

**THE CAMDEN COUNTY MUNICIPAL UTILITIES AUTHORITY**

**MINUTES OF THE ANNUAL REORGANIZATION MEETING HELD ON FEBRUARY 18, 2025**

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 at the CCMUA’s Administration office located at 1645 Ferry Avenue, Camden, NJ 08104 and made available by Zoom. On roll call, the Commissioners responded to their names as follows:

- PRESENT: Commissioners Bresch, Caruso, Johnson, Stokes, Swartz & Sytnik  
Chairman Brennan
- ABSENT: Commissioner Cuffee

**STAFF PRESENT:**

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

**CONSULTANT(S):**

Michael Watson, Solicitor/Brown & Connery

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:**

Chairman Brennan opened nominations for Chairperson, Vice-Chairperson and Treasurer.

Commissioner Stokes nominated Michael G. Brennan for Chairperson; Resolution #R-25:2-20. Commissioner James Bresch seconded the motion. 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, Johnson, Stokes, Swartz & Sytnik | - | YES     |
| Chairman Brennan  | - | ABSTAIN |

The motion was carried. Resolution #R-25:2-20 was adopted.

Commissioner Sytnik nominated James Bresch for Vice-Chairperson; Resolution #R-25:2-21. Commissioner Stokes seconded the motion. There being no question on the motion, a roll call vote was taken, and the Commissioners responded to their names as follows:

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

The motion was carried. Resolution #R-25:2-21 was adopted.

Commissioner Stokes nominated Jeffrey Swartz for Treasurer; Resolution #R-25:2-22. Commissioner Johnson seconded the motion. 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, Johnson, Stokes, Swartz & Sytnik | - | YES |
| Chairman Brennan  | - | YES |

The motion was carried. Resolution #R-25:2-22 was adopted.

Stephanie Madden administered the Oath of Office for these positions.

**ADOPTION OF MINUTES:**

A motion was made by Commissioner Bresch and seconded by Commissioner Swartz to adopt the minutes of the Regular Meeting held on January 21, 2025. 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, 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 two issues: Odors and the recent February 16, 2025 power outage at the CCMUA.  
Odors: There were zero odor events reports during the last 30 days.  
Power outage: On Sunday, February 16, 2025 the CCMUA experienced a weather-related power outage. Background: there are two PSE&G power feeds to the CCMUA- “A” and “B” and both can power the plant independently. There is a battery powered switch that allows the power to automatically switch from the “A” to “B” side when needed. The CCMUA owns the batteries and PSE&G owns the switches. On February 16<sup>th</sup>, the power on feed “A” failed. It should have automatically switched over to the “B” feed line, however the batteries were not completely charged. PSE&G was on-site and would not allow the manual switch over to the “B” line as there was additional work they needed to perform before switching the feed lines. Because these was a significant delay in the time it took for PSE&G to complete their work to the CCMUA’s power coming back in service, an overflow occurred in Woodlynne, upstream of the CCMUA’s main treatment facility. Of note, the CCMUA’s combined heat and power facility (CHP), while designed for sustainability/power redundancy, is in cases of longer term power outages, a good option. However, it is not designed for immediate/short-term power outages as it takes a minimum of 1 hour for the black start system to ramp up and then requires shut off procedures that are not optimal for the plant’s performance.

The staff will continue to train employees on weather-related processes and investigate alternatives to have power available for certain equipment to keep the plant running in short-term power outages (i.e., generators).

**B) Engineering:**

**C) Legal:**

**D) Operations & Maintenance:**

**E) Finance:**

**II) INFORMATIONAL ITEMS:**

**A) Administration**

1) Organizational Chart

**B) Engineering**

1) Projects Update

**C) Finance**

**D) Legal**

1) NJ Infrastructure Bank Funded Projects Outlay Status Report – Dec 2024

**E) Operations & Maintenance**

1) Del. No. 1 WPCF- Operations Report- Dec 2024

**PUBLIC PARTICIPATION ON PROPOSED RESOLUTIONS:**      None

**NEW BUSINESS:**

Reorganization Items

A motion was made by Commissioner Bresch and seconded by Commissioner Johnson to adopt the following Resolutions:

- Adoption of Resolution #R-25:2-23, designating banks of depository for investments
- Adoption of Resolution #R-25:2-24, designating banks of depository for user revenue
- Adoption of Resolution #R-25:2-25, designating banks of depository for its funds
- Adoption of Resolution #R-25:2-26, designating a bank of depository for investments for the payroll account
- Adoption of Resolution #R-25:2-27, designating two newspapers to receive notices
- Adoption of Resolution #R-25:2-28, designating the custodians of and establishing an imprest (petty cash) fund
- Adoption of Resolution #R-25:2-29, designating schedule of meeting dates for the succeeding twelve months as required under the Open Public Meetings Act
- Adoption of Resolution #R-25:2-30, authorizing the execution of purchase orders between the CCMUA and vendors under the New Jersey State Cooperative Purchasing Program for 2025/26
- Adoption of Resolution #R-25:2-31, authorizing the execution of purchase orders between the CCMUA and vendors under the New Jersey Cooperative Purchasing Alliance, System ID #CK04
- Adoption of Resolution #R-25:2-32, authorizing the execution of purchase orders between the CCMUA and vendors under the North Jersey Wastewater Cooperative Pricing System, System ID #NJWCP
- Adoption of Resolution #R-25:2-33, 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
- Adoption of Resolution #R-25:2-34, authorizing the execution of purchase orders between the CCMUA and vendors under the Educational Services Commission of NJ Cooperative Pricing System, System ID #65MCESCCPS

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

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

Resolution #'s R-25:2-23 through R-25:2-34 were adopted.

**Regular Meeting Items**

A motion was made by Commissioner Swartz and seconded by Commissioner Johnson to adopt Resolution #R-25:2-35, designating Assistant Comptroller as an authorized certifying fiscal officer. There being no question on the motion, on roll call, the Commissioners responded as follows:

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

Resolution #R-25:2-35 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-25:2-36, 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 N.J.S.A. 40:12-22. There being no question on the motion, on roll call, the Commissioners responded as follows:

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

Resolution #R-25:2-36 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Johnson to adopt Resolution #R-25:2-37, 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, on roll call, the Commissioners responded as follows:

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

Resolution #R-25:2-37 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-25:2-38, authorizing an agreement between the CCMUA and Fire & Security Technologies, Inc. for fire alarm system maintenance service. There being no question on the motion, on roll call, the Commissioners responded as follows:

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

Resolution #R-25:2-38 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Bresch to adopt Resolution #R-25:2-39, authorize change order #1 (time extension) to the agreement between the CCMUA and Mobile Dredging Video & Pipe for Contract #614, Camden City Collection System Cleaning. There being no question on the motion, on roll call, the Commissioners responded as follows:

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

Resolution #R-25:2-39 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Johnson to adopt Resolution #R-25:2-40, authorizing rejection of bids received for Contract # 612, Sludge Dryer Facility Upgrades and authorize readvertisement of same. There being no question on the motion, the Commissioners responded as follows:

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

Resolution #R-25:2-40 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-25:2-41, authorizing hiring of employees in various titles, establishing and/or amending various organizational divisions, job titles and salary ranges for Authority positions within these divisions. There being no question on the motion, on roll call, the Commissioners responded as follows:

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

Resolution #R-25:2-41 was adopted.

A motion was made by Commissioner Johnson and seconded by Commissioner Bresch to adopt Resolution #R-25:2-42, acknowledging the Camden County MUA Environmental Management System (EMS) Goals FY 2025. There being no question on the motion, on roll call, the Commissioners responded as follows:

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

Resolution #R-25:2-42 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Johnson to adopt Resolution #R-25:2-43, authorizing award of a non-fair and open contract to Hazen & Sawyer for professional engineering consulting services related to biosolids. Mr. Schreiber noted that approximately 18 months ago the CCMUA received one response (Hazen & Sawyer) to an RFP to assist the CCMUA with understanding how the proposed dissolved oxygen requirements could impact the CCMUA’s operations. This contract, if approved, would further assist the CCMUA in understanding and finding efficiencies in the CCMUA’s biosolids operations. There being no question on the motion, the Commissioners responded as follows:

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

Resolution #R-25:2-43 was adopted.

A motion was made by Commissioner Johnson and seconded by Commissioner Bresch to adopt Resolution #R-25:2-44, authorizing Award of a Contract for Building Maintenance/Custodial Services to Quality Building Cleaning Services, LLC for Various Buildings of the CCMUA. There being no question on the motion, the Commissioners responded as follows:

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

Resolution #R-25:2-44 was adopted.

A motion was made by Commissioner Stokes and seconded by Commissioner Sytnik to adopt Resolution #R-25:2-45, authorizing a shared services agreement between the CCMUA and Camden County College for Security Guard services. There being no question on the motion, the Commissioners responded as follows:

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

Resolution #R-25:2-45 was adopted.

A motion was made by Commissioner Johnson and seconded by Commissioner Bresch to adopt Resolution #R-25:2-46, authorizing a non-fair and open agreement between the CCMUA and Tower Water for water testing services related to CCMUA boilers. There being no question on the motion, the Commissioners responded as follows:

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

Resolution #R-25:2-46 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Bresch to adopt Resolution #R-25:2-47, authorizing a contract amendment to Remington & Vernick’s Winslow Demolition Design Engineering Services contract for closely related services. There being no question on the motion, the Commissioners responded as follows:

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

Resolution #R-25:2-47 was adopted.

A motion was made by Commissioner Johnson and seconded by Commissioner Stokes to adopt Resolution #R-25:2-48, authorizing the purchase of fuel (gasoline & diesel) from Majestic oil Co., Inc. under the New Jersey State Cooperative Purchasing Program. There being no question on the motion, the Commissioners responded as follows:

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

Resolution #R-25:2-48 was adopted.

A motion was made by Commissioner Bresch and seconded by Commissioner Sytnik to adopt Resolution #R-25:2-49, authorizing award of a contract to 3Phase Excel Elevator, LLC for maintenance and repair services for elevators and man lifts through the Camden County Cooperative Pricing System ID#57-CCCPS, Bid #A-57/2023, 2<sup>nd</sup> year option. There being no question on the motion, the Commissioners responded as follows:

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

Resolution #R-25:2-49 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Sytnik to adopt Resolution #R25:2-50, 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 as follows:

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

Resolution #R-25:2-50 was adopted.

A motion was made by Commissioner Swartz and seconded by Commissioner Johnson to adopt Resolution #R-25:2-51, authorizing payment of \$5,030,855.44 for expenses disbursed from the revenue account. There being no question on the motion, the Commissioners responded as follows:

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

Resolution #R-25:2-51 was adopted.

Mr. Watson, CCMUA Solicitor, commented that the CCMUA Board of Commissioners will be voting on Resolution #R-25:2-52, authorizing a Closed Session meeting for the purpose of discussing matters relating to litigation, contract negotiations and matters falling within the attorney client privilege, including a personnel matter. Minutes of the Closed Session meeting will be kept and will be made available to the public if, and when, the need for confidentiality no longer exists. However, at all times after those minutes are made available to the public, they will be subject to redaction based on the attorney-client privilege.

**PUBLIC PARTICIPATION:** NONE

A motion was made by Commissioner Bresch and seconded by Commissioner Johnson to adopt Resolution #R-25:2-52, authorizing that the Authority hold a closed session meeting to discuss matters relating to litigation, contract negotiations and matters falling within the attorney-client privilege and related to the employment relationship. There being no question on the motion, a roll call vote was taken and the commissioners responded as follows:

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

Resolution #R-25:2-52 was adopted.

The meeting adjourned to Closed Session at 6:42pm.  
The meeting returned to Open Session at 7:10pm.


Mr. Watson explained that a resolution will be added to the agenda titled as follows: Resolution #25:2-53, approving settlement agreement and release between the CCMUA and a former Authority employee and authorizing the execution of the settlement agreement and release. A motion was made by Commissioner Bresch and seconded by Commissioner Stokes to adopt Resolution #R-25:2-53. There being no question on the motion, a roll call vote was taken and the commissioners responded as follows:

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

Resolution #R-25:2-53 was adopted. Mr. Watson noted that the CCMUA Board was fully informed on the matter in Closed Session, had opportunities to ask questions and was given an overview of the terms of the settlement agreement and release.

There being no further business, Chairman entertained for a motion of adjournment. A motion was made by Commissioner Bresch and seconded by Commissioner Johnson. There being no question on the motion, all Commissioners responded “Aye” in favor, none opposed. The meeting adjourned at 7:12 pm.

Minutes of this meeting were approved on 3/17/2025

Respectfully Submitted,  
  
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Kim Michelini, Authority Secretary