

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON NOVEMBER 20, 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 Cutler, Johnson, Swartz & Sytnik,
Chairman Brennan
ABSENT: Commissioners Bresch, Cuffe & Stokes

STAFF PRESENT:

- | | |
|---|----------------------------------|
| Scott Schreiber, Executive Director | Dan Lose, Asst Comptroller |
| Stephanie Madden, Gen. Counsel/Chief Comp. Ofc. | Jason Fry, Asst. Director of O&M |
| Oleg Zonis, Deputy Executive Dir/Dir of Engineering | Alisa Smith, Secretarial Asst. |
| Dhaval Shah, Chief Financial Officer | |
| Len Gipson, Director of O&M - Main Plant | |
| Kim Michelini, Director of Admin. Oper./Auth. Sec. | |

CONSULTANTS:

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

OTHERS PRESENT:

- Joe Theisen

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 Johnson to adopt the minutes of the Regular Meeting held on October 16, 2023. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

- | | | |
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| Commissioner Cutler, Johnson, Swartz, Sytnik | - | YES |
| Chairman Brennan | - | YES |

The motion was carried.

ADMINISTRATION REPORT:

Commissioner Cutler and Commissioner Swartz complimented the staff on the recent bill insert.

A) Administration:

- 1) Environmental Management System (oral report by staff)
Mr. Schreiber updated the Board on several items:
 - a) Odors- There was one self-reported odor event (11/9/23). The information was verified using the Envirosuite air monitoring software. The direct cause could not be identified; however, it was likely due to the moving of sludge within the plant grounds. There was one external complaint (11/19/23) which was verified by the Sr. Operator on duty. The likely cause was due to accumulated scum on the primary tanks and was also corrected. In addition, after seeing a rise in certain readings pertaining to odors in the sludge drying system, the equipment was inspected, and it was determined that there were faulty mechanics of the odor control equipment. This too has been corrected. Mr. Schreiber further explained that most buildings

on the plant grounds that have the possibility to emit odors have odor control systems. The scum tanks, by design, are out in the open so they do not.

- b) Combined heat and Power System- The CCMUA received notice on November 9, 2023 from the NJDEP that the Combined Heat and Power system failed the December 2022 stack test for air emissions. While the CCMUA was not notified of this violation prior to the November 9, 2023 notice from the NJDEP, it immediately reached out to the Waterfront South community advising them of this issue and provided notice to the contract operator, Anaergia, that there had been a breach of contract. A meeting is scheduled for November 21st with the NJDEP to discuss how best to move forward from a corrective action/compliance monitoring standpoint. The 2023 stack test was recently performed, and those results are due soon. Chairman Brennan questioned why there was a delay in notification of violation to which Mr. Schreiber explained that while the NJDEP indicated that they would review these reports in a timelier manner, the contract operator, Anaergia, is required to notify the CCMUA.
- c) NJPDES Permit- On November 9th, the CCMUA received the draft NJPDES permit. The 60-day public comment period has begun, and Mr. Schreiber notified the Waterfront South community. The NJDEP handles the public meetings regarding draft permit. The public meetings are scheduled for 10am and 6pm on December 15th and will be held remotely/virtual. Besides the long Term Control Plan requirements, the new permit includes other significant requirements such as:
 - a. Asset Management Improvements (having plans in place regarding the maintenance, repair and replacement of an asset, and the accounting of said tasks). Presently, the CCMUA has an asset management system, and it is in this system that the CCMUA will be able to determine when preventative maintenance is needed and when, when an asset has reached its useful life and needs replacement, etc.
 - b. Formalization of Operating Plans (SOPs, emergency, etc.)
 - c. Climate Change Planning
 - d. Public Interaction

The CCMUA is ready to issue bids for Phase 1 of the Pennsauken Disconnect Project, which is the first major component of the Long Term Control Plan. This project will improve the number of overflows at the C32 outfall in Camden, which is owned by the CCMUA. The CCMUA needs to enter into a Shared Services agreement with Pennsauken Township for the project to be fully funded by the New Jersey Infrastructure bank.

- d) Building Renovations- The renovations in the Admin Building (Phase 1) are well underway with Finance and Administration staff moving back into the newly renovated spaces this week. The Engineering and Customer Service staff will move back into their spaces after the Thanksgiving holiday. Phase 2 of the Admin Building renovations will likely be complete mid-late Spring 2024. The Main Plant Services Building renovations are continuing.

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 that Board on a few projects:

The temporary certificate of occupancy for the Administration building was received today, so employees, as Mr. Schreiber noted, will begin moving back into their new workspace. The renovations at the Services Building (main plant) have continued- the locker rooms are approximately 75% complete. It is hoped that by year's end the employees will be able to utilize the newly renovated locker rooms. Chairman Brennan asked if employee concerns are considered to which Mr. Zonis indicated they are as best as possible. Mr. Zonis also mentioned that the CCMUA received a bid for the Cleaning of Camden City Sewers project. This project is part of the Long Term Control Plan and further discussion on this topic will be part of the Closed

Session meeting. Commissioner Cutler thanked Mr. Zonis for the updated monthly projects report.

C) Finance

1) Cash Flow & Actual to Budget Analysis & NW Cash Flow Report – September 2023 & YTD

Supporting Reports:

- a. Collections Report
- b. Budget Review Report

Mr. Shah noted that while the budget tends to fluctuate month to month based on the amount of revenue received and expenses, overall, through September, we are just below budget (approx. 7%). The main variances are due to the dryers being out of service (increases sludge hauling costs). Chairman Brennan asked Mr. Shah how he was settling into the new role as CFO to which Mr. Shah noted that there is still more to learn about the current process and operations, and he doesn't anticipate making any recommended changes until he is comfortable and has discussions with Senior Management.

- c. Cash Management Report

D) Operations & Maintenance

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

Mr. Gipson added further explanation to the earlier portion of the Admin report regarding odors. He said that the Operator found one of the valves on the tank that removes sludge, failed closed. This failure caused the sludge to become septic and float, causing the odors. Regarding the odor control system in the sludge drying facility, once the readings were noticed to be trending toward odor events, troubleshooting took place and leaks were detected and corrected.

In September, there were 13 occasions of rain, totaling 8.5 inches of rain. On two days, (September 9th and 10th), the plant received 3.5" of rain with peak flows of 160mgd and 190mgd. On the 23rd and 24th there was a combined total of 2.5" of rain with peak flows of 200mgd for extended periods of time. The effluent over these rain events was less than or equal to the average for the month. There has been a great effort by the staff, including the managers and operators, during these rain events to keep the plant process operation consistent.

Mr. Gipson noted that the sludge dryers have been getting closer to 50% of the sludge produced processed through the dryers. This is significant given the fact that one of three dryers is out of service.

Finally, he noted that this is the first year in quite a few years that all of the primary and final sedimentation tanks have had a complete inspection, repair and/or overhaul as needed. The additional staff recently hired has helped significantly.

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None

OLD BUSINESS: None

NEW BUSINESS:

A motion was made by Commissioner Cutler and seconded by Commissioner Swartz to adopt Resolution #R-23:11-179, authorizing the payment of an invoice to Tyler Technologies Inc., for annual support and update licensing services to the CCMUA's financial and purchasing management software 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 Cutler, Johnson, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:11-179 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Johnson to adopt Resolution #R-23:11-180, authorizing an agreement with Secured Documents Destruction, LLC pursuant to shared services competitive bid under the Camden County Cooperative Pricing System, ID#57-CCCPS. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cutler, Johnson, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-23:11-180 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner Cutler to adopt Resolution #R-23:11-181, authorizing a contract modification to the contract with Kendall Electric for Controllogix Fundamentals & Troubleshooting Training. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cutler, Johnson, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-23:11-181 was adopted.

A motion was made by Commissioner Johnson and seconded by Commissioner Cutler to adopt Resolution #R-23:11-182, authorizing award of a non-fair and open contract to Quality Building Cleaning Services for office cleaning services. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cutler, Johnson, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-23:11-182 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-23:11-183, authorizing the execution of purchases between the CCMUA and Willier Electric Motor Repair under the North Jersey Wastewater Cooperative Pricing System, Contract #B369, System ID #NJWCPS. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cutler, Johnson, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-23:11-183 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Johnson to adopt Resolution #R-23:11-184, authorizing the Executive Director to make application to various electric vehicle incentive programs offered by the NJDEP, the BPU and PSE&G. Commissioner Cutler asked for additional explanation to which Mr. Schreiber noted that the CCMUA produces more electricity than it utilizes (extra capacity), and the State of New Jersey is pushing for electric fleet vehicles. Therefore, the CCMUA is working with its sustainability team to investigate and make application to the NJDEP, the NJBPU and PSE&G for various grants, tax breaks etc. This resolution does not commit the CCMUA to the purchase of any electric vehicles or receipt of grant money, etc. If the CCMUA were to be awarded grant money, it would seek CCMUA Board approval to accept said grant money. There being no further question on the motion, all Commissioners responded to their names as follows:

Commissioner Cutler, Johnson, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-23:11-184 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner Cutler to adopt Resolution #R-23:11-185, authorizing Contingency Agreement Between Saint Joseph's Carpenter Society and the Camden County Municipal Utilities Authority Pursuant to N.J.S.A. 40:14B-22.3. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cutler, Johnson, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-23:11-185 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Sytnik to adopt Resolution #R-23:11-186, authorizing an Amended Stormwater Management Study Shared Services Agreement with the Camden County Improvement Authority, the Borough of Brooklawn, the Borough of Barrington, the Borough of Bellmawr, the Borough of Westville, and the City of Gloucester. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cutler, Johnson, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:11-186 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner Cutler to adoption Resolution #R-23:11-187, authorizing the execution of an agreement between the CCMUA and Railroad Construction Company, Inc. for Contract #416R, Pump Station Rehabilitations, Phase 1. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cutler, Johnson, Sytnik	-	YES
Chairman Brennan	-	YES
Commissioner Swartz	-	ABSTAIN

Resolution #R-23:11-187 was adopted.

A motion was made by Commissioner Johnson and seconded by Commissioner Swartz to adopt Resolution #R-23:11-188, authorizing Change Order #1 to D&B/Guarino Engineers Design Engineering Services Contract for Harrison Avenue Stormwater Infrastructure and Complete Streets Project, Phase 1 Project (aka Green & Complete Streets: State Street & Harrison Avenue Project). Mr. Schreiber explained that, under the Long Term Control Plan, the CCMUA needs to increase the capacity at or limit the flow to the Baldwins Run Pumping Station. The CCMUA chose the latter and was progressing that way with its engineering consultant, D&B/Guarino. At the same time, the CCMUA received a FEMA grant in the amount of \$2.3M (approx.) to be used toward reducing combined sewer overflow/flooding in this same area of Camden. Further survey work is needed in the area that our consultant is already working in, so it is cost beneficial to have this firm perform the additional survey work. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cutler, Johnson, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:11-188 was adopted.

A motion was made by Commissioner Sytnik and seconded by Commissioner Cutler to adopt Resolution #R-23:11-189, authorizing the payment of an invoice to Sage HRMS for annual subscription of Sage HRMS, the CCMUA's payroll and HR management software systems. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cutler, Johnson, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:11-189 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cutler to adopt Resolution #R-23:11-190, authorizing the award of Contract #414R, Pump Station Roof Replacement to Noble Roofing & Sheet Metal, Inc. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cutler, Johnson, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:11-190 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Johnson to adopt Resolution #R-23:11-191, Authorizing Change Order #1 Final to Allied Construction Group, Inc. for Sodium Hypochlorite Tank Replacement. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cutler, Johnson, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:11-191 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to table Resolution #R-23:11-192, authorizing award of a contract to Mobile Dredging & Video Pipe for Contract #614, Cleaning of Camden Sewer System, until after Closed Session. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-23:11-192 was tabled until after Closed Session.

A motion was made by Commissioner Swartz and seconded by Commissioner Johnson to adopt Resolution #R-23:11-193, 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 Cutler, Johnson, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:11-193 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-23:11-194, authorizing payment of \$2,944,000.82 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 Cutler, Johnson, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:11-194 was adopted.

A motion was made by Commissioner Cutler and seconded by Commissioner Johnston to adopt Resolution #R-23:11-195, 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.

Resolution #R-23:11-195 was adopted.

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The meeting adjourned to Closed Session at 6:40pm.
The meeting returned to Open Session at 7:08pm
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A motion was made by Commissioner Cutler and seconded by Commissioner Johnson to adopt Resolution #R-23:11-192, authorizing award of a contract to Mobile Dredging & Video Pipe for Contract #614, Cleaning of Camden Sewer System, until after Closed Session. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

Commissioner Cutler, Johnson, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:11-192 was adopted.

PUBLIC PARTICIPATION: NONE

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Johnson and seconded by Commissioner Sytnik. 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 12/18/23

Respectfully Submitted,



Kim Michelini, Authority Secretary