

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REGULAR MEETING HELD ON OCTOBER 21, 2019**

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  
Chairman Brennan

**ABSENT:** Commissioners Stokes & Sytnik

**STAFF PRESENT:**

Scott Schreiber, Director of Operations- Admin  
Robert Cornforth, Director of O&M- Interceptors  
Len Gipson, Director of O&M- Main Plant  
Wayne Planamento, Chief Financial Officer

Kim Michelini, Authority Secretary  
Alisa Smith, Secretarial Assistant

**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 25, 2019 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 Bresch to adopt the minutes of the Regular Meeting held on September 16, 2019. 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,	-	YES
Chairman Brennan	-	YES

The motion was carried.

**OLD BUSINESS:** NONE

**ADMINISTRATION REPORT:**

**I) ITEMS FOR DISCUSSION:**

**A) Administration:**

1) Environmental Management System- October 2019  
Mr. Schreiber updated the Board by advising them that the plant continued to operate optimally- the effluent quality was exceptional and there were no odor complaints during the last 30 days. The combined heat and power (CHP) facility began operating on October 14<sup>th</sup> and is providing electricity to the main plant. The transition from construction to operation was smooth, with one minor hiccup (one engine requires minor repairs). Mr. Gibson added that they are waiting for the daily operation report for the CHP and, once received, we'll have a better idea of how much power was generated.

**B) Engineering:**

**C) Legal:**

**D) Operations & Maintenance:**

**E) Finance:**

- 1) Voucher Payment Resolutions - Report on Emergency Payments

**II) INFORMATIONAL ITEMS:**

Chairman Brennan noted for the record that during the hour prior to tonight’s meeting, the Personnel, Finance and Project Committees met and, as a result, it is hoped that there will be an enhanced and more transparent process concerning these matters.

**A) Administration:**

- 1) Organizational Chart
- 2) CCMUA Code Book

**B) Engineering:**

- 1) Project Updates Report  
Mr. Schreiber noted that the meeting folder contained a report which provides an overview of the various construction projects that the CCMUA is involved in. He anticipates that this report will be updated quarterly. Commissioner Bresch requested that the total anticipated amount to be paid be included in this report.
- 2) R&R Report- Main Plant
- 3) R&R Report- Interceptor System
- 4) Capital Projects

**C) Finance:**

- 1) Cash Flow & Actual to Budget Analysis/NW Cash Flow Report- August & YTD  
Supporting Reports:
  - a. Collections Report
  - b. Budget Review Report  
Commissioner MacFarlane commented that while the overall budget overall is \$570,000 to the good, some line items are over budget when comparing them to 2018. Regarding utilities, the CCMUA continues to be under budget to which Mr. Schreiber explained this is because the CHP facility came on-line later than anticipated/originally budgeted and Mr. Cornforth added that the CCMUA is using less natural gas because only one of the three sludge dryers is in operation. Mr. Planamento noted that some of the utilities offset others.
  - c. Cash Management Report

**D) Operations & Maintenance:**

- 1) Del. No. 1 WPCF- Operations Report- August

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None**

**NEW BUSINESS:**

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-19:10-116, approving the Authority’s 2019 Budget. Commissioner MacFarlane asked how the staff arrived at the budget totals to which Mr. Schreiber indicated that revenues and expenses are anticipated to be less than previous budgets which is due to the CCMUA having recently paid off a significant portion of its debt and that connection fees have been budgeted to be more in line with historical amounts. Mr. Schreiber added that the 2020 Budget will be presented to the Board for its consideration in the early part of 2020. 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	-	YES
Chairman Brennan	-	YES

Resolution #R-19:10-116 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-19:10-117, authorizing the execution of a purchase order between the CCMUA and Waste Management of NJ for refuse removal under the Camden County Cooperative Pricing System ID#57-CCCPS, Bid #A-21/2018 – 2<sup>nd</sup> 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 Bresch, Cuffee, Cutler, MacFarlane, & Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-19:10-117 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-19:10-118, authorizing award of a contract to CDM Smith for annual consulting engineering services for optimization of the Delaware #1 WPCF's odor control 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, MacFarlane, & Swartz	-	YES
Chairman Brennan	-	YES

Resolution #R-19:10-118 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cutler to adopt Resolution #R-19:10-119, authorizing the execution of an agreement between the CCMUA and "D" Electric Motors, Inc for supply and delivery of Allen Bradley electronic parts in accordance with Request For Quotes #2019-5. 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	-	YES
Chairman Brennan	-	YES

Resolution #R-19:10-119 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-19:10-120, authorizing the execution of an agreement between the CCMUA and Xylem Water Solutions, USA, Inc. of Malvern, PA for the supply and delivery of Flygt/Godwin Pumps, pump parts and accessories (hose) for various Flygt and Godwin Submersible pumps in accordance with Specification #19-15. 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	-	YES
Chairman Brennan	-	YES

Resolution #R-19:10-120 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-19:10-121, authorizing participation with the South Jersey Power Cooperative in conjunction with the County of Camden for the supply and delivery of natural gas. 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	-	YES
Chairman Brennan	-	YES

Resolution #R-19:10-121 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-19:10-122, authorizing the execution of purchase orders between the CCMUA and vendors under the NJ State Cooperative Purchasing Program for remaining Year. 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 - YES  
Chairman Brennan - YES

Resolution #R-19:10-122 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-19:10-123, authorizing the execution of an agreement for fire suppression system inspection, testing and maintenance under the Camden County Cooperative Pricing System, ID #57-CCCPS, Bid A-40/2018. Chairman Brennan noted that the CCMUA's insurance company recently found the CCMUA deficient in this area to which Mr. Cornforth explained that he is aware of the findings regarding fire inspection and testing. He added that the CCMUA and other County agencies participating in this shared service have the same issue since the last two vendors that won the County bid have defaulted. A meeting has been scheduled with the new vendor to get a head start on inspection and testing. 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 - YES  
Chairman Brennan - YES

Resolution #R-19:10-123 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-19:10-124, authorizing award of a contract to McKernan Architects & Associates for architectural planning and design services. Chairman Brennan noted that the Board will want to see a prioritized list of items that are recommended to be done and the associated cost. 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 - YES  
Chairman Brennan - YES

Resolution #R-19:10-124 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-19:10-125, authorizing award of the annual financial advisor contract to NW Financial. 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 - YES  
Chairman Brennan - YES

Resolution #R-19:10-125 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-19:10-126, authorizing the execution of an agreement between the CCMUA and Willier Electric Motor Repair Co. Inc., for the supply and delivery of electric motors and controls (Baldor 501 Stock Product Catalog) in accordance with Specification #19-22. 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, MacFarlane, & Swartz - YES  
Chairman Brennan - YES

Resolution #R-19:10-126 was adopted.

Mr. Schreiber noted that matters concerning the next three Resolutions (#127, 128 & 129) are handled by the Chief Engineer. However, in Mr. Kricun's absence, the CCMUA's consulting engineer evaluated these treatment works approvals and provided a recommendation so the Board can take formal action regarding these matters. He added that this was the process until the Board reassigned the authority to the Chief Engineer.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-19:10-127, indicating non-conflict with the regional system for sanitary sewer extension, King Avenue Pump Station improvements & Force Main extension, Pennsauken Township. 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 - YES  
Chairman Brennan - YES

Resolution #R-19:10-127 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-19:10-128, indicating non-conflict with the regional system for sanitary sewer extension, Legacy Acres Adult Community Major Subdivision, Winslow Township. 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 - YES  
Chairman Brennan - YES

Resolution #R-19:10-128 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-19:10-129, indicating non-conflict with the regional system for sanitary sewer extension, Winslow Cross Creek-Phase III, Winslow Township. 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 - YES  
Chairman Brennan - YES

Resolution #R-19:10-129 was adopted.

Chairman Brennan requested that the next two resolutions (#130 & 131) be tabled until after closed session as it is a matter that involves potential litigation. A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to table Resolutions #R-19:10-130 & #R-19:10-131. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolutions #'s R-19:10-130 & 131 were tabled.

A motion was made by Commissioner Cutler and seconded by Commissioner Bresch to adopt Resolution #R-19:10-132, authorizing that the Authority hold a Closed Session meeting to discuss potential and existing litigation matters 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-19:10-132 was adopted.

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The meeting adjourned to Closed Session at 6:22pm.  
The meeting returned to Open Session at 6:30pm.  
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**PUBLIC PARTICIPATION: NONE**

A motion was made by Commissioner Swartz Cutler and seconded by Commissioner Bresch to adopt Resolution #R-19:10-130, 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 - YES  
Chairman Brennan - YES

Resolution #R-19:10-130 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-19:10-131, authorizing payment of \$11,334,769.13 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:

Commissioner Bresch, Cuffee, Cutler, MacFarlane, & Swartz - YES  
Chairman Brennan - YES

Resolution #R-19:10-131 was adopted.

Chairman Brennan noted that the CCMUA continues to smoothly operate during the Executive Director's absence, primarily due to Ms. Michelini and Mr. Schreiber's efforts and, on behalf of the Board, he expressed his thanks and appreciation, especially for agreeing to meet with him and Commissioner Bresch on the recent holiday. 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 6:32pm.

Minutes of this meeting were approved on 11/18/2019

Respectfully Submitted,

  
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Kim Michelini, Authority Secretary