

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REGULAR/REORGANIZATION MEETING HELD ON FEBRUARY 21, 2023**

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. On roll call, the Commissioners responded to their names as follows:

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

**STAFF PRESENT:**

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

**CONSULTANTS:**

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

**OTHERS PRESENT:**

CCMUA Employees- Coleen Noble, Jay Wilson  
Tom Hale & Andrew Pierson

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:**

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to elect Michael Brennan, James Bresch and Jeffrey Swartz to the positions of Chair, Vice-Chair and Treasurer respectively. There being no other nominations, a roll call vote was taken, and the Commissioners responded to their names as follows:

- |    |   |   |         |
|----|---|---|---------|
| a) | #R-23:2-13, electing a CHAIRPERSON (Michael G. Brennan)     |   |         |
|    | Commissioner Bresch, Cuffee, Cutler, Stokes, Swartz, Sytnik | - | YES     |
|    | Chairman Brennan  | - | ABSTAIN |
| b) | #R-23:2-14, electing a VICE-CHAIRPERSON (James Bresch)      |   |         |
|    | Commissioner Cuffee, Cutler, Stokes, Swartz, Sytnik         | - | YES     |
|    | Chairman Brennan  | - | YES     |
|    | Commissioner Bresch   | - | ABSTAIN |
| c) | #R-23:2-15, electing a TREASURER (Jeffrey S. Swartz)        |   |         |
|    | Commissioner Bresch, Cuffee, Cutler, Stokes, Sytnik         | - | YES     |
|    | Chairman Brennan  | - | YES     |
|    | Commissioner Swartz   | - | ABSTAIN |

Resolution #'s R-23:2-13, 14 & 15 were adopted.

Mr. Watson, Solicitor for the CCMUA, administered the Oath of Office.

**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 January 17, 2023. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

The motion was carried.

**OLD BUSINESS:**

None

**ADMINISTRATION REPORT:**

**I) ITEMS FOR DISCUSSION:**

**A) Administration:**

**1) Environmental Management System (*oral report by staff*)**

Mr. Schreiber advised the Board members that Mr. Cornforth is still on the mend and that long time CCMUA employee, Bob Hickman, recently suffered a catastrophic illness and asked that we keep both employees in their thoughts and prayers.

In addition, he updated the Board on odor complaints- over the past 30 days, there were zero (0) external odor complaints and one (1) internal odor complaint. Also, regarding the building improvements, Mr. Schreiber shared photos of the office spaces under construction. Demolition has begun in the both the admin and services buildings. Finally, Scott shared a brief video clip of the CCMUA’s C32 outfall in the Cramer Hill section of Camden City during a recent heavy rain event. While the flow and combined sewage overflow is currently allowed by permit, and the system is operating as designed, that will likely change in the coming months when the New Jersey Department of Environmental Protection issues the CCMUA its new permit. The changes to the permit will lessen the number of allowed combined sewage overflows which will benefit the ecosystem of the Delaware River. However, the permit changes will come at a significant financial impact to the CCMUA as the CCMUA will be required to invest tens of millions of dollars to upgrade its system to meet the permit standards.

Chairman Brennan asked how heavy rain events are reflected in the Operations Report to which Mr. Schreiber explained that the report for the month of December 2022 indicates that there were several rain events. Specifically, he noted that peak flow was noted as 202 million gallons (mgd) which is 22 million gallons over the CCMUA’s rated capacity of 180mgd. This is a good thing- the more flow received and treated by the CCMUA’s main plant, the less that is discharged to the Delaware River untreated.

Mr. Gipson further explained that during December 2022, there were 9 rain events, 5 of which were greater than ¼ inch and one event resulted in 2” of rain. Solids were a bit heavier for the month which is a result of colder weather slowing down the process. The 2” heavy rain event resulted in a peak flow of 202mgd which lasted approximately 10 minutes and flows over 180mgd which lasted approximately 30 minutes. Two years ago, before the system upgrades that occurred, the plant could barely handle sustained flows of 150mgd. Also, last month 99% of the sludge produced was processed through the sludge dryers resulting in a final yearly average of 90% of sludge was processed through the dryers. The dryers and the newer sludge digestion system has greatly improved on the plant’s ability to process the majority of sludge it produces. This means less truck traffic as there is very little sludge to haul off site. In addition, with digestion, biogas is generated which helps reduce the CCMUA’s need to purchase gas and electric. The 90% goal remains for 2023.

Mr. Gipson updated the Board on the CCMUA’s power usage for 2022. The CCMUA used approximately 35million kilowatt hours (kWh) of electricity prior to the addition of the combined heat and power system. Now, it uses approximately 12 million kWh per year. The remainder of the electric needed is generated on site by the combined heat and power system. About 65% of that is generated by the digester gas. As a result of the digester, sludge dryers and combined heat and power systems, the CCMUA’s utility and sludge hauling costs have been significantly reduced. The CCMUA will soon be issuing a Request For Proposals for energy management services. The selected consultant will be tasked with assisting the CCMUA with ways in which it can limit its demand on the power grid, especially during peak times and optimizing its on-site power generation. In doing this, the CCMUA stands to receive an additional \$500,000 or more in utility savings from PSE&G. Chairman Brennan suggested that the CCMUA consider adding this type of positive news/information to its Facebook page.

Mr. Zonis, Director of Engineering/Process Systems advised the Board that the Admin building has been turned over to the contractor who has begun the rehabilitation work. He thanked the O&M staff for assisting with the relocation of employees, files, offices, etc. He added that the 1<sup>st</sup> floor offices in the Services Building have been undergoing rehabilitation. The project is moving ahead as planned.

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) Projects Update

Chairman Brennan noted that the RFP for Construction Management Services for the Pennsauken Disconnect project has yet to be awarded and asked for more explanation. Mr. Schreiber explained that the project associated with this RFP is being funded by the NJ Infrastructure Bank. The NJI-Bank requires that a construction management contract be awarded for the project prior to bidding of the construction contract. However, during the design of the project, the staff became aware of another area/location that could capture more stormwater than current location being considered. So, the staff and design engineering consultant are evaluating the possible change in location to ensure that the original plan is the most cost effective while having the most positive impact on capturing stormwater flow.

Commissioner Bresch asked for clarification on the status of the sludge piping upgrades project to which Mr. Schreiber explained that the parts for the project (pipes, controls, valves, etc.) had to be procured and delivered to the CCMUA prior to the construction actually occurring. Once the CCMUA is in possession of the parts, the contractor can invoice the CCMUA the cost for the parts. Mr. Zonis further explained that the procurement of the parts needed for the project took almost a year which is why the actual construction has only recently started.

C) **Finance**

- 1) Cash Flow & Actual to Budget Analysis & NW Cash Flow Report – December 2022 & YTD

Supporting Reports:

- a. Collections Report
- b. Budget Review Report

Mr. Planamento noted that, for the month, expenses were higher than budgeted for, but for the year, are way under budget. Mr. Schreiber further explained that the reason for this can be a cash flow issue. The CCMUA has allocated \$8 million for capital projects divided over 12 months. So, the monthly budget amount could be exceeded depending on the amount of invoices received for the month. The CCMUA, while over budget, for the month of December by \$500,00, was well under the \$8 million annual budget for capital projects.

- c. Cash Management Report

D) **Operations & Maintenance**

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

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS:**      None

**NEW BUSINESS:**

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-23:2-16, authorizing the Executive Director to advertise for bids for various items during 2023. There being no question on the motion, all Commissioners responded "Aye in favor, none opposed.

Resolution #R-23:2-16 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Cuffee to adopt Resolution #R-23:2-17, designating banks of depository for user revenue. There being no question on the motion, all Commissioners responded "Aye in favor, none opposed.

Resolution #R-23:2-17 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cutler to adopt Resolution #R-23:2-18, 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.

Resolution #R-23:2-18 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-23:2-19, designating banks of depository for its funds. There being no question on the motion, all Commissioners responded "Aye in favor, none opposed.

Resolution #R-23:2-19 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner Cuffee to adopt Resolution #R-23:2-20, designating two newspapers to receive notices. There being no question on the motion, all Commissioners responded "Aye in favor, none opposed.

Resolution #R-23:2-20 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-23:2-21, 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.

Resolution #R-23:2-21 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to adopt Resolution #R-23:2-22, designating banks of depository for investments. There being no question on the motion, all Commissioners responded "Aye in favor, none opposed.

Resolution #R-23:2-22 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-23:2-23, 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, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:2-23 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-23:2-24, authorizing the execution of an agreement between the CCMUA and Fulton Bank, of Mt. Laurel, New Jersey for cash management services in accordance with Specification #22-22(A). 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:2-24 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-23:2-25, authorizing an agreement (extension – 5<sup>th</sup> 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:2-25 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Bresch to adopt Resolution #R-23:2-26, authorizing the execution of purchase orders between the CCMUA and vendors under the New Jersey State Cooperative Purchasing Program for 2023. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:2-26 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-23:2-27, authorizing the execution of purchase orders between the CCMUA and vendors under the North Jersey Wastewater Cooperative Pricing System, System ID #NJWCP. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:2-27 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-23:2-28, authorizing the use of competitive contracting pursuant to NJSA 40A:11-4.1 et seq for the maintenance of green infrastructure projects and related stormwater infrastructure. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:2-28 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Bresch to adopt Resolution #R-23:2-29, authorizing an agreement with South jersey Land and Water Trust to perform park maintenance services at the Cramer Hill Nature Preserve in Camden pursuant to NJSA 40:12-22. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:2-29 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Sytnik to table Resolution #R-23:2-30, authorizing a shared services agreement with the County of Camden for the provision of supplemental legal management services to allow the CCMUA staff to take inventory of the various shared services agreements with the County and determine the need for each. There being no further question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-23:2-30 was tabled.

A motion was made by Commissioner Bresch and seconded by Commissioner Cutler to adopt Resolution #R-23:2-31, authorizing the execution of purchase orders between the CCMUA and vendors under the Hunterdon County Education Services Commission of NJ Cooperative Pricing System, System ID #34HUNCCP. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:2-31 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-23:2-32, authorizing the execution of purchase orders between the CCMUA and vendors under the Educational Services Commission of NJ Cooperative Pricing System, 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:2-32 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-23:2-33, authorizing a contingency agreement between E&B Housing, LLC 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:2-33 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-23:2-34, authorizing award of a non-fair and open contract to Drexel University for combined sewer overflow modeling. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:2-34 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-23:2-35, authorizing the CCMUA to waive claimant certification requirement for invoices under certain circumstances. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:2-35 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution Adoption of Resolution #R-23:2-36, authorizing change order #1 to Johnson Mirmiran & Thompson's construction management services contract of the Newton Lake Dredging 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:2-36 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-23:2-37, authorizing change order #2 to Mobile Dredging & Video Pip for the dredging and reclamation of Newton Lake. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:2-37 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-23:2-38, authorizing payment of a stipend to certain maintenance department employees at the Delaware #1 WPCF. Mr. Schreiber explained that in 2022 the duties of the retired management level maintenance employee were best divided among 3 Supervising Sewage Plant Repairers. This stipend, if approved, compensates those employees for the additional duties. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:2-38 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-23:2-39, authorizing use of NJCSC title Purchasing Assistant. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:2-39 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-23:2-40, authorizing salary increase to the position of Executive Director. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:2-40 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-23:2-41, 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:2-41 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-23:2-42, authorizing payment of \$4,750,744.15 for expenses disbursed from the revenue 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, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-23:2-42 was adopted.

**PUBLIC PARTICIPATION:** None

Commissioner Swartz noted that the Camden County Workforce Development Board is again applying for a summer youth employment grant. Hopefully, there will be 50 available slots for 16 to 24 year olds and the CCMUA will again host a few of the students. He will provide information to the CCMUA and other agencies if the grant is received.

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Sytnik and seconded by Commissioner Cuffee. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 6:55pm.

Minutes of this meeting were approved on 3/20/2023

Respectfully Submitted,

*Kim Michelini*  
Kim Michelini, Authority Secretary