

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON OCTOBER 19, 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, Cutler, Johnson, MacFarlane, Stokes, Swartz & Sytnik
Chairman Brennan
- ABSENT: Commissioner Cuffee

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:

- Marge DellaVecchia, PS&S
- Robert Fischer, PS&S
- Michael Newton, PS&S
- Michael Watson, Esq., Brown & Connery (*Solicitor*)

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 as set forth in its annual schedule of meetings, in compliance with the Open Public Meetings Law.

Chairman Brennan asked that the Board and staff pause for a moment of silence in sympathy for Commissioner Cuffee, whose wife, Sharon, recently passed away.

Chairman Brennan, Commissioners and staff welcomed Commissioner Erin Johnson to the Board. Commissioner Johnson thanked everyone, noting that she is looking forward to learning more about the CCMUA.

ADOPTION OF MINUTES:

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt the minutes of the Regular Meeting held on September 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, Cutler, MacFarlane, Stokes, Swartz, Sytnik - YES
- Commissioner Johnson - ABSTAIN
- Chairman Brennan - YES

The motion was carried.

OLD BUSINESS: None

ADMINISTRATION REPORT:

I) ITEMS FOR DISCUSSION:

A) Administration:

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

Mr. Schreiber advised the Board that tonight's report would be conveyed differently- he would give a brief overview of the CCMUA's status, then turn it over to others for a brief recap of some of the important projects the Authority is working on.

Mr. Schreiber reported that regarding COVID, the CCMUA has been lucky in that to date, no member of the Authority staff has tested positive. There continues to be a modified approach to our work as all Interceptor staff reports remotely; all plant operators work in isolation and maintenance and administrative staff practice social distancing. The public is still not allowed access to the Administration building, which includes meetings. On behalf of the staff, he thanked the Board for their continued support of the modified operation as we work to provide our essential service.

Mr. Schreiber also reported that operationally, the plant effluent continues to be exceptional. For the month of October, total suspended solids and CBOD are both below 5ppm and dewatering is producing cake solids at 25%. There have been no odor complaints in the last 30 days.

Finally, Mr. Schreiber noted that despite the COVID and the fact that the buildings are closed to the public, the CCMUA has generated more revenue this year than when compared to the same point in 2019, which is in part due to a high rate of receipt in connection fees.

Mr. Schreiber turned over the meeting to Mr. Cornforth who reported on the Raw Sewage Pump Project. Mr. Cornforth explained that the main sewage treatment plant, as designed, has a pumping capacity of 150mgd (million gallons per day) which is accomplished through 4 raw sewage pumps. Any three pumps can operate at any given time, the 4th pump is a spare/standby as required by the NJDEP. This pump upgrade project is accomplishing two things: 1) upgrade the antiquated original pumps to a newer technology, and 2) increase the main treatment sewer capacity from 150mgd to 185mgd. The pumps will be replaced one at a time; the first replacement is underway and should be operational by mid-November. All four pumps should be replaced and in service by the Summer 2021. Commissioner MacFarlane inquired as to the reason for the increase in wet weather capacity to which Mr. Cornforth explained that it is due to the Long Term Control Plan/Combined Sewer Overflow requirements that the CCMUA meet. The increase in wet weather capacity will reduce flooding in Camden as well as backups further upstream. Mr. Schreiber further clarified that the pump upgrades is one of three projects that will help increase the wet weather capacity:

1) Raw Sewage Pump Upgrades- increase the pump sizes to allow for the increase in flow from 150mgd to 185mgd

2) Separation of City and County Interceptors- allows sewage to flow more freely from the City of Camden to the CCMUA (*he noted this project is complete and the numbers are indicating that the City is sending about 60mgd vs the 10-12mgd it had been sending prior to the project's completion*); and

3) Wet Weather Capacity Improvements- eliminates volumetric bottleneck at the head of the main plant

Mr. Gipson updated the Board on the Sludge Digestion/Combined Heat & Power (CHP) project by explaining that this project has been ongoing over the last several years whereby new sludge storage tanks were constructed, and the existing sludge storage tanks were converted to sludge digesters. While the construction phase is substantially complete, the prolonged commissioning phase is just beginning. The CCMUA will import "seed" sludge from Landis Sewage Authority into the digesters. Over a period, the bacteria in the digesters will grow and will eventually allow CCMUA sludge to be processed and converted to gas to power the CHP project. In tandem, training of the operators on the use of the new equipment will take place. The CCMUA should, within the next 18 months, realize reduced operating costs and reduced sludge volumes.

Mr. Schreiber introduced Robert Fischer, of PS&S, who updated the Board on the Berlin Force Main project. Mr. Fischer noted that the Berlin Force Main has had several

failures over the last several months. The CCMUA procured a contractor to replace and/or slip line 8600 linear feet of pipe, most of which is 14" HDPE pipe (slip-lining) and the rest is direct replacement of the 16" pipe. The work being performed is along Atlantic & Clifton Avenues in Berlin Township, NJ. After some issues at the start of the project, construction has progressed and is on track for completion as originally scheduled. Chairman Brennan asked about the durability of the new pipe, to which Mr. Fischer explained that the HDPE is a very hard plastic pipe which is very durable/corrosion resistant.

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- August 2020 & YTD
Supporting Reports:

- a. Collections Report
- b. Budget Review Report

Commissioner MacFarlane noted that the CCMUA is under budget by approximately \$400,000, a good bit of which is due to salaries and benefits. He reminded the Board and Staff that hiring should be a priority. Mr. Schreiber advised the Board that over the last 30 days, the CCMUA hired one new plant operator and is currently receiving resumes for repairers and environmental specialist. In addition, the CCMUA is working with Ms. DellaVecchia and Mr. Fischer of PS&S to understand the different programs available to assist with succession planning. He noted that sludge and waste is also below budget and with the digester coming online, there should be a significant savings in this line item.

- c. Cash Management Report

D) Operations & Maintenance:

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

Commissioner MacFarlane noted that the plant's performance was again exceptional- below 5ppm for August, which is far below the permit level of 30ppm. The CCMUA has maintained this level of performance for many years and, as a result, is recognized nationally.

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None

NEW BUSINESS:

A motion was made by Commissioner Bresch and seconded by Commissioner Cutler to adopt Resolution #R-20:10-154, authorizing a contingency agreement between Camden County Habitat for Humanity and the CCMUA pursuant to N.J.S.A. 40:14B-22.3. Commissioner Swartz asked if 1) this was the 2nd or 3rd agreement of this sort entered into this year and 2) is there a provision in the agreement that calls for the CCMUA to be paid the full connection fee should the property no longer meet the requirements for a reduction in connection fee. Mr. Watson indicated that this was probably the 3rd or 4th agreement this year and confirmed that the agreement contains language that allows for full payment of the connection fee should the property no longer

qualify as affordable housing. 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, Cutler, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:10-154 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Sytnik to adopt Resolution #R-20:10-155, authorizing award of a contract to CDM Smith for annual general engineering services related to the CCMUA's combined sewer overflow requirements in accordance with RFP #2020-11. Mr. Schreiber indicated that this contract is in the not to exceed amount of \$250,000 and the work to be performed is directed by the CCMUA. 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, Cutler, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:10-155 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cutler to adopt Resolution #R-20:10-156, authorizing award of a contract to Hawkins, Delafield & Wood, LLP for Annual Bond Counsel Services in accordance with RFP #2020-14. Chairman Brennan noted that Hawkins' hourly rate is significantly higher than the rate proposed by the other respondents. Mr. Schreiber explained that the higher hourly rate proposed by Hawkins is likely because they realize that they are not likely to receive monies for bonds issued since the CCMUA typically uses the NJ Environmental Infrastructure Trust for its debt service. In addition, Hawkins will be used when there are questions regarding the: 1) CCMUA's bond covenants and existing bond resolution and 2) agreements regarding the operation of the Sludge Dryer, Digester and Combined Heat and Power Facilities. Mr. Planamento commented that for 2020 YTD, the CCMUA has spent approximately \$27,000 on services provided by Hawkins. 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, Cutler, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:10-156 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-20:10-157, authorizing award of a contract to DeCotiis, Fitzpatrick, Cole & Giblin, LLP for Annual Special Bond Counsel Services in accordance with RFP #2020-15. Mr. Schreiber indicated that the CCMUA has spent approximately \$16,000 in 2019 and \$24,000 in 2020 YTD to DeCotiis for services related to NJEIT funded projects. 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, Cutler, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:10-157 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cutler to adopt Resolution #R-20:10-158, authorizing the execution of a purchase order between the CCMUA and Waste Management of NJ for refuse removal services under the Camden County Cooperative Pricing System ID#57-CCCPS, Bid #A-21/2018 – 3rd Year Option. Mr. Cornforth explained that the services provided under this agreement, which was bid under the Camden County Cooperative, are for dumpster services only at various County facilities. Mr. Schreiber noted that this is the 3rd and final option to renew and there is a slight increase in pricing over

Mr. Schreiber noted that this is the 3rd and final option to renew and there is a slight increase in pricing over 2019's rates. 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, Cutler, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:10-158 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-20:10-159, authorizing the execution of a purchase order between the CCMUA and Wayman Fire Protection, Inc., for fire suppression system inspection, testing and maintenance services under the Camden County Cooperative Pricing System ID#57-CCCPS, Bid #A-40/2018 – 2nd Year Option. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

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

Resolution #R-20:10-159 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner MacFarlane to adopt Resolution #R-20:10-160, adopting a federal grants management policy. Ms. Madden explained that the Federal government issued regulations some time ago to ensure that agencies that receive federal grant money are using the monies in a responsible way. Since the CCMUA receives federal grant money (ie., thru the NJ State Revolving Fund /NJEIT), it must track the funds received and provide the appropriate records if ever audited. 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, Cutler, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:10-160 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cutler to adopt Resolution #R-20:10-161, authorizing the execution of an agreement between the CCMUA and Kappe Associates, Inc., for parts for Fairbanks Morse Pumps in accordance with Specification #20-02. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

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

Resolution #R-20:10-161 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Swartz to adopt Resolution #R-20:10-162, authorizing the execution of an agreement between the CCMUA and Xylem Water Solutions USA, Inc. for parts for ITT Allis Chalmers Pumps in accordance with Specification #20-03. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

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

Resolution #R-20:10-162 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-20:10-163, authorizing the rejection of all bids for the supply and delivery of parts of Air Products Oxygen

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

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

Resolution #R-20:10-163 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-20:10-164, authorizing rejection of all bids received for Maintenance and Repair of Boilers and Boiler Systems. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

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

Resolution #R-20:10-164 was adopted.

Mr. Schreiber requested that this resolution be tabled until after Closed Session. A motion was made by Commissioner Cutler and seconded by Commissioner Sytnik to table Resolution #R-20:10-165, authorizing award of a non-fair and open contract to S.T. Hudson Engineers, Inc., for engineering services related to the bathymetric survey of the Newton Lake and to serve as a consultant in connection with the Newton Lake Dredging Project. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:10-165 was tabled until after Closed Session discussion.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-20:10-166, 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 the payment to Camden County College for security services seemed higher than normal to which Mr. Planamento explained that there were several months of invoices paid on this 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, Cutler, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:10-166 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Stokes to adopt Resolution #R-20:10-167, authorizing payment of \$18,093,432.53 for expenses disbursed from various trust account. Commissioner Cutler asked if the Authority receives backup documentation regarding the \$15M payment to the County. Mr. Schreiber explained that there is shared service agreement between the CCMUA and County allowing for payment by the CCMUA to the County for infrastructure improvement projects. The CCMUA, its Financial Advisor and the County have discussions regarding the various infrastructure projects undertaken or scheduled to be undertaken by the County for which the CCMUA is contributing toward. Commissioner Cutler noted that, as a Commissioner, it is her duty ensure that the CCMUA is being fiscally responsible and has the proper backup for expenditures. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

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

Resolution #R-20:10-167 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-20:10-168, authorizing that the Authority hold a closed session meeting to discuss pending litigation matters, contract negotiations and discussion protected by attorney client privilege. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:10-168 was adopted.

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The meeting adjourned to Closed Session at 6:45pm
The meeting returned to Open Session at 7:12pm.
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PUBLIC PARTICIPATION: NONE

A motion was made by Commissioner MacFarlane and seconded by Commissioner Johnson to adopt Resolution #R-20:10-165, authorizing award of a non-fair and open contract to S.T. Hudson Engineers, Inc., for engineering services related to the bathymetric survey of the Newton Lake and to serve as a consultant in connection with the Newton Lake Dredging Project. Mr. Schreiber explained that while there were three parts to Hudson's proposal, the intent at this time, is to utilize their consulting services at an hourly rate of \$195. 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, Cutler, Johnson, MacFarlane, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-20:10-165 was adopted.

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Stokes and seconded by Commissioner Sytnik. All Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 7:14pm.

Minutes of this meeting were approved on 11/16/2020

Respectfully Submitted,



Kim Michelini, Authority Secretary