

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE REGULAR MEETING HELD ON JUNE 17, 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, 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:**

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

**OTHERS PRESENT:**

Marge DellaVecchia  
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.

**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 May 20, 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
Commissioner Johnson	-	ABSTAIN
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 provided the following updates:

- Odor Complaints

Two (2) complaints were received in the last 30 days. The recent complaint received on June 15<sup>th</sup> was at our main plant and after reviewing Envirosuite's odor detection software, it was found that odors were being emitted every 10 minutes or so in/around

the sludge dryer that Synagro operates. It is believed that odors are escaping through leaky/clogged piping as the sludge is being dried and transported to the silos for holding. O&M will continue to monitor and take the necessary steps to correct the issue. The other complaint was made during the 1<sup>st</sup> week of June by a homeowner near the Runnemede Pump Station. Upon investigation, it was determined that CCMUA maintenance staff inadvertently left a door open allowing odors to escape. O&M staff have addressed this issue with the department supervisors who will remind/train the employees on the importance and necessity of being mindful of control odors.

- **EMS Update**

Mr. Schreiber reminded the Board that in February 2024, the CCMUA set certain environmental goals for its operation (see below). He highlighted two things in this report: 1) Dry weather performance is excellent- well below the set goal and 2) More work is to be done regarding odor control. Mr. Schreiber showed a picture an aerator blade that was encased in approximately 600lbs of “rags” and/or flushable wipes, damaging a steel shaft. Mr. Gipson added that by year’s end new automatic screens, with smaller openings, will be installed at the head of the plant to capture this material before it enters the plant’s processing system.

**2024 EMS Goals - Quarter 2 Status Update**

Goal	Status	Comments
Dry-weather average CBOD and TSS less than 7.5 mg/L	Both are below 7.5, the average dry weather TSS is 7.3 and CBOD is 5.4 through May 2024	
Maximize Biogas Production from Anaerobic Digesters	On average 60% of CHP electricity is Produced Using Digester Gas	As of this month, we will begin accepting high strength waste product to the digesters, which we expect to significantly increase production.
Zero Neighborhood Odor Reports Attributable to the CCMUA	5 odor reports have been found to be associated with the plant since January	
Commission Vehicles and Charging Stations Subsidized by NJ Board of Pub. Utilities' Clean Fuel Incentive and PSE&O EV Charging Programs	Applications have been submitted and quotes for both vehicles and charging stations obtained	We remain at the same step as our February report. PSE&O and BPU sources report that there is a significant backlog in processing applications. Staff have followed up with these entities and are assured the applications will be processed as quickly as possible.
Reach 40% of Solids Processed with One Sludge Dryer, 85% with Both Dryers	Year-to-date average is 42%, exceeding our target	No updates to report; the second dryer is still expected to return to operation c. January of next year
Overhaul Existing EMS System	In Progress	1) CCMUA is awaiting its updated NJPDES permit requirements, which will be integrated into an updated O&M manual. 2) A draft of the authority's Energy and Sustainability Master Plan is planned for completion by the end of August.

**B) Engineering:**

**C) Legal:**

**D) Operations & Maintenance:**

**E) Finance:**

**II) INFORMATIONAL ITEMS:**

**A) Administration**

- 1) Organizational Chart

**B) Engineering**

- 1) Projects Update

Mr. Zonis noted that the rehab of the CCMUA’s administration building is anticipated to be complete by the end of the month, with some IT work remaining (installation of sound systems, TV/monitors, etc. for meetings). The services building should be completed by the end of September. He added that there are several new projects coming up- Pennsauken Disconnect, Sludge Dryer Facility Upgrades, Gloucester City CSO Outfall Rehab and Gloucester Pump Station Electrical Upgrades.

- 2) RFP Committee Review, #2024-15P, Construction Mgmt. Services for the Pennsauken Disconnect Project

**C) Finance**

- 1) Cash Flow & Actual to Budget Analysis – April 2024 & YTD Supporting Reports
  - a. Collections Report

- b. Budget Review Report  
Mr. Shah noted that on a YTD basis, we are ahead of the budget on revenues and a step behind on expenses. Given the current interest rates, the CCMUA has budgeted for interest income.
- c. Cash Management Report

**D) Legal**

- 1) New Jersey Infrastructure Bank Funded Projects Outlay Status

**E) Operations & Maintenance**

- 1) Del. No. 1 WPCF- Operations Report- April 2024  
Mr. Gipson explained that in the first week of April, the main plant received the highest flows ever recorded. Since then, the flow has returned to normal, and the plant's effluent has been excellent.

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS:      None**

**NEW BUSINESS:**

A motion was made by Commissioner Cuffee and seconded by Commissioner Stokes to adopt Resolution #R-24:6-103, authorizing a shared services agreement between the CCMUA, Pennsauken Township and the Pennsauken Sewerage Authority regarding the Pennsauken Disconnect Project. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:6-103 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt Resolution #R-24:6-104, authorizing membership in the Environmental Protection Agency's Green Power Partnership. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:6-104 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-24:6-105, authorizing award of annual Special Bond Counsel Services Contract to DeCotiis, Fitzpatrick, Cole & Giblin, LLP. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:6-105 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Johnson to adopt Resolution #R-24:6-106, authorizing award of the annual Bond Counsel Services Contract to Hawkins, Delafield & Wood, LLP in Accordance with RFP #2024-10. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:6-106 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-24:6-107, authorizing award of the annual General Counsel and Solicitor Services contract to Brown & Connery, LLP. Mr. Watson, on behalf of Brown & Connery, thanked the Board noting that it is an honor and privilege to serve as CCMUA Solicitor. He added he looks forward to working together during the coming year. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:6-107 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-24:6-108, authorizing award of the annual Financial Advisor contract to NW Financial Group, LLC. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:6-108 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-24:6-109, authorizing award of a Construction Management Services Contract to CME Associates for the Pennsauken Disconnect Project. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:6-109 was adopted.

A motion was made by Commissioner Cuffee and seconded by Commissioner Bresch to adopt Resolution #R-24:6-110, authorizing change order #1 to Remington & Vernick Engineers Design Engineering Services Contract for Forcemains, Sanitary Sewers & Pump Stations at High Street Area of Pennsauken (Pennsauken Disconnect Project). There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:6-110 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Cuffee to adopt Resolution #R-24:6-111, authorizing Change Order #1 Final Quantities to Allied Construction Group, Inc. for Contract #603, the CCMUA's Secondary Treatment Sludge Piping Upgrades Project. There being no question on the motion, the Commissioners responded to their names as follows:

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

Resolution #R-24:6-111 was adopted.

Mr. Schreiber noted that CCMUA staff met with the Finance Committee prior to this regular meeting to

discuss the proposed budget. He added the more time is needed to fully complete the detailed budget forms and asked the Board to consider tabling this resolution. A motion was made by Commissioner Stokes and seconded by Commissioner Bresch to table Resolution #R-24:6-112, approving the Authority's 2024 Budget. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-24:6-112 was tabled.

Mr. Schreiber asked the Board to consider tabling this resolution as the vendor did not submit all the required paperwork. A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to table Resolution #R-24:6-113. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed.

Resolution #R-24:6-113 was tabled.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R-24:6-114, 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, Caruso, Cuffee, Johnson, Stokes, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-24:6-114 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Cuffee to adopt Resolution #R-24:6-115, authorizing payment of \$6,151,630.01 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, Johnson, Stokes, Swartz & Sytnik	-	YES
Chairman Brennan	-	YES

Resolution #R-24:6-115 was adopted.

**PUBLIC PARTICIPATION:** None

Commissioner Stokes thanked the CCMUA staff that worked the Collingswood May Fair.

There being no further business, Chairman Brennan entertained for a motion of adjournment. A motion was made by Commissioner Cuffee and seconded by Commissioner Johnson. There being no question on the motion, all Commissioners responded "Aye" in favor, none opposed. The meeting adjourned at 6:32pm.

Minutes of this meeting were approved on 7/15/2024

Respectfully Submitted,

  
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Kim Michelini, Authority Secretary