

AGENDA
CUMBERLAND COUNTY UTILITIES AUTHORITY
MAY 16, 2019

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 AND EXECUTIVE SESSION OF APRIL 18, 2019
6. REPORTS
 - A. EXECUTIVE 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 AUTHORIZING DISPOSAL OF SURPLUS PROPERTY THROUGH GOVDEALS
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. POSSIBLE EXECUTIVE SESSION FOR LEGAL REASONS WITH NO ACTION PLANNED
13. ADJOURNMENT

HAVE A HAPPY MEMORIAL DAY!

CUMBERLAND COUNTY UTILITIES AUTHORITY

May 16, 2019

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday May 16, 2019 in the Meeting Room of the Operations Building, 333 Water Street, Bridgeton, New Jersey.

Representing the CCUA:

Keith Wasserman, Vice-Chairman

William Andre, Commissioner

Zarko Rajacich, Commissioner

Doug VanSant, Commissioner

Jerry Young, Commissioner

James Grace, General Counsel

Glenn Miller, Engineer

C. Kenneth Hill, Secretary

Steve Testa, Auditor

Edward Bethea, Treasurer

G. Steven Errickson, Director

Daniel Jefferson, Deputy Director

Stephanie Mick, Assistant Secretary/Treasurer

Dominic Buirch, Business Administrator

Robert Carlson, Resident Engineer

Vice-Chairman Wasserman 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. Commissioner Angelia Edwards was recorded as absent and Chairman Albert Jones was recorded as an excused absence.

Vice-Chairman Wasserman called for a motion to approve the minutes of the Regular Monthly Meeting as well as the Executive session of April 18, 2019. Motion was made by Commissioner Young, seconded by Commissioner VanSant and carried unanimously at roll call.

Vice-Chairman Wasserman called for reports.

REPORTS

Director

Director Errickson submitted the April 2019 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 our effluent discharge limits in the single digits. Overall the plant is running well, and we are consistently producing more methane than in past years.

Director Errickson noted that the Upper Deerfield Pump Station # 6, Ed Kispt from NJDEP was on site Wednesday May 15, 2019 to perform a shake down inspection on rebuilt pump station. All systems have now been tested and verified. Our engineer will have more to report on this.

Director Errickson reported that the solar project is moving forward, and that Advanced Solar is moving forward with the permit process needed for the project. CAFRA permit is the next big hurdle to be managed by the contractor. CCUA will lend assistance when meeting with NJDEP as we have somewhat opened the way to CAFRA approval in previous meetings with Trenton.

The Director reported that we are getting ready to start the Digester Cleaning and Storage Tank Cleaning and that the contractor is going to start staging equipment late next week and should begin work soon thereafter.

Director Errickson reported that the County needs to replace the bridge going thru the park and by doing so will cause the Electric Company, Gas Company and Utilities Authority to remove their respective lines and

relocate them. The Authority chose to relocate our sewer line off to one side away from everyone to avoid any future issue of interference with others. We will be staying within the current easement which is also a help with repair or replacement of the sewer line in later years.

The Director noted with our current sludge management operations; we have been able to maintain the appropriate sludge inventory levels. All sludge is currently being hauled to DELCORA for disposal. Two loads a day are being hauled internally with C&H providing assistance when needed.

The Director also noted operations has cleaned both the North and South contact zones and has taken the North contact zone offline. Operations has also taken the North secondary clarifier offline.

Lock out-tag out and electrical safety training were provided to our employees this month.

Matt Zehr from NJDEP Air Enforcement branch performed an inspection on the facility. There were a few minor observations that will be addressed quickly.

The Authority's maintenance department has installed the new aerators in the East Equalization Tank.

Director Errickson also noted that the Authority has sent the permit renewal applications for all industrial users this month. We will be reviewing the applications as they come in and issuing draft permits and final permits before the end of the year.

He also noted that we have one resolution today to authorize disposal of surplus property through GOVDEALS.

In conclusion, the Director offered his thanks to Deputy Director Daniel Jefferson, Administrative Assistant Stephanie Mick, Business Administrator Dominic Birch, Solicitor James Grace and Engineer Hugh Dougherty, Bob Carlson and the entire staff for their help in preparing this report.

Engineer

The engineer reported on Sewer Plant issues:

WWTP Headworks Grit System and Screening Replacement: continues preliminary design plans and proposed equipment layout, including feasibility to remove concrete at bottom of grit tank to install proposed equipment. Pennoni to coordinate with Authority a progress meeting tentatively for the beginning of June.

Digesters and Storage Tanks Cleanout: Contract was awarded to Spectraserv, Inc. of Kearny, NJ for base bid amount of \$ 271,000 on February 21, 2019. Pennoni to assist Authority with scope of work for tank inspections.

EQ Tank: Pennoni performed site visit to inspect structural issues associated with EQ Tank on March 12, 2019. Pennoni submitted to Authority a condition assessment report of the EQ tank dated April 11, 2019. Pennoni preparing a condition assessment report of the EQ tank. Pennoni coordinating with Authority to schedule material testing using petrographic survey.

Pennoni assisting Authority with review of pump station design.

Pennoni and the Authority attended the final inspection of the Upper Deerfield Pumping Station on May 15, 2019 with a representative from NJDEP. Pennoni is assisting the Authority with the preparation and submission of the certification documents to close out the project.

Other Projects or Issues:

Solar Project: Pennoni assisting the Authority with Advanced Solar Agreement and easement issues.

Pennoni is working with the Authority reviewing Capital Budget Project needs.

Maps/Plans

Pennoni obtained existing Plant Drawings. Plans have been scanned and placed on a file sharing site.

Pennoni to update/obtain design and as-built drawings (public and private) and record as needed.

Pennoni obtained existing Pump Station Drawings to be scanned and placed on file sharing site.

Auditor

Mr. Testa stated that he is continuing to work on the 2018 Audit. We are awaiting the release of GASB 75 Other Post-Employment Benefits report from the State of New Jersey (health benefits) to be able to complete the Audit. In addition, the GASB 68 Pension Report from the State of New Jersey was just released today and we still have to audit that information. We will keep the Authority informed as to the progress of the Audit and the financial statements.

General Counsel

Mr. Grace noted the matter of the Solar Project, there was no new information to report at this time.

Mr. Grace reported that a traffic violation which allegedly occurred involving one of the employees. His office is in the process of resolving the matter. He will continue to update the Authority as new information becomes available, however he does not anticipate any exposure of any significance to the employee.

Mr. Grace stated that with respect to the matter involving Lance Electric, a form of demands has been sent out by his office. Discussion of the specifics can be discussed in Executive session if the Commissioners desire. He will continue to update us 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 (3008) AUTHORIZING DISPOSAL OF SURPLUS PROPERTY THROUGH GOVDEALS offered by Commissioner Young, seconded by Commissioner Andre and carried unanimously at roll call.

Treasurers Report

| | |
|----------------------------------|-----------------|
| Revenue Account | \$59,402.98 |
| Operating Account | 1,768,001.03 |
| Petty Cash | 500.00 |
| Sensor Account | 8,431.26 |
| General Account | 6,022,771.71 |
| Plant Reconstruction/Replacement | 2,410,500.92 |
| User Revenue Reserve | 552,267.32 |
| Trust Account | 2,067,898.02 |
| Total Cash Position | \$12,889,773.24 |

Treasurer Edward Bethea reported that the bills submitted for payment today for the Operating Account total \$194,800.59. 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 (3009) APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS, offered by Commissioner Young, seconded by Commissioner Andre and carried unanimously at roll call.

Vice-Chairperson's Remarks

Vice-Chairman Wasserman thanked all our employees and staff for their hard work. He also wished everyone a Happy and Safe Memorial Day.

Commissioners-Public Remarks

There were no comments offered by the Commissioners or the public.

The meeting was adjourned on a motion from Commissioner Young.

The next regular Monthly Meeting of the Cumberland Counties Utilities Authority will be held Thursday June 20, 2019 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 | ABSEN |
|-----------------|-----|-----|---------|-------|
| ANGELIA EDWARDS | | | | X |
| WILLIAM ANDRE | X | | | |
| ZARKO RAJACICH | X | | | |
| DOUG VANSANT | X | | | |
| JERRY YOUNG | X | | | |
| KEITH WASSERMAN | X | | | |
| ALBERT JONES | | | | X |

RESOLUTION # 3008
Offered By Young
Seconded By Andre'
Dated May 16, 2019

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 Sourcewell Cooperative Contract 041316-GDI in accordance with the terms and conditions of the cooperative. The terms and conditions of the agreement entered into with GOVDEALS is available online at www.sourcewell-mn.gov.
- 2. The sale will be conducted on-line and the address of the auction site is govdeals.com.
- 3. The sale is being conducted pursuant to the Division of Local Government Services’ Local Finance Notice 2008-9.
- 4. The surplus property to be sold is as follows:

Miscellaneous Office Furniture

- 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 May 16, 2019 at 4:30 p.m. prevailing time.

DATED: MAY 16, 2019

CUMBERLAND COUNTY UTILITIES AUTHORITY

| COMMISSIONER | AYE | NAY | ABSTAIN | ABSENT | |
|-----------------|-----|-----|---------|--------|---------------------------|
| ANGELIA EDWARDS | | | | X | RESOLUTION <u>#3009</u> |
| WILLIAM ANDRE | X | | | | Offered By <u>Young</u> |
| ZARKO RAJACICH | X | | | | Seconded By <u>Andre'</u> |
| DOUG VANSANT | X | | | | Dated <u>May 16, 2019</u> |
| 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 \$194,800.59 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: May 16, 2019

CUMBERLAND COUNTY UTILITIES AUTHORITY

May 2019 Bill List

| CHECK # | VENDOR # | VENDOR NAME | AMOUNT |
|---------|----------|--|-----------|
| 031320 | 1119 | ADLER TANK RENTALS, LLC | 1,620.00 |
| 031321 | 978 | ALBERT JONES | 27.36 |
| 031322 | 13 | ALLMAX SOFTWARE INC | 2,300.00 |
| 031323 | 1079 | ALS GROUP USA CORP | 3,309.00 |
| 031324 | 242 | AMAZON | 280.43 |
| 031325 | 1084 | ARCHER & GREINER P.C. | 280.00 |
| 031326 | 1 | ATLANTIC CITY ELECTRIC | 31,696.95 |
| 031327 | 824 | BOTTINO'S SUPERMARKETS | 19.99 |
| 031328 | 50 | BRIDGETON P & H SUPPLY | 82.29 |
| 031329 | 1054 | BW STETSON LLC | 14.93 |
| 031330 | 784 | C & H DISPOSAL SERVICE | 4,680.00 |
| 031331 | 74 | CEDARVIEW KENNEL | 77.97 |
| 031332 | 1108 | CINTAS CORPORATION #100 | 118.95 |
| 031333 | 278 | CINTAS FIRST AID & SAFETY LOC #105 | 41.40 |
| 031334 | 931 | COLONIAL ELECTRIC SUPPLY CO. INC | 129.35 |
| 031335 | 276 | COMCAST CABLE | 498.72 |
| 031336 | 103 | CUMBERLAND COUNTY IMPROVEMENT AUTH | 2,323.03 |
| 031337 | 110 | CUMBERLAND TIRE CENTER | 140.58 |
| 031338 | 111 | CUMBERLAND VALVE INC | 14.28 |
| 031339 | 114 | D ELECTRIC MOTORS INC | 5,712.00 |
| 031340 | 996 | DALE WOLFE | 40.00 |
| 031341 | 959 | DELCORA | 11,503.05 |
| 031342 | 991 | DHR ASSOCIATES | 1,016.25 |
| 031343 | 115 | DMC TEXTILES | 416.00 |
| 031344 | 980 | DOMINIC BUIRCH | 189.98 |
| 031345 | 1021 | E-Z PASS | 2,500.00 |
| 031346 | 294 | EUROFINS Q. C. INC. | 398.20 |
| 031347 | 850 | F & H SUPPLY INC | 188.83 |
| 031348 | 636 | FLEET PRIDE INC | 58.52 |
| 031349 | 231 | GARTONS RIGGING | 2,300.00 |
| 031350 | 865 | GREGORY SMITH II | 107.00 |
| 031351 | 187 | H. H. BROTHERS HANKINS | 5.56 |
| 031352 | 644 | HOME DEPOT CREDIT SERVICE | 40.44 |
| 031353 | 331 | J. T. SEELEY CO. INC. | 13,024.00 |
| 031354 | 997 | JAMES K. GRACE, ESQUIRE | 1,833.00 |
| 031355 | 1087 | JAN-PRO CLEAINING SYSTEMS OF THE DELAWARE VALLEY | 546.00 |
| 031356 | 271 | JAVA FARM SUPPLY INC | 116.36 |
| 031357 | 975 | LAWSON PRODUCTS INC | 267.83 |
| 031358 | 1078 | MAIN POOL & CHEMICAL COMPANY INC. | 753.50 |
| 031359 | 234 | MAJOR PETROLEUM | 1,896.86 |
| 031360 | 81 | MAX COMMUNICATIONS INC | 1,001.62 |
| 031361 | 1048 | MIRACLE CHEMICAL CO. | 4,725.00 |
| 031362 | 1056 | MOBILE DREDGING & VIDEO PIPE, INC | 2,125.00 |
| 031363 | 803 | NEW JERSEY BUSINESS & INDUSTRY ASSC | 299.00 |
| 031364 | 870 | NJWEA | 857.00 |
| 031365 | 528 | ONE CALL CONCEPTS | 84.32 |
| 031366 | 1025 | PENNONI | 8,873.22 |
| 031367 | 73 | PETTY CASH | 205.76 |
| 031368 | 1049 | PITNEY BOWES GLOBAL FINANCIAL SERVICES, LLC | 188.28 |
| 031369 | 1133 | POLLARD WATER | 504.46 |
| 031370 | 305 | RENTAL COUNTRY INC. | 221.47 |
| 031371 | 739 | RICHARD BROWN | 107.00 |
| 031372 | 1107 | ROBERT L. CARLSON JR | 61.00 |
| 031373 | 224 | ROBERTS OXYGEN | 816.84 |
| 031374 | 312 | ROMANO HEARING TESTA & KNORR | 9,575.50 |
| 031375 | 1132 | SKYBITZ, INC. | 29.96 |
| 031376 | 344 | SOUTH JERSEY GAS COMPANY | 1,607.93 |
| 031377 | 1014 | SOUTH JERSEY WELDING SUPPLY CO | 142.16 |
| 031378 | 268 | STATE OF NEW JERSEY | 66,862.39 |

| | | | |
|--------|------|---------------------------------|----------------------|
| 031379 | 469 | USABBLUEBOOK | 846.84 |
| 031380 | 255 | VERIZON | 119.69 |
| 031381 | 40 | VERIZON WIRELESS | 505.31 |
| 031382 | 182 | W. W. GRAINGER INC. | 74.76 |
| 031383 | 151 | W.B. MASON | 630.56 |
| 031384 | 1134 | WELDY LANDSCAPING | 180.00 |
| 031385 | 1024 | WILLIAMS AUTO PARTS - NAPA | 973.95 |
| 031386 | 536 | WOODRUFF ENERGY | 91.60 |
| 031387 | 1005 | XEROX CORP | 379.36 |
| 031388 | 1055 | XYLEM DEWATERING SOLUTIONS, INC | 2,142.00 |
| | | | <u>\$ 194,800.59</u> |

ATTEST:

CUMBERLAND COUNTY UTILITIES AUTHORITY

By Charles K Hill
Charles K. Hill, Secretary

By Keith Wasserman
Keith Wasserman, Vice-Chairperson