

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON OCTOBER 16, 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
Stephanie Madden, Gen. Counsel/Chief Comp. Ofc.
Dhaval Shah, Director of Finance
Oleg Zonis, Deputy Executive Dir/Dir of Engineering
Len Gipson, Director of O&M - Main Plant

Jason Fry, Asst Director of O&M
Dan Lose, Asst Comptroller
Alisa Smith

CONSULTANTS:

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

OTHERS PRESENT:

Jay Wilson

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 Cuffee to adopt the minutes of the Regular Meeting held on September 18, 2023. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cuffee, Cutler, Johnson, Stokes, Swartz, Sytnik	-	YES
Commissioner Bresch	-	ABSTAIN
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 updated the Board on three items- odors, annual WEFTEC conference and hiring. Regarding odors, Mr. Schreiber noted that the CCMUA received 1 complaint from the City of Camden and 3 complaints from the suburbs. All complaints were investigated with results as follows:

- a) The Camden City complaint on the 19th was verified by the Envirosuite software, however the cause could not be identified. Sludge was being moved within the plant grounds because of the sludge dryers being out of service and may likely be the cause. The three suburban odor complaints occurred on October 2nd (1) and October 11th (2). Field inspections occurred and two of the complaints could not be verified (note: one of the locations does not have any CCMUA infrastructure in the area). The one complaint that was verified. There are parallel lines (CCMUA and Gloucester Twp sewer lines) at the location of the third complaint. CCMUA staff inspected the system, and the odor source was not related to the CCMUA's sewer line. Rather, the cause

was thought to be caused by Gloucester Twp staff emptying their jet vac truck in the manhole in that area (the contents of the jet vac are likely very odorous). Gloucester Twp staff were notified of the odor issue so they could investigate. Commissioner Cuffee asked what controls were in place to help alleviate odors, to which Mr. Schreiber explained that at the main plant certain buildings are under negative pressure to keep odors from escaping and that there are odor control systems throughout the main plant as well. The odors in/along the collection system- including pumping stations and the interceptor system are treated with odor reducing chemicals by both the CCMUA and the local suburban towns.

- b) Mr. Schreiber noted that attendance at the annual WEFTEC conference resumed last year. This conference provides a forum for knowledge and technology exchange within the water and wastewater fields. This year's attendees were Scott Schreiber, Executive Director, Jason Fry, Assistant Director of O&M and TJ Fini, Assistant Chief Sewage Plant Operator. The conference consisted of numerous educational opportunities and a floor show on technology. The cost for the three employees to attend was less than \$5,000 and one good idea or lesson learned could easily save the CCMUA tens of thousands of dollars. Of note, this year one of the educational sessions attended was regarding the use of artificial intelligence for knowledge capture and predictive operations. Such technology has the potential to avoid overflow events like those that have occurred at Woodlynne. In addition, as long tenured operators retire, there is loss of institutional knowledge. Use of such predictive technology will help lessen the gap of that loss of knowledge for newer operators. Finally, Mr. Schreiber noted that the contract with Synagro, the sludge dryer contract operator, is set to expire in 2024. The staff is working to put together and issue a Request for Proposal for these services. At the WEFTEC conference he mentioned this to another contract operator who expressed interest in the upcoming RFP. Making connections is just another positive result for attending the conference.
- c) Mr. Schreiber explained that for the first time in several years the CCMUA will be at full "budget" for staffing levels. He thanked the Board for their support in the hiring process and thanked the staff for their work in interviewing candidates and getting those candidates through the hiring process.

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

Mr. Zonis updated the Board on the status of the admin building rehab project. Phase 1 is just about complete. Furniture delivery is scheduled for October 23rd and installation will take approximately one week per floor. There will be an air quality assessment performed before any employees move back into the building. He added that his report regarding Contract 416R noted that this contract would be awarded. However, Ms. Madden, through her technical review, noted that there was a flaw in the bid documents that could not be corrected. So, rather than there being a resolution on the agenda recommending award, there is one authorizing rejections of bids received and procurement through negotiations.

C) Finance

- 1) Cash Flow & Actual to Budget Analysis & NW Cash Flow Report – August 2023 & YTD Supporting Reports:
 - a. Collections Report
 - b. Budget Review Report
 - Mr. Shah reported that revenue is approximately \$300,000 over the budgeted amount and expenses are approximately \$350,000 under budget. He added that the CCMUA collected approximately \$11.4M in outlays.

c. Cash Management Report

D) Operations & Maintenance

1) Del. No. 1 WPCF- Operations Report- August 2023

Mr. Gipson explained that operationally, the plant has continued to perform well. Specifically, he noted that despite heavy rains (2.5" rain) from Hurricane Ophelia, the plant performed well with little issue. There were peak flows of 180mgd, and flows remained over 150mgd for more than 6 hours and over 100mgd for more than 12 hours. This is significantly higher than normal flows of the 50-60mgd. In addition, over the past year, the plant has continued to take more flow from Gloucester City- taking 20mgd versus the 4mgd taken in the past. This helps reduce flooding, helps Gloucester City with their long term control plan goals as well as helps the CCMUA manage the flow. Mr. Gipson also reported that the sludge budget is over for the year. He explained that two of the three sludge dryers are out of service. The remaining sludge dryer processes less sludge and it is not as dry as when all three dryers are in service. This means that rather than the end product being light and powdery, it is heavier in weight, and volume and, therefore, more costly to dispose of. On a positive note, with some modifications, the dryer can now process approximately 50-60% of the sludge produced which will hopefully help bring the sludge budget back in line. Chairman Brennan asked Mr. Gipson to pass along the Board's thanks and appreciation to the employees for their hard work and competence.

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-23:10-162, authorizing the execution of a memorandum of understanding between the CCMUA and the State of NJ Office of Emergency Management. 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-23:10-162 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-23:10-163, authorizing a memorandum of agreement between the CCMUA and Mastery High School of Camden regarding participation in a Senior Workforce Paid Internship Program FY 2023/24. 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-23:10-163 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Cutler to adopt Resolution #R-23:10-164, amending Resolution #R-23:4-70. Commissioner Swartz asked when Mr. Planamento, prior CFO, was retiring to which Mr. Schreiber explained that he originally planned on working straight through to December 31, 2023 (retirement date January 1, 2024). However, he decided to use his accrued paid time off for the remainder of the 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:10-164 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Johnson to adopt Resolution #R-23:10-165, authorizing rejection of proposals received for RFP #2023-11, Safety & Health Consulting 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:10-165 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-23:10-166, authorizing the execution of an agreement between the CCMUA and J. Fletcher Creamer & Son, Inc., for miscellaneous excavation, paving and utility repair services (non-urgent) in accordance with Specification #23-25. 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-23:10-166 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-23:10-167, authorizing change order #2 to the agreement between the CCMUA and Newport Construction Corp. for Contract #606, Renovations of the CCMUA's Administration and Services Buildings. 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-23:10-167 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-23:10-168, authorizing rejection of bids received for Contract #416R, Pump Station Rehabilitations, Phase 1, and authorizing procurement through negotiations pursuant to N.J.S.A. 40A:11-5(3). 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-23:10-168 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-23:10-169, authorizing the execution of a purchase 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-23:10-169 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-23:10-170, authorizing a sub-recipient agreement with Partnership for the Delaware Estuary related to the National Fish and Wildlife Foundation grant for the Living Shoreline Project. 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-23:10-170 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Swartz to adopt Resolution #R-23:10-171, Authorizing an amended agreement between Camden Community Partnership and the Authority related to “Green and Complete Streets: State Street and Harrison Avenue Project” grant. 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-23:10-171 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-23:10-172, authorizing the execution of purchases between the CCMUA and Datum Storage Solutions under the NJ State Cooperative Purchasing Program, Contract #SR1C, 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-23:10-172 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-23:10-173, authorizing the execution of purchases between the CCMUA and Safco Products, Co., - c/o Corporate Facilities of NJ, LLC, 9300 West Research Center Road, New Hope, MN 55428 under the NJ State Cooperative Purchasing Program, Contract #A81729, 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-23:10-173 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-23:10-174, authorizing hiring/appointing of employees in various titles, establishing and/or amending various organization divisions, job titles and salary ranges for Authority positions within these divisions. 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-23:10-174 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-23:10-175, 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-23:10-175 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-23:10-176, authorizing payment of \$6,217,450.32 for expenses disbursed from the revenue 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:10-176 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-23:10-177, authorizing that the Authority hold a closed session meeting to discuss legal matters relating to litigation, contract negotiation and matters falling with the attorney-client privilege. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

The meeting adjourned to Closed Session at 6:44pm

The meeting returned to Open Session at 7:09pm

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-23:10-178, authorizing the Executive Director to submit the CCMUA component of the revised CCMUA, Camden City and Gloucester City Long Term Control Plan (LTCP). 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-23:10-178 was adopted.

PUBLIC PARTICIPATION: NONE

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Swartz and seconded by Commissioner Stokes. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 7:09pm.

Minutes of this meeting were approved on:

November 20, 2023

Respectfully Submitted,



Kim Michelini, Authority Secretary