

AGENDA
CUMBERLAND COUNTY UTILITIES AUTHORITY
AUGUST 16, 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. ROLL CALL
5. MINUTES OF THE REGULAR MEETING
6. 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
7. RESOLUTIONS
 - A. RESOLUTION OF THE CCUA AUTHORIZING PAYMENT OF CERTAIN COST AND EXPENSES FROM THE CCUA SERIES 2010-2016 NJEIT CONSTRUCTION FUND
 - B. RESOLUTION ESTABLISHING THE BID THRESHOLD AND APPOINTING A QUALIFIED PURCHASING AGENT
 - C. RESOLUTION OF THE CCUA AUTHORIZING THE PURCHASE OF TWO VEHICLES
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. MOTION FOR EXECUTIVE SESSION FOR POSSIBLE LITIGATION AND PERSONNEL MATTERS WITH NO ACTION PLANNED
13. ADJOURNMENT

CUMBERLAND COUNTY UTILITIES AUTHORITY

August 16, 2018

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday August 16, 2018 in the Meeting Room of the Operations Building, 333 Water Street, Bridgeton, New Jersey.

Representing the CCUA:

Albert Jones, Chairman
Keith Wassermann, Vice-Chairman
Angelia Edwards, Commissioner
William Andre, Commissioner
Zurko Rajacich, Commissioner
Doug VanSant, Commissioner
Jerry Young, Commissioner
James Grace, General Counsel
Jerome Harris, Engineer
Edward Bethea, Treasurer
C. Kenneth Hill, Secretary
G. Steven Errickson, Director
Daniel Jefferson, Deputy Director
Stephanie Mick, Assistant Secretary/Treasurer
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.

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 July 19, 2018. Motion was made by Commissioner VanSant, seconded by Commissioner Young and carried unanimously at roll call. Commissioner Young's vote was recorded as abstained.

Chairman Jones called for reports.

REPORTS

Director

Director Errickson submitted the July 2018 Discharge Monitoring Report (DMR) for inclusion into the minutes of this meeting. The Director noted that the plant is operating well, and we are meeting effluent discharge limits in the single digits.

Director Errickson began his report by noting that the staff has been working on amended budget for the past month and has held numerous meetings to meet all deadlines. Final details will be finished tomorrow, and we will be prepared to meet with the Budget and Finance Committee next week for review and hopefully approval.

Director Errickson reported that the Solar Committee has met numerous times over the past few weeks and has worked very hard to analyze the various proposals to determine the best possible solar company that would and could deliver its product in an efficient and professional manner. We continue to work on preparing the report of the evaluation of the responses to the RFP, in the report will be a list of names of all potential vendors who submitted a proposal, summary of each vendor proposal, ranking of each vendor in order of evaluation, recommend the selection of a vendor for a contract, the reasons why the vendor was selected, details of terms, conditions, scope of services, fees, and other matters to be incorporated into proposed contract. This report must be made available to the public 48 hours prior to awarding the contract. We would like to schedule a Special Meeting of the Board for August 30, 2018 here at the CCUA Board Room.

The Director informed this board that Christine Violette from Hardenberg Insurance Group was on site this month to sign Insurance renewal for 2019 Property and Casualty for the Authority. We did increase value on some buildings and pump stations.

The Director reported that the Authority did have Lighting Strikes claims this month due to 5 lightning strikes within the plant. Some areas hit were Chart Recorder, Boiler, D.O. Probe (Dissolved Oxygen), Controllers total just under \$ 20,000. This was turned into our Insurance Company with our \$ 1,000 deductible and we expect to receive paid claim very soon. Repairs are in the process currently.

Director Errickson also noted that work on the Seabrook pump station is on schedule. George Helmer is serving as the general contractor and has begun the process of bringing the station upgrade to completion.

The Director reported that with our current sludge management operations we have been able to maintain the appropriate sludge inventory. We are currently disposing of two trailer loads per day at DELCORA with all hauling being done internally.

The Director noted that New Jersey Painting and Sandblasting has completed the reconditioning of the south secondary clarifier. The project was completed on time and the Authority is pleased with the results.

Video Pipe was contracted by the Authority to vacuum out the rapid mix box, using a vacuum truck. The results of this cleaning were better than expected and the Authority plans on including a bi-annual cleaning into its maintenance program.

Operations has begun to investigate the operational efficiency of the primary clarifiers. It is the hope that improving on the solids capture rate will provide us with better digester performance.

The equalization basins are being pumped down, at this time, to allow for planned routine maintenance.

Director Errickson also noted that the Authorities laboratory received its letter of deficiencies, regarding the laboratory audit from NJDEP. The audit went very well, and a response letter has been written outlining the laboratories plan for addressing the observations.

Director Errickson reported that the Authorities Safety Committee has their quarterly meeting this month.

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

Resolution "A" Authorizing payment of certain cost for construction fund.

Resolution "B" Establishing higher bid threshold and appointing Dominic Buirch as our Q.P.A. (Qualified Purchasing Agent).

Resolution "C" Authorizing purchase of two vehicles.

The Director noted that we have need for a closed session today for Personnel and Legal, possible action for personnel only, none for Legal.

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 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 complete. Contractor was paid in full at May Commissioner's meeting. Maintenance bonds and closeout paperwork obtained from contractor and applicable paperwork has been sent to the NJDEP.

Mr. Harris reported meeting with George Helmer and everything is looking a lot better at the site.

Mr. Harris also reported a Final Plan has been completed and submitted to the CCUA. It is recommended that the Plan be adopted by the CCUA by resolution and that the NJDEP be notified of the adoption.

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 was absent and did not submit a report.

General Counsel

Mr. Grace noted that as we were previously made aware litigation has ensued in the Lance Electric Upper Deerfield case. We have requested answers to Interrogatories and Request for Production of Documents. We are awaiting responses and will proceed in due course with the next stage of litigation. No formal settlement discussions have occurred the following of the filing of the lawsuit however, I expect to have a teleconference next week with opposing counsel to discuss case status. I will keep this Board advised as we move forward in this matter.

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 (2939) 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 (2940) ESTABLISHING THE BID THRESHOLD AND APPOINTING A QUALIFIED PURCHASING AGENT OFFERED BY Vice-Chairman Wasserman, seconded by Commissioner Young and carried unanimously at roll call.

RESOLUTION (2941) AUTHORIZING THE PURCHASE OF TWO VEHICLES OFFERED BY Commissioner Rajacich, seconded by Commissioner Edwards and carried unanimously at roll call.

Treasurers Report

Revenue Account	\$ 149,880.83
Operating Account	1,330,489.87
Petty Cash	500.00
Sensor Account	8,328.44
General Account	5,215,238.39
Plant Reconstruction/Replacement	2,371,390.79
User Revenue Reserve	545,668.72

Trust Account	2,851,767.18
Total Cash Position	\$ 12,473,264.22

Treasurer Edward Betha reported that the bills submitted for payment today for the Operating Account total \$275,530.11. 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 (2942) APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS, offered by Commissioner Young, seconded by Commissioner VanSant and carried unanimously at roll call.

Chairperson's Remarks

Chairman Jones thanked all our employees and staff for their hard work.

Commissioners-Public Remarks

There were no comments from the Commissioners or the public.

At this time a motion was offered by Vice-Chairman Wasserman, seconded by Commissioner Vansant to enter a closed session to discuss Personnel Matters and Litigation, with no action planned on litigation.

As the regular meeting resumed a motion to amend the personnel handbook to include personal cell phone usage as prohibited during working hours was offered by Commissioner VanSant, seconded by Commissioner Young and carried unanimously at roll call.

The meeting was adjourned on a motion from Vice-Chairman Wasserman.

The next regular Monthly Meeting of the Cumberland Counties Utilities Authority will be held Thursday September 20, 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	RESOLUTION # 2939
ANGELIA EDWARDS	X				Offered By Young
WILLIAM ANDRE	X				Seconded By Rajacich
ZARKO RAJACICH	X				Dated August 16, 2018
DOUG VANSANT	X				
JERRY YOUNG	X				
KEITH WASSERMAN	X				
ALBERT JONES	X				

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, August 16, 2018 at 4:30 p.m. prevailing time.

DATED: AUGUST 16, 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 August 16, 2018.

C. Kenneth Hill
C. Kenneth Hill, Secretary

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION # 2940
ANGELIA EDWARDS	X				Offered By Wasserman
WILLIAM ANDRE	X				Seconded By Young
ZARKO RAJACICH	X				Dated August 16, 2018
DOUG VANSANT	X				
JERRY YOUNG	X				
KEITH WASSERMAN	X				
ALBERT JONES	X				

A RESOLUTION ESTABLISHING THE BID THRESHOLD AND
APPOINTING A QUALIFIED PURCHASING AGENT

WHEREAS, the changes to the Local Public Contracts Law gave local contracting units the ability to establish their bid threshold up to \$40,000 or the threshold amount adjusted by the Governor (N.J.S.A. 40A11-3c); and

WHEREAS, N.J.S.A. 40A11-3a, permits an increase in the bid threshold if a Qualified Purchasing Agent is appointed as well as granted the authorization to negotiate and award such contracts below the bid threshold; and

WHEREAS, N.J.A.C. 5:32-4 et seq. establishes the criteria for qualifying as a Qualified Purchasing Agent; and

WHEREAS, Dominic Buirch possesses the designation of Qualified Purchasing Agent as issued by the Director of the Division of Local Government Services in accordance with N.J.A.C. 5:32-4 et seq.; and

WHEREAS, Cumberland County Utilities Authority desires to take advantage of the increased bid threshold; and

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

1. That the Cumberland County Utilities Authority hereby establishes its bid threshold to \$40,000.00 or the threshold amount adjusted by the Governor.
2. That Dominic Buirch is hereby appointed as the Qualified Purchasing Agent to exercise the duties of a purchasing agent pursuant to N.J.S.A.40A:11-2(30), with specific relevance to the authority, responsibility and accountability of the purchasing activity of the contracting unit.

BE IT FURTHER RESOLVED, that in accordance with N.J.A.C. 5:32-4.3; the Secretary of the Cumberland County Utilities Authority is hereby authorized and directed to forward a certified copy of this resolution and a copy of Dominic Buirch’s certification to the Director of the Division of Local Government Services.

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, August 16, 2018 at 4:30 p.m. prevailing time.

DATED: AUGUST 16, 2018

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	
ANGELIA EDWARDS	X				RESOLUTION # 2941
WILLIAM ANDRE	X				Offered By Rajacich
ZARKO RAJACICH	X				Seconded By Edwards
DOUG VANSANT	X				Dated August 16, 2018
JERRY YOUNG	X				
KEITH WASSERMAN	X				
ALBERT JONES	X				

A RESOLUTION OF THE CUMBERLAND COUNTY UTILITIES
AUTHORITY AUTHORIZING THE PURCHASE OF TWO VEHICLES

WHEREAS, the Cumberland County Utilities Authority (“Authority”) has determined that there exists the need to purchase two vehicles; and

WHEREAS, the purchase of the vehicles shall be made by the Cumberland County Utilities Authority’s Qualified Purchasing Agent (“QPA”);

WHEREAS, the cost of the vehicles to be purchases shall be les than or equal to the amount allowable by the QPA; and

WHEREAS, the Authority has authorized the purchase of two vehicles.

NOW, THEREFORE BE IT RESOLVED, by proper motion at a public meeting, as follows:

1. The Authority authorizes the purchase of two vehicles by the QPA, a 2019 Ford Explorer Base 4 X 4 and a 2018 Ram Pro Master City.
2. This purchase is contingent on the Authority’s Business Administrator’s Certification that there exist sufficient and appropriated funds for the purchase and is within the budget.

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 August 16, 2018.

DATED: AUGUST 16, 2018

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION # 2942
ANGELIA EDWARDS	X				Offered By Young
WILLIAM ANDRE	X				Seconded By VanSant
ZARKO RAJACICH	X				Dated August 16, 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 \$275,530.11 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: August 16, 2018

CUMBERLAND COUNTY UTILITIES AUTHORITY

August 2018 Bill List

CHECK #	VENDOR #	VENDOR NAME	AMOUNT
030584	628	ACE PLUMBING &	5,425.25
030585	700	ALBRECHT INDUSTRIES INC	830.25
030586	1079	ALS GROUP USA CORP	1,558.00
030587	242	AMAZON	2,221.13
030588	1084	APPLIED ANALYTICS INC.	1,086.87
030589	813	ARCHER & GREINER P.C.	6,435.00
030590	1	ASH LANE FARM INC	36,605.26
030591	30	ATLANTIC CITY ELECTRIC	3,158.00
030592	1097	ATLANTIC COUNTY UTILITIES	190.28
030593	188	BERGEYS TRUCK CENTER	1,364.70
030594	50	BOTTINO'S SUPERMARKETS	44.57
030595	1082	BRIDGETON CITY OF	80.93
030596	56	BRIDGETON P & H SUPPLY	712.00
030597	1054	BW STETSON LLC	82.93
030598	207	C. KENNETH HILL	29.98
030599	1075	CALMAR ASSOCIATES LLC	1,453.00
030600	74	CHAS. F. CONNOLLY DIST. CO., INC.	115.99
030601	371	CME ASSOCIATES	905.25
030602	931	COLONIAL ELECTRIC SUPPLY CO. INC	196.95
030603	276	COMCAST CABLE	439.46
030604	613	COMPLETE SECURITY SYSTEMS INC	19.22
030605	103	CUMBERLAND ADVISORS INC	2,201.20
030606	550	CUMBERLAND COUNTY IMPROVEMENT AUTH	26,315.27
030607	110	CUMBERLAND COUNTY INSURANCE COMMISSION	345.25
030608	111	CUMBERLAND VALVE INC	49.64
030609	125	DELCORA	1,134.03
030610	698	DMC TEXTILES	7,280.00
030611	115	DOMINIC BUIRCH	454.00
030612	1003	E-Z PASS	630.00
030613	1012	FASTENAL	10,871.04
030614	1021	FISHER SCIENTIFIC	1,500.00
030615	636	FLEET PRIDE INC	1,376.56
030616	1068	FRANCIS A BARTHOLOMEW	721.95
030617	800	GAGE IT INC	9.00
030618	1091	GRACE MARMERO & ASSOCIATES, LLP	19,200.00
030619	982	GREEN GUARD FIRST AID & SAFETY	49.28
030620	187	H & R HARDWARE & GARDEN CENTER	98.22
030621	644	H. H. BROTHERS HANKINS	480.42
030622	345	HARRIS COMPUTER SYSTEM	55.00
030623	997	HOME DEPOT CREDIT SERVICE	1,833.00
030624	997	INDUSTRIAL VALLEY GAS AND DIESEL	480.00
030625	1087	INSPIRA HEALTH NETWORK URGENT CARE	546.00
030626	157	JAMES K. GRACE, ESQUIRE	726.67
030627	975	JAMES K. GRACE, ESQUIRE	401.92
030628	1078	JAN-PRO CLEANING SYSTEMS OF THE DELAWARE VALLEY	1,575.50
030629	234	JOHNSON & TOWERS INC.	2,247.51
030630	1100	JOSEPH FAZZIO INC.	51.18
030631	1048	LAWSON PRODUCTS INC	4,725.00
030632	390	MAIN POOL & CHEMICAL COMPANY INC.	28,500.00
030633	47	MAINIERO'S INC.	39.59
030634	528	MAJOR PETROLEUM	35.00
030635	674	MAX COMMUNICATIONS INC	380.00
030636	73	MIRACLE CHEMICAL CO.	90.96
030637	1049	NETWORKFLEET INC	188.28
030638	514	NJ ADVANCE MEDIA	7,568.00
030639	1052	ONE CALL CONCEPTS	520.99
030640	134	PAUL LEVICK	595.54
030641	224	PETTY CASH	97.61
030642	619	PRINT SIGNS AND DESIGNS	90.98

030643	344	RICHARD HARRIS	120.96
030644	1014	ROBERTS OXYGEN	324.92
030645	268	SHERWIN-WILLIAMS CO.	77,604.80
030646	1011	SOUTH JERSEY EYE ASSOCIAT	600.00
030647	656	SOUTH JERSEY GAS COMPANY	92.52
030648	204	SOUTH JERSEY MEDIA GROUP	555.00
030649	964	STATE OF NEW JERSEY	924.82
030650	205	STATE OF NEW JERSEY	56.99
030651	33	STEPHANIE MICK	1,000.00
030652	376	STEWART BUSINESS SYSTEMS INDUSTRIES	30.75
030653	469	TRACTOR SUPPLY INC	3,088.00
030654	808	USABLUEBOOK	260.00
030655	255	VANMETER'S LANDSCAPING	180.76
030656	40	VERIZON	278.54
030657	182	VERIZON WIRELESS	157.74
030658	151	W. W. GRAINGER INC.	2,778.01
030659	1024	W.B. MASON	331.00
030660	409	WILLIAMS AUTO PARTS - NAPA	46.98
030661	1005	XEROX CORP	409.02
030662	139	XYLEM DEWATERING SOLUTIONS, INC	269.69
			<u>\$275,530.11</u>

ATTEST:

CUMBERLAND COUNTY UTILITIES AUTHORITY

By

Charles K. Hill

Charles K. Hill, Secretary

By

Albert Jones

Albert Jones, Chairperson