

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REGULAR MEETING HELD ON SEPTEMBER 20, 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 via Zoom due to the COVID-19 pandemic. On roll call, the Commissioners responded to their names as follows:

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

**STAFF PRESENT:**

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

**CONSULTANTS:**

Michael Watson, Esq., Brown & Connery (Solicitor)  
Robert Fischer, PS&S

**OTHERS PRESENT:**

Karen Chew, Councilwoman (Chesilhurst)  
Vishal Shah, Arcadis  
Tyler Carson, Arcadis  
Coleen

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.

**ADOPTION OF MINUTES:**

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt the minutes of the Regular Meeting held on August 16, 2021. 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, MacFarlane, Swartz, Sytnik	-	YES
Commissioner Bresch, Johnson & Stokes	-	ABSTAIN
Chairman Brennan	-	YES

The motion was carried.

**ADMINISTRATION REPORT:**

**I) ITEMS FOR DISCUSSION:**

**A) Administration:**

- 1) Environmental Management System- September 2021 (*oral report by staff*)  
Mr. Schreiber welcomed Oleg Zonis, the Authority's Director of Engineering and Engineering and Process. Mr. Zonis' most outward facing role to the Board will be to provide opinions and guidance on engineering and construction related issues and opportunities. He also thanked the Board for their support in hiring Mr. Zonis.

Mr. Schreiber commended the Operations and Maintenance staff for two significant achievements over the past 30 days. As a result of Hurricane Ida, the CCMUA region had more than 2 inches of rain in a short period which dramatically increased the flow from Camden and Gloucester as well as from the suburbs due to infiltration and inflow. The CCMUA was well prepared for the deluge and handled peaks of 150 MGD for a period of 7 hours or so and a total of over 100 million gallons for the day of the storm. The other important accomplishment is that the O&M group, especially Mr. Gipson, Mr. Cornforth, and Mr. Zonis, have been diligently managing the digester project and their efforts have allowed the project to push through some difficulties which has allowed the digester to start its 21-day performance test.

Mr. Schreiber noted that Resolution #139, if adopted, allows the CCMUA to file an application and enter into an agreement for \$10,000,000 grant funding through the State of NJ for the Pennsauken Disconnect Project. This project is important not only for Camden, Pennsauken and the CCMUA, but also for Camden residents who experience flooding due to this connection and the environmentally sensitive area of the Delaware River Back Channel. The CCMUA thanks the State of NJ and local policy makers who assisted in ensuring funds would be available for the project.

Mr. Schreiber thanked Dan Lose, CCMUA Assistant Comptroller, who led the CCMUA's efforts in securing approximately \$700,000 in FEMA grant funding for COVID related expenditures.

**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

Mr. Schreiber advised the Board the staff completed the first round of interviews for the Safety Director position. Over the next few weeks, the selected candidates will be interviewed by executive management and the final recommended candidate will be interviewed by the Executive Director. It is anticipated that a resolution authorizing the hiring of a Safety Director will be presented to the Board in the next month or so.

**B) Engineering:**

- 1) Project Updates Report

**C) Finance:**

- 1) Cash Flow & Actual to Budget Analysis/NW Cash Flow Report- July 2021 & YTD Supporting Reports:

- a. Collections Report
- b. Budget Review Report  
Commissioner MacFarlane noted that the Budget is approximately \$500,000 under budget. He asked how much of the \$250,000 in savings can be attributed to the digester coming online. Mr. Schreiber explained that the CCMUA did begin to see a savings in utilities due to the digester/biogas earlier than predicted. Mr. Gipson further added that approximately ½ of the CCMUA's electricity is from biogas produced in the digester. In addition, due to some operational changes made recently, the CCMUA's electricity demand is lower than in previous years. Thus, the savings in utilities.
- c. Cash Management Report

**D) Operations & Maintenance:**

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

Commissioner MacFarlane commented that while the CCMUA’s operation over the last several months have not been ideal, it has been less than permit (30ppm). He noted that the results for June (15ppm) and July (10ppm) are moving in the right direction toward prior historical results of 3-5ppm.

Commissioner MacFarlane asked how the digester, now that it is operational, impacts the dryers. Mr. Gipson explained that so far, the digesters have had a positive impact on the dryers in that the amount of sludge produced is less, and utilizes 1-2 dryers, versus all 3.

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None**

**OLD BUSINESS: None**

**NEW BUSINESS:**

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-21:9-122, authorizing the execution of an agreement between the CCMUA and Carbon Activated Corp for removal, replacement, and disposal of carbon in dryer facility odor control adsorbers in accordance with Specification #21-12A. 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, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:9-122 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-21:9-123, authorizing the execution of an agreement between the CCMUA and Mount Construction for Miscellaneous Non-Urgent Excavation Paving & Utility Repairs in accordance with Specification #21-16. 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, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:9-123 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-21:9-124, authorizing the execution of an agreement between the CCMUA and Polydyne for supply and delivery of liquid polymer in accordance with Specification #21-14A. 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, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:9-124 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Swartz to adopt Resolution #R-21:9-125, authorizing the execution of an agreement between the CCMUA and Alfa Laval for supply and delivery of parts for Ashbrook Aquabelt 3.0 M, Type 96 Ashbrook modified Winklepress in accordance with Specification #21-15. 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, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-21:9-125 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Sytnik to adopt Resolution #R-21:9-126, authorizing the execution of an agreement between the CCMUA and Coastal Technical Sales, for Supply and Delivery of Polymer Tanks in accordance with RFQ #2021-05. Mr. Schreiber noted that all bids, RFP's and RFQ's go through a rigorous review process- by purchasing, operations, legal, administration, etc. before a recommendation is put forth to the Board. 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, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-21:9-126 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-21:9-127, authorizing the execution of an agreement between the CCMUA and Bridgestate Foundry, Inc. for supply and delivery of manhole frames and covers in accordance with RFQ #2021-06. 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, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-21:9-127 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-21:9-128, authorizing a shared service agreement with the County of Camden for County-wide Household Hazardous Waste Collection days during 2021. Commissioner Cutler suggested that there be some sort of acknowledgement of the CCMUA's support (i.e., signage) at the collection events. 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, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-21:9-128 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-21:9-129, authorizing a shared service agreement between the CCMUA and Camden County for provision of procurement management services. 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, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-21:9-129 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-21:9-130, authorizing an agreement between the CCMUA and Harring Fire Protection for Fire Suppression System Testing, Inspection, Maintenance & Repair under Camden County Co-operative Pricing System CCCPS #57-CCCPS (Bid A-24/2021). 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, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-21:9-130 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-21:9-131, authorizing the execution of a purchase order between the CCMUA and Recycle Track Systems NJ for Refuse Removal under Camden County Co-operative Pricing System CCCPS #57-CCCPS (Bid A-17/2021). 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, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:9-131 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-21:9-132, authorizing the Camden County MUA to renew its membership in the Camden County Insurance Fund Commission. Chairman Brennan asked if the CCMUA participates in the Commission's safety meetings, to which Mr. Cornforth stated he serves as the CCMUA's representative. 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, Swartz, Sytnik	-	YES
Commissioner Stokes	-	ABSTAIN
Chairman Brennan	-	YES

Resolution #R-21:9-132 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-21:9-133, authorizing a contingency agreement between Berlin Multi Family, LLC and the CCMUA pursuant to N.J.S.A. 40:14B-22.3 (Re: Villages at Berlin, Berlin, NJ). Ms. Madden indicated that the Solicitor is involved in reviewing these matters and that Berlin Multi Family, LLC meets the requirements of the statute. 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, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:9-133 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner MacFarlane to adopt Resolution #R-21:9-134, authorizing award of a contract to Camden Community Partnership for community outreach and project coordination for Long Term Control Plan Projects in accordance with RFP #2021-17. Commissioner Johnson asked what the term for this contract will be to which Mr. Schreiber explained that this is the first time the CCMUA's has entered into a contract for these services. The contract amount is a not-to exceed amount and the work performed is at the direction of the CCMUA's Executive Director. The reason for a contract of this sort is that the CCMUA's upcoming permit, issued by the New Jersey Department of Environmental Protection, has a significant community outreach component which will necessitate the CCMUA meet with community groups and residents. 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, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:9-134 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-21:9-135, authority a shared services agreement between the CCMUA and the CCIA for provision of procurement management assistance. Mr. Schreiber explained that an employee in the CCMUA's purchasing

department resigned last week. While in discussions with the interim- director at the CCIA, it was thought that they had an employee who could help the CCMUA fill the gap in the short term. 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, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:9-135 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Swartz to adopt Resolution #R-21:9-136, adopting a disaster recovery plan. Mr. Schreiber explained that the CCMUA had an informal IT disaster recovery plan, however, because of a discussion item in the 2019 audit, steps were taken to formalize the plan. The CCMUA staff worked with its IT consultant to formalize the plan, including its objectives and policy pinnings. 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, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:9-136 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-21:9-137, authorizing the CCMUA's Executive Director, General Counsel and Solicitor to Negotiate an Agreement with the County of Camden for the Transfer of the Gateway Park. 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, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:9-137 was adopted.

Mr. Schreiber asked that resolution #R-21:9-138, authorizing award of a contract for Engineering and Planning Services needed for flooding characterization, analysis and alternative feasibility study for the Newton, Big/Little Timber Creek and Delaware River towns in accordance with RFP #2021-16, be tabled until October's meeting. A motion was made by Commissioner Sytnik and seconded by Commissioner Cuffee to table Resolution #R-21:9-138. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-21:9-138 was tabled.

A motion was made by Commissioner Swartz and seconded by Commissioner Johnson to adopt Resolution #R-21:9-139, authorizing the Executive Director to submit a grant application to the New Jersey Department of Community Affairs and to negotiate an agreement with the New Jersey Department of Community Affairs and the New Jersey Environmental Infrastructure Trust. Mr. Schreiber noted that the NJDEP issued a letter on May 7, 2021, indicating that this project would be included in the CCMUA's next 5-year permit. Since the \$10M grant will not cover the entire cost of the project, the CCMUA will seek additional grant funding through the New Jersey Infrastructure Bank and any balance not covered by grant money will be CCMUA out-of-pocket. 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, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:9-139 was adopted.

Mr. Schreiber asked that resolution #R-21:9-140, Atlas Copco for Maintenance of Atlas Copco Instrument Air Compressors/Dryers (RFQ #2021-04A), be tabled until October's meeting. A motion was made by

Commissioner MacFarlane and seconded by Commissioner Stokes to table Resolution #R-21:9-140. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-21:9-140 was tabled.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-21:9-141, 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 asked for additional explanation on the payment to JWC to which Mr. Schreiber noted that JWC supplies equipment, muffin monsters, to the CCMUA. Muffin monsters are very large sewage grinders at the pump stations that are instrumental in protecting the other equipment within the pump stations. Mr. Gipson explained that the muffin monsters have a life expectancy of 3-4 years and, so, are part of the CCMUA's preventative maintenance program, and scheduled to be replaced on an on-going basis. 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, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:9-141 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-21:9-142, authorizing payment of \$1,958,876.00 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 Bresch, Cuffee, Cutler, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:9-142 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Johnson to adopt Resolution #R-21:9-143, authorizing that the Authority hold a closed session meeting to discuss legal matters relating to litigation, negotiation, and the attorney-client privilege. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-21:9-143 was adopted.

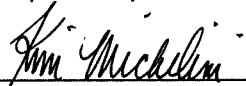
**PUBLIC PARTICIPATION:**

Councilwoman Chew (Chesilhurst) acknowledged her presence, noting that she was attending the meeting to keep abreast of the CCMUA's action items.

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 The meeting adjourned to Closed Session at 6:42pm.  
 The meeting returned to Open Session at 6:50pm.  
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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 6:50pm.

Minutes of this meeting were approved on 10/18/2021

Respectfully Submitted,  
  
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 Kim Michelini, Authority Secretary