

AGENDA
CUMBERLAND COUNTY UTILITIES AUTHORITY
APRIL 19, 2018

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. OATH OF OFFICE TO WILLIAM ANDRE AS COMMISSIONER OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY
5. ROLL CALL
6. MINUTES OF THE REGULAR MEETING & EXECUTIVE MEETING OF MARCH 15, 2018
7. REPORTS
 - A. DIRECTOR
 - B. ENGINEER
 - C. AUDITOR
 - D. GENERAL COUNSEL
 - E. COMMITTEES
 - (1) COMMUNITY/INDUSTRIAL RELATIONS – Commissioner Andre
 - (2) EMPLOYEE RELATIONS – Commissioner Rajacich
 - (3) FACILITIES EXPANSION/CONSTRUCTION - Commissioner VanSant
 - (4) FINANCE AND BUDGET – Vice-Chairman Wasserman
 - (5) OPERATIONS/INSURANCE - Commissioner Young
 - (6) AD HOC – Commissioner Edwards
8. RESOLUTIONS
 - A. RESOLUTION OF THE CCUA AUTHORIZING PAYMENT OF CERTAIN COST AND EXPENSES FROM THE CCUA SERIES 2010-2016 NJEIT CONSTRUCTION FUND
 - B. RESOLUTION AWARDDING CONTRACT TO GARRISON ENTERPRISE, INC. FOR MISCELLANEOUS CONSTRUCTION SERVICES
 - C. RESOLUTION AWARDDING CONTRACT FOR SANDBLASTING & RECOATING SUPERSTRUCTURE AND RAKE ARMS – SOUTH SECONDARY CLARIFIER
 - D. RESOLUTION AWARDDING A CONTRACT FOR PURCHASE AND INSTALLATION OF TWO (2) NEW DBS D80-DE2 RETROFITTED DRIVE UNITS
 - E. RESOLUTION ENACTING A STANDARD POLICY TO NOT REQUIRE CLAIMANT CERTIFICATION FOR PAYMENT
 - F. A RESOLUTION GRANTING TEMPORARY LEAVE OF ABSENCE WITHOUT PAY TO AARON JACOBS FOR FAMILY LEAVE
 - G. RESOLUTION RE-ESTABLISHING THE TITLE OF EXECUTIVE DIRECTOR AND ESTABLISHING A TITLE OF EXECUTIVE DEPUTY DIRECTOR OF THE CCUA
 - H. RESOLUTION AUTHORIZING DISPOSAL OF SURPLUS PROPERTY THROUGH GOVDEALS
 - I. RESOLUTION AUTHORIZING THE CUMBERLAND COUNTY UTILITIES AUTHORITY TO ENTER INTO A COOPERATIVE PRICING AGREEMENT
9. TREASURER'S REPORT
 - A. CASH POSITION OF THE AUTHORITY
 - B. RESOLUTION APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS
10. CHAIRMAN'S REMARKS
11. OPEN FLOOR FOR COMMENTS OF COMMISSIONERS
12. PUBLIC PORTION
13. MOTION FOR EXECUTIVE SESSION FOR POSSIBLE LITIGATION AND PERSONNEL MATTERS
14. ADJOURNMENT

CUMBERLAND COUNTY UTILITIES AUTHORITY

April 19, 2018

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday April 19, 2018 in the Meeting Room of the Operations Building, 333 Water Street, Bridgeton, New Jersey.

Representing the CCUA:

Albert Jones, Chairman
William Andre, Commissioner
Angelia Edwards, Commissioner
Zarko Rajacich, Commissioner
Doug VanSant, Commissioner
Jerry Young, Commissioner
Steve Testa, Auditor
James Grace, General Counsel
Jerome Harris, Engineer
Edward Bethea, Treasurer
C. Kenneth Hill, Secretary
G. Steven Errickson, Director
Daniel Jefferson, Deputy Director
Dominic Buirch, Business Administrator

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.

Oath of office was administered for a term to expire on January 31, 2023 to William Andre by General Counsel Grace.

Secretary Hill called the roll and a quorum was present. Vice-Chairman Keith Wasserman was recorded as absent.

Chairman Jones called for a motion to approve the minutes of the Regular Monthly Meeting of March 15, 2018 as well as the Executive Session of the same date. Motion was made by Commissioner Rajacich, seconded by Commissioner VanSant and carried unanimously at roll call.

Chairman Jones called for reports.

REPORTS

Director

Director Errickson submitted the March 2018 Discharge Monitoring Report (DMR) for inclusion into the minutes of this meeting. The Director noted that a plant upset was experienced during the second half of the month of March. As a result removal efficiencies were compromised with regard to suspended solids and enterococcus. The upset lasted for less than one day after which the plant returned to normal operation. The plant is currently operating at above average removals.

Director Errickson reported that Mr. Joe Bonaccorso from CME was on site on March 23, 2018 to look over the plant operations and meet with staff to see if he could offer any ideas or suggestions that would help optimize efficiency within the operation. We are waiting on his comments and report.

The Director informed this board of meetings with Ted Baker county Counsel and James Grace our Solicitor several times this month to review takeover agreement with Bondex Bond Company to finish # 6 pump station in Upper Deerfield. He went on to report that we will need to go into an executive session tonight to discuss further.

The Director reported several meetings this past month with David Weinstein Esq., special counsel for the Solar Project and Donald Rainear consultant for our Solar project for the CCUA. We have been working hard to finalize details and expect to be ready for bid by the end of next week.

Director Errickson noted Mr. Edward Kispert from NJDEP/NJEIT was on site yesterday Wednesday April 18, 2018 to review our projects. First being Plant upgrades and second the #6 pump station in Upper Deerfield. At that meeting was Jerry Harris our Engineer, James Grace our Solicitor, the Director and members from our staff. Our Engineer will give more details about this meeting in his report but as I stated before, we will need to go into closed session to discuss #6 pump station.

The Director reported that CCUA hosted on March 10, 2018 a joint meeting with South Jersey chapter of A.E.A. This gives everyone a chance to come together and discuss issues concerning to everyone. Some of the things discussed were pending legislation in Trenton, Contract issues, Common personnel issues, Equipment in our plant, Projects, Staffing, Rules and regulations by NJDEP just to mention a few. It was a very good meeting and I received a few emails thanking CCUA for hosting this event.

The Director noted that plant safety meetings were held this month including training in Lockout/Tag out and Confined space.

Director Errickson also noted that DELCORA has experienced several operational shut downs this month resulting in a decrease in the amount of liquid sludge being accepted. Operations staff has improved on the sludge thickening process and has been able to produce a thicker product which has maximized the available sludge storage capacity. Drew Boschetti from Polydyne visited the plant on April 12, 2018 to confirm the polymer being utilized is providing the best results. After evaluating the test results Drew recommended not changing polymers.

Director Errickson reported the north primary clarifier and south secondary clarifier have been in service for approximately one month. The clarifiers have been operating well with no problems being reported.

The Director reported that work continues with regard to decommissioning the monitoring wells located at the three application sites and the wells on the plant property. The Authority has contracted with Calmar Associates, Inc to perform all the well decommissioning work for all three sites. Work is going well and we hope to have all the wells located at Cumberland Nurseries decommissioned by the end of this week.

He also noted that we have nine resolutions on tonight's agenda

Resolution "A" Authorizing payment for gasoline to run the backup pumps at the Upper Deerfield project.

Resolution "B" Awarding contract for miscellaneous construction services.

Resolution "C" Awarding contract for sandblasting and painting.

Resolution "D" Awarding contract to install 2 drive units in the clarifiers.

Resolution "E" Enacting policy not to require claimant certification for payment.

Resolution "F" Temporary leave of absence without pay to Aaron Jacobs for family leave.

Resolution "G" Re-establishing title of Executive Director and Deputy Executive Director of the CCUA.

Resolution "H" Authorizing disposal of property thru Gov Deals.

Resolution "I" Authorizing CCUA to enter into a Cooperative Pricing Agreement.

The Director also reminded all Board Members to fill out a new W-4 form due to Tax Law changes. Also see Frank B to help with Financial Disclosure Forms for 2018 due by April 29, 2018.

In conclusion, the Director offered his thanks to Deputy Director Daniel Jefferson, Administrative Assistant Stephanie Mick, Business Administrator Dominic Birch and Authority Engineer Jerry Harris and the entire staff for their help with preparing his report.

Engineer

Upper Deerfield Pump Station- Lance Electric, Inc. of Tabernacle NJ. The contractor was terminated from the contract. Discussions are in progress with bonding company regarding completion of the work. CME reviewed and provided comments on proposed "takeover agreement" offered by bonding company. Project remains at approximately 70 % complete. Completion date for contract was early November 2017.

Wastewater Treatment Plant Improvements- Centerpoint Associates, Blackwood NJ, contract is 95% complete. Contractor has been given a punch list of outstanding items which have not been completed. In addition, various submittals are required from the contractor before the project closeout procedure can be completed.

Mr. Harris reported an inspection of both NJEIT projects by a representative of the NJDEP has been scheduled for April 18, 2018.

Mr. Harris also reported preparation of a draft plan for Asset Management and submitted to CCUA staff for review.

Mr. Harris lastly reported that he was available to provide assistance to the Director and Deputy Director on engineering matters, and coordinated with Bond Counsel on NJEIT loan.

Auditor

Mr. Testa reported that work is ongoing on the 2017 Audit. We are awaiting GASB 68 Pension information from the State of NJ, which is usually received sometime in April, but which has not yet been made available. We would hope it will be ready in time to make the May meeting.

General Counsel

Mr. Grace reported that the special counsel for the Solar Project is in the process of finalizing and supplying the appropriate information relative to bid specification and procedure. It is our expectation to be on the street by the end of next week. We will update this board as more information becomes available.

Given the current status of the Lance Electric situation involving the Upper Deerfield pump station upgrade and the actions of the bonding company, it has been determined that this matter must be discussed in executive session due to the likelihood of litigation ensuing. I will keep this Board advised as we move forward in this matter.

As to the Center Point matter, there is no new information to report at this time. We will update as new information becomes available.

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

Committees

There were no Committee meetings this past month.

RESOLUTIONS

RESOLUTION (2917) AUTHORIZING PAYMENT OF CERTAIN COSTS AND EXPENSES FROM THE CCUA SERIES 2010-2016 NJEIT CONSTRUCTION FUND offered by Commissioner Young, seconded by Commissioner Rajacich and carried unanimously at roll call.

RESOLUTION (2918) AWARDING A CONTRACT TO GARRISON ENTERPRISE FOR MISCELLANEOUS CONSTRUCTION SERVICES offered by Commissioner VanSant, seconded by Commissioner Edwards and carried unanimously at roll call.

RESOLUTION (2919) AWARDING A CONTRACT FOR SANDBLASTING & RECOATING SUPERSTRUCTURE AND REAKE ARMS – SOUTH SECONDARY CLARIFIER offered by Commissioner Rajacich, seconded by Commissioner Young and carried unanimously at roll call.

RESOLUTION (2920) AWARDING A CONTRACT FOR THE PURCHASE AND INSTALLATION OF TWO (2) DBS D42-AE DRIVE UNITS offered by Commissioner Young, seconded by Commissioner VanSant and carried unanimously at roll call.

RESOLUTION (2921) ENACTING A STANDARD POLICY TO *NOT* REQUIRE CLAIMANT CERTIFICATION FOR PAYMENT offered by Commissioner Edwards, seconded by Commissioner Young and carried unanimously at roll call.

RESOLUTION (2922) GRANTING A TEMPORARY LEAVE OF ABSENCE WITHOUT PAY TO AARON JACOBS FOR FAMILY LEAVE offered by Commissioner Young, seconded by Commissioner Edwards and carried unanimously at roll call.

RESOLUTION (2923) RE-ESTABLISHING THE TITLE OF EXECUTIVE DIRECTOR AND ESTABLISHING A TITLE OF EXECUTIVE DEPUTY DIRECTOR OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY offered by Commissioner Rajacich, seconded by Commissioner Young and carried unanimously at roll call.

RESOLUTION (2924) AUTHORIZING DISPOSAL OF SURPLUS PROPERTY THROUGH GOVDEALS offered by Commissioner Young, seconded by Commissioner VanSant and carried unanimously at roll call.

RESOLUTION (2925) AUTHORIZING THE CUMBERLAND COUNTY UTILITIES AUTHORITY TO CONTINUE INTO A COOPERATIVE PRICING AGREEMENT offered by Commissioner VanSant, seconded by Commissioner Young and carried unanimously at roll call.

Treasurers Report

Revenue Account	\$ 8,729.15
Operating Account	141,684.17
Petty Cash	500.00
Sensor Account	8,327.18
General Account	3,970,736.88
Plant Reconstruction/Replacement	2,308,108.12
User Revenue Reserve	426,000.67
Trust Account	4,051,234.19
Total Cash Position	\$ 10,915,320.36

Treasurer Edward Bethea reported that the bills submitted for payment today for the Operating Account total \$260,035.75 The Authority Chairman 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 (2926) APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS, offered by Commissioner VanSant, seconded by Commissioner Young and carried unanimously at roll call.

Chairperson's Remarks

Chairman Jones thanked all of our employees for their hard work. He also reminded everyone of the new forms W/4 and Disclosure forms required to be filed. He also welcomed Commissioner Andre.

Commissioners-Public Remarks

There were no comments the public. Commissioners VanSant and Young both welcomed new Commissioner Andre.

At this point a motion was made to enter into an Executive Session by Commissioner VanSant, seconded by Commissioner Young and carried unanimously at roll call.

After the Executive Session Chairman Jones called for a motion to adjourn.

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 May 17, 2018 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

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
ANGELIA EDWARDS	X			
WILLIAM ANDRE	X			
ZARKO RAJACICH	X			
DOUG VANSANT	X			
JERRY YOUNG	X			
KEITH WASSERMAN				X
ALBERT JONES	X			

RESOLUTION #2917
Offered By Young
Seconded By Rajacich
Dated April 19, 2018

A RESOLUTION OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY
AUTHORIZING PAYMENT OF CERTAIN COSTS AND EXPENSES
FROM THE CCUA SERIES 2010-2016 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 2016 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 November 21, 2016 from monies which are on deposit in the CCUA Series 2010-2016 NJEIT Construction Fund , which has been established and created in accordance with the provisions of a Resolution of the Authority, duly adopted January 21, 2016, entitled "Supplemental Resolution Authorizing the Issuance of Not to Exceed \$2,200,000 Aggregate Principal Amount of Sewer System Revenue Bonds, Series 2016 of the CCUA".

Section 2. TD BANK, NA, Cherry Hill, New Jersey, in its capacity as Trustee for the holders of the CCUA Series 2010-2016 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, April 19, 2018 at 4:30 p.m. prevailing time.

DATED: April 19, 2018

The foregoing is certified to be a true and complete copy of a resolution adopted by the Governing Body of the Cumberland County Utilities Authority at a meeting thereof duly called and held on April 19, 2018.

C. Kenneth Hill
C. Kenneth Hill, Secretary

Cumberland County Utilities Authority

333 Water Street; Bridgeton, New Jersey 08302

856-455-7120

856-459-0470 fax

www.ccuu.info

Commissioners:

Albert Jones
Chairperson
Keith I. Wasserman
Vice-Chairman
Angelia L. Edwards
Zarko Rajacich
Douglas VanSant
Jerry Young



G. Steven Errickson

Director

C. Kenneth Hill

Secretary

James K. Grace

General Counsel

CME Associates

Consulting Engineers

Romano, Hearing, Testa & Knorr

Auditors

April 19, 2018

TD Wealth Management
1006 Astoria Boulevard
Cherry Hill, NJ 08034

Attention: Catherine M. Alessi, CCTS
Vice President Corporate Trust

Re: Series 2010 - 2016 NJEIT Project Account Voucher Payments

Dear Ms. Alessi:

Enclosed you will find the paperwork authorizing payments to vendors from the Series 2010 - 2016 NJEIT Project Account.

- A resolution of the Cumberland County Utilities Authority authorizing payment of certain costs and expenses from the Series 2010 - 2016 NJEIT Project Account.
- Exhibit A, Requisition and certification as to payment of costs and expenses from Series 2010 - 2016 NJEIT Project Account.
- Vendor Address List for payment of vouchers from Series 2010 - 2016 NJEIT Project Account.
- Obligations in the stated amounts have been incurred by the Authority and are due and payable, and that each item thereof is a proper charge against the Construction Fund, is a proper Cost of the Project and has not been previously paid and has not been the basis of any prior payment from the Construction Fund. The Authority has not received or been served with a notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of any of the moneys payable under such requisition to any of the persons, firms or corporations named in such requisition, or if any such lien, attachment or claim has been filed with or served upon the Authority, that such lien, attachment or claim has been released or discharged, and that the requisitions contain no item which represents payment on account of any retained percentages which the Authority is at the date of such certificate entitled to retain.

CUMBERLAND COUNTY UTILITIES AUTHORITY

Dominic Buirch
Business Administrator

VENDOR ADDRESS LIST FOR PAYMENT OF VOUCHERS FROM
SERIES 2016 A&B NJEIT PROJECT ACCOUNT

April 19, 2018

Woodruff Energy
73 Water Street
Bridgeton, NJ 08302

EXHIBIT A

REQUISITION AND CERTIFICATION AS TO PAYMENT OF COSTS AND EXPENSES
FROM SERIES 2010 - 2016 NJEIT CONSTRUCTION FUND
April 19, 2018

WOODRUFF ENERGY

\$629.87

TOTAL VOUCHERS

\$629.87

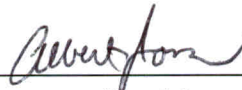
ATTEST:

CUMBERLAND COUNTY UTILITIES AUTHORITY



Charles K. Hill, Secretary

By



Albert Jones, Chairperson

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
ANGELIA EDWARDS	X			
WILLIAM ANDRE	X			
ZARKO RAJACICH	X			
DOUG VANSANT	X			
JERRY YOUNG	X			
KEITH WASSERMAN				X
ALBERT JONES	X			

RESOLUTION #2918
Offered By VanSant
Seconded By Edwards
Dated April 19, 2018

A RESOLUTION AWARDING A CONTRACT TO GARRISON ENTERPRISE
FOR MISCELLANEOUS CONSTRUCTION SERVICES

WHEREAS, the Cumberland County Utilities Authority has heretofore advertised for bids for Miscellaneous Construction Services, in accordance with the Specifications adopted on February 15, 2018 on file at its Wastewater Treatment Plant; and

WHEREAS, on March 27, 2018 three (3) bids were received and duly opened for providing Miscellaneous Construction Services, the total price bids were as follows:

Garrison Enterprise, Vineland, NJ	\$37,243.12
Abrisco Enterprises, Inc., Millville, NJ	\$59,570.00
Crown Pipeline Construction, Franklinville, NJ	\$53,559.00

and said bids were referred to the Authority's General Counsel and Director for tabulation, evaluation, report and recommendation; and

WHEREAS, the Authority's General Counsel and Director recommend that a Contract be awarded to Garrison Enterprise, 211 W. Elmer Road, Vineland, New Jersey 08360, being the lowest responsible bidder.

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

1. That there be awarded a contract to Garrison Enterprise, 211 W. Elmer Road, Vineland, New Jersey 08360, for providing Miscellaneous Construction Services on a "as needed" basis as per bid specifications.
2. That the proper officers of this Authority be and they are hereby authorized and directed to execute the Contract hereby awarded.

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, April 19, 2018 at 4:30 p.m. prevailing time.

DATED: April 19, 2018

**CERTIFICATE OF AVAILABILITY OF FUNDS FOR CONTRACT
OPERATING ACCOUNT**

I, Steven Errickson, Director of the Cumberland County Utilities Authority, do hereby certify pursuant to the rules of the Local Finance Board, that there are available adequate funds for the proposed contract between the Cumberland County Utilities Authority and **Garrison Enterprise, Vineland, NJ.** Monies necessary to fund the said contract has been projected in the amount of **\$37,243.12.** Monies necessary to fund the said contract has been provided in the **2018** Budget and shall be charged to the following line item appropriation number(s) **01-520-7603** in the Operating Account. These funds will not be certified as being for more than one pending contract.

Date:

Submitted by:


Steven Errickson, Director

Copies to: file

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
ANGELIA EDWARDS	X			
WILLIAM ANDRE	X			
ZARKO RAJACICH	X			
DOUG VANSANT	X			
JERRY YOUNG	X			
KEITH WASSERMAN				X
ALBERT JONES	X			

RESOLUTION #2919

Offered By Rajacich

Seconded By Young

Dated April 19, 2018

RESOLUTION AWARDING A CONTRACT FOR SANDBLASTING & RECOATING SUPERSTRUCTURE AND RAKE ARMS – SOUTH SECONDARY CLARIFIER

WHEREAS, the Cumberland County Utilities Authority has heretofore advertised for bids for Sandblasting & Recoating Superstructure and Rake Arms – South Secondary Clarifier in accordance with the Specifications adopted on February 15, 2018, on file at its Wastewater Treatment Plant; and

WHEREAS, on March 27, 2018, six (6) bids received were from:

- | | | |
|----|---|--------------|
| 1. | New Jersey Painting & Sandblasting, Clayton, NJ | \$28,500.00 |
| 2. | G. Meyer Group, Bradley Beach, NJ | \$96,900.00 |
| 3. | Brave Industrial Paint, Long Branch, NJ | \$72,000.00 |
| 4. | Zack Painting Co., Fords, NJ | \$84,500.00 |
| 5. | GHM Associates of America, Inc., Trenton, NJ | \$78,419.00 |
| 6. | Allied Painting, Inc., Cherry Hill, NJ | \$ 90,000.00 |

and said bids were referred to the Authority's General Counsel, Director and Deputy Director for tabulation, evaluation, report and recommendation; and

WHEREAS, the Authority's General Counsel, Director and Deputy Director recommend that a Contract be awarded to New Jersey Painting & Sandblasting, LLC, PO Box 461, Clayton, NJ 08321, being the lowest responsible bidder in the amount of \$28,500.00.

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

1. That there be a contract awarded to New Jersey Painting & Sandblasting, LLC, PO Box 461, Clayton, NJ 08321, being the lowest responsible bidder in the amount of \$28,500.00.
2. That the proper officers of this Authority be and they are hereby authorized and directed to execute the Contract hereby awarded.

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, April 19, 2018 at 4:30 p.m. prevailing time.

DATED: APRIL 19, 2018

**CERTIFICATE OF AVAILABILITY OF FUNDS FOR CONTRACT
OPERATING ACCOUNT**

I, Steven Errickson, Director of the Cumberland County Utilities Authority, do hereby certify pursuant to the rules of the Local Finance Board, that there are available adequate funds for the proposed contract between the Cumberland County Utilities Authority and **New Jersey Painting & Sandblasting, Clayton, NJ.**

Monies necessary to fund the said contract has been projected in the amount of **\$28,500.00.** Monies necessary to fund the said contract has been provided in the **2018** Budget and shall be charged to the following line item appropriation number(s) **01-540-8506** in the Operating Account. These funds will not be certified as being for more than one pending contract.

Date:

Submitted by:


Steven Errickson, Director

Copies to: file

Ernest Jones

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	
ANGELIA EDWARDS	X				RESOLUTION #2920
WILLIAM ANDRE	X				Offered By Young
ZARKO RAJACICH	X				Seconded By VanSant
DOUG VANSANT	X				Dated April 19, 2018
JERRY YOUNG	X				
KEITH WASSERMAN				X	
ALBERT JONES	X				

RESOLUTION AWARDING A CONTRACT FOR THE PURCHASE
AND INSTALLATION OF TWO (2) DBS D42-AE DRIVE UNITS

WHEREAS, the Cumberland County Utilities Authority has heretofore advertised for bids the purchase and installation of two (2) DBS D42-AE Drive Units in accordance with the Specifications adopted on February 15, 2018, on file at its Wastewater Treatment Plant; and

WHEREAS, on March 27, 2018, one (1) bid received was from:
1. GHM Associates of America, Inc., Trenton, NJ \$117,270.00

and said bid was referred to the Authority's General Counsel, Director and Deputy Director for tabulation, evaluation, report and recommendation; and

WHEREAS, the Authority's General Counsel, Director and Deputy Director recommend that a Contract be awarded to GHM Associates of America, Inc., 5 Chelten Way Building #15, Trenton, NJ 08636, being the lowest responsible bidder in the amount of \$117,270.00.

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

1. That there be a contract awarded to GHM Associates of America, Inc., 5 Chelten Way Building #15, Trenton, NJ 08636, being the lowest responsible bidder in the amount of \$117,270.00.
2. That the proper officers of this Authority be and they are hereby authorized and directed to execute the Contract hereby awarded.

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, April 19, 2018 at 4:30 p.m. prevailing time.

DATED: April 19, 2018

**CERTIFICATE OF AVAILABILITY OF FUNDS FOR CONTRACT
OPERATING ACCOUNT**

I, Steven Errickson, Director of the Cumberland County Utilities Authority, do hereby certify pursuant to the rules of the Local Finance Board, that there are available adequate funds for the proposed contract between the Cumberland County Utilities Authority and **G.M.H. Associates of America, Inc. Trenton, NJ.** Monies necessary to fund the said contract has been projected in the amount of **\$117,270.00.** Monies necessary to fund the said contract has been provided in the **2018** Budget and shall be charged to the following line item appropriation number(s) **01-540-8506** in the Operating Account. These funds will not be certified as being for more than one pending contract.

Date:

Submitted by:


Steven Errickson, Director

Copies to: file

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
ANGELIA EDWARDS	X			
WILLIAM ANDRE	X			
ZARKO RAJACICH	X			
DOUG VANSANT	X			
JERRY YOUNG	X			
KEITH WASSERMAN				X
ALBERT JONES	X			

RESOLUTION #2921
Offered By Edwards
Seconded By Young
Dated April 19, 2018

RESOLUTION OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY
ENACTING A STANDARD POLICY TO **NOT** REQUIRE CLAIMANT CERTIFICATION
FOR PAYMENT

WHEREAS, NJSA 40A:5-16 requires that the governing body of any local unit shall not pay out of it monies unless:

- a) The person claiming or receiving payment first presents a detailed bill of items or demand, specifying particularly how the bill or demand is made up ("Invoice"), with the certification of the party claiming payment that the bill or demand is correct ("Claimant Certification").
- b) The payment carries a written or electronic certification of some officer or duly designated employee of the local unit having knowledge of the facts that the goods have been received by, or the services rendered to, the local unit ("Certification of the User Department").

WHEREAS, NJAC 5:30-9A.6, gives local units discretion to NOT require a Claimant Certification, by enacting a standard policy, by resolution for vendors or claimants who do not provide a Claimant Certification as part of its normal course of business; and

WHEREAS, generally, vendors do NOT provide a Claimant Certification as part of the normal course of business which has created unnecessary confusion and delay in processing claims for payment; and

WHEREAS, the Claimant Certification cannot be waived for reimbursement of employee expenses, or for services provided exclusively and entirely by an individual; and

WHEREAS, the Business Administrator has communicated internal accounting controls as follows and has determined same to be sufficient to avoid errors and fraud in the processing of claims for payment.

1. No goods or services will be procured without a valid Purchase Order containing the signature of the Authority's Purchasing Agent;
2. Except for contract items approved by resolution of the Authority, procurement transactions must originate by way of a requisition in the Authority's Finance System. Requisitions will not be processed without a digital signature of the Department Head (or, in certain limited situations, a designee approved by the Business Administrator);
3. In processing Purchase Orders from Requisitions the Purchasing staff shall review for,
 - a. Department Head approval,
 - b. Legal Compliance (Local Public Contracts Law),
 - c. Compliance with any relevant Authority policy,
 - d. Reasonable business purpose;
4. Questions regarding requisitions are reviewed with user departments. As necessary, certain issues are escalated to review by the Business Administrator or Purchasing Agent;
5. Requisitions that exceed the Pay-to-Play threshold (\$17,500) or the bid threshold (currently \$17,500) are forwarded to the Authority Business Administrator and Purchasing Agent for processing;
6. All transactions in excess of \$17,500 require approval by the Cumberland County Utilities Authority Board resolution as a "Fair and Open Process" a "Non Fair and Open Process: an

Cumberland County Utilities Authority

“Open Competitive Bid” or as one of several exceptions to bid. Contracts are monitored for performance as payments are processed,

- a. User Departments certify performance;
 - b. Purchasing and/or Accounts Payable review requests for payment against the terms of the contract;
7. Requisitions that exceed 15% of the bid threshold (currently \$2,625) required at least 2 quotes (3 quotes are preferred). Quotes obtained by user departments are attached to the requisition (digital/scanned copy). Purchasing staff review all quotes or solicit quotes if or when needed;
 8. Properly completed requisitions are converted to Purchase Orders by Purchasing staff;
 9. Department Heads are actively engaged in preparing and monitoring their annual budgets. Clerical assistance is available for most departments. Regular reviews are performed to assure that activity posted to the department’s budget, such as Purchase Orders and Cash Payments, is valid, proper and authorized by the Department Head;
 10. Claims for payment are submitted to accounts Payable by each department. Invoices are reviewed to verify that work was performed as authorized and that prices are consistent with original proposals;
 11. Invoices attached to the Purchase Order are submitted to Accounts Payable for payment. A responsible person with direct knowledge that the work was performed or goods received signs the Purchase Order to authorize payment;
 12. In the processing Purchase Orders and Invoices for payment, Business Administrator will review for,
 - a. Certification by responsible person attesting that services were performed or goods delivered.
 - b. Verify that payment is applied to proper contract, if applicable
 - c. Verify that the invoice does NOT pre-date the Purchase Order (Legal Compliance). (from item 1 above) NO goods or services will be procured without a valid Purchase Order containing the signature of the Authority’s Purchasing Agent.
 - d. Review for proper Accounting treatment (proper budget account and proper budget year).
 - e. Compliance with any relevant Authority policy
 - f. Reasonable business purpose;
 13. Questions regarding Purchase Orders/Invoices are reviewed with user departments. As necessary, certain issues are escalated to review by the Business Administrator;
 14. In preparing the annual CCUA Budget, the Business Administrator and the Executive Director reviews trends and query detail as considered necessary. All unusual items are researched.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY, that the internal accounting controls presented above by the Business Administrator are adopted as Authority Policy for Payment of Claims

BE IT FURTHER RESOLVED that pursuant to NJAC 5:30-9A.6 the CCUA exercises its discretion to not require claimant certifications except as required for reimbursement of employee expenses, or for services provided exclusively and entirely by an individual

BE IT FURTHER RESOLVED that this resolution is effective upon its adoption for all claims paid subsequent to April 19, 2018.

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, April 19, 2018 at 4:30 p.m. prevailing time.

DATED: April 19, 2018

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
ANGELIA EDWARDS	X			
WILLIAM ANDRE	X			
ZARKO RAJACICH	X			
DOUG VANSANT	X			
JERRY YOUNG	X			
KEITH WASSERMAN				X
ALBERT JONES	X			

RESOLUTION #2922
Offered By Young
Seconded By Edwards
Dated April 19, 2018

A RESOLUTION GRANTING A TEMPORARY
LEAVE OF ABSENCE WITHOUT PAY
TO AARON JACOBS FOR FAMILY LEAVE

WHEREAS, Aaron Jacobs has requested a temporary leave of absence without pay due to family leave; and

WHEREAS, the Cumberland County Utilities Authority Personnel Handbook, Section 14, Leave of Absence, permits the Authority to grant a temporary leave at its discretion; and

WHEREAS, the New Jersey Public Employees Retirement System requires a Resolution granting formal approval of the leave.

WHEREAS, the director of the Cumberland County Utilities Authority has approved this temporary leave of absence.

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

1. Effective from March 19, 2018 to April 30, 2018, Aaron Jacobs is granted a leave of absence without pay, due to family leave.
2. The Business Administrator is directed to file a copy of this Resolution with the Public Employees Retirement System as required.

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, April 19, 2018 at 4:30 p.m. prevailing time.

DATED: April 19, 2018

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
ANGELIA EDWARDS	X			
WILLIAM ANDRE	X			
ZARKO RAJACICH	X			
DOUG VANSANT	X			
JERRY YOUNG	X			
KEITH WASSERMAN				X
ALBERT JONES	X			

RESOLUTION #2923
Offered By Rajacich
Seconded By Young
Dated April 19, 2018

RESOLUTION RE-ESTABLISHING THE TITLE OF
EXECUTIVE DIRECTOR AND ESTABLISHING A TITLE OF EXECUTIVE DEPUTY
DIRECTOR OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY

WHEREAS, the Commissioners are desirous that G. Steven Errickson, currently employed as Director of the Cumberland County Utilities Authority serve in said position with the title of Executive Director, effective immediately; and

WHEREAS, the Commissioners are also desirous that Daniel Jefferson, currently employed as Deputy Director of the Cumberland County Utilities Authority serve in said position with the new title of Executive Deputy Director, in conjunction with the Executive Director, and

WHEREAS, the executed contracts of G. Steven Errickson and Daniel Jefferson will remain in force, and effective as written and approved through to the termination dates, with the aforementioned title changes.

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

1. That G. Steven Errickson be employed by the Authority in the classification title of Executive Director, under the direction of the Cumberland County Utilities Authority Commissioners.
2. That Daniel Jefferson be employed by the Authority in the classification title of Executive Deputy Director, in conjunction with the Executive Director and under the direction of the Cumberland County Utilities Authority Commissioners.
3. That the new titles of Executive Director and Executive Deputy Director will be in effect immediately.
4. That all other terms and conditions of the executed contracts of G. Steven Errickson and Daniel Jefferson will remain the same.

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, April 19, 2018 at 4:30 p.m. prevailing time.

DATED: April 19, 2018

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION #2924
ANGELIA EDWARDS	X				Offered By Young
WILLIAM ANDRE	X				Seconded By VanSant
ZARKO RAJACICH	X				Dated April 19, 2018
DOUG VANSANT	X				
JERRY YOUNG	X				
KEITH WASSERMAN				X	
ALBERT JONES	X				

A RESOLUTION AUTHORIZING DISPOSAL OF SURPLUS
PROPERTY THROUGH GOVDEALS

WHEREAS, the Cumberland County Utilities Authority is the owner of certain surplus property which is no longer needed for pubic use; and

WHEREAS, the Commissioners are desirous of selling said surplus property in an “as is” condition without express or implied warranties.

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

1. The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the Commissioners of the Cumberland County Utilities Authority,
2. The sale will be conducted online and the address of the auction site is govdeals.com.
3. The sale is being conducted pursuant to Local Finance Notice 2008-9.
4. The surplus property to be sold is as follows:

Ford Van
Chevy Truck
Generator and Transfer Switch
Hoffman Blowers

5. The surplus property as identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.

6. The Cumberland County Utilities Authority reserves the right to accept or reject any bid submitted.

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 April 19, 2018 at 4:30 p.m. prevailing time.

DATED: April 19, 2018

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
ANGELIA EDWARDS	X			
WILLIAM ANDRE	X			
ZARKO RAJACICH	X			
DOUG VANSANT	X			
JERRY YOUNG	X			
KEITH WASSERMAN				X
ALBERT JONES	X			

RESOLUTION #2925
Offered By VanSant
Seconded By Young
Dated April 19, 2018

A RESOLUTION AUTHORIZING THE CUMBERLAND COUNTY UTILITIES
AUTHORITY TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Atlantic County Utilities Authority, hereinafter referred to as the “Lead Agency” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, on April 19, 2018 the governing body of the Cumberland County Utilities Authority, County of Cumberland, State of New Jersey duly considered participation in a Cooperative Pricing System for provision and performance of goods and services.

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

1. That this Resolution shall be known and may be cited as the Cooperative Pricing Resolution of the Cumberland County Utilities Authority.
2. That pursuant to the provisions of N.J.S.A. 40A:11-11(5), the Director is hereby authorized and directed to enter into a Cooperative Pricing Agreement with the Lead Agency.
3. That the Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1et seq.) and all other provision of the revised statutes of the State of New Jersey.
4. That this resolution shall take effect immediately upon passage.

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, April 19, 2018 at 4:30 p.m. prevailing time.

DATED: April 19, 2018

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION #2926
ANGELIA EDWARDS	X				Offered By VanSant
WILLIAM ANDRE	X				Seconded By Young
ZARKO RAJACICH	X				Dated April 19, 2018
DOUG VANSANT	X				
JERRY YOUNG	X				
KEITH WASSERMAN				X	
ALBERT JONES	X				

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 \$260,035.75 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.

DATED: April 19, 2018

CUMBERLAND COUNTY UTILITIES AUTHORITY

April 2018 Bill List

CHECK #	VENDOR #	VENDOR NAME	AMOUNT
030266	267	TREASURER-STATE OF NEW JERSEY	1,375.00
030267	978	ALBERT JONES	11.38
030268	1079	ALS GROUP USA CORP	2,570.00
030269	242	AMAZON	515.52
030270	1074	AMERICAN AQUATIC TESTING, INC.	1,000.00
030271	1084	ARCHER & GREINER P.C.	2,980.00
030272	1	ATLANTIC CITY ELECTRIC	34,515.09
030273	884	Aunt Betty's Kitchen LLC	309.35
030274	824	BOTTINO'S SUPERMARKETS	213.34
030275	46	BRIDGETON CITY OF	3,242.59
030276	50	BRIDGETON P & H SUPPLY	662.86
030277	1054	BW STETSON LLC	131.92
030278	784	C & H DISPOSAL SERVICE	1,170.00
030279	864	CATERINA SUPPLY INC	145.80
030280	797	CHAS S WINNER INC.	30,540.00
030281	183	CHRISTOPHER NEWSOME	316.50
030282	371	CME ASSOCIATES	2,349.00
030283	931	COLONIAL ELECTRIC SUPPLY CO. INC	466.50
030284	276	COMCAST CABLE	477.40
030285	613	CRUZANS FREIGHTLINER	347.69
030286	579	CUMBERLAND ADVISORS INC	4,240.00
030287	103	CUMBERLAND COUNTY IMPROVEMENT AUTH	650.00
030288	103	CUMBERLAND COUNTY IMPROVEMENT AUTH	1,349.79
030289	111	CUMBERLAND VALVE INC	43.10
030290	959	DELCORA	9,262.50
030291	124	DELVAL BALANCE SERVICE CO	1,882.00
030292	115	DMC TEXTILES	404.00
030293	980	DOMINIC BUIRCH	331.28
030294	1021	E-Z PASS	1,500.00
030295	53	ELMER DOOR CO., INC	80.00
030296	850	F & H SUPPLY INC	244.00
030297	866	FASTENAL	73.67
030298	161	FISHER SCIENTIFIC	2,563.73
030299	636	FLEET PRIDE INC	1,006.36
030300	800	GENERAL SPRING SERVICE	1,955.66
030301	1009	GRACE MARMERO & ASSOCIATES, LLP	348.00
030302	982	GREEN GUARD FIRST AID & SAFETY	198.30
030303	865	GREGORY SMITH II	107.00
030304	373	GROFF TRACTOR NJ LLC	80.56
030305	185	HACH COMPANY	2,591.12
030306	1030	HERITAGE CRYSTAL CLEAN LLC	50.00
030307	317	INDUSTRIAL CHEM LABS & SERVICES INC	981.01
030308	997	JAMES K. GRACE, ESQUIRE	1,833.00
030309	975	LAWSON PRODUCTS INC	1,035.30
030310	1078	MAIN POOL & CHEMICAL COMPANY INC.	2,740.00
030311	234	MAJOR PETROLEUM	4,679.16
030312	1077	MALL CHEVROLET	25,029.85
030313	1048	MIRACLE CHEMICAL CO.	4,725.00
030314	448	NICHOLAS ESPOSITO, 3RD	451.13
030315	47	NJ ADVANCE MEDIA	119.67
030316	870	NJWEA	240.00
030317	528	ONE CALL CONCEPTS	82.50
030318	73	PETTY CASH	76.07
030319	510	PTP CONSULTING INC	4,150.00
030320	739	RICHARD BROWN	347.90
030321	224	ROBERTS OXYGEN	172.35
030322	312	ROMANO HEARING TESTA & KNORR	636.20
030323	368	SERV-U-CLEANING	430.00
030324	619	SHERWIN-WILLIAMS CO.	222.36

030325	1018	SIGMA CONTROLS INC	1,432.49
030326	572	SOUTH JERSEY EYE ASSOCIAT	175.00
030327	344	SOUTH JERSEY GAS COMPANY	5,643.83
030328	268	STATE OF NEW JERSEY	78,770.46
030329	1011	STEPHANIE MICK	402.95
030330	656	STEWART BUSINESS SYSTEMS INDUSTRIES	185.04
030331	117	THE DAILY JOURNAL	76.04
030332	205	TRACTOR SUPPLY INC	36.43
030333	469	USABUEBOOK	792.45
030334	808	VANMETER'S LANDSCAPING	240.00
030335	255	VERIZON	220.14
030336	40	VERIZON WIRELESS	586.41
030337	182	W. W. GRAINGER INC.	564.16
030338	151	W.B. MASON	761.07
030339	897	WALT'S DIXIE CHOPPER	192.00
030340	1024	WILLIAMS AUTO PARTS - NAPA	246.08
030341	410	WINCHESTER & WESTERN	350.00
030342	1005	XEROX CORP	415.19
030343	406	XYLEM WATER SOLUTIONS USA INC	8,693.50
			<u>\$260,035.75</u>

ATTEST:

CUMBERLAND COUNTY UTILITIES AUTHORITY

By Charles K. Hill
Charles K. Hill, Secretary

By Albert Jones
Albert Jones, Chairperson