-12, authorizing an agreement with the Trust for Public Land for design of green infrastructure and modeling related to the Long-Term Control Plan. 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-20:1-12 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-20:1-13, authorizing award of a contract to ACE Elevator, LLC for maintenance and repair services for elevators and man lifts through Camden County Cooperative Pricing System ID#57-CCCPS, Bid #A54/2018. 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
Chairman Brennan	-	YES

Resolution #R-20:1-13 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Stokes to adopt Resolution #R-20:1-14, 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-20:1-14 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-20:1-15, authorizing payment of \$9,255,455.29 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-20:1-15 was adopted.

Chairman Brennan asked that, before Closed Session, the Board consider certain personnel actions that were vetted earlier in the Personnel Committee meeting. Those actions are: appointing Scott Schreiber as the Executive Director; Kim Michelini as the Chief Administrative Officer; Stephanie Madden as General Counsel/Chief Compliance Officer and amending the CCMUA's organizational chart to create the position Chief, Interceptor Systems Division effective February 1, 2020.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-20:1-17, appointing Scott Schreiber as the Executive Director of the Camden County MUA. 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-20:1-17 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-20:1-18, appointing Kim Michelini as the Director of Administrative Operations of the Camden County MUA. 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-20:1-18 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-20:1-19, appointing Stephanie Madden as General Counsel/Chief Compliance Officer of the Camden County MUA. 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-20:1-19 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-20:1-20, amending the Authority's organizational chart. 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-20:1-20 was adopted.

**PUBLIC PARTICIPATION:**

Marge DellaVecchia, representative for PS&S and Camden County resident, thanked the Board for the opportunity to work with the CCMUA. She noted that she has been involved with the CCMUA in some capacity for over 35 years- as the Director of Engineering for Cherry Hill, as the Deputy County Administrator and an employee of the CCMUA and since in my position with PS&S. She expressed her support of Mr. Schreiber and Ms. Michelini's appointments and congratulated them on their appointments-

A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to adopt Resolution #R-20:1-16, authorizing that the Authority hold a closed session meeting to discuss legal matters and matters falling within attorney-client privilege. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:1-16 was adopted.

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The meeting adjourned to Closed Session at 6:43pm  
The meeting returned to Open Session at 7:08pm  
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After discussion in Closed Session, a motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-20:1-5, authorizing the CCMUA to enter into a Shared Services Agreement with the City of Camden regarding the 27<sup>th</sup> Street Combined Sewer Rehabilitation Project. 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-20:1-5 was adopted.

After discussion in Closed Session, a motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to table Resolution #R-20:1-6, authorizing award of a contract for design engineering services to D&B/Guarino, LLC for design of rehabilitation of the 27<sup>th</sup> Street combined sewer system. Mr. Schreiber noted that this resolution is contingent upon a signed shared service agreement with Camden City (Resolution #5 above) and Notice to Proceed on this project will not be issued until Camden and the CCMUA enter into an agreement regarding this project. He added that the proposals were reviewed the County Engineer, Sr. Project Manager for Coopers Ferry and CCMUA staff and all agreed that best proposal, with respect to overall design experience, approach, schedule and pricing, was submitted by D&B/Guarino. 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
Chairman Brennan	-	YES

Resolution #R-20:1-6 was adopted.

After Closed Session, a motion was made by Commissioner Swartz and seconded by Commissioner Stokes to adopt Resolution #R-20:1-21, authorizing contingency agreement between SG Phase II Associates, LLC and the Camden County Municipal Utilities Authority Pursuant to N.J.S.A. 40:14B-22.3. 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-20:1-21 was adopted.

**PUBLIC PARTICIPATION:      NONE**

There being no further business, the meeting was adjourned. All Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 7:13pm.

Minutes of this meeting were approved on 2/18/2020

Respectfully Submitted,

  
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Kim Michelini, Authority Secretary