## AGENDA CUMBERLAND COUNTY UTILITIES AUTHORITY OCTOBER 17, 2013

- 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 SEPTEMBER 19, 2013
- 6 REPORTS
  - A. DIRECTOR
  - B. ENGINEER
  - C. AUDITOR
  - D. GENERAL COUNSEL
  - E. COMMITTEES
    - (1) COMMUNITY/INDUSTRIAL RELATIONS Commissioner Friedman
    - (2) EMPLOYEE RELATIONS Commissioners Edwards
    - (3) FACILITIES EXPANSION/CONSTRUCTION Commissioner Olbrich
    - (4) FINANCE AND BUDGET Vice-Chairman Wasserman
    - (5) OPERATIONS/INSURANCE Commissioner Boutros
    - (6) AD HOC Commissioner Bethea

## 7. RESOLUTIONS

- A. RESOLUTION AUTHORIZING THE INTRODUCTION OF THE 2014 BUDGET
- B. RESOLUTION AUTHORIZING A PUBLIC HEARING ON AMENDMENTS TO THE SEWER USE RULES AND REGULATIONS
- C. RESOLUTION TO AUTHORIZE PUBLIC NOTICE OF SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS
- D. RESOLUTION APPROVING SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR FURNISHING OUTSIDE LABORATORY SERVICES
- 8. TREASURER'S REPORT
  - A. CASH POSITION OF THE AUTHORITY
  - B. RESOLUTION APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS
  - C. RESOLUTION OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY AUTHORIZING PAYMENT OF CERTAIN COSTS AND EXPENSES FROM THE CCUA SERIES 2010-2013 NJEIT CONSTRUCTION FUND
- 9. CHAIRMAN'S REMARKS
- 10 OPEN FLOOR FOR COMMENTS OF COMMISSIONERS
- 11. PUBLIC PORTION
- 12. ADJOURNMENT

COMMISSIONER	AYE	Nay	ABSTAIN	ABSENT	
EDWARD BETHEA	x				RESOLUTION 2580
SAMEER BOUTROS				x	Offered By Wasserman
Angelia Edwards				x	Seconded By <u>Bethea</u>
HARVEY FRIEDMAN	x				Dated <u>October 17, 20</u>
DONALD OLBRICH	x				Dated Occober 17, 20
KEITH WASSERMAN	x				

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# A RESOLUTION AUTHORIZING THE INTRODUCTION OF THE 2014 BUDGET

WHEREAS, the Annual Budget and Capital Budget for the Cumberland County Utilities Authority for the fiscal year beginning January 1, 2014 and ending December 31, 2014 has been presented before the Commissioners of the Cumberland County Utilities Authority at its open public meeting of October 17, 2013; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$6,271,113 and Total Appropriations of \$6,271,113, and Total Unrestricted Net Assets utilized of \$-0-; and

WHEREAS, the Capital Budget as introduced reflects Total Appropriations of \$219,300, Total Unrestricted Net Assets planned to be utilized as funding thereof, is \$-0- and Renewal & Replacement Reserve is planned to be utilized as funding thereof, of \$-0-; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds, rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere, by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

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

1. At a open public meeting held on October 17, 2013, that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget of the Cumberland County Utilities Authority for the fiscal year beginning January 1, 2014 and ending December 31, 2014 is hereby recommended for approval; and

Cumberland County Utilities Authority ALBERT JONES

## Cumberland County Utilities Authority

2. That a Public Hearing on the 2013 Budget be scheduled at the November 25, 2013 open public meeting of the Authority, notice of which will be published in the South Jersey Times (formally Bridgeton Evening News) at least twenty (20) days prior to the date of the Public Hearing, after which it will be scheduled for adoption.

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget and Capital Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the members of the Cumberland County Utilities Authority will consider the Annual Budget and Capital Budget for adoption on December 19, 2013.

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, October 17, 2013 at 4:30 p.m. prevailing time.

DATED: October 17, 2013

COMMISSIONER	AYE	Nay	ABSTAIN	ABSENT	
EDWARD BETHEA	x				RES
SAMEER BOUTROS				x	Offe
Angelia Edwards				x	Sec
HARVEY FRIEDMAN	х				Dat
DONALD OLBRICH	x				
KEITH WASSERMAN	x				
ALBERT IONES	v				

RESOLUTION 2581

Offered By Bethea

Seconded By Olbrich

Dated October 17, 2013

# A RESOLUTION AUTHORIZING A PUBLIC HEARING ON AMENDMENTS TO THE SEWER USE RULES AND REGULATIONS

WHEREAS, P. L. 1977, Chapter 384 (N.J.S.A. 40:14B-1 et seq.) and Article V, Section 502 of its Service Agreements permit the Cumberland County Utilities Authority to periodically amend its Sewer Use Rules and Regulations; and

WHEREAS, N.J.S.A. 40:14B-22 permits the Cumberland County Utilities Authority to charge its Customers periodic service charges; and

WHEREAS, the Cumberland County Utilities Authority has established rules and regulations including establishing Classifications; and

WHEREAS, N.J.S.A. 40:14B-23 requires that a public hearing be held to impose or revise said levels of treatment, fees and charges.

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

- 1. That the Cumberland County Utilities Authority Commissioners do authorize that a Public Hearing in regard to establishing the appropriate fees and classifications be held on Monday afternoon November 25, 2013 at 4:30 p.m. at the Authority's Administration Building, 333 Water Street, Bridgeton, New Jersey.
- 2. That a copy of a Public Hearing notice shall be published in the two newspapers of general circulation in the area and mail notice of said public hearing to the clerk of each municipality serviced by the Authority.

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, October 17, 2013 at 4:30 p.m. prevailing time.

DATED: October 17, 2013

COMMISSIONER	AYE	Nay	ABSTAIN	ABSENT
EDWARD BETHEA	x			
SAMEER BOUTROS				х
Angelia Edwards				х
Harvey Friedman	x			
DONALD OLBRICH	x			
KEITH WASSERMAN	x			
ALBERT JONES	x			

RESOLUTION 2582

Offered By Olbrich

Seconded By Bethea

Dated October 17, 2013

# RESOLUTION TO AUTHORIZE PUBLIC NOTICE OF SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS

WHEREAS, the Cumberland County Utilities Authority having approved by Resolution # 2065, dated July 20, 2006, the use of a fair and open process whenever possible for all contracts and services; and

WHEREAS, such resolution provided that the Budget and Finance Committee shall establish the criteria and standards for such a process; and

WHEREAS, the Budget and Finance Committee, with the assistance of General Counsel, established such criteria and standards; and

WHEREAS, the Authority must publish notice in accordance with those standards and criteria for the positions of General Counsel, Auditor, Consulting Engineer and Financial Advisor.

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

- 1. Criteria has been established for all professional services required by the Cumberland County Utilities Authority for the appointments January 1, 2014 to December 31, 2014.
- 2. The Authority shall publish a Public Notice in the newspaper, for the solicitation of professional services contract appointments no earlier than 10 days and no more than 30 days prior to the contract proposals being due.

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, October 17, 2013 at 4:30 p.m. prevailing time.

DATED: October 17, 2013

COMMISSIONER	AYE	Nay	ABSTAIN	ABSENT
EDWARD BETHEA	x			
SAMEER BOUTROS				x
Angelia Edwards				x
HARVEY FRIEDMAN	x			
DONALD OLBRICH	x			
KEITH WASSERMAN	x			
ALBERT JONES	x			

RESOLUTION 2583

Offered By Olbrich

Seconded By Wasserman

Dated October 17, 2013

## A RESOLUTION APPROVING SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR FURNISHING OUTSIDE LABORATORY SERVICES

WHEREAS, the Authority's Deputy Director has prepared certain Specifications for Furnishing Outside Laboratory Services, as more fully appears in said Specifications; and

WHEREAS, the Commissioners of the Cumberland County Utilities Authority approve said Specifications.

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

- 1. That the aforesaid Specifications referred to in the preamble of this Resolution, prepared and submitted by the Deputy Director, be and the same are hereby approved.
- 2. That this Authority advertise for and accept bids for Furnishing Outside Laboratory Services, as set forth in said Specifications, at the earliest possible date.
- 3. That the Secretary of this Authority prepare all necessary advertising for bids in a form satisfactory to the approval by the General Counsel of this Authority.

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, October 17, 2013 at 4:30 p.m. prevailing time.

DATED: October 17, 2013

COMMISSIONER	AYE	Nay	ABSTAIN	ABSENT
Edward Bethea	x			
SAMEER BOUTROS				x
Angelia Edwards				x
HARVEY FRIEDMAN	x			
Donald Olbrich	x			
KEITH WASSERMAN	х			
ALBERT JONES	x			

RESOLUTION 2584

Offered By Bethea

Seconded By Wasserman

Dated October 17, 2013

# 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 \$148,618.30 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: October 17, 2013

COMMISSIONER AYE NAY ABSTAIN ABSENT	
EDWARD BETHEA X	RESOLUTION 2585
SAMEER BOUTROS x	Offered By Olbrich
Angelia Edwards x	Seconded By <u>Bethea</u>
HARVEY FRIEDMAN x	Dated October 17, 20
DONALD OLBRICH X	
KEITH WASSERMAN X	

A RESOLUTION OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY AUTHORIZING PAYMENT OF CERTAIN COSTS AND EXPENSES FROM THE CCUA SERIES 2010-2013 NJEIT CONSTRUCTION FUND

BE IT RESOLVED BY THE CUMBERLAND COUNTY UTILITIES AUTHORITY (the "Authority"), as follows:

Section 1. The costs and expenses which are set forth in the certificate entitled "Requisition and Certification as to Payment of Costs and Expenses From the CCUA Series 2010-2013 NJEIT Construction Fund" which is attached hereto as Exhibit A and which, by this reference, is made a part hereof as if set forth in full herein, are hereby authorized to be paid on October 17, 2013 from monies which are on deposit in the CCUA Series 2010- 2013 NJEIT Construction Fund , which has been established and created in accordance with the provisions of a Resolution of the Authority, duly adopted <a href="December 20, 2012">December 20, 2012</a>, entitled "Supplemental Resolution Authorizing the Issuance of Not to Exceed \$2,100,000 Aggregate Principal Amount of Sewer System Revenue Bonds, Series 2013 of the CCUA".

Section 2. TD BANK, NA, Cherry Hill, New Jersey, in its capacity as Trustee for the holders of the CCUA Series 2010- 2013 NJEIT Construction Fund, is hereby authorized to withdraw such monies from the Fund, and to make payment of same, in accordance with the terms hereof and the terms of the attached requisition.

Section 3. This Resolution shall take effect immediately.

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, October 17, 2013 at 4:30 p.m. prevailing time.

DATED: October 17, 2013

ALBERT JONES

x

## CUMBERLAND COUNTY UTILITIES AUTHORITY October 17, 2013

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday, October 17, 2013 in the Meeting Room of the Operations Building, 333 Water Street, Bridgeton, New Jersey.

Representing the CCUA:
Albert Jones, Chairman
Keith Wasserman, Vice-Chairman
Edward Bethea, Commissioner
Harvey Friedman, Commissioner
Donald Olbrich, Commissioner
Steve Testa, Auditor
Jerome A. Harris, Engineer
Robert O'Donnell, General Counsel
James Quinn, Treasurer
C. Kenneth Hill, Secretary
G. Steven Errickson, Director
A. Michael Fernandez, Deputy Director
Sandi Acevedo, Business Administrator
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. Commissioners Sam Boutros and Angelia Edwards were absent. Commissioner Angelia Edwards was recorded as an excused absence.

Chairman Jones called for a motion to approve the minutes of the Regular Monthly Meeting of September 19, 2013. Motion was made by Commissioner Olbrich, seconded by Commissioner Bethea and was carried unanimously at roll call.

#### REPORTS

#### **Director**

Director Errickson submitted the September 2013 Discharge Monitoring Report (DMR) for inclusion in the minutes of this meeting. He stated that we were in compliance with all permit requirements for the month of September.

The Director reported meeting a number of times with Jim Watson, County Economic Director and a number of others to discuss the proposed Bay Shore Project. Some items of discussion were project goal, sponsor, justification and impact, action steps, financial considerations and possible resources.

He also informed the Board that he met with Renee Brecht from the American Littoral Society. Before the meeting, emails were exchanged and most of her proposed questions were answered with satisfaction. The meeting was to review the proposed sewer map and answer any other questions pertaining to the Proposed Bay Shore Project. It was agreed to stay in contact with progress as the project continues.

As part of the development, and to have a better understanding of the Bay Shore Project, Director Errickson is attempting to arrange a tour of the sewer system in Alloway. He will inform the Board as soon as arrangements are made.

Director Errickson noted that the Electric Co-Op with County of Cumberland final numbers reflect a savings of \$31,299.23 per year. This year's auction was handled by World Energy along with Salmon Ventures.

The Director also reported that the Natural Gas Co-Op contract is set to expire sometime in 2014. He has been researching into possible reverse auction for natural gas, looking for additional savings.

As it is almost time to renew our contract for insurance coverage, Director Errickson reported that he and members of the Insurance Committee and staff, have been reviewing proposals from the New Jersey Utility Authorities Joint Insurance Fund (NJUAJIF) and the Cumberland County Insurance Commission with CCUA's Risk Management Consultant, Bonnie Rick. It appears that the County JIF proposal may be more favorable, at this time, with a potential savings of approximately \$30,000, and no loss of coverage. This will be explored further with the Insurance Committee and be on the November agenda.

A meeting was held with C.M.E. Engineer Jerry Harris to discuss and develop CCUA's Capital plan for 2014. Mr. Harris will address this further in his report.

Director Errickson noted that a number of staff meetings were held, mainly to focus on the 2014 Budget which will be introduced today. He also met with the Budget and Finance Committee to review the 2014 proposed budget and seek their recommendation for introduction approval.

An employee meeting was held to discuss changes in insurance and to inform everyone about "Open Enrollment" for 2014.

The Director reported that we will be moving back to Cumberland Nursery next week, to complete our final land application for the year. Also, we have started evaluation of a potential new farm in Stow Creek Township for land application. The owner grows primarily hay, which would fit in well with our land application scheduling needs.

Now that the second sludge screw press is on line, we should be able to take more sludge cake to GCUA for incineration in place of liquid sludge during winter months, as has been past practice. This should help reduce the time and expense of additional trucks on the road needed for hauling liquid.

Mr. Errickson stated that the construction on the aeration basin is just about complete. With one half of the basin on line for about a month now, our air demand in the basin has been reduced by almost a third from roughly 3,000 cfm to a little over 2,000 cfm. This translates to lower motor speeds and ultimately lower electric demand.

The digester rehab is running about two weeks behind schedule. The cover for the primary has been painted and insulated and should be ready to be set in place by the end of next week. The contractor has assigned additional workers to the secondary digester cover project, which has helped move it forward.

Director Errickson reported that our annual Industrial Pretreatment Program inspection was started this Wednesday and will wrap up next Thursday. Among the more significant items touched on were the status of Bono Vita. They were classified as being in "Significant Noncompliance" at the end of last year, and despite some initial improvements early in 2013 will probably remain in Significant Noncompliance this year. This subjects them to mandatory minimum penalties for any violation. A notice of violation is being prepared for a series of slug discharges of oil and grease over the past two months, and we will be scheduling a meeting with Bona Vita to review their operations.

Director Errickson briefly noted the resolutions on the agenda, stating that Resolution "A", authorizes the introduction of the 2014 Budget. Resolution "B" authorizes a Public Hearing on amendments to the Sewer Use Rules and Regulations. Resolution "C" authorizes Public Notice of the solicitation of Professional Service

contracts and Resolution "D" approves specifications and authorizes advertisement for bids for furnishing Outside Laboratory Services.

In conclusion, the Director thanked the Deputy Director, Michael Fernandez; Business Administrator, Sandy Acevedo and Administrative Assistant, Patti McAllister for their help with his reports this month.

### Engineer

Mr. Harris reported an inspection of the Authority's Cumberland Drive, Glass Street, Industrial Park and Federal Correctional Institution Pump Stations were conducted on October 8, 2013 by CME Associates in order to gather information to be used in updating the Authority's Capital Improvement Plan, as well as, in preparing the Engineer's Annual Report for 2013.

Mr. Harris also reported the preparation of the annual Report continues. A draft report will be submitted to Authority staff shortly for review. The final report is required to be submitted by the Engineer to the Bond Trustees not earlier than 60 days and not later than 45 days before the end of the fiscal year (12/31/2013). We anticipate this time frame will be met.

The Engineer also noted work progressed on finalizing a Capital Improvement Plan for use by the Authority.

### **Auditor**

Mr. Testa reported he had worked with management and met with the finance and budget committee with regards to the proposed 2014 Budget.

Mr. Testa also reported that there is a resolution on the agenda to introduce the 2014 Budget. Once introduced, the Budget will be submitted to the State of New Jersey Division of Local Government Services for their review. The State has 45 days to perform their review. As required by the Authority's Bond Resolution, the Authority will hold its public hearing on the proposed budget at the November meeting. Once the Authority receives State approval, it can adopt the budget at the December meeting, as required.

### **General Counsel**

Mr. O'Donnell stated that he had received some figures as to losses resulting from the damaged tank. The Complaint will be prepared naming both the contractor and bond company.

Mr. O'Donnell stated he was available for any questions or concerns by staff and commissioners.

## Committees

The Finance and Budget Committee met on Tuesday, Wednesday October 9, 2013. The purpose of the meeting was to review and discuss the 2014 Budget.

#### RESOLUTIONS

RESOLUTION (2580) AUTHORIZING THE INTRODUCTION OF THE 2014 BUDGET, offered by Commissioner Wasserman, seconded by Commissioner Bethea and carried unanimously at roll call.

RESOLUTION (2581) AUTHORIZING A PUBLIC HEARING ON AMENDMENTS TO THE SEWER USE RULES AND REGULATIONS, offered by Commissioner Bethea, seconded by Commissioner Olbrich and carried unanimously at roll call.

RESOLUTION (2582) TO AUTHORIZE PUBLIC NOTICE OF SOLICIATION OF PROFESSIONAL SERVICE CONTRACTS offered by Commissioner Olbrich, seconded by Commissioner Bethea and carried unanimously at roll call.

RESOLUTION (2583) APPROVING SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR FURNISHING OUTSIDE LABORATORY SERVICES offered by Commissioner Olbrich, seconded by Commissioner Wasserman and carried unanimously at roll call.

#### **Treasurers Report**

Revenue Account	\$ 4,174.48
Operating Account	278,495.24
Petty Cash	500.00
Sensor Account	6,730.78
General Account	719,246.22
Plant Reconstruction/Replacement	1,953,887.37
Trust Account	4,132,511.79
Total Cash Position	\$ 7,095,545.88

Treasurer Quinn reported that the bills submitted for payment today for the Operating Account total \$148,618.30. 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 (2584) APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS, offered by Commissioner Bethea, seconded by Commissioner Wasserman and carried unanimously at roll call.

RESOLUTION (2585) OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY AUTHORIZING PAYMENT OF CERTAIN COSTS AND EXPENSES FROM THE CCUA SERIES 2010-2013 NJEIT CONSTRUCTION FUND, offered by Commissioner Olbrich, seconded by Commissioner Bethea and carried unanimously at roll call.

### Chairperson's Remarks

Chairperson Jones thanked the Director and staff for their hard work looking to improve the cash position of the Authority. He also thanked those who came out to the meeting and welcomed former Director Blake Maloney and Freeholder Doug Long.

#### **Commissioners**

There were no comments by any Commissioners.

### Public

There being no public comments, the meeting was adjourned on a motion from Commissioner Olbrich.

The next regular Monthly Meeting of the Cumberland Counties Utilities Authority will be held Monday November 25, 2013 in the Public Meeting Room of the Operations Building, 333 Water Street, Bridgeton, New Jersey at 4:30 pm.

Respectfully submitted,

C. Kenneth Hill, Secretary