

THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY

MINUTES OF THE REGULAR MEETING HELD ON MAY 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, Caruso, Cuffee, Stokes, Swartz & Sytnik
Chairman Brennan
- ABSENT: Commissioner Johnson

STAFF PRESENT:

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

CONSULTANTS:

Michael Watson, Esq., Brown & Connery (Solicitor)

OTHERS PRESENT:

Coleen Noble
Marge DellaVecchia

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 and CCMUA's website (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 Bresch and seconded by Commissioner Cuffee to adopt the minutes of the Regular Meeting held on April 15, 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, Caruso, Cuffee, Stokes, Swartz & Sytnik - YES
- Chairman Brennan - ABSTAIN

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 the following:

Odors:

The CCMUA received zero (0) odor complaints over the last 30 days.

Finance:

Under the new CFO, Dhaval Shah, the CCMUA received a clean audit For Year 2022. In addition, the staff is working toward getting back on schedule regarding the submission of the annual Budget and Audit. The plan is as follows:

- Submit 2024 Budget to Board in June and July 2024.
- Conduct Annual Audit For Year 2023 immediately thereafter.
- Submit 2025 Budget to Board immediately thereafter, no later than 1st Quarter 2025.

Safety:

CCMUA renewed its commitment to Safety in 2022, with the hiring of a Safety Director and an assistant. In addition, the CCMUA: 1) instituted a Union led safety committee; 2) instituted a training program in which 100% of the employees have completed the programs offered; 3) assessed 16 safety programs (10 have been fully updated and the remaining 6 will be completed this year); and 4) had zero (0) findings on PEOSH complaints. Finally, Mr. Schreiber thanked the Board for their support in approving state of the art updates to the CCMUA's buildings, elevators, fire, and sprinkler systems.

Public Engagement Program:

The CCMUA's forthcoming NJDEP Permit requires a robust public engagement program. With that in mind, the CCMUA recently appointed two employees to serve as Public Outreach Ambassadors. Some of the tasks the employees have accomplished are:

- attend monthly meetings of Stakeholder groups.
- assist/plan/work with Stakeholders in the greening of CCMUA-owned properties.
- lead the effort in obtaining \$1M in grant funding for the Waterfront South neighborhood.
- work with Drexel University on advancing a community flooding smartphone app.
- monitor/investigate reports of odors.
- coordinate with Mastery Charter School for an internship program.

Mr. Schreiber added that next month the staff will provide the first EMS Update Report since the Board adopted the new policy several months ago.

B) Engineering:

C) Legal:

D) Operations & Maintenance:

E) Finance:

II) INFORMATIONAL ITEMS:

A) Administration:

- 1) Organizational Chart

B) Engineering:

- 1) Projects Update

Mr. Zonis asked if there were any questions regarding his monthly report. Chairman Brennan asked for a status update on the completion of the building renovations to which Mr. Zonis replied that it would likely be September 2024. Mr. Schreiber added that in-person Board meetings may resume in July or August of this year.

- 2) RFP Committee Review, #2024-08 Energy Consultant Services
- 3) CCRFP Committee Review, #2024-02 Green Infrastructure Maintenance

C) Finance:

- 1) Cash Flow & Actual to Budget Analysis & NW Cash Flow Report – March 2024 & YTD Supporting Reports
 - a. Collections Report
 - b. Budget Review Report

Mr. Shah reported that revenues and expenses are relatively normal/as budgeted. The staff is working on the 2024 Budget so that it may be presented at the June Board meeting.

c. Cash Management Report

D) **Legal:**

- 1) New Jersey Infrastructure Bank Funded Projects Outlay Status

E) **Operations & Maintenance:**

Del. No. 1 WPCF- Operations Report- March 2024

Mr. Gipson updated the Board on March's final readings. While the CCMUA did meet all permit requirements, the totals were a bit higher than desired. There was 8" of rain during this month and the plant received flow in excess of 90mgd for 4 days. In addition, in the beginning of April there were 5 days where the plant received flows in excess of 100mgd which is more than twice the daily average flow received during dry weather. As it looks now, the readings for the month of April will be much closer to optimal.

He added that the CCMUA continues to process as much sludge through the dryers as possible despite 2 of 3 dryers being out of service. Currently, 40-45% of the sludge produced is processed through one dryer. Once the second of three dryers is back in service, approximately 90% of the sludge produced should be processed through the dryers.

PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS: None

OLD BUSINESS:

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-24:4-82, authorizing a non-fair and open contract to Atlas Copco Compressors, LLC for maintenance of Atlas Copco instrument Air Compressors/Dryers. There being no question on the motion, the Commissioners responded to their names as follows:

Commissioner Bresch, Caruso, Stokes, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

Note: At some point prior to this Resolution, Commissioner Cuffee dropped off the call and was unavailable for a vote until rejoining at 6:22pm, at Resolution #93.

Resolution #R-24:4-82 was adopted.

NEW BUSINESS:

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-24:5-86, accepting annual audit for the year ending December 31, 2022 as prepared by Bowman and Company. There being no question on the motion, the Commissioners responded to their names as follows:

Commissioner Bresch, Caruso, Stokes, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

Note: Commissioner Cuffee had dropped off the call and was unavailable for a vote. However, upon rejoining the meeting at Resolution #93, he was asked for his vote regarding this resolution. He voted "Yes".

Resolution #R-24:5-86 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution#R-24:5-87, authorizing payment of invoices received for maintenance and repair services for

elevators and man lifts. There being no question on the motion, the Commissioners responded to their names as follows:

Commissioner Bresch, Caruso, Stokes, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

**Note: Commissioner Cuffee had dropped off the call and was unavailable for a vote.*

Resolution #R-24:5-87 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Bresch to adopt Resolution#R-24:5-88, authorizing staff in certain titles to act as information custodians pursuant to the Open Public Records Act Amendment known as Daniel’s Law. There being no question on the motion, the Commissioners responded to their names as follows:

Commissioner Bresch, Caruso, Stokes, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

**Note: Commissioner Cuffee had dropped off the call and was unavailable for a vote.*

Resolution #R-24:5-88 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution#R-24:5-89, authorizing the execution of an agreement between the CCMUA and Sherwood Logan & Associates, Inc., of Annapolis, MD for the supply and delivery of parts for Patterson 8x6 MI pumps in accordance with Specification #24-02(A). There being no question on the motion, the Commissioners responded to their names as follows:

Commissioner Bresch, Caruso, Stokes, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

**Note: Commissioner Cuffee had dropped off the call and was unavailable for a vote.*

Resolution #R-24:5-89 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution#R-24:5-90, authorizing the execution of an agreement between the CCMUA and ALS Group USA Corp., d/b/a ALS Environmental of Middletown, PA for laboratory testing services in accordance with Specification #24-04. There being no question on the motion, the Commissioners responded to their names as follows:

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

**Note: Commissioner Cuffee had dropped off the call and was unavailable for a vote.*

Resolution #R-24:5-90 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Bresch to adopt Resolution #R-24:5-91, authorizing the execution of an agreement between the CCMUA and R&B Debris, LLC of Hainesport, NJ for collection and removal of grit and scum in accordance with Specification #24-09.

There being no question on the motion, the Commissioners responded to their names as follows:

Commissioner Bresch, Caruso, Stokes, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

**Note: Commissioner Cuffee dropped off the call and was unavailable for a vote.*

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-24:5-92, authorizing negotiations pursuant to N.J.S.A. 40A:11-5(3) for Request for Proposal #2024-03(A), for support of the CCMUA's Open Enterprise Based Supervisory Control and Data Acquisition System. There being no question on the motion, the Commissioners responded to their names as follows:

Commissioner Bresch, Caruso, Stokes, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

**Note: Commissioner Cuffee dropped off the call and was unavailable for a vote*

Resolution #R-24:5-92 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Caruso to adopt Resolution#R-24:5-93, authorizing a payment to Camden Community Partnership for Board membership. There being no question on the motion, the Commissioners responded to their names as follows:

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

Note: Commissioner Cuffee rejoined the meeting at 6:22pm and voted on Resolutions #86, and Resolution #'s 93-102.

Resolution #R-24:5-93 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Sytnik to adopt Resolution#R-24:5-94, authorizing award of a non-fair and open contract to Core Consulting Group, LLC for consulting services. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:5-94 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution#R-24:5-95, authorizing award of a contract for energy consulting services for the Camden County Water Resource Recovery Facility to Utility Advantage. Commissioner Cuffee asked where the CCMUA stands with regard to its green energy goals to which Mr. Schreiber explained that the CCMUA currently produces 60-70% of its energy needs through renewable sources (solar, sludge digestion/biogas, etc.) and is looking to expand this to 90-100% over the next 2-4 years via importation of food waste to supplement the sludge for the digester (biogas) and install a battery at the pure oxygen plant facility which will help lessen the peak demands. There being no further question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:5-95 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-24:5-96, authorizing award of a contract for green infrastructure maintenance services to the Camden Special Services District. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:5-96 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-24:5-97, authorizing contract procurement through negotiations pursuant to N.J.S.A. 40A:11-5(3) for Specification #24-06A, parts & service for flow matcher liquid rheostat controllers. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:5-97 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Bresch to adopt Resolution #R-24:5-98, authorizing Change Order #1 to CME Associates Construction Management Services Contract for the Preliminary Treatment System Upgrades, Sludge Piping Project. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:5-98 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Caruso to adopt Resolution #R-24:5-99, acknowledging the importance of the Long Term Control Plan Administrative Consent Agreement and Directing the Executive Director to continue negotiating the terms of the Administrative Consent Agreement. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:5-99 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-24:5-100, 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, the Commissioners responded to their names as follows:

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

Resolution #R-24:5-100 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution#R-24:5-101, authorizing payment of \$4,061,866.04 for expenses disbursed from the revenue account. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:5-101 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-24:5-102, approving salary increase for classified and unclassified non-bargaining employees. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:5-102 was adopted.

PUBLIC PARTICIPATION: None

Mr. Schreiber noted that the staff has been working with a consultant to develop pamphlets for distribution (i.e., bill inserts), website notices, etc. to best disseminate information to the public regarding the CCMUA and its endeavors other than wastewater treatment. There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Cuffee and seconded by Commissioner Sytnik. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 6:48pm.

Minutes of this meeting were approved on 6/17/2024

Respectfully Submitted,



Kim Michelini, Authority Secretary