

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON AUGUST 17, 2020

The Regular Meeting of The Camden County Municipal Utilities Authority was called to order by Chairman Michael G. Brennan at 6:00 P.M and the meeting was held remotely via Zoom. On roll call, the Commissioners responded to their names as follows:

PRESENT:

Commissioners Bresch, Cuffee, Cutler, MacFarlane (*arrived at 6:02pm*), Stokes, Swartz & Sytnik
Chairman Brennan

STAFF PRESENT:

Scott Schreiber, Executive Director
Stephanie Madden, Gen. Counsel/Chief Comp. Ofc.
Wayne Planamento, Chief Financial Officer
Robert Cornforth, Director of O&M - Interceptors
Len Gipson, Director of O&M - Main Plant
Kim Michelini, Director of Admin. Oper./Auth. Sec.
Alisa Smith, Secretarial Assistant

CONSULTANTS:

Michael Watson, Esq., Brown & Connery/Solicitor
Marge DellaVecchia, PS&S

OTHERS PRESENT:

Jerry Vetter, Mobile Dredging & Video Pipe
Kevin Castignola, AP Construction

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 Sytnik and seconded by Commissioner Bresch to adopt the minutes of the Regular Meeting held on July 20, 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

The motion was carried.

OLD BUSINESS: None

ADMINISTRATION REPORT:

I) ITEMS FOR DISCUSSION:

A) Administration:

Environmental Management System- August 2020

Mr. Schreiber updated the Board on the steps that have been taken regarding the health and welfare of the CCMUA employees. The opening of the Administration Building for bill payment, originally planned for the beginning of August, was postponed for several reasons: 1) the COVID positivity and transmission rate was on the rise; 2) Camden County was named a hot spot and 3) the Finance team reported that the CCMUA had collected more income in 2020 than it had to the same point in 2019. We continue to assess the situation with the understanding that the building cannot stay closed to the public indefinitely.

The second update has to do with the employee's that have school age children. Due to the irregular schedule that schools will be experiencing this year, the staff has been working with the employees and the Union to create accommodations for the employees that are affected by the school schedule change. Impacted employees will still be responsible for their normal workload but will be provided flexibility in when and where they perform their responsibilities. This is a developing situation and one that management will work closely with the employees on to find a solution that works for all parties.

The wastewater treatment plant continues to run optimally. The final July numbers were 4.5 parts per million for total suspended solids, 3.9 parts per million for CBOD and cake solids of 25%. These are extremely impressive numbers and the O&M staff is commended for their efforts. To date, August is looking to be the same as July.

The first of the two downed sludge dryers returned to service within the last couple of weeks and is performing well. A small issue arose as there is a pin hole size oil leak in the reconditioned dryer which will be repaired. It has not affected the operation of the dryer or the amount of throughput. The second down dryer is currently going through its rehabilitation.

The remaining projects at the wastewater treatment plant continue with no remarkable news to report. The digester and the wet weather improvements will be finished this year and the raw sewage pump work is still about a year away.

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- June 2020 & YTD Supporting Reports:

- a. Collections Report
- b. Budget Review Report

Commissioner MacFarlane commented that the budget is about \$500,000 to the good. He asked when the staff anticipated a drop in sludge and waste expense to which Mr. Schreiber noted that the digester project, when fully operational, will reduce the overall sludge quantity produced by 50%. Anaergia, the firm responsible for the commissioning of the digesters, has provided an updated schedule which will be reviewed by the staff. It is hoped that there will be beneficial reuse sometime in the 1st or 2nd quarter of 2021, with a final acceptance date in the summer of 2021. Mr. Gipson agreed, further adding that the CCMUA, when ready, will import approximately 2 million gallons of activated sludge from another utility (possibly Gloucester County Utilities Authority or Landis Sewage Authority) to seed the digesters. Mr. Planamento explained that the budgeted sludge and waste totals over the next several months will decrease as a result of the dryers coming back online.

Commissioner Bresch asked if the supply of the seed sludge was part of the contract with Anaergia and how will the import of the sludge be handled to lessen the potential for odors. Mr. Gipson explained that it is not part of the contract with Anaergia but was understood by the CCMUA that it would be necessary to putting the digesters in service. As for the importation of

the sludge, it will be brought in by tankers will be added to the operation under odor control.

c. Cash Management Report

D) Operations & Maintenance

1) Del. No. 1 WPCF- Operations Report- June 2020

Commissioner MacFarlane noted that the average YTD effluent reported in June was nearly 6% and while it is well under the permit level of 30, it is higher than it had been over the last 3-5 years (3%). Mr. Schreiber explained that on June 3rd, the CCMUA experienced a 6 ½ hour power outage which significantly disrupted the plant’s ability to process sewage which resulted in higher than normal levels. Mr. Gipson suggested that the staff review the historical data and follow-up with further clarification as to the reason for the difference.

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS:

Mr. Jerry Vetter, President of Mobile Dredging and Video Pipe noted that Resolution #137 was awarding a contract for the dredging of Newton Lake, but it did not name a contractor. Chairman Brennan explained that the Board, prior to voting on the Resolution, will go into Executive Session to hear further discussion and recommendation from the CCMUA’s Solicitor and Engineer. After Executive Session, the Board will take action on the proposed resolution.

NEW BUSINESS:

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-20:8-125, authorizing the execution of purchase orders between the CCMUA and vendors under the NJ Cooperative Purchasing program for remaining year 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:8-125 was adopted.

Mr. Schreiber asked that the Board table Resolution #R-20:8-126 until the September Board meeting. A motion was made by Commissioner MacFarlane and seconded by Commissioner Stokes to table Resolution #R-20:8-126, authorizing the Executive Director to submit the CCMUA component of the CCMUA-Camden City-Gloucester City Long Term Control Plan. There being no question on the motion, all Commissioners responded “Aye” in favor, none opposed

Resolution #R-20:8-126 was tabled.

A motion was made by Commissioner Cuffee and seconded by Commissioner MacFarlane to adopt Resolution #R-20:8-127, authorizing Final Quantities Change Order to MBE Mark III for. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:8-127 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-20:8-128, approving use of CCMUA’s Community Benefits Fund. Chairman Brennan noted that this resolution approves a contribution of up to \$50,000 to the Heart of Camden for use in a neighborhood plan study. Mr. Schreiber confirmed adding that the cap is \$50,000 and payment is based on the submittal of invoices for certain expenses related to the planning study. 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, Stokes, Swartz, Sytnik	-	YES
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Chairman Brennan - YES

Resolution #R-20:8-128 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-20:8-129, authorizing execution of an agreement between the CCMUA and R. Scheinert & Son, Inc., for provision of electric motor repair services in accordance with Specification #20-19. 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, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-20:8-129 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Cuffee to adopt Resolution #R-20:8-130, authorizing execution of an agreement between the CCMUA and Clean Rental Services for uniform rental and floor mat cleaning services in accordance with Specification #20-16. 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, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-20:8-130 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-20:8-131, authorizing execution of an agreement between the CCMUA and Nichem Company for the removal and replacement of carbon in odor control absorbers in accordance with Specification #20-12. 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, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-20:8-131 was adopted.

Mr. Schreiber asked that this resolution be tabled to allow for further review by counsel. A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to table Resolution #R-20:8-132, authorizing execution of an agreement between the CCMUA and Allied Meter Services for quarterly inspection, testing, repair and reporting of backflow preventers in accordance with Specification #20-20. There being no question on the motion, all Commissioners responded "Aye", none opposed.

Resolution #R-20:8-132 was tabled.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-20:8-133, authorizing execution of an agreement between the CCMUA and Edwin Elliott for repair of Rotork Actuators in accordance with Specification #20-17. Commissioner MacFarlane noted that more information should be provided with the resolution explaining the purpose. In this case, Mr. Gipson explained that an actuator is the mechanism that controls gates and valves and Rotork is the brand. The actuator allows for a valve or gate to be opened mechanically (quickly) versus it being opened by hand which takes much longer. 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, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-20:8-133 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-20:8-134, authorizing execution of an agreement between the CCMUA and Corrosion Products & Equipment for supply and delivery of parts for Moyno pumps in accordance with Specification #20-18. Mr. Gipson explained that Moyno pumps are positive displacement pumps which can move materials, mainly sludge and polymer, more efficiently. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:8-134 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cutler to adopt Resolution #R-20:8-135, authorizing the destruction of various CCMUA owned vehicles in accordance with its Asset Disposal Policy. The question was raised if the vehicles could be donated to which Mr. Schreiber indicated, and Mr. Gipson confirmed, that these vehicles are well outside their useful life. Mr. Schreiber indicated that the CCMUA may receive approximately \$6,300 (\$350/vehicle x 18 vehicles) and there is no extra charge for the pickup/towing of each vehicle. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:8-135 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-20:8-136, indicating the intent to negotiate and enter into an agreement with the Borough of Runnemede to conditionally waive the connection fee for a large section of properties that are serviced by septic systems. Ms. Madden noted that CCMUA policy allows for this exception when there are large areas of homes that desire converting from septic to sewage. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:8-136 was adopted.

Mr. Schreiber asked that this matter be tabled to allow for discussion in Executive Session. A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik table Resolution #R-20:8-137, authorizing award of a contract for the dredging and reclamation of Newton Lake. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:8-137 was tabled.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-20:8-138, authorizing a shared services agreement between the Camden County Improvement Authority and the CCMUA for project management services related to the Newton Lake Dredging and Reclamation project. Mr. Schreiber explained that this is a complicated project and having the Camden County Improvement Authority on-board with the CCMUA's other consultants- PS&S, JMT and Bogia/FX Brown, simply adds another layer of oversight on this project that the CCMUA is undertaking on behalf of the County. Commissioner Cutler asked if this oversight was in addition to or in lieu of CCMUA staff oversight to which Mr. Schreiber indicated that it is in addition to the CCMUA's normal project management services. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-20:8-138 was adopted.

Mr. Schreiber asked the Board to table this resolution to allow for further discussion in Executive Session. A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to table Resolution #R-20:8-139, authorizing award of an emergency contract for the rehabilitation and lining of the CCMUA's Berlin Township Force Main. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:8-139 was tabled.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-20:8-140 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, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-20:8-140 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-20:8-141, authorizing payment of \$4,340,491.38 for expenses disbursed from various trust 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, MacFarlane, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-20:8-141 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-20:8-142, authorizing that the Authority hold a closed session meeting to discuss matters relating to contract negotiations, potential litigation and matters falling within attorney-client privilege. Minutes from the meeting will be kept and released to the public when the need for confidentiality no longer exists. However, the minutes will be subject to redaction based on attorney-client privilege. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-20:8-142 was adopted.

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The meeting adjourned to Closed Session at 6:42pm
The meeting returned to Open Session at 7:11pm
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Upon return to Open Session, Chairman Brennan indicated that it was the intent of the CCMUA to award the Newton Lake Dredging project to the low bidder; Mr. Watson added that the Resolution, #R-20:8-137, will be titled "Authorizing award of a contract for the Dredging and Reclamation of Newton Lake to Mobile dredging & Video Pipe, Inc." A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-20:8-137. There being no question or comment, a roll call vote was taken, and the Commissioners responded to their name as follows:

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

Resolution #R-20:8-137 was adopted and the contract was awarded to Mobile Dredging & Video Pipe.

A motion was made by Commissioner Bresch and seconded by Commissioner Cutler to adopt Resolution #R-20:8-139, authorizing award of an emergency contract to Mount Construction for the rehabilitation and lining of

the CCMUA's Berlin Township Force Main. There being no question or comment, a roll call vote was taken, and the Commissioners responded to their name as follows:

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

Resolution #R-20:8-139 was adopted.

PUBLIC PARTICIPATION:

Mr. Vetter, President for Mobile Dredging and Video Pipe, thanked the Board, adding that they look forward to working with the CCMUA on the Newton Creek dredging project.

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 7:16pm.

Minutes of this meeting were approved on 9/21/2020

Respectfully Submitted,



Kim Michelini, Authority Secretary