

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REGULAR MEETING HELD ON JULY 20, 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 Bresch (*arrived to mtg 6:04pm*), Cuffee (*arrived to mtg 7:10pm*), Cutler, MacFarlane, Stokes, Swartz & Sytnik and Chairman Brennan

**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)  
Marge DellaVecchia, PS&S

**OTHERS PRESENT:**

Anne Carroll, Collingswood  
Al DeGennaro, JP Mascaro  
Joseph P. Mascaro, JP Mascaro  
Jerry Vetter, Mobile Dredging & Video Pipe

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 Swartz and seconded by Commissioner Cutler to adopt the minutes of the Regular Meeting held on June 15, 2020. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

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

The motion was carried.

**ADMINISTRATION REPORT:**

Mr. Schreiber updated the Board on several issues:

- 1) As has been the case since the Covid-19 crisis began, and since last month's update, as per County policy, the CCMUA returned to 100% onsite operations for both administrative and operational employees effective June 29<sup>th</sup>. All employees in the Administration Building and at the Delaware #1 Water Pollution Control Facility complete a self-evaluation, including a temperature check, prior to each shift and adhere to best practices as provided by the CDC, state and county health departments. The CCMUA leadership is very much tuned in to changing circumstances and have crafted policies and employee guidance that changes as the science and policy change. The next step of opening involves allowing the public back into the Administration Building to pay their sewer charge. It was originally estimated that the building would be open on July 20<sup>th</sup>, but management has temporarily delayed this action. It is expected that the public will be allowed back into the CCMUA's office within the next 10 to 14 days.

- 2) Regarding the wastewater operations, Mr. Schreiber is proud to report that the O&M staff turned the operations after a tough start to the month of June. As the Board will remember, the CCMUA suffered a 6 ½ hour power outage on June 3<sup>rd</sup> and the plant's effluent suffered as a result. Despite the early setback, the CCMUA averaged about 5.5 mg/l of total suspended solids for the month which is always a good outcome. Commissioner MacFarlane noted that the permit level is 30, and, while historically, the CCMUA has averaged numbers in the range of 1.5 – 3, 5.5 is not bad all things considered.
- 3) The CCMUA has been dealing with significant problems on its Berlin Township force main. As is evident by the number of resolutions referencing the force main on tonight's agenda, a technical and financial solution to the problem is close to being finalized. However, because of the sensitive nature of the discussion and the fact that we will be undertaking procurement activities, further update will be provided to the Board in Executive Session.
- 4) Finally, a couple of quick updates on sludge management. First, the commissioning of the digesters started on July 6<sup>th</sup>. While we still have many months to go before, they are fully in-service, it is great to be at the beginning of the end. We hope to have beneficial use of the digesters by the latter part of this year. We are also at the beginning of the end for our sludge drying facility rehabilitation. Dryer #1 should be receiving sludge in the next week or two and the repairs to the other down dryer, Dryer #3, will begin in the beginning of August. Having the digesters and dryers fully operational will be a huge environmental and economic win for the CCMUA.

**I) ITEMS FOR DISCUSSION:**

**A) Administration:**

- 1) Environmental Management System for July 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- May 2020 & YTD

Supporting Reports:

- a. Collections Report
- b. Budget Review Report

Commissioner MacFarlane noted that there is a savings (budget to actual) of approximately \$630,000. He pointed out that salaries and benefits make up \$130,000 of those savings which Mr. Planamento explained that this is because the CCMUA budgeted for 134 employees while the actual count is 125. Commissioner MacFarlane also noted that there is close to a \$300,000 savings shown in sludge and waste, which Mr. Gipson explained that the savings can be attributed to the difference in sludge quantities produced in the winter months (higher) vs the warmer summer months. The budget is based on the higher sludge quantities and May's totals are less than budgeted.

- c. Cash Management Report

**D) Operations & Maintenance**

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

**PUBLIC COMMENT ON PROPOSED RESOLUTIONS:**

Mr. Al DeGennaro, deputy general counsel for JP Mascaro & Sons (“JPM”), introduced himself and J.P. Mascaro, III to the Board. Mr. DeGennaro indicated that JPM is not looking to make any post submissions or changes to their bid for grit and scum removal services. JPM has been a contractor for the Authority for several years and is the current contractor for said services. In this solicitation, the CCMUA requested bids for one- and two-year options. JPM was the low bid for the one-year option but was not the second year. Mr. DeGennaro turned to meeting over to Mr. Mascaro who also thanked the Board for taking the time and allowing them to speak this evening. He noted that JPM is appreciative of the business dealings they have had with the CCMUA and recognizes that historically, the CCMUA has awarded a two-year contract for grit and scum removal services. However, in this case, COVID-19 has had a real impact on the labor pool relating to trucking as well as on the solid waste side. As a result, the trucking section of the bids is inflated due to the current market conditions. JPM foresees this changing as the federal benefits granted because of the COVID-19 pandemic, expire. As a result, there is an increase in price, when compared to the current price the CCMUA is paying for these services. JPM believes that the price increase caused by the current decrease in labor supply is an anomaly and that it would be beneficial to the CCMUA to award a one-year contract and go back out to bid in a year for said services. Mr. Watson, CCMUA Solicitor, responded by thanking JPM for their comments, noting that if the Board has any questions on this matter, it should be discussed in Closed Session. He further added, the Open Public Minutes should reflect that the Board’s decision will be made entirely on the bids that were submitted and the internal recommendation of the CCMUA staff. Chairman Brennan asked that action on the proposed resolution not be taken until the matter is discussed in Closed Session to which Mr. Schreiber indicated that he will ask that the matter be tabled until after Closed Session. Mr. Mascaro understood that the Board would be deciding on the matter and that they would respect said decision.

Anne Carroll, Collingswood resident, asked if the CCMUA is taking any action on continuing the operation of the Camden incinerator. If so, she added that she is concerned about the negative health effects caused by this incinerator. While she is not a Camden resident, she is a resident in nearby Collingswood and breathes the polluted air emitted from this incinerator. Chairman Brennan noted that the incinerator is not under the CCMUA’s operation and Mr. Schreiber further clarified that the incinerator referenced is in the Camden Waterfront South neighborhood and is owned and operated by Covanta. The CCMUA, with the County of Camden, has made application to the New Jersey Board of Public Utilities to investigate the possibility of a microgrid project, however, he added that there is no action on this matter at this time. The only action taken recently by the CCMUA was it applied for grant funding to review a feasibility study that would allow for a potential microgrid. Chairman Brennan noted that it is his understanding that Covanta must make significant improvements to their operations (reduce air emissions) to which Mr. Schreiber clarified that it’s his understanding based on public meetings he’s attended on the microgrid, that Covanta, irrespective of the microgrid project, will be adding a “bag house” which will capture harmful particulates emitted by the incinerator.

Mr. Elliott Pomeranz, sales-rep for Environmental Protection & Improvement Company (“EPIC”) and apparent low-bidder for the grit and scum removal services bid commented that EPIC echoes the comments made by Mr. Mascaro in that it too has had the pleasure of doing business with the CCMUA. However, in this volatile market, EPIC took a risk from both the disposal and transportation perspective to provide a two-year price, that would allow predictability to the Authority. While, there is a chance that after one year, the price could decrease, the opposite is also true, it could increase and in preparing their bid, EPIC took into consideration that historically, the CCMUA had awarded a two-year bid. Mr. Brennan thanked Mr. Pomeranz for his comments.

**OLD BUSINESS:** None

**NEW BUSINESS:**

A motion was made by Commissioner Swartz and seconded by Commissioner Stokes to adopt Resolution #R-20:7-107, authorizing an emergency procurement as allowed under N.J.S.A. 40A:11-6. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Bresch, Cutler, MacFarlane, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:7-107 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Stokes to adopt Resolution #R-20:7-108, authorizing a contingency agreement between Winslow CCUM3 Urban Renewal Affordable Housing, LLC, and Eastern Pacific Development, LLC and the CCMUA 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:

Commissioners Bresch, Cutler, MacFarlane Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:7-108 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Sytnik to adopt Resolution #R-20:7-109, authorizing change order #1 for payment to Drexel University for stormwater management plan. Commissioner Cutler asked if there would be additional payments on this project, to which Ms. Madden replied that this payment (\$17,449.99) as indicated in this resolution will satisfy the total amount due for the work performed on the stormwater management plan. There being no further question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Bresch, Cutler, MacFarlane, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:7-109 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Bresch to adopt Resolution #R-20:7-110, authorizing an amended settlement agreement with Komline Sanderson for repair and replacement of damaged sludge dryer agitators/shafts. Mr. Schreiber noted that the CCMUA staff and legal counsel worked with Komline Sanderson and their sub-contractor, Marshall, to ensure that not only is this being done in accordance with NJ Local Public Contracts Law, but that it fairly represents the known work remaining on the dryer rehabilitation. In addition, the CCMUA has asked its consulting Engineer, PS&S, to perform construction management services for the remainder of this project. 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 Bresch, Cutler, MacFarlane, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:7-110 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cutler to adopt Resolution #R-20:7-111, authorizing the execution of an agreement with the United States Geological Survey for the renewal of stream monitoring services for the Great Egg Harbor River Basin. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Bresch, Cutler, MacFarlane, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:7-111 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner Swartz to adopt Resolution #R-20:7-112, authorizing the execution of an agreement between the CCMUA and Meridian Property Services of Hamilton, NJ for electrical repairs and services in accordance with Specification #20-08. Mr. Cornforth noted that this contract is for supplemental electrical repair work for the CCMUA and Meridian was also a contract vendor a few years ago for the County of Camden. There being no further questions or comments on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Bresch, Cutler, MacFarlane, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:7-112 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-20:7-113, authorizing the execution of an agreement between the CCMUA and G.T. Smith & Associates for the supply and delivery of “anti-surge” sewage air release and vacuum break valves in accordance with Specification #20-10. 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 Bresch, Cutler, MacFarlane, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:7-113 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-20:7-114, authorizing the execution of an agreement between the CCMUA and Controlex Service Corporation for the supply and delivery of 10” and 16” liquid rheostats in accordance with Specification #20-11. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Bresch, Cutler, MacFarlane, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:7-114 was adopted.

Mr. Schreiber asked the Board to table this resolution to allow for discussion in Closed Session. A motion was made by Commissioner MacFarlane and seconded by Commissioner Cutler to table Resolution #R-20:7-115, authorizing the execution of an agreement between the CCMUA and EPIC, LLC of New Jersey for collection and removal of grit and scum in accordance with Specification #20-14. There being no question on the motion, all Commissioners responded “Aye” in favor, none opposed.

Resolution #R-20:7-115 was tabled until after Closed Session.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-20:7-116, authorizing the execution of an agreement between the CCMUA and Stonkus Hydraulic, Inc., of Bellingham, MA for the supply and delivery of miscellaneous parts for Stonkus Hydraulic Control Valve Panels in accordance with Request for Quote #2020-3. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Bresch, Cutler, MacFarlane, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:7-116 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-20:7-117, authorizing the Authority to seek reimbursement from Camden County for Coronavirus Relief Fund Program. Commissioner Swartz asked for clarification on the reimbursement to which Mr. Schreiber explained that there are three categories of charges for which the CCMUA can apply for and accept reimbursement for: 1) Personal Protective Equipment (masks, gloves, etc.); 2) Cleaning Services; and 3) Legal Fees associated with COVID-19. The CCMUA has incurred expenses in excess of \$300,000 for these services and/or items. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

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

Resolution #R-20:7-117 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-20:7-118, authorizing an agreement with Atlantic County Utilities Authority for sludge disposal services. Commissioner MacFarlane inquired as to who was hauling to ACUA- CCMUA staff or ACUA staff to which Mr. Cornforth responded that at the present time, the CCMUA is using ACUA for hauling to and disposal at its site. He further added that the fee to haul (\$368 per round trip), which is in addition to the charges for the sludge disposal, is cheaper than prices received for hauling and disposal services by private contractors. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Bresch, Cutler, MacFarlane, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:7-118 was adopted.

Mr. Schreiber provided the Board with a brief overview of the next two resolutions- #119 and 120 as follows:  
The two resolutions are amending bond resolutions in which three actions will be taken within the resolutions: 1) increase amount of available funding to the CCMUA for the Berlin Township Force Main Replacement and Rehabilitation project; 2) increase the availability of funding to the CCMUA for the sewer separation project (approx. \$1million more was spent than originally anticipated in 2018 when the funding was applied for as a result of the bidding process- not change orders); and 3) elimination of a project that the CCMUA will no longer be undertaking (Green Infrastructure, Phase 5 at Campbell's Field, Camden). The net impact to the CCMUA as a result of these amendments is a reduction in the Authority's borrowing obligation of \$11million.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-20:7-119, resolution amending certain provisions of the "Resolution authorizing the issuance of not exceeding \$30,150,000 County Agreement Subordinate Bonds (Series 2020) of the Camden County Municipal Utilities Authority 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" adopted January 21, 2020 and approving the form of an amended and restate subordinate bond resolution. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Bresch, Cutler, MacFarlane, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:7-119 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-20:7-120, second resolution amending certain provisions of the "Resolution authorizing the issuance of not exceeding \$92,391,000 County Agreement Subordinate Bonds of the CCMUA 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" adopted April 23, 2018 and amended on April 20, 2020 and approving the form of a second amended and restate subordinate bond resolution. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Bresch, Cutler, MacFarlane, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:7-120 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-20:7-121, authorizing award of a construction management and inspection services contract to Key Engineers for the replacement and rehabilitation of the CCMUA's Berlin Township Force Main. Mr. Schreiber indicated that the RFP review Committee was comprised of the CCMUA's Executive Director and Directors of Operations & Maintenance, and a Vice President and Sr. Director of Water Resources from PS&S, the CCMUA's Engineer of

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

Commissioners Bresch, Cutler, MacFarlane, Stokes, Swartz, & Sytnik - YES  
Chairman Brennan - YES

Resolution #R-20:7-121 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-20:7-122, 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 Bresch, Cutler, MacFarlane, Stokes, Swartz, & Sytnik - YES  
Chairman Brennan - YES

Resolution #R-20:7-122 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Stokes to adopt Resolution #R-20:7-123, authorizing payment of \$10,955,556.79 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:

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

Resolution #R-20:7-123 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner Bresch to adoption Resolution #R-20:7-124, 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-20:7-124 was adopted.

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The meeting adjourned to Closed Session at 6:47pm  
The meeting returned to Open Session at 7:10pm  
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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 that action is needed on Resolution #115. Chairman Brennan noted that the matter was discussed and with input from Counsel the Board is prepared to move forward. He asked the Public present if there were any additional comments.

**PUBLIC PARTICIPATION:**

Mr. DeGennaro of JP Mascaro stated that JPM will respect the Board's decision regarding Resolution #115 and looks forward to future opportunities to do business with the CCMUA.

A representative of Mobile Dredging and Video Piping, Jerry Vetter, indicated that they were a bidder on the Newton Creek Dredging project. It was his understanding that the CCMUA's intent was to make an award at tonight's meeting, which did not occur. He asked if a decision to award is made, would it be at the August meeting to which Mr. Schreiber explained that no action is being taken tonight as the bids are under review and that a decision will be made within 60 days.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee, to adopt Resolution #R-20:7-115, authorizing the execution of an agreement between the CCMUA and EPIC, LLC of New Jersey for

collection and removal of grit and scum in accordance with Specification #20-14. 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, MacFarlane, Stokes, Swartz, & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:7-115 was adopted.

There being no further business, a motion was made by Commissioner MacFarlane and seconded by Commissioner Swartz to adjourn the meeting. All Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 7:15pm

Minutes of this meeting were approved on 8/17/2020

Respectfully Submitted,

  
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Kim Michelini, Authority Secretary