

**CERTIFICATION**

I hereby certify the attached to be a true and correct copy of the **unapproved** Minutes of the July 16, 2018 Regular Meeting of the Camden County Municipal Utilities Authority. It is anticipated that these minutes will be adopted by the CCMUA's Board of Commissioners at the August 20, 2018 Regular Meeting.



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Kim Michelini  
Authority Secretary

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**  
**MINUTES OF THE REGULAR MEETING HELD ON**  
**JULY 16, 2018**

The Regular Meeting of The Camden County Municipal Utilities Authority was called to order by Chairman 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 Cuffee, Cutler, Stokes, Swartz & Sytnik  
Chairman Brennan

ABSENT: Commissioners Bresch & MacFarlane

**STAFF PRESENT:**

Andrew Kricun, Executive Director	Kim Michelini, Authority Secretary
Wayne Planamento, Chief Financial Officer	Alisa Smith, Secretarial Assistant
Robert Cornforth, Director of O&M- Interceptors	
Len Gipson, Director of O&M- Main Plant	
Scott Schreiber, Director of Operations- Admin	

**CONSULTANTS:**

Michael Watson, Esq., Brown & Connery (Solicitor)  
Robert Serpente, D&B/Guarino

**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 on February 23, 2018 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 Sytnik to adopt the Minutes of the Regular Meeting held on June 18, 2017. There being no question on the motion, a roll call was taken. On roll call, the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

The motion was carried.

**EXECUTIVE DIRECTOR'S REPORT:**

**I) ITEMS FOR DISCUSSION:**

**A) Administration:**

**1) Environmental Management System- July 2018**

Mr. Kricun advised the Board that the CCMUA was certified by the USEPA assigned auditor for the new Environmental Management System standard. He thanked the EMS team- Doug Burns, Scott Schreiber, Len Gipson and Bob Cornforth for their efforts. The CCMUA is one of only 35 out of 14,000 U.S. utilities to have earned this certification.

Construction of the digester facility continues and remains on track to be off electricity and on natural gas by the end of 2018/beginning of 2019. By the fall of 2019, the CCMUA will generate its own biogas which will be converted to electricity, making the CCMUA more resilient to power outages.

The CCMUA will soon open three new parks: Cramer Hill Nature Preserve, Gateway Park and the connection between the Liney Ditch and Phoenix Parks. There will likely be ribbon cutting ceremonies for these events which the Board will be advised of. Chairman

Brennan commented that the CCMUA should have agreements in place concerning the policing and maintenance of the parks prior to their opening. Mr. Kricun explained that in addition to cameras and signage being added to these parks, the Camden County Police Department will add them to their patrol. In addition, Mr. Kricun further indicated that the CCMUA's insurance carrier will be advised of the status change of these properties once they are open to the public. Chairman Brennan added that there should be an agreement between the responsible parties concerning, policing, maintenance, etc. before the parks are opened.

Mr. Kricun reported that all three of the sludge dryers are back in service and running in an optimal manner. However, the plant's effluent quality, while better, is still not at optimal levels, but Mr. Gipson continues to monitor and evaluate the matter. Finally, the CCMUA continues to negotiate with a vendor who submitted a proposal for the disposal of the dried byproduct from the dryers (additional details to follow in Closed Session).

**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) Finance**

- 1) Cash Flow & Actual to Budget Analysis/NW Cash Flow Report  
Supporting Reports
  - a. Collections Report
  - b. Budget Review Report
  - c. Cash Management Report

**C) Operations & Maintenance:**

- 1) Del. No. 1 WPCF- Operations Report- May 2018

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS:     NONE**

**OLD BUSINESS:             NONE**

**NEW BUSINESS:**

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-18:7-103, accepting annual audit for the year ending December 31, 2017 as prepared by Bowman and Company. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-18:7-103 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-18:7-104, approving the Authority's 2018 Budget (1<sup>st</sup> Reading). There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz & Sytnik - YES  
Chairman Brennan - YES

Resolution #R-18:7-104 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Swartz to adopt Resolution #R-18:7-105, authorizing a time extension to the CCMUA's agreement with Wells Fargo Bank for cash management lock box services. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz & Sytnik - YES  
Chairman Brennan - YES

Resolution #R-18:7-105 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-18:7-106, authorizing an agreement between the CCMUA and Corrosion Products & Equipment for the supply and delivery of parts for Moyno Pumps in accordance with Specification #18-08. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz & Sytnik - YES  
Chairman Brennan - YES

Resolution #R-18:7-106 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cutler to adopt Resolution #18-7-107, authorizing the execution of an agreement between the CCMUA and GMH Associates of America for requirements for the repair of Rotork Actuators in accordance with Specification #18-14. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz & Sytnik - YES  
Chairman Brennan - YES

Resolution #R-18:7-107 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Swartz to adopt Resolution #R-18:7-108, authorizing the execution of an agreement between the CCMUA and KRS Services for Backflow Preventer Inspection and Repair in accordance with Specification #18-18. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz & Sytnik - YES  
Chairman Brennan - YES

Resolution #R-18:7-108 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner Cuffee to adopt Resolution #18:7-109, authority the execution of an agreement between the CCMUA and Eastern Lift Truck Company for supply and delivery of electric utility vehicles in accordance with Specification #18-11. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz & Sytnik - YES  
Chairman Brennan - YES

Resolution #R-18:7-109 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-18:7-110, authorizing the execution of an agreement between the CCMUA and Crane Coach for the provision of Crane Operator Certification in accordance with RFQ #2018-1. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz & Sytnik - YES  
Chairman Brennan - YES

Resolution #R-18:7-110 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Sytnik to adopt Resolution #R-18:7-111, authorizing an agreement with Atlantic County Utilities Authority for sludge disposal services. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz & Sytnik - YES  
Chairman Brennan - YES

Resolution #R-18:7-111 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Sytnik to adopt Resolution #R-18:7-112, 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. Chairman Brennan encouraged his fellow Board members to contact the staff with any questions they may have regarding expenses to be paid. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz & Sytnik - YES  
Chairman Brennan - YES

Resolution #R-18:7-112 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-18:7-113, authorizing payment of \$13,043,283.20 for expenses disbursed from various trust accounts. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioners Cuffee, Cutler, Stokes, Swartz & Sytnik - YES  
Chairman Brennan - YES

Resolution #R-18:7-113 was adopted.

Mr. Kricun added Resolution #R-18:7-114, authorizing that the Authority hold a Closed Session meeting to discuss legal matters involving contract negotiations (sludge disposal negotiations and negotiations concerning potential green project funding). All Commissioners responded "Aye" in favor, none opposed.

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The meeting adjourned to Closed Session at 6:13pm.  
The meeting returned to Open Session at 6:24pm.  
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Chairman Brennan commended the staff on their efforts in keeping odors at the Main Plant in Camden to a minimum, especially given the recent weather conditions (heat/humidity). Commissioner Stokes thanked the staff that participated/manned a booth in Collingswood's May Fair, which was another successful event. Commissioner Cuffee invited the Commissioners and staff to Winslow Twp.'s Family Day with is this Saturday, July 21<sup>st</sup> from 2-8pm at New Brooklyn Park.

**PUBLIC PARTICIPATION:      NONE**

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Stokes and seconded by Commissioner Swartz. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 6:26pm.

Minutes of this meeting were approved on 8/20/18

Respectfully Submitted,

  
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Kim Michelini  
Authority Secretary