

AGENDA
CUMBERLAND COUNTY UTILITIES AUTHORITY
JULY 21, 2016

1. CALL TO ORDER
2. ANNOUNCEMENT THAT ADEQUATE NOTICE OF THIS MEETING WAS PROVIDED IN ACCORDANCE WITH CHAPTER 231, P.L. 1975 (THE OPEN PUBLIC MEETINGS ACT)
3. FLAG SALUTE
4. ROLL CALL
5. MINUTES OF THE REGULAR MEETING OF JUNE 16, 2016 AND SPECIAL MEETING OF JUNE 28, 2016
6. REPORTS
 - A. DIRECTOR
 - B. ENGINEER
 - C. AUDITOR
 - D. GENERAL COUNSEL
 - E. COMMITTEES
 - (1) COMMUNITY/INDUSTRIAL RELATIONS – Commissioner Friedman
 - (2) EMPLOYEE RELATIONS – Commissioners Rajacich
 - (3) FACILITIES EXPANSION/CONSTRUCTION - Commissioner VanSant
 - (4) FINANCE AND BUDGET – Vice-Chairman Wasserman
 - (5) OPERATIONS/INSURANCE - Commissioner Young
 - (6) AD HOC – Commissioner Edwards
7. RESOLUTIONS
 - A. RESOLUTION ESTABLISHING REGULAR FULL-TIME EMPLOYMENT, TITLE AND SALARY OF CARLOS PACHECO
 - B. RESOLUTION ESTABLISHING REGULAR FULL-TIME EMPLOYMENT, TITLE AND SALARY OF STEPHANIE MICK
 - C. RESOLUTION APPOINTING STEPHANIE MICK AS THE CUMBERLAND COUNTY UTILITIES AUTHORITY'S COMPLIANCE OFFICER.
 - D. A RESOLUTION AUTHORIZING AN AMENDMENT TO THE PROFESSIONAL SERVICES CONTRACT WITH ROMANO, HEARING, TESTA AND KNORR, CERTIFIED PUBLIC ACCOUNTANTS TO INCLUDE A CHANGE ORDER
8. TREASURER'S REPORT
 - A. CASH POSITION OF THE AUTHORITY
 - B. RESOLUTION APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS
9. CHAIRMAN'S REMARKS
10. OPEN FLOOR FOR COMMENTS OF COMMISSIONERS
11. PUBLIC PORTION
12. ADJOURNMENT

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
ANGELIA EDWARDS	x			
HARVEY FRIEDMAN	x			
ZARKO RAJACICH	x			
DOUG VANSANT	x			
JERRY YOUNG\	x			
KEITH WASSERMAN	x			
ALBERT JONES	x			

RESOLUTION 2761
Offered By Wasserman
Seconded By Young
Dated July 21, 2016

RESOLUTION ESTABLISHING REGULAR FULL-TIME EMPLOYMENT,
TITLE AND RATE OF PAY OF CARLOS PACHECO

WHEREAS, the Cumberland County Utilities Authority owns and operates a Sewerage Treatment Plant located in the City of Bridgeton, and requires employees to operate, manage, and conduct its business; and

WHEREAS, among the powers granted to the Authority by N.J.S.A. 40:14B-18, are the powers to hire employees and determine their duties and compensation; and

WHEREAS, the Authority hired Carlos Pacheco to serve in the classification of Maintenance Technician, and

WHEREAS, the said Carlos Pacheco has successfully completed the employment probationary period.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Cumberland County Utilities Authority as follows:

1. That Carlos Pacheco be permanently employed by the Authority in the classification title of Maintenance Technician, at the hourly rate of pay of \$25.00 effective July 21, 2016.

Passed and adopted at the regular meeting of the Cumberland County Utilities Authority, held at the Authority's Administration Building, 333 Water Street, Bridgeton, New Jersey, on Thursday afternoon, July 21, 2016 at 4:30 p.m. prevailing time.

DATED: July 21, 2016

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
ANGELIA EDWARDS	x			
HARVEY FRIEDMAN	x			
ZARKO RAJACICH	x			
DOUG VANSANT	x			
JERRY YOUNG\	x			
KEITH WASSERMAN	x			
ALBERT JONES	x			

RESOLUTION 2762

Offered By Young

Seconded By Wasserman

Dated July 21, 2016

RESOLUTION ESTABLISHING REGULAR FULL-TIME EMPLOYMENT,
TITLE AND SALARY OF STEPHANIE J. MICK

WHEREAS, the Cumberland County Utilities Authority owns and operates a Sewerage Treatment Plant located in the City of Bridgeton, and requires employees to operate, manage, and conduct its business; and

WHEREAS, among the powers granted to the Authority by N.J.S.A. 40:14B-18, are the powers to hire employees and determine their duties and compensation; and

WHEREAS, the Authority hired Stephanie J. Mick to serve in the classification of Administrative Assistant, and

WHEREAS, the said Stephanie J. Mick has successfully completed the 90-day employment introductory period.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Cumberland County Utilities Authority as follows:

1. That Stephanie J. Mick be established as a Regular Employee of the Authority, in the classification title of Administrative Assistant, with a annual salary of \$45,000, effective date of July 21, 2016.

Passed and adopted at the regular meeting of the Cumberland County Utilities Authority, held at the Authority's Administration Building, 333 Water Street, Bridgeton, New Jersey, on Thursday afternoon, July 21, 2016 at 4:30 p.m. prevailing time.

DATED: July 21, 2016

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
ANGELIA EDWARDS	x			
HARVEY FRIEDMAN	x			
ZARKO RAJACICH	x			
DOUG VANSANT	x			
JERRY YOUNG\	x			
KEITH WASSERMAN	x			
ALBERT JONES	x			

RESOLUTION 2763

Offered By Young

Seconded By Edwards

Dated July 21, 2016

RESOLUTION APPOINTING STEPHANIE J. MICK AS THE CUMBERLAND COUNTY UTILITIES AUTHORITY'S COMPLIANCE OFFICER

WHEREAS, New Jersey Public Law 1975, Chapter 127 (Affirmative Action Regulations), was signed into law on June 23, 1975; and

WHEREAS, said Affirmative Action Regulations provided for the appointment of a Public Agency Compliance Officer (P.A.C.O.) who shall maintain liaison with and assist the State Treasurer in the implementation of said Affirmative Action Regulations.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Cumberland County Utilities Authority as follows:

1. That Stephanie J. Mick, Administrative Assistant of the Cumberland County Utilities Authority, be and is hereby appointed the Cumberland County Utilities Authority's Compliance Officer (P.A.C.O.) in accordance with New Jersey Public Law 1975, c. 127 (Affirmative Action Regulations).

2. That said Compliance Officer shall maintain liaison with, and assist, the State Treasurer in the implementation of said Affirmative Action Regulations. That said Compliance Officer shall perform the duties and exercise the powers as provided in New Jersey Public Law 1975, c. 127.

3. Said Compliance Officer shall serve until a successor is appointed.

Passed and adopted at the regular meeting of the Cumberland County Utilities Authority, held at the Authority's Administration Building, 333 Water Street, Bridgeton, New Jersey, on Thursday afternoon, July 21, 2016 at 4:30 p.m. prevailing time.

DATED: July 21, 2016

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
ANGELIA EDWARDS	x			
HARVEY FRIEDMAN	x			
ZARKO RAJACICH	x			
DOUG VANSANT	x			
JERRY YOUNG\	x			
KEITH WASSERMAN	x			
ALBERT JONES	x			

RESOLUTION 2764

Offered By Wasserman

Seconded By Young

Dated July 21, 2016

A RESOLUTION AUTHORIZING AN AMENDMENT TO THE PROFESSIONAL SERVICE
CONTRACT WITH CERTIFIED PUBLIC ACCOUNTANTS
TO INCLUDE A CHANGE ORDER

WHEREAS, pursuant to Resolution 2718, the Cumberland County Utilities Authority entered into a Professional Service Contract for specialized accounting and auditing services with Romano, Hearing , Testa & Knorr in the amount of \$60,000 for 2016; and

WHEREAS, per Exhibit A of the aforementioned contract, the Authority has requested additional services to be provided that were not included in the original cost, and as a result, it has been determined that services rendered by the Auditors will exceed the original contract amount; and

WHEREAS, the Director, Business Administrator and Budget & Finance Committee have determined that the incurred additional costs are within the scope of the contract and recommend approval of an increase to the contract, in the amount of \$8,000.00; and

WHEREAS, funds are available for this purpose.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Cumberland County Utilities Authority that the Chairperson and Secretary of the Authority are hereby authorized and directed to execute the attached change order #1 to the contract of Romano, Hearing, Testa and Knorr for specialized accounting and auditing services to the Cumberland County Utilities Authority increasing the amount to “not to exceed” \$68,000.00.

Passed and adopted at the regular meeting of the Cumberland County Utilities Authority, held at the Authority's Administration Building, 333 Water Street, Bridgeton, New Jersey, on Thursday afternoon, July 21, 2016 at 4:30 p.m. prevailing time.

DATED: July 21, 2016

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
ANGELIA EDWARDS	x			
HARVEY FRIEDMAN	x			
ZARKO RAJACICH	x			
DOUG VANSANT	x			
JERRY YOUNG\	x			
KEITH WASSERMAN	x			
ALBERT JONES	x			

RESOLUTION 2765

Offered By VanSant

Seconded By Edwards

Dated July 21, 2016

A RESOLUTION APPROVING AND AUTHORIZING THE PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS

WHEREAS, certain operating account vouchers have been received, reviewed, approved and recommended for payment by the Cumberland County Utilities Authority's Finance Committee,

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Cumberland County Utilities Authority that, subject to the availability of funds, the vouchers listed herein in the total sum of \$318,689.66 be and the same are hereby approved for payment and that the Chairman and Treasurer are authorized and directed to issue checks against the Operating Account in payment of the same.

Cumberland County
Utilities Authority

DATED: July 21, 2016

CUMBERLAND COUNTY UTILITIES AUTHORITY
July 21, 2016

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday, July 21, 2016 in the Meeting Room of the Operations Building, 333 Water Street, Bridgeton, New Jersey.

Representing the CCUA:

Albert Jones, Chairman
Keith Wasserman, Vice-Chairman
Angelia Edwards, Commissioner
Harvey Friedman, Commissioner
Zarko Rajacich, Commissioner
Douglas VanSant, Commissioner
Jerry Young, Commissioner
Jerome A. Harris, Engineer
James Grace, General Counsel
Steve Testa, Auditor
C. Kenneth Hill, Secretary
Kenneth Chann, Treasurer
G. Steven Errickson, Director
A. Michael Fernandez, Deputy Director
Dominic Buirch, Business Administrator
Stephanie Mick, Administrative Assistant
Patti McAllister, Assistant Secretary/Treasurer

Chairman Jones called the meeting to order, announced that adequate notice of this meeting has been given in accordance with Chapter 231, P.L. (THE OPEN PUBLIC MEETING ACT) and led in the flag salute.

Secretary Hill called the roll and a quorum was present.

Chairman Jones called for a motion to approve the minutes of the Regular Monthly Meeting of June 16, 2016 and the Special Meeting of June 28, 2016. Motion was made by Commissioner Friedman, seconded by Commissioner Young and carried unanimously at roll call.

REPORTS

Director

The Director reported that the Finance Committee met on Wednesday June 22, 2016 to review and discuss GASB-68&71 and to recommend the Audit. He also reported that a Special Board meeting was held on Tuesday June 28, 2016 to review and approve the 2015 Audit. The preparation of the Audited financial statements took considerably more time and effort than prior years due to the required implementation of GASB 68 and 71 Pension Reporting Standards. This was the reason for the special meeting.

He further reported that the Authority suffered a major breakdown Thursday June 30, 2016, just before the Fourth of July Holiday weekend. One of the bearings went bad on a large rolled shaft that drives the belt in the de-watering building. Everyone pitched in and did a great job of keeping the plant in operation while at the same time making the needed repairs, specifically Supervisor Rich Brown, Rich Stowman, Ed Horner, Anthony Pierce, Carlos Pacheco and Raymond Newkirk. Congratulations and thank you everyone for a job well done.

Director Errickson noted that he, along with Deputy Director Fernandez and Mr. Grace met this month with the County Agricultural Development Board to discuss land application of sludge. Mr. Grace will address this in his report.

The Director reminded the Board of the retirement of Patti McAllister as of August 1, 2016. Also Deputy Director Michael Fernandez has decided to retire January 1, 2017. The Authority is currently advertising to fill his position.

The Director reported that two RFP's were returned to the CCIA for the Paddle Dryer project. The Authority has been exploring for quite some time the possibility of doing this project as a shared service with the CCIA. Both proposals look very good and the estimated savings look very favorable for everyone. CCUA is hoping to roll back the Authority's cost to pre Atlantic City days. The Authority will need about ten acres for this operation that will most likely be located at the Improvement Authority site. At this time CCUA is still taking sludge cake to ACUA and liquid sludge to DELCORA. A final payment request for land application at Cumberland Nurseries in the amount of \$ 5,442.50 has been submitted. This was for 445,000 gallons of liquid sludge. Disposal of a comparable amount by incineration would have cost the authority approximately \$ 36,500. The Authority continues to evaluate alternatives for CCUA's long term sludge management.

The Director informed the Board that he reviewed several capital projects with CME. There are a number of pressing needs, given the age of the plant. During the upcoming budget preparations the Authority will need to prioritize CCUA's needs and develop a plan to address them.

He further reported that the Authority continues to work on implementing changes in the lab quality control practices as required by NJDEP, and hope to have them submitted by the end of July. The Authority's Lab Procedures Manual is overdue for a comprehensive update, and the Authority needs to have an outside consultant come in to review practices and update the procedures next year.

The Director reported that the Authority will be preparing modifications to all of CCUA's industrial permits to comply with emergency planning directives from NJDEP.

There are four resolutions on the agenda tonight. Resolution "A" Establishes full-time employment for Carlos Pacheco in the maintenance department. Resolution "B" Establishes full time employment for Stephanie Mick as Administrative Assistant. Resolution "C" Appoints Stephanie Mick as the Authority's Compliance Officer. Resolution "D" is a Change Order to the professional service contract for our Auditor. As reported before, the preparation of the 2015 Audit took considerably more time and effort than prior years due to the required implementation of GASB 68&71 Pension Reporting Standards. It also required additional adjustments to the Authorities December 31, 2015 trial balance to account for the change in the Net Position Liability and the difference in Pension expense under the new standards. The change order amount is \$ 8,000 and will take us to the end of the year.

In conclusion, the Director offered his thanks to Deputy Director Michael Fernandez, Administrative Assistant Stephanie Mick, Business Administrator Dominic Buirch, Assistant Secretary-Treasurer Patti McAllister, Authority Engineer Jerry Harris and General Counsel James Grace for their help with preparing his report.

Engineer

Mr. Harris reported bids were received on May 12, 2016 for the 2016 NJEIT Projects (Upper Deerfield Pumping Station Upgrade and Wastewater Treatment Plant Improvements). There were four bidders for each project. The apparent low bidders were Lance Electric, Inc. of Tabernacle NJ for the Upper Deerfield Pump Station Upgrades and Centerpoint Associates, Blackwood NJ for the Wastewater Treatment Plant Improvements. The construction contracts were awarded at the June Commissioners meeting subject to NJDEP/NJEIT approval. That approval has been received. Pre-construction meetings for both projects have been scheduled for July 26, 2016.

There was no activity on the Plant Discharge Permit.

Mr. Harris met with the Director and Solicitor to discuss options for the solar power project. He also reported that he and Deputy Director Fernandez visited facilities at Gloucester County Utilities Authority and the Township of Delran to evaluate grit removal and other solids handling equipment for possible application at the CCUA plant.

Mr. Harris lastly reported that he was available to provide assistance to the Director and Deputy Director on biogas, sludge management and solar energy.

Auditor

Mr. Testa reported that he received confirmation from the Trustees that the Authority's Secondary Market Disclosure Report and Audit Report were submitted to the EMMA website prior to the June 30, 2016 deadline and were published June 28, 2016.

Mr. Testa also reported that he has just completed and sent to the Authority the updated calculation of the Authority's maximum allowable Connection fee as of December 31, 2015 in accordance with the Statutes. (N.J.S.A. 40:14B-22). The maximum allowable connection fee as of December 31, 2015 is \$ 3,258.00. The current fee charged by the Authority is \$ 2,960.00. This doesn't mean that the authority has to charge the higher amount, however, the Authority is required to calculate the fee each year to determine the maximum amount that can be charged.

General Counsel

Mr. Grace reported that since the Authority's last meeting he has had the opportunity to meet with the County Agricultural Board relative to reviewing the previous language proposed in 2003 for the Agricultural Management Plan as it relates to the land application of biosolids. As a result, the Authority has gotten preliminary positive responses from the local board. Consequently, they will pass a resolution allowing for the land application of biosolids on non-preserved farms in Cumberland County, however, this is subject to further review of the actual language. In addition, they have agreed to support the Authority's efforts to proceed with a proposal to the State Agricultural Development Committee relative to the adoption of appropriate language, which may include the use of Class B biosolids on select farms where only crops are grown for non-human consumption.

Mr. Grace also stated that the Authority has a pre-application meeting scheduled for August 10, 2016 with the DEP and the Army Corps of Engineers relative to the surrounding lands of the CCUA and the feasibility to construct the Authority's proposed solar field on those lands given certain environmental constraints. This is strictly, at this time, a land use discussion and does not include any discussions relative to the production, sale, or distribution of electricity. Thus they will be discussing the viability of the Authority's surrounding lands to support and allow construction sufficient to produce 1.5 megawatt solar electric field.

Mr. Grace stated he was available for any questions or concerns by the Director, staff and Commissioners.

Committees

The minutes from the Employee Relations Committee meeting of July 19, 2016 were included in the Commissioners packets today.

RESOLUTIONS

RESOLUTION (2761) ESTABLISHING REGULAR FULL-TIME EMPLOYMENT, TITLE AND RATE OF PAY OF CARLOS PACHECO offered by Vice-Chairman Wasserman, seconded by Commissioner Young and carried unanimously at roll call.

RESOLUTION (2762) ESTABLISHING REGULAR FULL-TIME EMPLOYMENT, TITLE AND SALARY OF STEPHANIE J. MICK offered by Commissioner Young, seconded by Vice-Chairman Wasserman and carried unanimously at roll call.

RESOLUTION (2763) APPOINTING STEPHANIE J. MICK AS THE CUMBERLAND COUNTY UTILITIES AUTHORITY'S COMPLIANCE OFFICER offered by Commissioner Young, seconded by Commissioner Edwards and carried unanimously at roll call.

RESOLUTION (2764) AUTHORIZING AN AMENDMENT TO THE PROFESSIONAL SERVICE CONTRACT WITH CERTIFIED PUBLIC ACCOUNTANTS TO INCLUDE A CHANGE ORDER offered by Vice-Chairman Wasserman, seconded by Commissioner Young and carried unanimously at roll call.

Treasurers Report

Revenue Account	\$1,821,681.47
Operating Account	131,552.79
Petty Cash	500.00
Sensor Account	8,240.86
General Account	3,077,844.17
Plant Reconstruction/Replacement	2,184,667.57
User Revenue Reserve	221,744.22
Trust Account	4,480,960.08
Total Cash Position	\$ 11,927,191.16

Treasurer Chann reported that the bills submitted for payment today for the Operating Account total \$318,689.66. The Authority Chairperson and Secretary have checked the vouchers. The Operating Account has sufficient funds to cover these checks and approval of Resolution B is recommended. The monthly bank statements are available for review if anyone is interested.

RESOLUTION (2765) APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS, offered by Commissioner VanSant, seconded by Commissioner Edwards and carried unanimously at roll call.

Chairperson's Remarks

Chairman Jones thanked everyone for attending and thanked all of the employees and staff for their hard work. The Chairman also extended best wishes to Patti McAllister on her retirement. He stated he has enjoyed working with her over the years. In conclusion the Chairman offered an invitation to his home on August 6, 2016 for his annual fish fry and Bar-B-Que.

Commissioners-Public Remarks

Vice-Chairman Wasserman and several Commissioners also extended best wishes to Patti McAllister on her retirement.

There were no comments from the public.

The meeting was adjourned on a motion from Commissioner VanSant.

The next regular Monthly Meeting of the Cumberland Counties Utilities Authority will be held Thursday August 18, 2016 in the Public Meeting Room of the Operations Building, 333 Water Street, Bridgeton, New Jersey at 4:30 pm.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "C. Kenneth Hill".

C. Kenneth Hill, Secretary