

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REORGANIZATION MEETING HELD ON FEBRUARY 18, 2020

The Reorganization Meeting of The Camden County Municipal Utilities Authority was called to order by the Chairman, Michael 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, Executive Director
Stephanie Madden, Gen. Counsel/Chief Comp. Ofc.
Wayne Planamento, Chief Financial Officer
Len Gipson, Director of O&M- Main Plant

Kim Michelini, Director of Admin. Oper/Auth Sec
Alisa Smith, Secretarial Assistant

CONSULTANTS:

Robert Serpente, D&B/Guarino
Marge DellaVecchia, PS&S
Robert Fischer, PS&S

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.

REORGANIZATION:

NOMINATIONS FOR CHAIRPERSON

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to nominate Michael G. Brennan to Chairperson. No other nominations were made & Commissioner Stokes moved to close the nominations. There being no comment, all Commissioners responded "Aye" in favor, none opposed and the nominations was closed. 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	-	ABSTAIN

Resolution #R-20:2-22, electing a CHAIRPERSON, Michael G. Brennan, was adopted.

NOMINATIONS FOR VICE-CHAIRPERSON

A motion was made by Commissioner Sytnik and seconded by Commissioner Cuffee to nominate James Bresch to Vice-Chairperson. No other nominations were made & Commissioner Stokes moved to close nominations. There being no comment, all Commissioners responded "Aye" in favor, none opposed and the nominations was closed. A roll call vote was taken, and the Commissioners responded to their names as follows:

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

Resolution #R-20:2-23, electing a VICE-CHAIRPERSON, James Bresch, was adopted.

NOMINATIONS FOR TREASURER

A motion was made by Commissioner Cuffee and seconded by Commissioner Sytnik to nominate Jeffrey S. Swartz to Treasurer. No other nominations were made & Commissioner Stokes moved to close nominations. There being no comment, all Commissioners responded "Aye" in favor, none opposed and the nominations was closed. A roll call vote was taken, and the Commissioners responded to their names as follows:

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

Resolution #R-20:2-24, electing a TREASURER, Jeffrey S. Swartz, was adopted.

Chairman Brennan thanked the Commissioners for their efforts during 2019 and welcomed Stephanie Madden, In-House Counsel, to the CCMUA, noting that she was formerly with County Counsel. Michael Watson, Esquire (Solicitor) administered the Oath of Office to elected officers.

ADOPTION OF MINUTES:

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt the minutes of the Regular Meeting held on January 21, 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

The motion was carried.

OLD BUSINESS:

Mr. Schreiber advised the Board that there was no action to be taken on Resolution #R-19:5-47, 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), as it is not ready for action, but should be in April.

EXECUTIVE DIRECTOR'S REPORT:

I) ITEMS FOR DISCUSSION:

A) Administration:

- 1) Environmental Management System- February 2020 (*oral report by staff*)
Mr. Schreiber updated the Board on the partially collapsed combined sewer overflow outfall #10. CSO #10 is a main combined sewage overflow outfall that is located between Adventure Aquarium and the Ferry Terminal Building and is very important to reducing flooding along the waterfront. The CCMUA has been working with the NJDEP on the permitting aspect of this project and with the Contractor, regarding the scope of work. An access agreement with the Ferry Terminal Building is likely necessary so that the CCMUA's contractor can enter their property to perform the necessary work on the collapsed outfall. Since time is of the essence, a Special Meeting may be necessary, and we will keep the Board and staff informed accordingly.
- 2) Mr. Schreiber reported that while there was one upset about 3 weeks ago, the main plant and the interceptor system continue to operate efficiently and above expectations. The upset occurred during a major rain in which the headworks (1st protection screening) at the main plant was blinded by debris that came down the combined sewage systems in Camden. On a normal day, 2-3 tons of debris may be captured at this point, however, on the day in question, there was more than 60 tons of grit and debris that accumulated at the headworks of the main plant. The effects were felt upstream of the plant and resulted in flooding in Woodlynne. Although flooding is never a desired outcome, the event revealed a design issue (not utilizing the full amount of screening area available-currently 6ft in vs 15-16 ft available) that Mr. Gipson is working to address. Mr. Gipson added that in the short term, a larger replacement screen (16') was ordered and once installed, more flow will be able to be received. In the long term, the CCMUA will investigate and implement, via capital projects, newer screening technology.

- 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- December 2019 & YTD
Supporting Reports:
 - a. Collections Report
 - b. Budget Review Report
Mr. Planamento confirmed Commissioner MacFarlane’s assumption that the numbers projected in the 2019 Budget report will be fairly close to the final numbers reported. Commissioner MacFarlane commended the staff for putting together a very good budget in 2019 and noted that many of the line items were under budget for the year. Mr. Gipson explained that chemicals were slightly higher than budgeted because of an increase in odor control dosing at the Runnemedde Pump Station and the staff will begin working with the vendor to better monitor and quantify any changes in chemicals used/needed. Commissioner Cutler asked what caused the increase in odor control chemicals in Runnemedde to which Mr. Gipson stated that after several odor complaints were received, the odor control chemicals were increased. In addition, the staff investigated and determined that there were issues with tightness of the seals around the ductwork and the operation of the exhaust fans. Various adjustments were made and there have been no odor complaints received since.
 - c. Cash Management Report
- E) **Operations & Maintenance**
 - 1) Del. No. 1 WPCF- Operations Report- December 2019

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: NONE

NEW BUSINESS:

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-20:2-25, 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-20:02-25 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-20:2-26, designating two newspapers to receive notices. There being no question on the motion, all Commissioners responded “Aye” in favor, none opposed.

Resolution #R-20:02-26 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Sytnik to adopt Resolution #R-20:2-27, designating Banks of Depository for user revenue. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:02-27 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-20:2-28, designating Banks of Depository for investments. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:02-28 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-20:2-29, designating Banks of Depository for its funds. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:02-29 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Bresch to adopt Resolution #R-20:2-30, 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-20:02-30 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-20:2-31, designating the custodians of and establishing an Imprest (Petty Cash) fund. There being no question on the motion, the Commissioners responded to their name as follows:

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

Resolution #R-20:02-31 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cutler to adopt Resolution #R-20:2-32, authorizing the Executive Director to advertise for Bids for various items during FY 2020. There being no question on the motion, the Commissioners responded to their name as follows:

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

Resolution #R-20:02-32 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-20:2-33, authorizing the execution of purchase orders between the CCMUA and vendors under the New Jersey State Cooperative Purchasing Program FY 2020. There being no question on the motion, the Commissioners responded to their name as follows:

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

Resolution #R-20:02-33 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-20:2-34, authorizing the execution of purchase between the CCMUA and J&J Truck Bodies & Trailers under a

national cooperative purchasing agreement with Sourcewell, ID#50248. There being no question on the motion, the Commissioners responded to their name as follows:

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

Resolution #R-20:02-34 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-20:2-35, rescinding Resolution #R-19:12-159 and authorizing award of agreement to Barton & Cooney, LLC of Burlington, NJ for Regional Sewer Billing Services in accordance with Specification #19-26. Mr. Schreiber explained that there were several bidders for this service, the low bid was deficient, so a contract was awarded to the 2nd low bidder in December 2019. However, after that meeting, the vendor advised that an additional \$17,000 would be needed to move forward, thereby making their bid unresponsive. The 3rd low bidder, Barton & Cooney, is the current vendor and award of a contract to them is recommended. There being no question on the motion, the Commissioners responded to their name as follows:

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

Resolution #R-20:02-35 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cutler to adopt Resolution #R-20:2-36, authorizing Change Order #1 to the Contract with Arold Construction Co., Inc. for Contract 174, Cooper Street Pipe Lining Project. There being no question on the motion, the Commissioners responded to their name as follows:

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

Resolution #R-20:02-36 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-20:2-37, authorizing Change Order #2 to the contract with Northeast Remsco for Separation of City and County Interceptors. Chairman Brennan noted that the change orders on tonight's agenda (Resolution #'s 36 (Arold), 37 (Northeast Remsco) & 45 (AP Construction)) have been presented to the Project Committee for their approval prior to this meeting. There being no question on the motion, the Commissioners responded to their name as follows:

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

Resolution #R-20:02-37 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-20:2-38, authorizing a shared services agreement with the County of Camden to receive Affirmative Action Officer and Equal Employment Officer services. There being no question on the motion, the Commissioners responded to their name as follows:

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

Resolution #R-20:02-38 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-20:2-39, designating PS&S as the Authority's Engineer of Record. There being no question on the motion, the Commissioners responded to their name as follows:

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

Resolution #R-20:02-39 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner McFarlane to adopt Resolution #R-20:2-40, amending the shared services agreement between the CCMUA and the City of Camden regarding the 27th street sewer improvement project. Mr. Schreiber advised the Board that the CCMUA continues to negotiate with the City and County representatives since it was determined that it was in the best interest of the City, due to debt ceiling issues, that they move forward with the construction of the project. Therefore, the CCMUA is only responsible for the design portion of the project. Notice to Proceed will be granted to the design engineering firm, D&B/Guarino, and they will be asked to complete the design as quickly as possible. The City will reimburse the CCMUA the design costs in 2021. There being no question on the motion, the Commissioners responded to their name as follows:

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

Resolution #R-20:02-40 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-20:2-41, commending Richard McHugh for his many years of service. There being no question on the motion, the Commissioners responded to their name as follows:

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

Resolution #R-20:02-41 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-20:2-42, amending the salary range for various CCMUA positions. Chairman Brennan noted that the matter was presented and discussed in Personnel Committee prior to it being presented to the Board for action. Mr. Schreiber noted that three of the four titles listed are currently filled. The addition of the fourth title was to allow for possible promotion down the line. There being no question on the motion, the Commissioners responded to their name as follows:

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

Resolution #R-20:02-42 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-20:2-43, authorizing a contingency agreement between Saint Joseph's Carpenter Society and the CCMUA pursuant to N.J.S.A. 40:14B-22.3. There being no question on the motion, the Commissioners responded to their name as follows:

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

Resolution #R-20:02-43 was adopted.

Mr. Schreiber indicated that there was no action to be taken on Resolution #R-20:02-44, authorizing a contingency agreement pursuant to N.J.S.A. 40:14B-22.3 since the matter is not yet finalized between the parties. A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to table Resolution #R-20:02-44. There being no question on the motion, the Commissioners responded to their name as follows:

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

Resolution #R-20:02-44 was tabled.

A motion was made by Commissioner Bresch and seconded by Commissioner MacFarlane to adopt Resolution #R-20:2-45, authorizing Change Order #1 to the contract with AP Construction for dredging and cleaning of 9 combined sewer outfalls. There being no question on the motion, the Commissioners responded to their name as follows:

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

Resolution #R-20:02-45 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-20:2-46, 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 Cuffee asked if the installation of a solar power system at the various pump stations would reduce the need for electricity to which Mr. Schreiber indicated that the pump station footprints are not sufficient in size vs the energy needs and, therefore, are not cost effective. There being no question on the motion, the Commissioners responded to their name as follows:

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

Resolution #R-20:02-46 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-20:2-47, authorizing payment of \$5,574,979.98 for expenses disbursed from various trust account. There being no question on the motion, the Commissioners responded to their name as follows:

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

Resolution #R-20:02-47 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-20:2-48, authorizing that the Authority hold a Closed Session 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-20:02-48 was adopted.

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The meeting adjourned to Closed Session at 6:37pm
The meeting returned to Open Session at 6:45pm
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PUBLIC PARTICIPATION: NONE

Mr. Watson, noted that the Board entered Closed Session to discuss contract negotiations, pending legal matters and matters that fall under attorney-client privilege and minutes of these discussions, subject to redaction, will be made available to the public if and when the need for confidentiality no longer exists. There being no further business, Chairman entertained for a motion of adjournment. A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 6:46pm.

Minutes of this meeting were approved on 3/16/2020

Respectfully Submitted,



Kim Michelini,
Authority Secretary