

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REGULAR MEETING HELD ON MAY 15, 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 Bresch, Cuffee, Cutler, Johnson, Stokes, Swartz & Sytnik,  
Chairman Brennan

**STAFF PRESENT:**

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

**CONSULTANTS:**

Michael Watson, Esq., Brown & Connery (Solicitor)  
Marge DellaVecchia, PS&S  
Robert Fischer, 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 Swartz and seconded by Commissioner Cuffee to adopt the minutes of the Regular Meeting held on April 17, 2023. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

The motion was carried.

**ADMINISTRATION REPORT:**

**I) ITEMS FOR DISCUSSION:**

**A) Administration:**

1) Environmental Management System (*oral report by staff*)  
Mr. Schreiber advised the Board that several capital improvement projects are scheduled to go out for bid and/or begin construction. On tonight's agenda is a resolution, if adopted, authorizing award of a construction contract for the upgrades to the Preliminary Treatment Facility (bar screen and grit system). These upgrades, once complete, will protect the main plant's infrastructure and will allow increased flow to enter the plant for treatment. In addition to this project, upgrades to various pump stations, and several other smaller, self-funded capital improvement projects will follow. Chairman Brennan asked for more information on the benefits of the bar screen and grit system upgrades. Mr. Zonis explained that the new bar screens will allow increased flow into the plant for treatment, and the size of the screen openings will be smaller, thereby capturing additional grit before it enters the main plant. The capture of additional grit before it enters the main plant process will prevent clogging,

equipment damage, etc. The new screens have a continuous backwash system built in which lessens/clears the grit on the screens.

Mr. Schreiber noted that the completion of the Admin and Services Building upgrades project is back on schedule- the locker rooms and offices at the main plant services building are due to be completed late September/early October and the Admin building will follow around December 2023.

Mr. Schreiber reported that since last month's meeting, there was one reported odor complaint. The odor occurred while O&M staff was installing a back-up auxiliary plan in anticipation of performing maintenance on the biofilters (odor scrubbers). The auxiliary plan did not function as anticipated and was corrected shortly thereafter.

Mr. Schreiber advised the Board that he did not yet have the root cause analysis for the overflow event that occurred on April 30<sup>th</sup> in Woodlynne. He added that on the CCMUA staff met with Woodlynne's Mayor, Engineer and Attorney regarding prior flooding events. Mr. Gipson noted that the flooding was a result of excessive rain, the overflow at the CCMUA's metering station and the overflow of the Newton Creek and the bar screen and grit system upgrades project will, once complete, help rectify flooding issues as the new system has overflow capability which means the system will not backup and flood upstream of the CCMUA's main plant. Commissioner Bresch added he has received calls from public officials about flooding and any flooding event is unacceptable and needs to be fixed so that it does not occur. He asked if the flooding was caused by equipment failure or human error to which Mr. Gipson explained that a piece of equipment failed that an operator overlooked. Chairman Brennan suggested that our legal staff investigate the matter to determine the cause.

Finally, Mr. Schreiber advised the Board that the Finance Committee met to review the audit FY 2021. He added that the audit was clean, no comments.

**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

**C) Finance**

- 1) Cash Flow & Actual to Budget Analysis & NW Cash Flow Report – March 2023 & 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 2023  
Mr. Gipson reported that during the month of March there were several rain events and the plant performed well. Management and supervisors continue to work with the operations staff to make adjustments to the process during wet weather events and low flow days to maintain low effluent readings. During March, 100% of the solids generated were processed by the sludge dryers. He added that the dryers are down at this time which will mean there will be an increase in sludge hauling. Currently, approximately 4 truckloads of sludge per day is being hauled and Atlantic County Utilities Authority will soon be able to take our sludge. The storage building is about 25% full.

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS:** None

**NEW BUSINESS:**

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-23:5-75, accepting the annual audit for year ending December 31, 2021 as prepared by Bowman & Company. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:5-75 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Johnson to adopt Resolution #R-23:5-76, authorizing the payment of an invoice to Envirosuite for annual software subscription & equipment rental for the CCMUA's air monitoring services at the Delaware #1 WPCF. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:5-76 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-23:5-77, authorizing contingency agreements between Saint Joseph's Carpenter Society and the CCMUA pursuant to N.J.S.A. 19:44A-20.5, et seq. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:5-77 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-23:5-78, authorizing a payment to Camden Community Partnership for Board Membership. Commissioner Johnson asked if Mr. Schreiber could periodically update the Board members on matters that impact the CCMUA. Mr. Schreiber stated he would and that to date, the CCMUA's affiliation with CCP resulted in the CCMUA receiving a \$10M grant for work to be done at the CCMUA's C32 outfall. In addition, the CCMUA also received a grant for approximately \$100,000 for one of our regulatory compliance projects. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:5-78 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-23:5-79, authorizing award of a contract between the CCMUA and Iron Horse Environmental, LLC for the supply and delivery of parts for Worthington pumps "as needed" in accordance with Specification #23-01(A). 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:5-79 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-23:5-80, authorizing award of a contract between the CCMUA and Edwin Elliott & Co., Inc for supply and delivery of Rotork Electric Actuators and Pacscan Controllers in accordance with Specification #23-03(A). 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:5-80 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to adopt Resolution #R-23:5-81, authorizing contract procurement through negotiations pursuant to NJSA 40A:11-5(3), for Specification #23-07A, supply and delivery of parts for Biosec Environmental Inc. Grit Washers. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:5-81 was adopted.

A motion was made by Commissioner Johnson and seconded by Commissioner Swartz to adopt Resolution #R-23:5-82, authorizing rejection of bids received for Specification #23-11, supply and delivery of parts for Infilco Degremont "Climber Screen" and Mechanical Bar Screens Model IIS and authorize readvertisement of bids. Chairman Brennan suggested that the bid specifications be amended to make it even clearer that certain forms must be completed and returned with the bid. Ms. Madden added the Receipt of Addendum form must be completed even if there are no addendums issued. Failing to do so is a fatal defect and is non-curable. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:5-82 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-23:5-83, authorizing award of a contract between the CCMUA and Allied Control Services, Inc., for preventative maintenance and repair services for instrumentation in accordance with Specification #23-12. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:5-83 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-23:5-84, authorizing award of a contract between the CCMUA and ICA Engineering, LLC for parts, service and repairs of SCADA Software in accordance with Specification #23-13. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:5-84 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Johnson to adopt Resolution #R-23:5-85, authorizing award of a contract between the CCMUA and NCH Corporation, d/b/a Chemsearch FE, for supply and delivery of drain emulsifier flow improver in accordance with Specification #23-14. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:5-85 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Sytnik to adopt Resolution #R-23:5-86, authorizing an agreement between the CCMUA and for supply and delivery of bulk liquid oxygen in accordance with Specification #23-15. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:5-86 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-23:5-87, authorizing an agreement between the CCMUA and PCS Crane Services for annual inspection, testing and repair of cranes in accordance with Specification #23-16. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:5-87 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cutler to adopt Resolution #R-23:5-88, adopting driver's license and CCMUA vehicle use policy. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:5-88 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-23:5-89, authorizing modification to the first amendment to a deed of easement between the CCMUA and FMP Mount Laurel. Commissioner Cuffee asked for additional details regarding the policy to which Ms. Madden explained that there will be additional training so employees understand the new policy and if they employees fail to adhere to the policy, discipline could follow. 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, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:5-89 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-23:5-90, authorizing contract modification for purchases between the CCMUA and Knoll, Inc.- c/o Corporate Facilities of NJ under the NJ State Cooperative Purchasing Program, Contract #81629, System ID #1NJCP. 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, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-23:5-90 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-23:5-91, authorizing the execution of an agreement between the CCMUA and Stone Hill Contracting Co., Inc. for Contract 608, PTF Upgrades (bar screen and grit system upgrades). Mr. Schreiber pointed out that the NJDEP has indicated that the project will qualify for 80% principal forgiveness upon final closing of the loan due to the fact that the project will allow more stormwater flow into the main treatment plant. 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, Johnson, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-23:5-91 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-23:5-92, 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, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-23:5-92 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-23:5-93, authorizing payment of \$4,050,410.76 for expenses disbursed from the revenue account. When asked for more detail regarding the work performed by CDM Smith, Mr. Schreiber explained they assist the CCMUA with various regulatory compliance matters that pertain to the CCMUA- Title V Air Permit Application, Delaware River Dissolved Oxygen Nutrient Issue, the Long Term Control Plan requirements and Environmental Justice regulations. 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, Johnson, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-23:5-93 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-23:5-94, authorizing that the Authority hold a Closed Session meeting to discuss legal matters relating to litigation, contract negotiation 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-23:5-94 was adopted.

However, prior to adjourning to Closed Session at 6:43pm, it was noted that there was one additional resolution for consideration so the meeting immediately returned to Open Session at 6:44pm (A motion was made by Commissioner Cuffee and seconded by Commissioner Johnson to which all Commissioners responded "Aye" in favor, none opposed.

A motion was made by Commissioner Bresch and seconded by Commissioner Cutler to adopt Resolution #R-23:5-95, authorizing the hiring of a Clerk and an Engineering Aide. 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, Stokes, Swartz, Sytnik - YES  
Chairman Brennan - YES

Resolution #R-23:5-95 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner Cuffee to adjourn to Closed Session to which all Commissioners responded "Aye", none opposed.

=====  
The meeting adjourned to Closed Session at 6:44pm.

The meeting adjourned to Open Session at 6:57pm  
=====

**PUBLIC PARTICIPATION:        NONE**

Commissioner Johnson noted that Mr. Schreiber and several CCMUA employees recently attended an event at Mastery Charter School. Commissioner Johnson, along with the school's staff, praised the CCMUA for the good work it is doing in Camden and for the community. There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Cuffee and seconded by Commissioner Johnson. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 7:00pm.

Minutes of this meeting were  
approved on 6/19/23

Respectfully Submitted,



\_\_\_\_\_  
Kim Michelini, Authority Secretary