

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REGULAR MEETING HELD ON JULY 19, 2021**

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 Zoom (COVID-19 pandemic). On roll call, the Commissioners responded to their names as follows:

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

**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 Operations  
Alisa Smith, Secretarial Assistant  
Dan Lose, Asst Comptroller

**CONSULTANTS:**

Joseph Carney, Esq., Brown & Connery (Solicitor)  
Marge DellaVecchia, PS&S  
Mike Newton, PS&S

**OTHERS PRESENT:**

P. Robbins, S Hughes Electric Co.  
Karen Chew, Borough of Chesilhurst  
Oleg Zonis, P.E.

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 for a moment of silence to honor the passing of Commissioner Sytnik's mother, Liya Klempner.

**MINUTES:**

A motion was made by Commissioner Johnson and seconded by Commissioner Cuffee to table the minutes of the Regular Meeting held on June 21, 2021. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

The minutes were tabled.

**ADMINISTRATION REPORT:**

**I) ITEMS FOR DISCUSSION:**

**A) Administration:**

**1) Environmental Management System- July 2021 (*oral report by staff*)**

Mr. Schreiber reported that the plant's operations are continuing to improve- from well under permit, to near optimal effluent quality. The CCMUA's admin staff are fully committed to the goal of 5 parts per million for Total Suspended Solids and CBOD on dry weather days. It is important to note that it is possible that there may be a disruption in the operation as we bring on other sludge handling equipment which, if it does occur, will be short-lived. In addition, the plant has handled the recent wet weather days in fine fashion both in the ability of the plant to take in high volumes and to treat it effectively. He noted that the CCMUA has been receiving and treating the largest volumes of wastewater in its history all while reducing the quantity of sludge produced and its corresponding impact on the budget. He thanked the O&M staff for their continued efforts in this regard and noted that they will continue to keep the Board updated on this subject.

Mr. Schreiber highlighted the efforts of the O&M staff and consulting engineer, PS&S, on their continued efforts to bring important capital projects one step closer to being

implemented. Additionally, the CCMUA's engineers for the Main Plant and Interceptor System, D&B Guarino and JMT, continue to design process replacements and upgrades in many critical areas of the plant headworks and pumping stations.

Mr. Gipson noted that the final process numbers for May and June are less than optimal (approx. 13-14ppm), however, as a result of additional training and operational adjustments, July's readings appear to be on the rebound- nearing optimal at 5ppm. As Mr. Schreiber mentioned, the plant has been receiving and treating much greater volumes during wet weather events (i.e., max flows from Camden City of 70+ million gallons and peak flows of 150 million gallons), with little difficulty. Regarding solids handling, approximately 84% - 90% of sludge produced has been processed by the dryer which should increase to 100% once the various dryer repairs are completed.

Mr. Cornforth reported that the staff has been working with its consultants to bring several capital improvements projects to fruition, including the sludge return piping upgrades, large pump station electrical upgrades, upgrades/replacements of pump station roofs and doors, replacement of sludge dewatering conveyance systems and several other capital improvement projects for the main plant and interceptor/pumping station systems.

- 2) Bi-Annual Project & Planning Report (*sent via email 7/14/21*)  
Commissioner Stokes thanked the staff for the detailed project and planning report; it was very helpful.

**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 2021 & YTD  
Supporting Reports:

- a. Collections Report
- b. Budget Review Report

Commissioner MacFarlane noted that the budget is \$861,000 to the good (sludge and waste and utilities continue to remain at/under budget). He asked for additional explanation on debt service noting that it appears that there is an anticipated savings of \$190,000. Mr. Planamento explained that he projected certain debt payments coming due in February 2021 which won't occur until August 2021. Mr. Schreiber further clarified that when the staff is putting together the budget, it at times, is guessing at which projects the NJ Infrastructure Bank will be including in their debt issues. The staff was conservative in its projection to ensure there was ample money budgeted for debt payments.

- c. Cash Management Report

**D) Operations & Maintenance**

- 1) Del. No. 1 WPCF- Operations Report- May 2021

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-21:7-106, authorizing award of a consulting services contract to Envirosuite for Air Monitoring Services at the Delaware #1 WPCF in accordance with RFP #2021-08. Mr. Schreiber explained that Envirosuite will use technology to detect odors and the type of odors, thereby helping the staff in real time to identify the source of the odor and to mitigate it much sooner than as done in the past. 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, Johnson, MacFarlane, Stokes, Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-21:7-106 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-21:7-107, authorizing award of a professional architectural services contract to Spiezle for pump station roof replacements at various locations in Camden County in accordance with RFP 2021-10P. 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, Johnson, MacFarlane, Stokes, Swartz,	-	YES
Chairman Brennan	-	YES

Resolution #R-21:7-107 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-21:7-108, authorizing award of a professional architectural services contract to Spiezle for design services needed for pump station door replacements at various locations in Camden County in accordance with RFP 2021-13P. 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, Johnson, MacFarlane, Stokes, Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-21:7-108 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-21:7-109, authorizing award of a professional engineering services contract to Remington & Vernick Engineers for design, bidding, design during construction, construction administration and inspection services for the replacement of the CCMUA's existing sludge dewatering conveyor systems located at the Delaware #1 WPCF in accordance with RFP 2021-11P. 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, Johnson, MacFarlane, Stokes, Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-21:7-109 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner MacFarlane to adopt Resolution #R-21:7-110, authorizing the execution of an agreement between the CCMUA and Hughes Electric Company, LLC for Contract #413, Large Pump Station Electrical Upgrades. Commissioner MacFarlane noted that this was the first time dealing with this Philadelphia based contractor. *\*It was later noted by P. Robbins during the Public Comment period that their firm is based in Pleasantville, NJ.* 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, Johnson, MacFarlane, Stokes, Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-21:7-110 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-21:7-111, authorizing assignment of an agreement for uniform rental and floor mat cleaning services in accordance with Specification #20-16, from Clean Rental Services to Cintas Corp. 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, Johnson, MacFarlane, Stokes, Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-21:7-111 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-21:7-112, authorizing the execution of a purchase between the CCMUA and Willier Electric Motor Repair under the North Jersey Wastewater Cooperative Pricing System, Contract #B240-2, System ID#NJWCPS. 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, Johnson, MacFarlane, Stokes, Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-21:7-112 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Johnson to adopt Resolution #R-21:7-113, appointing Oleg Zonis as the Director of Engineering and Process Systems of the Camden County MUA. Mr. Schreiber thanked the Board, Personnel Committee, PS&S and Assemblyman Moen for their support and guidance in this hiring. Mr. Zonis was welcomed aboard the CCMUA. 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, Johnson, MacFarlane, Stokes, Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-21:7-113 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-21:7-114, authorizing a non-fair and open contract to Quality Building Cleaning Services for janitorial services. Commissioner Swartz asked it if might be beneficial to hire personnel to perform these duties to which Mr. Schreiber indicated he there are pros and cons to doing so and would get back to him on that. He added that the current vendor is tasked with deep cleaning (COVID-related) as well as the regular cleaning and does a good job doing both. 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, Johnson, MacFarlane, Stokes, Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-21:7-114 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-21:7-115, 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:

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

Resolution #R-21:7-115 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-21:7-116, authorizing payment of \$13,027,039.72 for expenses disbursed from various trust accounts. Mr. Planamento explained that there are two debt payments scheduled each year- February and July. The July payment is typically much larger than the January payment as the January payment does not include principal payments. 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, Johnson, MacFarlane, Stokes, Swartz	-	YES
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Chairman Brennan

- YES

Resolution #R-21:7-116 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-21:7-117, authorizing execution of Memorandum of Agreements between the CCMUA and Local 360 of the United Food and Commercial Workers Union (UFCW and UFCW NSEA). Mr. Schreiber noted that the union members voted on the MOA's and that the MOA language was agreed upon by the CCMUA's special labor counsel, Brown & Connery. 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, Johnson, MacFarlane, Stokes, Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-21:7-117 was adopted.

**PUBLIC PARTICIPATION:**

P. Robbins of S. Hughes Electric chatted during the Public portion of the meeting stating: "Hi. I'm with Hughes Electric. I think you are confusing us with another contractor. We are local in Pleasantville, NJ. We do not work outside of New Jersey. We are looking forward to working with you on this project." Commissioner MacFarlane replied to the chat- "Thank you- well noted."

Councilwoman Karen Chew, Borough of Chesilhurst, introduced herself to the Board, noting that she is the liaison for the CCMUA and the Borough. She asked for more information regarding Resolution #106, specifically, is this a replacement for an existing system or a new one and, if it works, are you thinking of trying it at other facilities? Mr. Schreiber explained that this new technology for the CCMUA (currently CCMUA staff perform "odor" rounds to determine if there are odors or we reply on reports of odors). As for the second question, Mr. Schreiber indicated that before using it at other facilities, a couple of questions would need to be answered: 1) does the technology work; 2) can it be replicated outside the CCMUA's main plant, and 3) is it cost effective? The CCMUA's odor hotline number is available on the CCMUA's website.

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 6:43pm.

Minutes of this meeting were approved on 8/16/2021

Respectfully Submitted,

  
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 Kim Michelini, Authority Secretary