

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON DECEMBER 18, 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, Johnson, Stokes, Swartz & Sytnik,
Chairman Brennan

STAFF PRESENT:

Scott Schreiber, Executive Director
Stephanie Madden, Gen. Counsel/Chief Comp. Ofc.
Dhaval Shah, Chief Financial Officer
Oleg Zonis, Deputy Executive Director
Len Gipson, Director of O&M - Main Plant
Kim Michelini, Director of Admin. Oper./Auth. Sec.

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

CONSULTANTS:

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

OTHERS PRESENT:

Joseph Theisen
Jay Wilson
Rich Musselman
Caitlin Montgomery
Guest

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 November 20, 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	-	ABSTAIN
Commissioner 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 noted that the staff would not be providing an oral report tonight but would rather rely on their written summaries provided to the Commissioners. He added that if there were any questions, he would be happy to answer those questions now or at some other time. There were no questions or comments from the Board.

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 – October 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- October 2023

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS:

Mr. Schreiber noted that there were at least two members of the public in attendance that expressed interest in addressing the Board during the Public Participation portion of the meeting: John Hutson, Director of Plant Operations for Anaergia, the CCMUA’s contract operator for the digester/combined heat and power facility (“CHP”) and Rich Musselman, CCMUA employee.

Mr. Hutson thanked the Board for allowing him the opportunity to introduce himself to the Board and to say a few comments regarding the issues at the Camden Bioenergy facility, the CCMUA’s digester/CHP. In late summer 2023, he took over responsibility of the Camden Bioenergy facility. Anaergia and Camden Bioenergy are fully committed to working collaboratively with Mr. Schreiber and the CCMUA’s O&M staff to resolve the outstanding compliance issues regarding the VOCs in the CHP and he, his staff and consultants are fully committed to addressing the matter expeditiously and to correct the issues so the full benefits of the CHP facility can be realized.

Mr. Musselman indicated that he was not prepared to speak at tonight’s meeting, but wished to listen in on the meeting.

OLD BUSINESS: None

NEW BUSINESS:

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-23:12-199, authorizing the execution of an agreement between the CCMUA and Stormtrap, of Romeoville, Illinois for the supply and delivery of disposable nets in accordance with Specification #23-28. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:12-199 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-23:200, authorizing the execution of an agreement between the CCMUA and Precision Electric Motor Repair Co., of Clifton, NJ for the supply and delivery of electric motors and controls (Baldor 501 Stock Product Catalog) in accordance with Specification #23-27. Mr. Gipson explained that these electric motors are used in the pump stations and will be replaced as needed. The CCMUA estimates spending approximately \$350,000 per year, further adding that these pumps will eventually be phased over the next 5-10 years with capital improvement 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, Johnson, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-23:12-200 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-23:12-201, authorizing the execution of an agreement between the CCMUA and Iron Horse Environmental LLC, of Collegeville, PA for the supply and delivery of parts for primary and final sedimentation tanks in accordance with Specification #23-29. 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, Johnson, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-23:12-201 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-23:12-202, authorizing payment of invoice for annual maintenance and support services for the iPACS, system maintenance and technical support services FY 2024. 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, Johnson, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-23:12-202 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-23:12-203, authorizing award of a non-fair and open contract to Fleet Pump & Service Group for scum pump parts (WEMCO PUMP). 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, Johnson, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-23:12-203 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Sytnik to adopt Resolution #R-23:12-204, authorizing the payment of an invoice to CORE Business Technologies for annual iPayment Enterprise Subscription License and CORE ASP annual hosting services FY 2024, the CCMUA's customer service payment software. 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, Johnson, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-23:12-204 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Johnson to adopt Resolution #R-23:12-205, authorizing the execution of purchase order between the CCMUA and John Deere & Co., under the Educational Services Commission of NJ, Contract #22/23-12, System ID #65MCESSCCPS. 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, Stokes, Swartz, Sytnik - YES
Chairman Brennan - YES

Resolution #R-23:12-205 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-23:12-206, authorizing the execution of purchase between the CCMUA and Winner Ford under the NJ State Cooperative Purchasing Program. Mr. Schreiber noted that while new vehicles will be added to the fleet with this purchase, the vehicles in the existing fleet that are past their useful life will be taken out of service and sold for scrap. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:12-206 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to adopt Resolution #R-23:12-207, authorizing award of a professional consulting services contract to Woodard & Curran, Inc. for health and safety consulting services in accordance with RFP 2023-11R. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:12-207 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-23:12-208, authorizing acceptance of the \$4 million appropriation through the NJ Department of Community Affairs for upgrades to the CCMUA's Gloucester City Pump Station. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:12-208 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Johnson to adopt Resolution #R-23:12-209, authorizing the execution of purchase between the CCMUA and Yorktel under the NJ State Cooperative Purchasing Program. Mr. Schreiber explained that since the Admin Building has undergone renovations, four meeting spaces will be equipped with up to date audio visual technology to better facilitate in-person and remote meetings. The CCMUA followed Camden County's lead in this regard as they too, recently underwent upgrades to their meeting spaces. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:12-209 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Swartz to adopt Resolution #R-23:12-210, authorizing the sale of "out of service" vehicles for scrap metal. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:12-210 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-

23:12-211, authorizing award of a non-fair and open contract to Docutrend for a wide-format printer, supplies and maintenance. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:12-211 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-23:12-212, consenting to the proposed Water Quality Management (WQM) Plan amendment entitled: "Fairway Pines Development, Pine Hill, NJ". 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:12-212 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-23:12-213, authorizing an amended shared services agreement between the CCMUA and the City of Camden for sewer cleaning services in the City of Camden collection system. 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:12-213 was adopted.

Mr. Schreiber asked that this resolution be tabled until after Closed Session to allow for additional explanation. A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to table Resolution #R-23:12-214. There being no question, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-23:12-214 was tabled.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-23:12-215 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:12-215 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-23:12-216 authorizing payment of \$20,964,334.86 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, Johnson, Stokes, Swartz, Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-23:12-216 was adopted.

A motion was made by Commissioner Johnson and seconded by Commissioner Cuffee to adopt Resolution #R-23:12-217, 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-23:12-217 was adopted.

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The meeting adjourned to Closed Session at 6:27pm
The meeting returned to Open Session at 6:59pm
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A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-23:11-214, authorizing award of the annual general engineering & design services contracts to Johnson, Mirmiran & Thompson, Inc., for the CCMUA's regional sanitary interceptor system. 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, Johnson, Swartz, Sytnik	-	YES
Commissioner Stokes	-	ABSTAIN
Chairman Brennan	-	YES

Resolution #R-23:12-214 was adopted.

PUBLIC PARTICIPATION: NONE

Commissioner Johnson asked There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 7:01pm.

Minutes of this meeting were approved on 1/16/2024

Respectfully Submitted,



Kim Michelini, Authority Secretary