

**AGENDA**  
**CUMBERLAND COUNTY UTILITIES AUTHORITY**  
**SEPTEMBER 19, 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 OF AUGUST 15, 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 ACKNOWLEDGING THE RECEIPT & CERTIFYING THE REVIEW OF THE 2018 AUDIT REPORT
  - B. RESOLUTION ADOPTING A CORRECTIVE ACTION PLAN FOR THE AUTHORITY’S 2018 AUDIT
  - C. RESOLUTION AUTHORIZING THE CCUA TO ENTER INTO A COOPERATIVE PRICING AGREEMENT
  - D. RESOLUTION AUTHORIZING AN AMENDMENT TO THE PROFESSIONAL SERVICE CONTRACT WITH CERTIFIED PUBLIC ACCOUNTANTS TO INCLUDE A CHANGE ORDER
  - E. RESOLUTION AWARDDING A CONTRACT FOR PARKING LOT RECONSTRUCTION
  - F. RESOLUTION AUTHORIZING THE CCUA TO ENTER INTO A COOPERATIVE PRICING AGREEMENT
8. TREASURER'S REPORT
  - A. CASH POSITION OF THE AUTHORITY
  - B. RESOLUTION APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS
9. CHAIRMAN'S REMARKS
10. OPEN FLOOR FOR COMMENTS OF COMMISSIONERS
11. PUBLIC PORTION
12. ADJOURNMENT

CUMBERLAND COUNTY UTILITIES AUTHORITY

September 19, 2019

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday September 19, 2019 in the Meeting Room of the Operations Building, 333 Water Street, Bridgeton, New Jersey.

Representing the CCUA:

Albert Jones, Chairman  
Keith Wasserman, Vice-chairman  
William Andre, Commissioner  
Angelia Edwards, Commissioner  
Zarko Rajacich, Commissioner  
Doug VanSant, Commissioner  
Jerry Young, Commissioner  
James Grace, General Counsel  
Glen Miller, Engineer  
Steve Testa, Auditor  
C. Kenneth Hill, Secretary  
Edward Bethea, Treasurer  
G. Steven Errickson, Director  
Daniel Jefferson, Deputy Director  
Dominic Buirch, Business Administrator  
Robert Carlson

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 August 15, 2019. Motion was made by Vice-Chairman Wasserman, seconded by Commissioner Andre and carried unanimously at roll call.

Chairman Jones called for reports.

**REPORTS**

**Director**

Director Errickson submitted the August 2019 Discharge Monitoring Report (DMR) for inclusion into the minutes of this meeting. The Director noted that the plant effluent total suspended solids number has started to increase. Operations has placed the north secondary clarifier online to help increase the detention time and reduce the solids concentration in the effluent discharge. All other effluent parameters are well below permit limits.

Director Errickson noted that Advanced Solar is putting together plans and documents, and with the help of the Authority and Solicitor preparing to meet with officials of the Bridgeton Planning Board to meet their approval for the project. Also, forms and documents have been filled out, sent and received by NJDEP seeking CAFRA permitting. Application for CAFRA permit has been assigned to DEP agent as we wait for further information.

Director Errickson reported he had had not been contacted by BPU as of this date concerning the changes to the program. We were promised that sometime in September this year there would be another meeting and chance to discuss the new program. We hope to hear something soon.

Director Errickson reported that he met with the Claims Review Committee of the Cumberland County Insurance Commission and was happy to report once again that the Authority is doing very well when it comes to Safety and lost time accidents.

The Director also reported Kenneth Bella of Bella Technologies is on board as Authority IT Solutions Engineer and has taken over computer operations with a very smooth transition.

The Director also reported we continue to hold a number of staff meetings and communication meetings during the month keeping everyone informed.

The Director noted that he was asked to speak at the last Freeholder Board meeting on September 17, 2019. He was asked to present what he believed would be the benefits of having a compost site located in Cumberland County. I have listed them briefly.

1. Savings to the CCUA estimated \$ 130,000 per year.
2. Another outlet for disposal.
3. Less truck traffic, presently 20 trucks per week vs 3 to 4 truck per week.
4. Reduced hauling time by at least 50%.
5. Regulatory changes have forced multiple biosolids incinerators across the State to shut down.
6. Food processing companies are important Cumberland County economy. They will not locate or stay in the County if there is not a reliable, cost effective place for them to manage their organic waste stream.

The Director also noted that compost produced by this facility will be a useful product for nurseries and garden center users in the area and would be price friendly. This proposed facility uses proven technology.

Director Errickson also noted the following with regards to Operations and Maintenance:

The Frac-tanks that have been used for temporary sludge storage are no longer needed and will be returned to the owner as soon as possible.

Simpson and Brown have begun the process of replacing the fire hydrant located at the administration building near the break-room entrance.

Simpson and Brown have completed the installation of the new digester flare.

The south thickener tank has been cleaned by operations staff and maintenance personnel have modified and tested the rake arm assembly and found no operational problems. The tank has been placed in service at this time.

Operations staff met with representatives from YSI Corporation to discuss probe possibilities for the future SCADA upgrade.

The Authority is utilizing all sludge produced on site to fill the digester back up to the proper operating levels after the recent digester cleaning project. The Authority anticipates that no sludge will be hauled off site for approximately six to eight weeks.

The Federal Prison Pump Station is no longer in by-pass.

The Authority had the bid opening for the asphalt replacement project, bids have been evaluated and we have it on the agenda today. Also, the Authority has also completed the Right to know training required for all employees.

The Director noted that we have six (6) resolutions on the agenda today.

Resolution "A" Recognizing the Receipt and Certifying Review of 2018 Audit.

Resolution "B" Adopting corrective action plan for 2018 Audit.

Resolution "C" Authorizing the CCUA to enter into Co-op pricing agreement. (Bergen County for SKATA)

Resolution "D" Authorizing an Amendment to professional Service Contract with certified Public Accountants.

Resolution "E" To Award contract for Parking Lot reconstruction.

Resolution "F" Authorizing the CCUA to enter into Co-op pricing agreement. (Passaic County for Sludge Thickener Tank).

The Director also noted we have a need for Executive Session today dealing with legal and personnel, with no action to be taken.

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

### **Engineer**

WWTP Headworks Grit System and Screening Replacement: Pennoni structurally inspected the Head Structure on May 24 that included feasibility for installing proposed grit removal equipment in and adjacent to the Head Structure. Pennoni prepared and submitted a Condition Assessment Report on the Head Structure for Authority's review on July 19. Pennoni is preparing preliminary design plans of proposed equipment layout for Authority's review in September/October.

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. Spectraserv has completed their contract work. Pennoni assisted the Authority in performing a tank inspection on July 30 and August 8. Pennoni also inspected one Sludge Thickener at the request of the Authority. Pennoni has transmitted a report to the Authority for review.

EQ Tank: Pennoni structurally inspected the EQ Tank on March 12, 2019 and submitted a Condition Assessment Report on the findings in April. Pennoni conducted a follow up petrographic survey in the field on May 24, 2019 with test results received in June. Pennoni prepared and submitted a revised Condition Assessment report on the EQ Tank Structure with the petrograph survey test results for Authority's review on July 19.

Parking Lot Reconstruction: Bids received September 12, 2019 for the parking lot reconstruction project; Ricky Slade Construction, Inc. of Bridgeton NJ is apparent low bidder. Pennoni recommended award to Ricky Slade Construction for the low bid amount of \$ 367,475.00 on September 12, 2019.

Pennoni assisting the Authority with obtaining survey information of the plant component elevations, as needed. A survey of the Primary and Secondary Clarifiers was completed on June 24, 2019.

No further action required with NJDEP in connection with the Upper Deerfield Pumping Station.

Other Projects or Issues:

Mayor Aitken Force main: Pennoni assisting the Authority with Cumberland County's relocation of the Authority's existing force main project along Aitken Drive, as needed.

Pennoni assisting Authority with the feasibility in accepting pretreated backwash water from Upper Deerfield Township, as needed.

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

Pennoni to work with the Authority in review of Capital Budget Projects, as needed.

Maps/Plans

Pennoni periodically scans and place into a file sharing site, The Authority's existing record plans for wastewater treatment plant, pump station, and sanitary sewers.