

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON MAY 17, 2021

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 due to the COVID19 pandemic. On roll call, the Commissioners responded to their names as follows:

PRESENT: Commissioners Bresch, Cuffee, Cutler, Johnson, MacFarlane, 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
Jason Fry, Asst Director of O&M

Kim Michelini, Director of Admin Operations
Alisa Smith, Secretarial Assistant

CONSULTANTS:

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

OTHERS PRESENT:

Jeffrey Nash, Camden County Commissioner
Rich (member of the Public/Zoom screen name)

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 Swartz and seconded by Commissioner Cuffee to adopt the minutes of the Regular Meeting held on April 19, 2021. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

The motion was carried.

ADMINISTRATION REPORT:

I) ITEMS FOR DISCUSSION:

A) Administration:

- 1) Environmental Management System- May 2021 (*oral report by staff*)
Mr. Schreiber advised the Board that the CCMUA's pumping stations rely on carbon based odor control systems. The carbon must be changed periodically to ensure effective odor treatment so the Authority contracts with an outside vendor to have carbon replaced at approximately 6 station per year. Last week, during a routine carbon change at the Gloucester City PS, the carbon caught fire while the vendor was in the process of changing it. The CCMUA encountered a similar problem several years ago at the Cooper River Pump Station and modified its protocols after that fire, however, the modified protocols were apparently not enough as evidenced by the Gloucester City fire last week. The most obvious common denominator between Cooper River and Gloucester City Pump Stations is their size which most likely played a part. To understand the situation more fully, the CCMUA will be undertake the following course of action:

-Institute an immediate moratorium on all carbon changes while the staff seeks professional opinion about moving forward with non-impregnated carbon changes.

-Work with consulting engineers to determine root cause

-Explore the elimination of the carbon based system at Gloucester City – and consider replace carbon odor control system with a biofilter system

-Notify CCMUA's insurance carrier

Chairman Brennan noted that his understanding is that the CCMUA has used this type of odor control system for quite some time without issue and asked what changed? Mr. Cornforth explained that the same vendor was involved in the changing of the carbon at the Cooper River and Gloucester City pump stations when the fires occurred. He added that these two stations have the largest carbon towers which may have played a part. Also, after the Cooper River fire, the CCMUA changed following: 1) the timing of the carbon change was moved from the hot summer months to the cooler spring/fall months; 2) the carbon is not delivered in advance so that it does not sit out in the weather and 3) the system is started up immediately after changing of the carbon.

Mr. Schreiber updated the Board on an email phishing scheme that occurred in late 2019/early 2020 which sought to have millions of dollars of funds wired to an offshore account. The investigation is now complete and beginning last week, letters alerting individuals who have had personal information contained in emails that were sent or received by the CCMUA were distributed. Mr. Schreiber noted that he should have notified the Commissioners that these letters would be sent out prior to tonight's meeting. The letters were crafted by the 3rd party attorney hired by our insurance carrier and mailed out via Experian credit services. He added that these letters were sent out of an abundance of caution as there is no evidence that the hacker attempted to access personal information or use any information for identity theft or other malicious reasons. Ms. Madden explained that she has been working with the law firm hired by the CCMUA's insurance carrier who are experts in managing these kinds of data breaches. She indicated that she was aware that the letter would be sent out under Scott's signature and that it would have the CCMUA's logo on it.

Ms. Madden updated the Board on the status of updating various Personnel Policies noting that several recent updates involved COVID-related matters, such as travel, quarantine, use of accrued sick leave, and work from home. In addition, two non-COVID related policies were updated (call-outs and absences/latenesses). These were more procedural in change and did not require Board action. However, over the next several months, there will be several more updated policies that will need Board approval- one of significance is the procurement policy/manual. Chairman Brennan asked Ms. Madden if the CCMUA's policies regarding vacation, comp time, sick time, etc. are in line with the County's to which she indicated yes, most policies are. Commissioner Stokes asked if, once the policy updates are complete, there would be one manual that is distributed to all CCMUA employees to which Ms. Madden indicated there would be.

Finally, Mr. Schreiber advised the Commissioners that, considering Governor Murphy's changes in COVID policy, the CCMUA will open to the public beginning Wednesday, May 19. Customers will be allowed to come in person to pay their CCMUA bills.

Ms. Gipson updated the Board advised the Board that the plant's less than optimal performance continued into the month of April. He noted that this is likely the result of the implementation of the digester system, learning the instrumentation and equipment and how to effectively operate the two systems to achieve the best possible outcome/performance. The effluent is still well within permit levels of 30ppm, but it is not optimal (5ppm) either. As a result, this past week the following has been implemented: 1) discussions regarding proper/optimal equipment operation have occurred with the contractors and vendors; and 2) more education and training of the CCMUA's Plant Operators has been instituted.

Mr. Cornforth updated the Board on the following:

- 1) The Pump Station Electrical Upgrades project (updating the 4,000 volt switch gear) is out for bid, with bids due June 15th.
- 2) RFPs for Engineering Services related to Pump Station Door and Roof Replacements; Design of Sludge Dryer Building Fire Suppression System; and Design of Sludge Dewatering Conveyor System are due May 20th.

Mr. Schreiber noted that the Pump Station Electrical Upgrades project is a NJ Infrastructure Bank (“I-Bank”) funded project. The other projects (door and roof replacements, fire suppression system, and sludge dewatering conveyor systems) are part of the CCMUA’s \$8M per year capital projects. These are not necessarily the large I-Bank projects the CCMUA may undertake but are rather the pay-go (cash) capital improvement projects that were deferred when the CCMUA’s debt service payments had ballooned when nearing their end.

Chairman Brennan asked for clarification on this month’s financial reports to which Mr. Schreiber noted that NW’s report shows the actual cash flow in/out of the CCMUA each month, while the other reports prepared by the CCMUA are related to the budget in which revenues and expenses are spread out over the course of 12 months (Gap Accounting vs Cash Accounting).

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
Chairman Brennan suggested that vacancies be shown/included on future charts.

B) Engineering:

- 1) Project Updates Report

C) Finance:

- 1) Cash Flow & Actual to Budget Analysis/NW Cash Flow Report- March 2021 & YTD
Supporting Reports:
 - a. Collections Report
 - b. Budget Review Report
 - c. Cash Management Report

D) Operations & Maintenance:

- 1) Del. No. 1 WPCF- Operations Report- March 2021

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None

OLD BUSINESS: None

NEW BUSINESS:

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-21:5-70, authorizing the execution of an agreement between the CCMUA and Processflo, Inc for supply and delivery of Sunflo Air Blower Model #B3230-D900H, equivalent to serial #C2502124-01 s in accordance with Request for Quotes RFQ #21-02A. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:5-70 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-21:5-71, authorizing the execution of an agreement between the CCMUA and Radwell International, Inc., for

PLC Repairs in accordance with Request for Quotes RFQ #21-01A. 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, Johnson MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:5-71 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-21:5-72, authorizing the execution of an agreement between the CCMUA and Sherwood Logan Associates for supply and delivery of parts for Infilco Degremont "Climber Screen" Mechanical Bar Screens Model IIS in accordance with Specification #21-02A. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:5-72 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Bresch to adopt Resolution #R-21:5-73, authorizing the execution of an agreement between the CCMUA and Technical Devices, Inc. for preventative maintenance and repair of instrumentation in accordance with Specification #20-28A. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:5-73 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-21:5-74, authorizing the rejection of bids received for Specification #21-03A, parts and service of miscellaneous belt conveyors and authorizing contract procurement through negotiations. Mr. Watson explained that the bid submitted did not contain certain required documents which were fatal defects and could not be corrected. Commissioner Cutler asked for clarification on the next step being procurement through negotiation to which Mr. Watson noted that in bidding situations (not RFPs), there are a few circumstances in which the CCMUA can negotiate with a vendor: 1) services or products are proprietary in nature; and 2) if no bids are received or all bids received are rejected or bids received are more than the amount anticipated by the CCMUA twice. There being no further question or comment on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

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

Resolution #R-21:5-74 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-21:5-75, authorizing the execution of an agreement between the CCMUA and Solid Waste Services d/b/a JP Mascaro & Sons; Denali Water Solutions; R&B Debris, LLC; and United Trucking Inc., for hauling and disposal of dewatered sludge in accordance with Specification #21-09. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-21:5-75 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-21:5-76, authorizing award of a contract to NW Financial Group for annual financial in accordance with RFP #2021-06A. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-21:5-76 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Cuffee to adopt Resolution #R-21:5-77, authorizing the execution of an agreement between the CCMUA and Emerson Process Management & Water Solutions, Inc. for support of CCMUA's open Based Supervisory Control and Data Acquisition System (RFP #2021-04). Mr. Schreiber noted that this agreement was negotiated by Solicitor Watson and that there is no change in the agreement language from the prior agreement with Emerson, also negotiated by Solicitor Watson. 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, Johnson, MacFarlane, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-21:5-88-77 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Bresch to adopt Resolution #R-21:5-78, authorizing Change Order #1 to Contract with Utility Advantage for the Energy Consulting Services, Phase I, Understanding & Assessing CCMUA's Needs & Goals. Chairman Brennan noted that the change order amount is more than the original contract amount. Mr. Schreiber explained that the CCMUA needed an energy management strategy considering the existing sludge dryer and new digester and combined heat and power (CHP) facilities being operational. Further compounding the CCMUA's energy needs is the fact that the CCMUA has a solar panel system and will generate energy from the CHP. Given the fact that utilities are one of the largest expenses the CCMUA faces, understanding how to operate the various systems, knowing when demand is greatest or most costly, etc. will go a long way in keeping utility costs in check. Through its initial evaluation, Utility Advantage was able to determine that the CCMUA was within an hour of a significant utility demand charge being assessed by its electricity carrier. This change order will allow Utility Advantage to continue working toward capturing critical data that will enable decisions that support effective energy demand management at the CCMUA's main plant. Mss. Madden further added that the work to be performed is consistent and related to the original scope of work. There being no further question or comment on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

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

Resolution #R-21:5-78 was adopted.

A motion was made by Commissioner MacFarlane and seconded by Commissioner Swartz to adopt Resolution #R-21:5-79, authorizing employment of Pumping Station Operator. Commissioner Cuffee asked what the requirements are for this position to which Mr. Schreiber indicated that a New Jersey Department of Environmental Protection Collections C-3 license is required. There being no further question or comment on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

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

Resolution #R-21:5-79 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to adopt Resolution #R-21:5-80, authorizing an access agreement with the Borough of Collingswood. Commissioner Cutler asked for clarification to which Mr. Schreiber indicated that as part of the Newton Lake Dredging project, how the contractor was to access Section 4 of the lake needed to be addressed. As a result of discussions with the contractor and the construction manager, it was determined that the best location to access the lake was from the back of Collingswood Department of Public Works property and the legal staff worked with Collingswood regarding the terms of the access agreement. There being no further question or comment on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Cutler, Johnson, MacFarlane, Stokes, Swartz, Sytnik - YES

Chairman Brennan

- YES

Resolution #R-21:5-80 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-21:5-81, 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, Johnson, MacFarlane, Stokes, Sytnik	-	YES
Commissioner Swartz	-	ABSTAIN
Chairman Brennan	-	YES

Resolution #R-21:5-81 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-21:5-82, authorizing payment of \$2,262,706.52 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, Johnson, MacFarlane, Stokes, Sytnik	-	YES
Commissioner Swartz	-	ABSTAIN
Chairman Brennan	-	YES

Resolution #R-21:5-82 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-21:5-83, authorizing that the Authority hold a Closed Session meeting to matters discuss legal matters relating to litigation, negotiation, and the attorney-client privilege. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-21:5-83 was adopted.

PUBLIC PARTICIPATION: None

Before entering Closed Session, Rich, from the Public, was given an opportunity to participate. There was no response. Chairman Brennan noted that after Closed Session, there would be another opportunity for the Public to speak.

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The meeting adjourned to Closed Session at 6:57pm
The meeting returned to Open Session at 7:29pm

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PUBLIC PARTICIPATION: None

There being no public present or no further business or discussion, Chairman Brennan adjourned the meeting at 7:30pm.

Minutes of this meeting were approved on 6/21/2021

Respectfully Submitted,


Kim Michelini, Authority Secretary