

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON SEPTEMBER 18, 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 Cuffee, Cutler, Johnson, Stokes, Swartz & Sytnik,
Chairman Brennan
ABSENT: Commissioner Bresch

STAFF PRESENT:

Scott Schreiber, Executive Director	Oleg Zonis, Dep Exec Dir/Dir of Engineering
Stephanie Madden, Gen. Counsel/Chief Comp. Ofc.	Len Gipson, Director of O&M - Main Plant
Kim Michelini, Authority Secretary	Jason Fry, Asst Dir of O&M
Dhaval Shah, Director of Finance	Alisa Smith, Secretarial Asst.
Dan Lose, Asst. Comptroller	

CONSULTANTS:

Michael Watson, Esq., Brown & Connery (Solicitor)
John Vena, 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 August 21, 2023. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	ABSTAIN

The motion was carried.

ADMINISTRATION REPORT:

I) ITEMS FOR DISCUSSION:

A) Administration:

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

Mr. Schreiber reported that, over the last 30 days, there were zero odor complaints- internal and external. In addition, he noted that the CCMUA will soon be receiving a draft permit from the NJ Department of Environmental Protection (NJDEP). This draft permit will include updated components related to the Long Term Control Plan (LTCP). These components will have significant financial impact on the CCMUA, Camden and Gloucester Cities. This is a two-part process: 1) Draft Permit will commit the three entities to work that is to be accomplished over the next 5 years, and, 2) in parallel, the NJDEP is expecting the three entities to submit a revised schedule for the LTCP. For the CCMUA, this will not be a substantial change, however, other changes will still be needed. The CCMUA must submit a draft to the NJDEP by October 9th.

He also explained that, regarding the nutrient reduction regulations, the Delaware River Basin Commission (DRBC) has removed itself from the rule making process, leaving the USEPA the sole rule maker. The CCMUA will continue to work with other municipal dischargers along the Delaware River to navigate the issue, but it appears that new rule will be issued by

year's end, with implementation to follow thereafter. He reminded the Board that it is anticipated the new regulations will likely result in costly (\$200M or more) upgrades to the CCMUA wastewater treatment plant.

The CCMUA held a kick-off meeting today with NJ Office of Emergency Management and FEMA, regarding the grant it recently received. The CCMUA received \$2.6M for a feasibility study, and planning and design of the Harrison Ave & State Street project related to the CCMUA regulatory compliance efforts.

Chairman Brennan complimented the staff on their efforts in receiving the \$2.6M grant and for the ongoing positive odor control.

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

Mr. Zonis updated the Board on two on-going construction projects. The first is the upgrades to the Administration and Services Buildings. The project is moving along timely. It is thought that by the end of October, employees will begin moving back into their assigned workspace. Progress is being made at the Services Building. A solution for the drainage/flooring issues has been identified and tiling is set to begin in the locker rooms. The second project is the secondary sludge piping project. That project is approximately 50% complete and is also on schedule.

Mr. Zonis mentioned that there are two resolutions on tonight's agenda for Pump Station Roof Replacements and Pump Station Door Replacements. The staff is recommending the award of a contract for the Pump Station Door Replacement Project as the price was within the estimate and the bid documents were in order. The staff is recommending that the bids received for the Pump Station Roof Replacement project be rejected and the project be readvertised. The low bid was withdrawn, and the other bids received were significantly higher than the low bid as well as the engineer's estimate. Commissioner Swartz asked if the projects could be combined into one bid to which Mr. Zonis replied that it was decided to keep the projects separate to keep costs down.

C) Finance

- 1) Cash Flow & Actual to Budget Analysis & NW Cash Flow Report – July 2023 & YTD Supporting Reports:

- a. Collections Report
- b. Budget Review Report
Mr. Shah noted that the overall budget is in line and projected to on budget as the year progresses.
- c. Cash Management Report

D) Operations & Maintenance

- 1) Del. No. 1 WPCF- Operations Report- July 2023

Mr. Gipson noted that during July, there were 12 rain events, 8 of which were significant and had a measurable impact on the plant. The plant, during this period, performed well. He added that recently, during the weekend of September 10 – 11, 2023, there were three days of peak flows of 162mgd, 190mgd and 130mgd, after receiving 4" of rain. The plant received these higher than average levels of flow with no issue to plant performance and/or the surrounding communities. The staff continues to receive wet weather operation

training. He also noted that they continue to work on efficient plant operations by optimizing chemical usage, equipment use and energy consumption, all while maintaining exceptional effluent quality. The sludge digester has had a positive impact on plant process, including equipment wear and tear. For instance, in the past, there would always be 5-6 belt filter presses in operation, now there are just two. Also, there would be 2 gravity belt thickeners in operation, and now there is just one in operation. In addition, while we have switched to a more expensive polymer, the operation uses less polymer than previously, and the sludge result are of better quality.

Finally, Mr. Gipson commented that the staff has been interviewing candidates for various positions within the plant- electricians, electrician helpers, and repairers. In addition, he noted that the students (Mastery Charter High School) hired recently as Laborers, have had a positive impact on the work distribution.

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None

OLD BUSINESS:

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-23:8-142, authorizing award of a non-fair and open contract to Kendall Electric for Controllogix Fundamentals & Troubleshooting Training. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:8-142 was adopted.

NEW BUSINESS:

A motion was made by Commissioner Cutler and seconded by Commissioner Swartz to adopt Resolution #R-23:9-148, authorizing the execution of an agreement between the CCMUA and Polydyne, Inc., for supply and delivery of liquid polymer for sludge dewatering in accordance with Specification #23-22. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:9-148 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Sytnik to adopt Resolution #R-23:9-149, authorizing the execution of an agreement between the CCMUA and Nichem Co., for the removal disposal of carbon in dryer facility odor control in accordance Specification #23-21. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:9-149 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-23:9-150, authorizing the execution of an agreement between the CCMUA and Alfa Laval for the supply and deliver of parts for Ashbrook Aquabelt 3.0 M, Type 96 and Ashbrook Winklepress in accordance with Specification #23-23. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:9-150 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-23:9-151, authorizing a shared services agreement with the County of Camden for County-wide Household Hazardous Waste Collection Days during 2023. Chairman Brennan asked about insurance needs related to the collection of hazardous waste to which Mr. Schreiber commented that that the CCMUA does not collect the hazardous waste, the County does. The CCMUA provides a financial contribution to the County to use toward the annual collections. Mr. Watson added that if the CCMUA was part of the actual collection, it would, prior to the collection, notify its insurance carrier(s) accordingly. Commissioner Cutler requested that the signage at the collection events include the CCMUA's name and/or logo. There being no further question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

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

Resolution #R-23:9-151 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-23:9-152, authorizing the execution of an agreement of a purchase order between the CCMUA and Recycle Track Systems of NJ, LLC for refuse removal under the Camden County Cooperative Pricing System, Bid A-17/2021, 3rd year option. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:9-152 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Swartz to adopt Resolution #R-23:9-153, authorizing signing authority. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:9-153 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Johnson to adopt Resolution #R-23:9-154, authorizing rejection of bids received for contract #414, pump station replacement and authorize re-advertisement of bids. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:9-154 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Johnson to adopt Resolution #R-23:9-155, authorizing award of a contract to CDM Smith for annual consulting engineering services related to the CCMUA's regulatory compliance requirements in accordance with RFP #2023-12. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:9-155 was adopted.

A motion was made by Commissioner Johnson and seconded by Commissioner Cutler to adopt Resolution #R-23:9-156, authorizing a time extension to the CCMUA's Contract with Cintas Corp for uniform rental and mat cleaning. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:9-156 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-23:9-157, authorizing the award of Contract #415, Pump Station Door Replacement to Extreme Builders, LLC. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:9-157- was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-23:9-158, authorizing the execution of a purchase order between the CCMUA and Harring Fire Protection, LLC for fire suppression system inspection, testing and maintenance on an as-needed basis under the Camden County Cooperative Pricing System ID #57-CCCPS BID# A-33/2023. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:9-158 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Johnson to adopt Resolution #R-23:9-159, authorizing the hiring of an electrician and electrician's helper. Commissioner Cuffee asked what qualifications were needed for these positions, to which Mr. Schreiber and Ms. Micheleni indicated the Electrician position requires between 3 and 5 years of industrial electrical experience and a journeyman's license or trade school education in the field was preferred. All vacancies are first posted internally for current CCMUA employees to apply. If no employees apply or none are qualified, the CCMUA opens the advertisement to outside the CCMUA. There being no further question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

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

Resolution #R-23:9-159 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-23:9-160, 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 Cuffee, Cutler, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:9-160 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Johnson to adopt Resolution #R-23:9-161, authorizing payment of \$3,777,095.70 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 Cuffee, Cutler, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:9-161 was adopted.

PUBLIC PARTICIPATION: NONE

Mr. Schreiber thanked Mr. Lose, the CCMUA's Customer Service/Billing Department Supervisor, for his hard work and efforts, and that of his team, on navigating the Low Income Home Water Assistance Program (LIHWAP). This program was rolled out by the State of NJ earlier this year to assist low income families with unpaid water and sewer bills. The program is due to end shortly since funding is no longer available. The Chairman, on behalf of the Board, also thanked him for his efforts.

Commissioner Sytnik noted that there will be a Jazz Trio playing on September 29, at 6:30, at the Voorhees Town Center. It is an outdoor event so bring your chairs and blankets.

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

Minutes of this meeting were approved on October 16, 2023

Respectfully Submitted,



Kim Michelini
Kim Michelini, Authority Secretary