

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REGULAR MEETING HELD ON OCTOBER 18, 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 considering the COVID-19 pandemic. On roll call, the Commissioners responded to their names as follows:

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

**STAFF PRESENT:**

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

**CONSULTANTS:**

- Michael Watson, Esq., Brown & Connery (Solicitor)  
Marge DellaVecchia, PS&S  
Tom Schevtchukta, CDM Smith

**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.

**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 September 20, 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, Swartz, & Sytnik | - | YES |
| Chairman Brennan   | - | YES |

The motion was carried.

**ADMINISTRATION REPORT:**

**I) ITEMS FOR DISCUSSION:**

**A) Administration:**

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

Mr. Schreiber noted that the CCMUA will be celebrating its 50th anniversary in 2022. Camden County created the CCMUA in March of 1972 in response to the Clean Water Act to clean the County's waterways. While the CCMUA has undergone many phases in its history, it has constantly evolved as an entity. There is a lot to be proud of and lot to celebrate. So, a group of employees have been tasked to put together some ideas for how we can acknowledge and celebrate this milestone. He asked that if any Board

member wishes to volunteer to meet with the employee group to hear their ideas, to contact him.

Mr. Schreiber indicated that design of the Admin and Service building improvements that began just before the COVID-19 pandemic began, are complete and will be ready for bid in the next few weeks. The buildings have not been updated since their original construction in the early 1980's so the renovations are needed and will definitely be welcome to the staff.

Finally, Mr. Schreiber acknowledged the hard work of the O&M staff (Mr. Gipson, Mr. Cornforth & Mr. Zonis) over the last several years, adding that the CCMUA is finishing the last of several projects which total more than \$100 million in process related investments at the wastewater treatment plant.

Mr. Gipson updated the Board on two items.

- 1) Process Performance- Over the last several months, the plant has not performed as well as it has historically. While the new digester system has been completed, implementing this new system into the existing process, was a challenge; one which was worked through and resulted in improved performance levels last month. However, the CCMUA's oxygen manufacturing plant suffered a setback in that it is not able to produce the amount of oxygen needed for optimal performance. Steps have been taken to procure new equipment which will restore the plant's oxygen levels. Until the new equipment is received, installed and fully operational, the staff has done the following: 1) reconfigure how the plant is run with the aeration tanks to make the best use of the lower oxygen output and supplement with liquid oxygen when needed and 2) institute new protocols for the operators to follow to ensure that the optimal oxygen dosing amount is used. Not only will Operator training continue on an on-going basis, but monthly meetings have been scheduled with the Operators and Management to ensure an open dialog takes place regarding the plant's process and what the Operator's concerns, difficulties, needs, etc. are. While it takes several days to weeks for such changes to have a real impact on the plant's performance, it appears that these changes are moving things in the right direction.

Commissioner MacFarlane noted his concern that the CCMUA's recent monthly plant performance levels have been 15ppm and 24 ppm, which is under the permit level of 30ppm, but significantly more than the 5ppm it historically achieved. Mr. Schreiber explained that for the month of October, the readings have been trending in the right direction- and today's report shows levels at 7ppm.

- 2) Digester Performance Test- The digester's 21-day performance test has been completed and the results will be reported soon. During the last few months, the digesters have provided full function- currently operating one combined heat and power engine on biogas. Having accomplished this is a plus as doing so makes the CCMUA more resilient when it comes to its energy usage/demand on the power grid. In addition, this new process results in 45% reduction in solids. The solids are converted to gas which is less to process by drying and/or haul.

Commissioner Swartz asked for a status update of the dryers to which Mr. Gipson noted that 2 of the 3 dryers are in operation. One dryer is down for maintenance.

**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 2021 & YTD Supporting Reports:

- a. Collections Report
- b. Budget Review Report

Commissioner MacFarlane noted the budget vs. actual is \$560,000 to the good, noting that \$250,000 of that amount comes from utility savings and there were additional savings in sludge and waste. The savings can be attributed to the dryers, digester and combined heat and power process systems. He added that it is unclear and a bit concerning, how the additional need for liquid oxygen will impact the budget. It's something to keep an eye on. Mr. Schreiber commented that the staff is also concerned about how the additional usage of liquid oxygen will impact the budget and are forecasting a \$300,000 increase in the 2022 budget for liquid oxygen. Mr. Gipson further explained that the staff has been working with its consultant, Air Products, to optimize the process systems to use as little liquid oxygen as possible and only when absolutely needed.

Mr. Schreiber noted that the staff is working on the 2022 budget and should be able to meet with the Finance Committee in the next month so the Budget can be presented to the entire Board at either the November or December meeting.

- c. Cash Management Report

**D) Operations & Maintenance:**

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

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS:     None**

**OLD BUSINESS:**

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-21:9-138, authorizing award of a contract to CDM Smith 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. Commissioner Swartz noted that the RFP Committee's report was very helpful in understanding how the staff arrived at the recommendation. 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
Chairman Brennan	-	YES

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

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-21:9-140, Atlas Copco for Maintenance of Atlas Copco Instrument Air Compressors/Dryers (RFQ #2021-04A). 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
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Chairman Brennan - YES

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

**NEW BUSINESS:**

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-21:10-144, authorizing a contingency agreement between the CCMUA and Saint Joseph's Carpenter Society 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:

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

Resolution #R-21:10-144 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Sytnik to adopt Resolution #R-21:10-145, authorizing the execution of an agreement between the CCMUA and West Jersey for maintenance and repair of HVAC systems in accordance with Specification #21-17. 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  
Chairman Brennan - YES

Resolution #R-21:10-145 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-21:10-146, authorizing the execution of an agreement between the CCMUA and Quality Facility Solutions for janitorial services in accordance with Specification #21-23. 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  
Chairman Brennan - YES

Resolution #R-21:10-146 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-21:10-147, authorizing award for Specification #21-03(A), parts and service for miscellaneous conveyor belts, to ASGCO. 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  
Chairman Brennan - YES

Resolution #R-21:10-147 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-21:10-148, authorizing execution of an agreement with the United States Geological Survey for the renewal of stream monitoring services for the Great Egg Harbor River Basin. Ms. Madden will research and report on the duration of this annual monitoring service. 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  
Chairman Brennan - YES

Resolution #R-21:10-148 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-21:10-149, authorizing a materials transfer agreement with Rowan University. Chairman Brennan asked for additional explanation on this matter to which Mr. Schreiber explained that Rowan University is seeking permission to sample the CCMUA's sewage to study and measure human opioid use at various sections within Camden County. 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
Chairman Brennan	-	YES

Resolution #R-21:10-149 was adopted.

Mr. Schreiber asked that this resolution be tabled until the November meeting. A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to table Resolution #R-21:10-150, authorizing award of a contract to Greeley and Hansen, LLC for expert consulting services. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-21:10-150 was tabled.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-21:10-151, 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. Commissioner Swartz asked for additional explanation on the payments made to Wayman's Fire Protection to which Mr. Cornforth explained that the reason for the large payments was two-fold- 1) there was a backlog of inspections and repairs to be performed and 2) Wayman's submitted several months of invoices at one time. 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
Chairman Brennan	-	YES

Resolution #R-21:10-151 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-21:10-152, authorizing payment of \$5,177,453,23 for expenses disbursed from various trust accounts. Commissioner Swartz asked for clarification on the \$1,000 payment to Beacon Auto & Truck Collision to which Mr. Cornforth explained an employee, while removing a downed tree at a pump station, accidentally backed into a bollard on the property. The CCMUA's insurance company paid Beacon directly all but the deductible (\$1,000). 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
Chairman Brennan	-	YES

Resolution #R-21:10-152 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-21:10-153, authorizing a Right-of-Entry Agreement with Public Service Electric & Gas. 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
Chairman Brennan	-	YES


Resolution #R-21:10-153 was adopted.

**PUBLIC PARTICIPATION:      NONE**

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 6:41pm.

Minutes of this meeting were approved on 11/15/2021

Respectfully Submitted,

  
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Kim Michelini, Authority Secretary