

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON MARCH 16, 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 and via telephone. On roll call, the Commissioners, who phoned in due to the coronavirus pandemic, responded to their names as follows:

Note: The Commissioners that participated, did so telephonically.

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

STAFF PRESENT (in person):

Scott Schreiber, Executive Director
Wayne Planamento, Chief Financial Officer
Kim Michelini, Director of Admin. Oper/Auth Sect

STAFF PRESENT (via phone):

Stephanie Madden, Gen. Counsel/Chief Comp. Ofc.
Len Gipson, Director of O&M- Main Plant
Bob Cornforth, Director of O&M- Interceptor

CONSULTANTS (in person):

Michael Watson, Esq. (Brown & Connery/Solicitor)
Marge DellaVecchia, PS&S

OTHERS PRESENT:

Kim Michelini, Secretary, 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 Sytnik to adopt the minutes of the Regular Meeting held on February 18, 2020. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

The motion was carried.

ADMINISTRATION REPORT:

I) ITEMS FOR DISCUSSION:

A) Administration:

1) Environmental Management System- March 2020 (oral report by staff)

Mr. Schreiber updated the Board on second Berlin Force Main Break noting that the cause of the failure is likely the same as the first break- acidic soil corroded the pipe. This break (hole in the pipe) was less significant than the first failure and it was able to be temporarily repaired by clamping the pipe. The pipe is being evaluated to determine if it is defective. Updates will be provided accordingly.

Considering the coronavirus pandemic, the CCMUA has gone into an essential activities mode of operation as of 3:30pm today. Employees who perform work other than directly related to operations and maintenance have been asked to work from home as necessary and perform essential duties on the CCMUA premises only when/if the duties cannot be performed at home. The IT Department has been working with employees and supervisors so that those that need to work from home have the equipment necessary to do so. We are also discussing and putting into place ways in which interaction between essential personnel can be lessened (i.e. split shifts, minimum manning, etc.). The Executive Team has been meeting on a regular basis and will

continue to monitor the State's and County's directives and will change course as needed. In addition, the Administration Building, and several building at the Main Plant (offices, locker rooms, etc.) will be thoroughly cleaned and sanitized by an outside contractor over the next few days. Mr. Schreiber added that he met with all employees and he explained that they must be accessible to the CCMUA during this time away from the office. The Authority must continue to operate, and all necessary and essential work duties must be completed.

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- January 2020 & YTD
Supporting Reports:

- a. Collections Report
- b. Budget Review Report
- c. Cash Management Report

E) Operations & Maintenance

1) Del. No. 1 WPCF- Operations Report- January 2020

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None

OLD BUSINESS:

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-19:5-71, authorizing award of a contract to AirGas USA, LLC of Radnor, PA for the supply and delivery of bulk liquid oxygen. Mr. Watson explained that the CCMUA's insurance carrier has reviewed the negotiated language and deemed it acceptable and, therefore, approval is recommended. There being no further question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

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

NEW BUSINESS:

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-20:3-49, authorizing a public hearing concerning the 2020 revision of connection fees. Mr. Schreiber and Mr. Planamento confirmed that the proposed increase in connection fee is based on Statute. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:3-49 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-20:3-50, approving the Authority's 2020 Budget. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:3-50 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-20:3-51, adopting the County's policy regarding ban on plastics. Commissioner Cutler asked if the staff had a plan in place to put this policy into motion to which Mr. Schreiber indicated that the CCMUA will be putting together a task force to determine the best way to roll out the policy at the CCMUA. The CCMUA will look to the County for guidance and/or assistance with the purchasing side of things. The CCMUA's Purchasing Department staff can also look to the purchasing co-ops it belongs to for possible purchasing options in order to comply with the new policy. There being no further question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:3-51 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-20:3-52, authorizing execution of an amended access agreement with MAFCO Worldwide, LLC. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:3-52 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-20:3-53, authorizing a shared services agreement with the County of Camden for dredging of Newton Lake. Mr. Schreiber noted that, according to the shared services agreement, the CCMUA will manage and pay for the project. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:3-53 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-20:3-54, authorizing memberships with various water and wastewater associates. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:3-54 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-20:3-55, regarding the issuance of bids. Mr. Schreiber indicated that the CCMUA will work with County Counsel to address the boilerplate, the items that do not apply to the CCMUA and how best to modify it. There

being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:3-55 was adopted.

Mr. Schreiber asked the Board to table this resolution as the staff has not had time to work with the County on this matter. A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to table Resolution #R-20:3-56, regarding the issuance of requests for proposals. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:3-56 was tabled.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-20:3-57, authorizing award of a contract for annual General Counsel and Solicitor services. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:3-57 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Cuffee to adopt Resolution #R-20:3-58, authorizing assignment of the contract with Ewing Cole for design engineering services for new athletic fields in Camden City to the County of Camden. Commissioner Cuffee asked for clarification on this matter to which Chairman Brennan explained that the County is taking over the responsibility of the project from City of Camden and will reimburse the CCMUA the monies (approx. \$1.2M) it expended for the design of the new stadium. There being no further question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:3-58 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Cuffee to adopt Resolution #R-20:3-59, authorizing award of a contract to D&B/Guarino for annual general engineering services needed 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 Cuffee, Cutler, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:3-59 was adopted.

Mr. Schreiber noted that the CCMUA will soon be undertaking the construction of three green infrastructure projects to help reduce flooding in/around the aquarium along the waterfront and Resolution #'s 60 and 61 pertain to these projects. Mr. Schreiber noted that for Resolution #60, the RFP Review Committee's recommendation is to award a contract for design engineering services during construction contract to the engineering firm who designed the project. A motion was made by Commissioner Cutler and seconded by Commissioner Cuffee to adopt Resolution #R-20:3-60, authorizing award of a contract to Johnson Mirmiran & Thompson for design engineering services during construction of three green infrastructure projects. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-20:3-60 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-20:3-61, authorizing award of a contract to AKRF for construction management services to oversee construction of three green infrastructure projects. Mr. Schreiber explained that the RFP Review Committee recommended award of a contract to the 3rd lowest cost proposal received as a 365-day construction period was envisioned and the low and 2nd low (CME and Greyhawk) proposed far less inspection hours than the other proposals received. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-20:3-61 was adopted.

Mr. Schreiber requested that the Board table Resolution #R-20:3-62, authorizing award of contracts to R&B Debris, LLC of Hainesport, NJ; Solid Waste Services d/b/a JP Mascaro & Sons of Audubon, PA; Denali Water Solutions of Russellville, AZ and United Trucking, Inc. of Marlton, NJ for hauling and disposal of dewatered sludge cake in accordance with Specification #20-09, to allow for discussion on this matter. A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to table Resolution #R-20:3-62. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:3-62 was tabled.

A motion was made by Commissioner Cutler and seconded by Commissioner Swartz to adopt Resolution #R-20:3-63, authorizing the execution of an agreement between the CCMUA and Polydyne, Inc., of Riceboro, GA for supply and delivery of liquid polymer in accordance with Specification #20-05. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-20:3-63 was adopted.

Mr. Schreiber requested that the Board table Resolution #R-20:3-64, authorizing an access agreement between the CCMUA and NFI Industries and #R-20:3-65, authorizing an access agreement between the CCMUA and Adventure Aquarium to allow for further discussion in Closed Session. A motion was made by Commissioner Cutler and seconded by Commissioner Cuffee to table both resolutions. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:3-64 was tabled.

Resolution #R-20:3-65 was tabled.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-20:3-66, 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. Chairman Brennan noted that there appeared to be a good bit of purchases made from Grainger and Mr. Gipson indicated that all tools are accounted for, assigned to a specific employee or vehicle. The tools that were ordered are mostly to replace damaged ones that have been turned in by employees. There being no further question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-20:3-66 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-20:3-67, authorizing payment of \$4,711,586.46 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 Cuffee, Cutler, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:3-67 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Swartz to adopt Resolution #R-20:3-68, authorizing that the Authority hold a Closed Session meeting to discuss legal matters and matters falling within the attorney-client privilege. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:3-68 was adopted.

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 The meeting adjourned to Closed Session at 6:35pm
 The meeting returned to Open Session at 6:53pm
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Upon return to Open Session, a motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-20:3-62. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:3-62 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Cuffee to adopt Resolution #R-20:3-64, authorizing an access agreement between the CCMUA and NFI Industries. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:3-64 was adopted.

Regarding Resolution #R-20:3-65, the Closed Session minutes reflect the Board's opinion and feedback on this matter. No formal action is being taken by the Board at this time. A motion was made by Commissioner Cutler and seconded by Commissioner Swartz that the matter remain tabled. There being no further question, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:3-65 remains tabled.

Mr. Schreiber introduced Resolution #R-20:3-69, authorizing execution of a settlement agreement with Successful Asset Management, LLC, VLBABD, LLC and the Borough of Lindenwold regarding resolution of CCMUA liens within the Arborwood section of Lindenwold. A motion was made by Commissioner Sytnik and seconded

by Commissioner Cuffee to adopt said resolution. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:3-69 was adopted.

Considering the recent declaration of local emergency by Camden County, Mr. Schreiber introduced Resolution #R-20:3-70, adopting Camden County's Proclamation of Local Emergency dated March 14, 2020. A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt said resolution. There being no question on the motion, a roll call vote was taken, and all Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:3-70 was adopted.

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adjourn the meeting. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 6:59pm.

Minutes of this meeting were approved on 4/20/2020

Respectfully Submitted,



Kim Michelini, Authority Secretary