

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON FEBRUARY 22, 2022

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 due to the COVID 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
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
Oleg Zonis, Director of Engineering/Process Systems
Kim Michelini, Director of Admin. Oper./Auth. Sec.

Alisa Smith, Secretarial Assistant
Jason Fry, Asst. Director of O&M
Dan Lose, Asst Comptroller
Nicholas Mueller, Safety Mgr

CONSULTANTS:

Michael Watson, Esq., Brown & Connery (Solicitor)
Marge DellaVecchia, PS&S
Bob Fischer, PS&S

OTHERS PRESENT:

Coleen Noble

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.

REORGANIZATION:

NOMINATIONS FOR CHAIRPERSON, VICE CHAIRPERSON & TREASURER

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to nominate:

Michael G. Brennan to Chairperson
James Bresch to Vice-Chairperson
Jeffrey Swartz to Treasurer

Since no other nominations were made, Commissioner Stokes moved to close the nominations which Commissioner MacFarlane seconded. There being no comment, all Commissioners responded "Aye" in favor, none opposed, and the nominations was closed.

A vote was then taken, whereby all Commissioners responded "Aye" in favor, none opposed, with Commissioners Brennan, Bresch and Swartz abstaining from their respective position. Therefore,

Resolution #R-21:2-11, electing a CHAIRPERSON, Michael G. Brennan, was adopted.
Resolution #R-21:2-12, electing a VICE-CHAIRPERSON, James Bresch, was adopted.
Resolution #R-21:2-13, electing a TREASURER, Jeffrey S. Swartz, was adopted.

Michael Watson, Esquire (Solicitor) administered the Oath of Office to elected officers.

ADOPTION OF MINUTES:

A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to adopt the minutes of the Regular Meeting held on January 18, 2022. 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, Stokes, Swartz, Sytnik	-	YES
Commissioner MacFarlane	-	ABSTAIN
Chairman Brennan	-	YES

The motion was carried.

ADMINISTRATION REPORT:

I) ITEMS FOR DISCUSSION:

A) Administration:

1) Environmental Management System- February 2022 (*oral report by staff*)

Mr. Schreiber focused his report on the plant’s performance. The plant’s performance has not been to normal CCMUA standards for some time because the oxygen system is only functioning at 50% capacity or so. In addition, the operators are learning to operate an entirely new plant due to the significant capital improvements that have been finalized in the last year. These issues were further complicated in January when procuring liquid oxygen was difficult. So, for the month of January, the result was an average effluent for the month of 28 parts per million and the following steps have been taken:

- Working with the pure oxygen vendor on our contract terms and having the vendor to supply half loads; and
- Training and re-training operators on the new equipment installed as part of the capital improvements; and
- Conducting internal audits to better understand the difference in lab results between the CCMUA and the outside lab service; and
- Working with our consultant CDM Smith on better understanding the microbiology of the plant now that digestion has been fully implemented

As a result, the effluent quality has improved, averaging 14 for the month of February to date.

Mr. Schreiber noted that there are three things to keep in mind as the staff continues to navigate these uncharted waters:

- We cannot fully expect efficient operations until the oxygen plant is repaired in the fall.
- The recently completed capital projects have created a vastly different wastewater plant which is a positive despite the disruption in operations recently experienced. These projects have reduced the CCMUA’s operating expenses, improved its environmental performance and significantly reduced its potential to negatively impact the neighborhood. The term triple bottom line is often mentioned in wastewater circles, but these projects collectively do have a triple bottom line benefit.
- The capital projects that are now being planned, designed and/or implemented are not monumental projects the way that the digester and the volumetric expansion of the plant were. The current round of projects is needed to allow the CCMUA to complete its core mission as the systems that are being addressed now are foundational to the operation of this entity.

Mr. Schreiber added that a memo, from the CCMUA’s consulting engineer, PS&S, will be issuing a memo further explaining these issues. Mr. Schreiber encouraged the Board to reach out to him to discuss the memo.

Finally, he noted that the CCMUA is preparing for its annual Environmental Management System audit scheduled to take place on March 3rd and 4th.

Mr. Schreiber introduced the CCMUA’s Safety Director, Nicholas Mueller who gave a brief overview of his career to date. Mr. Mueller began his career in the military as a mechanic, eventually working as a Superintendent of Flight Safety where he was responsible for various safety-related matters, airplane crash investigations, workplace accidents/injuries, etc. Upon retirement from the military, he worked for PepsiCo where he was responsible for employee training (lock-out/tag-out), fire safety systems, etc. Since starting with the CCMUA, Mr. Mueller has been working with its consultants and staff to gain a better understanding of the operations; the fire marshal, contractors (elevator, fire suppression systems, alarm systems, etc.) He is looking forward to working with these groups as well as expanding his duties to include employee-related tasks such as spot

inspections, safety briefings, annual training, etc. He thanked the Board and staff for allowing him to be a part of the CCMUA team.

Ms. Madden advised the Board and staff that she will be updating several policies (tuition reimbursement, property control (i.e., cell phones, vehicles, laptops, etc.) and the drug and alcohol policy and hopes to present them at the March meeting. In addition, she will be reviewing other sections of the Authority's Code Book, such as Purchasing, Finance & Safety, and will update them accordingly.

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- December 2021 & YTD Supporting Reports:

- a. Collections Report
- b. Budget Review Report

Commissioner MacFarlane noted that the December numbers reported look good overall, and the staff did a great job putting together and managing the budget. Mr. Planamento reported that the CCMUA saw significant savings in utilities during 2021. Commissioner MacFarlane gave kudos to the staff!

- c. Cash Management Report

D) Operations & Maintenance

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

Commissioner MacFarlane noted that historically, the plant's performance was as low as 5ppm, however, given the circumstances, results in the mid-teens are understandable. He added that the oxygen supply issue is serious and problematic to the successful operation of the plant.

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None

OLD BUSINESS: None

NEW BUSINESS (Re-Org Items):

A motion was made by Commissioner Swartz and seconded by Commissioner MacFarlane to adopt Resolution #R-22:2-14, designating schedule of meeting dates for the succeeding twelve months as required under the Open Public Meetings Act. There being no question on the motion, all Commissioners responded "Aye", none opposed.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-22:2-15, designating two newspapers to receive notices. There being no question on the motion, all Commissioners responded "Aye", none opposed.

A motion was made by Commissioner Swartz and seconded by Commissioner Stokes to adopt Resolution #R-22:2-16, designating Banks of Depository for user revenue. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-22:2-17, designating Banks of Depository for investments. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-22:2-18, designating Banks of Depository for its funds. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-22:2-19, designating a Bank of Depository for investments for the payroll account. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-22:2-20, designating the custodians of and establishing an Imprest (Petty Cash) fund. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-22:2-21, authorizing the Executive Director to advertise for Bids for various items during FY 2022. Mr. Schreiber explained that the items listed on the resolution are the "nuts-and-bolts" items for the CCMUA. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolutions #R-22:2-14 through #R-22:2-21 were adopted.

NEW BUSINESS (Regular Meeting Items):

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-22:2-22, authorizing a dividend from the Camden County Insurance Fund Commission for Fund Years 2010, 2011, 2012, 2013, 2014 & 2016. 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-22:2-22 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Swartz to adopt Resolution #R-22:2-23, authorizing a dividend from the Camden County Insurance Fund Commission for Fund Years 2015, 2016 & 2017. 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-22:2-23 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-22:2-24, authorizing agreement with South Jersey Land and Water Trust (SJLWT) to perform park maintenance services at the Cramer Hill Nature Preserve in Camden pursuant to N.J.S.A. 40:12-22. Mr. Schreiber explained that the Cramer Hill Nature Preserve is an environmental sensitive area which the CCMUA owns. The SJLWT maintains the preserve, ensuring that the work is done in an environmentally sensitive manner. 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-22:2-24 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution

#R-22:2-25, authorizing the use of competitive contracting pursuant to N.J.S.A. 40A:11-4.1 et seq., for the maintenance of green infrastructure projects and related stormwater infrastructure. The CCMUA has, over the last 10 years or so, used the NJ State Revolving Fund to build various green infrastructure sites in Camden. These sites were maintained by PowerCorps Camden, however, like many other employers, have had difficulty in maintaining significant levels of personnel to perform these services. Therefore, the CCMUA will issue a competitive contracting request for proposals to obtain said 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-22:2-25 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-22:2-26, authorizing contingency agreements between Cramer Hill Senior Urban Renewal, LLC, and the Camden County Municipal Utilities Authority pursuant to N.J.S.A. 40:14B-22.3. Mr. Watson, Solicitor for the CCMUA, explained that this agreement is for an affordable housing residential community that is to be built in the Cramer Hill section of Camden City. The proper paperwork documenting that the development is considered affordable housing as per NJ law has been reviewed, and, therefore, qualifies for the 50% reduction in connection fees. 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-22:2-26 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-22:2-27, authorizing award of a consulting engineering services contract to Paulus, Sokolowski & Sartor (PS&S) to serve as the engineer of record for 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, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:2-27 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Cuffee to adopt Resolution #R-22:2-28, authorizing award of the annual general engineering & design services contract to Johnson, Mirmiran & Thompson, Inc. for the CCMUA's Regional Sanitary Interceptor System. 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-22:2-28 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Stokes to adopt Resolution #R-22:2-29, authorizing award of the Annual General Engineering and Design Services contract for the Delaware No. 1 WPCF to D&B/Guarino. 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-22:2-29 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-22:2-30, authorizing award of a contract to CDM Smith for annual consulting engineering services related to the

CCMUA's combined sewer overflow requirements in accordance with RFP #2021-23. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:2-30 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-22:2-31, authorizing an amendment (#2) to the contract between the CCMUA and JCI Jones Chemicals, of Sarasota, Florida for supply and delivery of sodium hypochlorite solution in accordance with Specification #21-06. 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-22:2-31 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-22:2-32, authorizing the execution of an agreement between the CCMUA and Sherwood Logan & Associates, Inc., of Annapolis, Maryland for the supply and delivery of parts for Patterson 8x6 MI pumps in accordance with Specification #21-22A. 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-22:2-32 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-22:2-33, authorizing modification of the final quantities change order to the contract for JPC Group, Inc. for Contract 718, North Camden Green Infrastructure Projects. 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-22:2-33 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-22:2-34, authorizing a shared services agreement between the CCMUA, The County of Camden and the Boroughs of Audubon, Haddon Heights, and Mount Ephraim for the Kings Highway reconstruction project. 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-22:2-34 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-22:2-35, Level One LLC, a Doxim Company of Malvern, Pennsylvania for regional sewer billing services with optional printing services in accordance with Specification #21-27. Chairman Brennan reminded the staff to utilize the monthly billing mailings for informational items. 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-22:2-35 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Cuffee to adopt Resolution #R-22:2-36, authorizing an agreement (extension – 4th year) with Paragon Consulting Services, Inc., for Data Management Services for the CCMUA’s billing system. 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-22:2-36 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Johnson to adopt Resolution #R-22:2-37, ratifying approval of expense vouchers as approved by the Executive Director under authorization granted by CCMUA Resolution #R-97:3-60, dated March 17, 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, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:2-37 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-22:2-38, authorizing payment of \$2,116,452.91 for expenses disbursed from various trust account. 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-22:2-38 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-22:2-39, authorizing that the Authority hold a closed session meeting to discuss legal matters relating to litigation, contract negotiation and matters falling within the attorney-client privilege. There being no question on the motion, all Commissioners responded “Aye” in favor, none opposed.

Resolution #R-22:2-39 was adopted.

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The meeting adjourned to Closed Session at 6:52pm
The meeting returned to Open Session at 7:06pm

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PUBLIC PARTICIPATION: NONE

There being no further business, a motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to adjourn the meeting. All Commissioners responded “Aye” in favor, none opposed. The meeting adjourned at 7:06pm.

Minutes of this meeting were approved on 3/21/2022

Respectfully Submitted,


Kim Michelini, Authority Secretary