

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REGULAR/REORGANIZATION MEETING HELD ON FEBRUARY 20, 2024**

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	Jason Fry, asst. Director of O&M
Stephanie Madden, Gen. Counsel/Chief Comp. Ofc.	Dan Lose Asst Comptroller
Dhaval Shah, Chief Financial Officer	Alisa Smith, Secretarial Asst.
Kim Michelini, Authority Secretary	
Len Gipson, Director of O&M - Main Plant	
Oleg Zonis, Deputy Exec Director/Dir of Engineering & Process Systems	

**CONSULTANTS:**

Joseph Carney, Esq., Brown & Connery (Solicitor)  
Marge DellaVecchia, PS&S  
Robert Fischer, PS&S

**OTHERS PRESENT:**

Jay Sparling  
Coleen Noble

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.

**REORGANIZATION:**

- a) Commissioner Stokes nominated Michael G. Brennan for the position of Chairperson (Resolution #R-24:2-13) and Commissioner Johnson seconded the motion. There being no other nominations, a motion to close the nominations was made by Commissioner Stokes and seconded by Commissioner Johnson. All Commissioners responded "Aye" in favor, none opposed.
- b) Commissioner Cuffee nominated James Bresch for the position of Vice-Chairperson (Resolution #R-24:2-14) and Commissioner Sytnik seconded the motion. There being no other nominations, a motion to close the nominations was made by Commissioner Stokes and seconded by Chairman Brennan. All Commissioners responded "Aye" in favor, none opposed.
- c) Commissioner Sytnik nominated Jeffrey Swartz for the position of Treasurer (Resolution #R-24:2-15) and Commissioner Johnson seconded the motion. There being no other nominations, a motion to close the nominations was made by Commissioner Stokes and seconded by Chairman Brennan. All Commissioners responded "Aye" in favor, none opposed.

Resolution #'s R-23:2-13, 14 & 15 were adopted.

Ms. Stephanie Madden, Camden County MUA General Counsel, administered the Oath of Office.

**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 January 16, 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

The motion was carried.

**OLD BUSINESS:**

None

**ADMINISTRATION REPORT:**

**I) ITEMS FOR DISCUSSION:**

**A) Administration:**

**1) Environmental Management System (*oral report by staff*)**

Mr. Schreiber updated the Board on the following:

- **Odors Complaints:** There were three odor complaints in the last 30 days- two external and one internal. The two external complaints occurred on the same day, approximately 15 minutes apart. Staff investigated and could not determine the cause/source. The internal complaint was also investigated, and the source was found to be a result of staff cleaning of the primary tanks.
- **Air Emission Violations:** As previously reported, the CCMUA’s Combined Heath and Power facility (CHP) passed a non-regulatory stack test in January 2024. It also passed the regulatory stack test in February 2024. The CHP is in conformity with the CCMUA’s permit. It is apparent that there was an error in how the prior testing company was computing the information for the test. A Closed Session meeting is scheduled to further discuss this matter.
- **Environmental Management System (EMS):** The CCMUA’s EMS program is undergoing change. In the past, once a year, the CCMUA’s EMS program would be audited. After talking with CCMUA Staff and EMS Committee members, it was determined that the staff wanted more transparency and accountability with its EMS program, so the EMS would be based on goals rather than reports in a binder. Once the goals are set, the staff will report the findings on a quarterly basis. 2024’s Goals are:

**2024 Annual Goals**

- Monthly Average TSS and CBOD less than 7.5 mg/L for the entire year during dry weather
- Increase Biogas Production
- Zero Neighborhood odor complaints
- Begin an EV program
- Firm sludge dryer goals
- Overhaul the EMS manual
- Complete the Energy and Sustainability Master Plan

Mr. Schreiber noted that there is a resolution for consideration on tonight’s agenda regarding the new EMS Program. Chairman Brennan added that the CCMUA is a leader when it comes to environmental sustainability and action- there is more to the CCMUA than it just treating sewage and the staff will work promote that message to the public. Mr. Schreiber noted that the staff is also working on reconfiguring the CCMUA’s Mission Statement to focus more on sustainability.

**B) Engineering:**

**C) Legal:**

- 1) Competitive Contract Procurement CCRFP #2024-01, Data Management Consulting Services for the CCMUA’s Billing System Report

**D) Operations & Maintenance:**

E) **Finance:**

II) **INFORMATIONAL ITEMS:**

A) **Administration:**

- 1) Organizational Chart

B) **Engineering:**

- 1) Projects Update

Mr. Zonis reported that, currently, there are 8 active construction projects. All but one of the projects (Renovations of the Admin and Services Buildings) is on time and has zero change orders. The renovation project schedule has been extended by 3 months and approved change order(s) are roughly 3% in relation to the original contract price. Mr. Zonis added that most of the employees in both the Admin and Services Buildings have moved into the newly renovated spaces, lockers, etc.

C) **Finance:**

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

Supporting Reports

- a. Collections Report
- b. Budget Review Report

Mr. Shah reported that the CCMUA ended 2023 positive against the budget, just below \$65M in expenses saving about 10% to the budget. Interest income improved during 2023- from \$200,000/month to \$460,000/month. Mr. Schreiber added that he and Mr. Shah are working with the CCMUA's Financial Advisor, NW, to provide a report to the Chair, Vice-Chair and Treasurer, summarizing what the CCMUA is doing now and where it may go in the future as there may be other opportunities available to the CCMUA to further increase income via investments. Commissioner Swartz noted that the CCMUA is likely limited by law as to what it can invest in, to which Mr. Schreiber agreed.

- c. Cash Management Report

D) **Operations & Maintenance:**

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

Mr. Gipson reported that the plant's performance improved overall when comparing 2022 to 2023.

Effluent For 2022, the average was 14mg/L and in 2023 the average was 10mg/L

CBOD For 2022, the average was 10mg/L, while in 2023, it was 7mg/L

Septage received An additional 150 gallons was received in 2023, resulting in \$60,000 in additional revenue

Sludge Dryers 2022, On the downside, the dryers processed 90% of the sludge in 2022, and dropped to 50% in 2023 since there was just one dryer in operation. 50% will likely remain the goal in 2024 and will increase again to 90% once two dryers are back in operation.

CHP From 2022 to 2023, the CHP generated an additional 100,000 kilowatt hours per month which results in significant savings to utilities (approx. \$120,000/yr).

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS:** None

**NEW BUSINESS:**

For Reorganization Item #'s 16 through 28, a motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution Items #R-24:2-16, through #R-24:2-28 as follows:

- #R-24:2-16, authorizing the Executive Director to advertise for bids for various items during 2024
- #R-24:2-17, designating banks of depository for user revenue
- #R-24:2-18, designating the custodians of and establishing an imprest (Petty Cash) fund
- #R-24:2-19, designating banks of depository for its funds
- #R-24:2-20, designating two newspapers to receive notices
- #R-24:2-21, designating a bank of depository for investments for the payroll account
- #R-24:2-22, designating banks of depository for investments
- #R-24:2-23, designating schedule of meeting dates for the succeeding twelve months as required under the Open Public Meetings Act
- #R-24:2-24, authorizing the execution of purchase orders between the CCMUA and vendors under the New Jersey Cooperative Purchasing Alliance, System ID #CK04
- #R-24:2-25, authorizing the execution of purchase orders between the CCMUA and vendors under the New Jersey State Cooperative Purchasing Program for 2024/25
- #R-24:2-26, authorizing the execution of purchase orders between the CCMUA and vendors under the North Jersey Wastewater Cooperative Pricing System, System ID #NJWCP
- #R-24:2-27, authorizing the execution of purchase orders between the CCMUA and vendors under the Hunterdon County Education Services Commission of NJ Cooperative Pricing System, System ID #34HUNCCP
- #R-24:2-28, authorizing the execution of purchase orders between the CCMUA and vendors under the Educational Services Commission of NJ Cooperative Pricing System, System ID #65MCESCCPS

Resolution #s R-24:2-16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27 & 28 were adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-24:2-29, authorizing contingency agreement between New Life Community Development Corporation and the Camden County Municipal Utilities Authority Pursuant to N.J.S.A. 40:14B-22.3. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:2-29 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-23:2-30, authorizing award of contract to 3Phase Excel Elevator, LLC for maintenance and repair services for elevators and man lifts through the Camden County Cooperative Pricing System, System ID #57-CCCPS, Bid #A-57/2023. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:2-30 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-24:2-31, authorizing a contingency agreement between Michaels Development Company and the Camden County Municipal Utilities Authority Pursuant to N.J.S.A. 40:14B-22.3. Chairman Brennan asked for clarification regarding separation of sanitary and stormwater as it relates to this agreement to which Mr. Schreiber explained that the CCMUA will insist that the separation of sanitary and stormwater, at least to the right-of-way occur in projects such as this. This will allow the City of Camden to address the matter further if so desired. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:2-31 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-24:2-32, Authorizing A License between Camden County Municipal Utilities Authority and New Jersey Department of Environmental Protection Related to Establishment of Air Monitoring Station. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:2-32 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-24:2-33, rescinding Resolution #R-24:1-6, titled "Authorizing Change Order #3 to the agreement between the CCMUA and Newport Construction Corp for Contract #606, renovations to the CCMUA's Administration and Services Buildings". There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:2-33 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-24:2-34, authorizing a release between the CCMUA and Airpower International, Inc. related to sale of used high pressured air filling system. Ms. Madden explained that since the air respirators have not been used for quite some time, it is in the CCMUA's best interest to have a release of liability signed off on to protect the authority once it no longer had possession of the respirators. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:2-34 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Johnson to adopt Resolution #R-24:2-35, authorizing award of a non-fair and open contract to Stantec for design engineering services for the creation of a living shoreline. Commissioner Cuffee asked for clarification to which Mr. Schreiber noted that the CCMUA received a \$1.2M grant from the National Fish & Wildlife Foundation (NFWF) to build a living shoreline at the request of the NJDEP. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:2-35 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Johnson to adopt Resolution #R-24:2-36, authorizing the award of Specification #23-26(A), Flygt/Godwin Pumps, Parts and Accessories for various Flygt and Godwin submersible pumps to Xylem Water Solutions U.S.A., Inc. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:2-36 was adopted.

A motion was made by Commissioner Johnson and seconded by Commissioner Swartz to adopt Resolution #R-24:2-37, authorizing an agreement with South Jersey Land and Water Trust to perform park maintenance services at the Cramer Hill Nature Preserve in Camden pursuant to NJSA 40:12-22. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:2-37 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Sytnik to adopt Resolution #R-24:2-38, acknowledging the Camden County MUA 2024 Environmental Management System (EMS) Goals. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:2-38 was adopted.

A motion was made by Commissioner Johnson and seconded by Commissioner Cuffee to adopt Resolution #R-24:2-39, authorizing procurement of computerized elevator modernization components and service pursuant to N.J.S.A. 40A:11-2(7) and N.J.S.A. 40A:11-5(1)(i). Mr. Zonis clarified that the cost for the elevator upgrades was approximately \$211,000. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:2-39 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to adopt Resolution #R-24:2-40, authorizing a public hearing for rate increase. Mr. Schreiber noted that the staff and its consultants will recommend the appropriate rate increase no later than March 18, 2024 and the Public Hearing for the new amount will take place on April 15, 2024 at the Regular CCMUA Meeting. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:2-40 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Johnson to adopt Resolution #R-24:2-41, authorizing a salary increase for various CCMUA employees. Mr. Schreiber explained that due to the recent retirement of the Chief Financial Officer, and passing of the Director of Operations & Maintenance, duties within these departments have been redistributed and, as a result, increases in salary are recommended. There being no question on the motion, the Commissioners responded to their names as follows:

Commissioner Bresch, Cuffee, Johnson, Stokes, Swartz & Sytnik - YES

Chairman Brennan

- YES

Resolution #R-24:2-41 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-24:2-42, authorizing payment of a stipend to certain CCMUA employees. Mr. Schreiber explained that the CCMUA's NJDEP issued permit now includes specific Public Engagement tasks that must be undertaken. The stipend is to compensate these employees for undertaking those responsibilities. Commissioner Swartz asked why a stipend and not a salary increase. Mr. Schreiber explained that these duties are not assigned to a specific position, but rather to a specific individual and, given the CCMUA's rules (equalization of pay) and the fact that these duties may end or be taken away, a stipend was deemed appropriate. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:2-42 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Cuffee to adopt Resolution #R-24:2-43, authorizing award of a contract to Paragon Consulting Services, Inc. for Data Management Services needed for the CCMUA's billing system. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:2-43 was adopted.

Mr. Schreiber asked that Resolution #'s 44 and 45 be tabled as they are not ready for action at this time. A motion was made by Commissioner Stokes and seconded by Commissioner Swartz to table Resolution #R-24:2-44, authorizing contingency agreement Re: Waterford Family Housing and Resolution #R-24:2-45, authorizing contingency agreement Re: Stonegate. There being no question on the motion, all Commissioners responded "Aye in favor, none opposed."

Resolution #R-24:2-44 and Resolution #R-24:2-45 were tabled.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-24:2-46, authorizing the award of Contract #614-21, Camden City Sewer Cleaning Debris Removal project to R&B Debris, LLC. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:2-46 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Johnson to adopt Resolution #R24:2-47, ratifying approval of expense vouchers as approved by the Executive Director under authorization granted by CCMUA Resolution #R-97:3-60, dated March 17, 1997. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:2-47 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Johnson to adopt Resolution #R-24:2-48, authorizing payment of \$3,855,344.34 for expenses disbursed from the revenue account. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:2-48 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-24:2-49, authorizing that the Authority hold a closed session meeting to discuss 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-23:2-49 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Johnson to adopt Resolution #R-24:2-50, authorizing the execution of purchase between the CCMUA and Gentilini Ford under the New Jersey State Cooperative Purchasing Program. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-23:2-50 was adopted.

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 The meeting adjourned to Closed Session at 6:48pm  
 The meeting returned to Open Session at 6:57pm  
 =====

**PUBLIC PARTICIPATION:** None

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 6:57pm.

Minutes of this meeting were approved on 3/18/2024

Respectfully Submitted,

  
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 Kim Michelini, Authority Secretary