

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON MARCH 21, 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 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, Cuffee, Cutler, MacFarlane, Swartz & Sytnik,
Chairman Brennan
ABSENT: Commissioners Johnson & Stokes

STAFF PRESENT:

Scott Schreiber, Executive Director
Stephanie Madden, General Counsel
Kim Michelini, Secretary
Wayne Planamento, CFO
Bob Cornforth, Director of O&M
Len Gipson, Director of O&M
Oleg Zonis, Director of Engineering/Process Sys
Jason Fry, Asst Director of O&M
Alisa Smith, Secretarial Asst

CONSULTANTS:

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

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 Cuffee and seconded by Commissioner Swartz to adopt the minutes of the Regular Meeting held on February 22, 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, MacFarlane, Swartz, Sytnik | - | YES |
| Chairman Brennan | - | YES |

The motion was carried.

ADMINISTRATION REPORT:

I) **ITEMS FOR DISCUSSION:**

A) Administration:

- 1) Environmental Management System- March 2022 *(oral report by staff)*
Mr. Schreiber reminded the Board and staff that the April meeting was moved up by one week from April 18th to April 11th. He also shared two positive environmental issues with the Board. First, the CCMUA passed its annual environmental management system audit earlier this month. The audit lasted two days and was represented by members of the CCMUA environmental management system team including Len Gipson, Bob Cornforth, Oleg Zonis, and Jason Fry. The audit covered many different components including the CCMUA's system to manage corrective action. As noted, and documented, the CCMUA's environmental performance has not been to its normal expectations which

was shared with the auditor. The auditor found that the system used to evaluate the root cause and corrective action, is performing well. Other items the auditor positively identified is the CCMUA's communication plan including the monthly safety committee and operator meetings. Second, the CCMUA's effluent has turned the corner and the plant is performing much better. Mr. Schreiber thanked the Operations group for their commitment in turning the process around and introduced Mr. Gipson to provide further information in this regard.

Mr. Gipson noted that the staff faced many challenges in operating the plant's process systems, especially the oxygen plant. Nationally, there have been well documented supply chain issues regarding the manufacturing and delivery of liquid oxygen which is needed to supplement our system until the final repairs to the CCMUA's oxygen plant can be made (still several months away from completion). Fortunately, there has been improvement in the reliability of deliveries of much needed liquid oxygen and, when combined with the CCMUA's oxygen plant being able to produce approximately 40-50% of its oxygen needs, the plant's process has encountered less upsets. In January, while the CCMUA did just meet permit at 29 (30 is the limit), performance has continued to improve- in February the average was 16 and in March, the average is around 10. Mr. Gipson noted that the manufacturer of the parts needed for the Oxygen Plant repairs has indicated that they are still on target for the work to be performed later in 2022.

Commissioner MacFarlane commented that just making permit at 29 is concerning, it is understandable given the supply chain issues and it is not to be taken lightly. He is glad to see 1) the staff address the problem as they have; 2) improvements in the reliability of deliveries and the 3) improvement in the plant's performance.

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- January 2022 & YTD Supporting Reports:

- a. Collections Report
- b. Budget Review Report

Commissioner MacFarlane noted that the budget numbers look good-utilities and sludge and waste are \$70,000 to the good, which is a good start to the year. Kudos to the staff.

- c. Cash Management Report

D) Operations & Maintenance

- 1) Del. No. 1 WPCF- Operations Report- January 2022

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None

OLD BUSINESS: None

NEW BUSINESS:

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-22:3-40, authorizing a public hearing concerning the 2022 revision of 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, MacFarlane, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:3-40 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Swartz to adopt Resolution #R-22:3-41, authorizing a contingency agreement between the CCMUA and Metropolitan Camden Habitat for Humanity, Inc. 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, MacFarlane, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:3-41 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-22:3-42, authorizing a contingency agreement between the CCMUA and Fair Share Housing Development Inc. and Evans Francis Estates, L.P. 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, MacFarlane, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:3-42 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to adopt Resolution #R-22:3-43, authorizing entering into an agreement with GRM Information Management Services, Inc., for the provision of off-site records storage services pursuant to a shared services competitive bid procured with the County of Camden, Camden County Cooperative Pricing System ID #57-CCCPS, on an as-needed basis. Commissioner Cutler asked if this contract was for the CCMUA's current records to which Mr. Schreiber explained that it is, in that it will allow the CCMUA to temporarily store records offsite while the buildings undergo renovations. He also added that the CCMUA is working toward having a better understanding about what existing engineering records should be digitized as well as what can be digitized going forward. 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, Cuffee, Cutler, MacFarlane, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:3-43 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-22:3-44, authorizing the Execution of purchase orders between the CCMUA and vendors under the New Jersey State Cooperative Purchasing Program for 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, MacFarlane, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-22:3-44 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-22:3-45, authorizing the execution of purchase orders between the CCMUA and vendors under the Educational Services Commission of NJ Cooperative Pricing Program, System ID #65MCESCCPS. 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, MacFarlane, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-22:3-45 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-22:3-46, authorizing the execution of purchase orders between the CCMUA and vendors under the Hunterdon County Education Services Commission of NJ Cooperative Pricing System, ID#34HUNNCCP. 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, MacFarlane, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-22:3-46 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-22:3-47, authorizing the execution of an agreement between the CCMUA and ALS Group USA Corp, d/b/a ALS Environmental, for Laboratory Testing Services in accordance with Specification #21-28. Mr. Schreiber explained that while the prices in this bid are significantly higher than those of the previous bid, the CCMUA must have these laboratory services performed to comply with its regulatory permit. It will, however, continue to evaluate other possible paths. 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, Cuffee, Cutler, MacFarlane, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-22:3-47 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-22:3-48, designating the custodians of and establishing an Imprest (Petty Cash) fund. Commissioner Cuffee asked how an employee is chosen for this responsibility to which Mr. Schreiber explained that the responsible employee is recommended by a management employee and is a long term CCMUA employee. 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, Cuffee, Cutler, MacFarlane, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-22:3-48 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Bresch to adopt Resolution #R-22:3-49, authorizing a change order to the existing agreement between the CCMUA and Epic, LLC of Flanders,

NJ for collection and removal of grit and scum in accordance with Specification #20-14. Mr. Schreiber explained that the cleaning of the Camden Sewer system that has been underway for some time has likely contributed to the increased amount of grit and scum that must be disposed of. He added that the cleaning of their system is reportedly approximately 85% complete. 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, MacFarlane, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:3-49 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Sytnik to adopt Resolution #R-22:3-50, approving the execution of an agreement between the CCMUA and Air Gas for the emergency procurement of supplemental liquid oxygen pursuant to N.J.S.A. 40A:11-6. 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, MacFarlane, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:3-50 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-22:3-51, authorizing award of a Non-Fair and Open contract to Drexel University for Combined Sewer Overflow Modeling. Mr. Schreiber noted that there is a possibility that this study may result in a different project approach for the Pennsauken Disconnect design and may save millions of dollars in project costs. 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, MacFarlane, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:3-51 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-22:3-52, authorizing June 19 as a paid holiday. 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, MacFarlane, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-22:3-52 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-22:3-53, authorizing a payment to Camden Community Partnership for Board Participation. 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, MacFarlane, Swartz, Sytnik	-	YES
Commissioner Swartz	-	ABSTAIN
Chairman Brennan	-	YES

Resolution #R-22:3-53 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-22:3-54, authorizing an access agreement with the Diocese of Camden (Newton Lake Dredge 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, MacFarlane, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-22:3-54 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-22:3-55, authorizing award of a contract for Green Infrastructure Maintenance Services to the Camden Special Services District. Commissioner Cutler asked why the difference in prices received to which Mr. Schreiber explained that it may be because Camden Special Services District is based in Camden and performs similar services in Camden and may have a better understanding of what is needed. Mr. Zonis added that the hourly rates were much higher in the other proposals, which resulted in greater costs. 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, Cuffee, Cutler, MacFarlane, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-22:3-55 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-22:3-56, authorizing Change Order's 1, 2, 3, 4, 5, 6, 7, and Final Quantities Change Order for the Contract for the Berlin Force Main Rehabilitation Project to Mount Construction Co., Inc., pursuant to N.J.S.A. 40A:11-6. 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, MacFarlane, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-22:3-56 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-22:3-57, authorizing contingency agreement between Parkside Business & Community in Partnership, Inc., and the Camden County Municipal Utilities Authority 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, MacFarlane, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-22:3-57 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-22:3-58, 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, MacFarlane, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-22:3-58 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-22:3-59, authorizing payment of \$3,383,502.31 for expenses disbursed from various trust accounts. There being no question on the motion, a roll call vote was taken, and the Commissioner responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, Swartz, Sytnik
Chairman Brennan

- YES
- YES

Resolution #R-22:3-59 was adopted.

PUBLIC PARTICIPATION: None

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 6:34pm.

Minutes of this meeting were
approved on 4/11/2022

Respectfully Submitted,



Kim Michelini, Authority Secretary