

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON JUNE 15, 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 remotely via a Zoom video conference call in light of the COVID-19 pandemic. On roll call, the Commissioners responded to their names as follows:

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

STAFF PRESENT:

- Scott Schreiber, Executive Director
- Stephanie Madden, Gen. Counsel/Chief Comp. Ofc.
- Wayne Planamento, Chief Financial Officer
- Robert Cornforth, Director of O&M- Interceptors
- Len Gipson, Director of O&M- Main Plant
- Kim Michelini, Director of Admin. Oper/Auth Sec
- Alisa Smith, Secretarial Assistant

CONSULTANTS:

- Michael Watson, Esq, Brown & Connery (Solicitor)
- Oleg Zonis, D&B/Guarino
- Dave Meharg, PS&S
- Marge DellaVecchia, PS&S
- Bob 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 and posted to the CCMUA's website (2) mailed to the Courier-Post and Inquirer and (3) filed with the Clerk of Camden County on 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 Sytnik and seconded by Commissioner Cuffee to adopt the minutes of the Regular Meeting held on May 18, 2020. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

- Commissioners Cuffee, Cutler, Stokes, Swartz, & Sytnik - YES
- Chairman Brennan - YES

The motion was carried.

ADMINISTRATION REPORT:

Mr. Schreiber updated the Board on the following:
Regarding the health and safety of the CCMUA staff/COVID-19, to date, no CCMUA staff has tested positive for Covid-19. In addition to social distancing, hand washing, frequent cleaning of the buildings, and the wearing of masks in common areas, the CCMUA management has instituted minimum staffing across the operations and maintenance activities, as well as remote reporting for the Interceptor crew. Administrative and O&M office staff have been encouraged to work from home whenever possible. When working from home is not feasible, limits on the number of people per floor have been adopted and enforced to minimize employee interactions while in the buildings. Mr. Schreiber expressed his sincere appreciation for the latitude the Board has provided the management team in implementing practical solutions for essential business during the stay at home order. The management team is currently strategizing a plan to bring employees back to site.

Regarding environmental management, the plant operated optimally in May with final averages of 5.6 mg/l for

total suspended solids, 2.1 mg/l for CBOD, and cake solids of 24% for which the operations and maintenance staff is commended. However, on June 3rd, the CCMUA suffered a 6-hour power failure as both feeds from PSEG were not available. This power outage not only resulted in temporary poor performance at the wastewater treatment plant but, more importantly, it created an overflow event in Woodlynne. It is important to note that this is the second overflow event in Woodlynne over the last several months. The first event was mechanical in nature as the screens that protect the wastewater plant from debris were clogged. The event on June 3rd was an electrical failure. The CCMUA is in the midst of a thorough investigation regarding the electric failure and will be able to provide more information at next month's meeting. The fix for the screens is ongoing and a short-term fix will be implemented in the next month or two and the long-term fix is currently being designed with a target date for construction in 2021. Remedying the issues that cause flooding in Woodlynne is of paramount importance to the CCMUA.

Mr. Schreiber introduced to Oleg Zonis of D&B/Guarino, noting that D&B serves as the CCMUA's general engineering consultant for the wastewater treatment plant. D&B designed the replacement of the sludge piping project which will hopefully be out to bid soon. Mr. Zonis explained to the Board members that this project resulted from an evaluation of the type of emergency work that occurred at the main plant in recent years. The age of the sludge pipe is approximately 30-35 years old while the life expectancy of the pipe is 20-25 years. The additional 10 years of use come at a cost, specifically, the last 5 years have shown an increase frequency of repairs, which are emergencies. Making repairs in an emergent manner is not only typically more expensive, but also results in a decrease in the plant's capacity during the repair process which can jeopardize the plant's operation. Non-destructive testing was conducted, and as a result, all piping is in need of replacement. The design of the sludge piping upgrades has been completed and submitted to the NJDEP for review and it is anticipated that their approval to advertise will occur in few weeks. Mr. Zonis further explained that he and the O&M staff have been working together on the design details to ensure that the staff's concerns regarding operations during construction are addressed. Mr. Schreiber thanked Mr. Zonis for his presentation, noting that Mr. Zonis' background includes working for Philadelphia Water Department for many years as a process engineer. PWD's three treatment plants and the CCMUA's treatment plant were designed and built around the same time giving Mr. Zonis and the D&B team a solid understanding of wastewater treatment plants such as the CCMUA's. Commissioner Cutler asked what the downside would be in not moving forward with this project to which Mr. Zonis explained that the frequency and cost of repairs would increase, and a catastrophic loss of the piping system could certainly lead to other problems, like flooding. Mr. Gibson added that the sludge return piping is the heart and soul of the process operation and should there be a major failure in the piping on one side of the plant, one half of the plant would be out of service. If the piping on both sides of the plant failed at the same time, the CCMUA would be left without the ability to treat the incoming sewage.

I) ITEMS FOR DISCUSSION:

A) Administration:

- 1) Environmental Management System for June 2020

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- April 2020 & YTD

Supporting Reports:

Chairman Brennan noted that the staff has taken steps to evaluate the possible loss of revenue due to the COVID-19 pandemic and estimates it to be 16%. Mr. Schreiber added that this loss of revenue has not yet been realized which is a good thing.

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

D) Operations & Maintenance

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

PUBLIC COMMENT ON PROPOSED RESOLUTIONS: None

OLD BUSINESS: None

NEW BUSINESS:

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-20:6-95, amending the 2020 approved budget. Mr. Schreiber noted that a few months ago, the Board approved the 2020 Budget, however due to the continuing issues with the sludge dryer repairs, the staff is amending the budget to allow for an increase in the sludge disposal line item. This resolution is the to recognize that change. being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:6-95 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-20:6-96, adopting the Authority's amended 2020 budget. Regarding the information contained in the Schedules, Mr. Schreiber explained that it is important to note that some of the information is tied to the last approved audit year (2018). So, those schedules will not be updated until after the next audit for year 2019 is completed, which will be in 2020, and are consistent with County policies. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:6-96 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-20:6-97, authorizing increase in Local Public Contracts bidding threshold. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:6-97 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner Cuffee to adopt Resolution #R-20:6-98, authorizing change order #2 to D&B/Guarino for Construction Management Services needed for the sludge digestion and combined heat and power project. There being no further question or comment on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:5-98 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-20:6-99, authorizing the execution of an agreement between the CCMUA and Net@Work for Upgrades to the CCMUA's Sage Abra Human Resources and Payroll software. Mr. Schreiber noted that the CCMUA's current payroll and human resource software, which it has used for the past 20 or so years, will no longer be supported, and therefore, needs to be upgraded. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:5-99 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-20:6-100, authorizing Change Order #1 Final to Mount Construction's contract for Improvements to Camden City's Sewer System. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:5-100 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-20:6-101, authorizing a dividend from the Camden County Insurance Commission for Fund Years 2011, 2012, 2013 & 2014. There being no question or comment on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Swartz, & Sytnik	-	YES
Commissioner Stokes	-	ABSTAIN
Chairman Brennan	-	YES

Resolution #R-20:6-101 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Sytnik to adopt Resolution #R-20:6-102, authorizing award of a contract to between the CCMUA and Central Jersey Supply of Perth Amboy, NJ for supply and delivery of miscellaneous piping items in accordance with Specification #19-25. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:6-102 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Swartz to adopt Resolution #R-206-103, authorizing payment to Komline-Sanderson Corporation in connection with repair and replacement of damaged sludge dryer agitators, shafts and related components. Mr. Schreiber noted that this on-going issue has been bifurcated into two parts: 1) payment for work incurred to date, and 2) amendment to the Settlement Agreement. The resolution being presented for consideration was reviewed by the Solicitor, Mr. Schreiber and Ms. Madden and the payment for work that has been completed, was approved by the O&M staff. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:6-103 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-20:6-104, 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:

Commissioners Cuffee, Cutler, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:6-104 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-20:6-105, authorizing payment of \$2,816,115.17 for expenses disbursed from various trust account. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:6-105 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner Cuffee to adoption Resolution #R-20:6-106, authorizing that the Authority hold a Closed Session meeting to discuss legal matters concerning contracts and matters falling within Attorney-Client privilege. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:6-106 was adopted.

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The meeting adjourned to Closed Session at 6:32pm
The meeting returned to Open Session at 6:59pm


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Upon return to Open Session, Chairman Brennan asked if there was any action to be taken to which Mr. Schreiber indicated there was not. Chairman Brennan reminded Mr. Gipson and Mr. Cornforth to remain diligent in keeping odors from the plant to a minimum. Ms. DellaVecchia complimented the CCMUA staff on their efforts regarding the recent power outage and overflow and on their website design and content.

PUBLIC PARTICIPATION: None

There being no further business, a motion was made by Commissioner Sytnik and seconded by Commissioner Cuffee to adjourn the meeting. All Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 7:01pm

Minutes of this meeting were approved on July 20, 2020

Respectfully Submitted,


Kim Michelini, Authority Secretary