

AGENDA
CUMBERLAND COUNTY UTILITIES AUTHORITY
OCTOBER 17, 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 SEPTEMBER 19, 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 TO AUTHORIZE PUBLIC NOTICE OF SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS
 - B. RESOLUTION AUTHORIZING A PUBLIC HEARING ON AMENDMENTS TO THE SEWER USE RULES AND REGULATIONS
 - C. RESOLUTION AUTHORIZING THE INTRODUCTION OF THE 2020 BUDGET
 - D. 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. MOTION FOR EXECUTIVE SESSION FOR PERSONNEL MATTERS WITH NO ACTION PLANNED
13. ADJOURNMENT

Have a Safe and Happy Halloween!

Next meeting is scheduled for Thursday November 21, 2019.

CUMBERLAND COUNTY UTILITIES AUTHORITY
October 17, 2019

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday October 17, 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
Stephanie Mick, Assistant Secretary/Treasurer

Chairman Jones called the meeting to order, announced that adequate notice of this meeting has been given in accordance with Chapter 231, P.L. (THE OPEN PUBLIC MEETING ACT) and led in the flag salute.

Secretary Hill called the roll and a quorum was present.

Chairman Jones called for a motion to approve the minutes of the Regular Monthly Meeting of September 19, 2019. Motion was made by Commissioner Young, seconded by Commissioner Rajacich and carried unanimously at roll call.

Chairman Jones called for reports.

REPORTS

Director

Director Errickson submitted the September 2019 Discharge Monitoring Report (DMR) for inclusion into the minutes of this meeting. The plant is operating well, and we are meeting our effluent discharge limits, in some cases we are meeting those limits in the single digits.

Director Errickson noted that as to the solar project, we have completed the final preparation in order to meet with Bridgeton Planning Board on October 23, 2019 at 6:30pm for approvals needed by the Planning Board. This is another required step in moving ahead.

Director Errickson reported that The Authority continues to work with Upper Deerfield Township in resolving their drinking water issue. The Authority is monitoring closely the backwash they will be sending per the NJDEP approved trial experiment to remove nitrate from Upper Deerfield Water system. Only backwash that is tolerable can be accepted by the Authority.

Director Errickson reported that Belle Technologies has been on site this month for a service call and to help oversee development of the SCADA system upgrade. This upgrade will provide closer monitoring of the plant functions.

The Director also reported Kenneth Bellia of Bellia 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 several staff meetings and communication meetings during the month keeping everyone informed.

The Director noted that we continue to hold weekly staff meetings and communications meetings three times per week.

The Director discussed The Authority utilizing all sludge produced on-site to fill the digesters 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 the next couple of weeks.

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

The Frac-tanks that have been used for temporary sludge storage have been removed from the property.

The boiler used to heat the primary digester sludge has been serviced and the door replaced. The boiler has been placed in service and the digester is in the process of being brought up to operating temperature.

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

The north secondary clarifier has been placed in service in anticipation of the colder temperatures. This will provide operations with longer detention times and better settling within the secondary process.

The Authority has begun the asphalt replacement project, the project is on-going, and no problems reported.

The Authority has prepared the draft copies of all IPP permits. A public notice has been made on October 7, 2019 and the final drafts will be issued next month.

Management met with the planners of the proposed expansion at the Rutgers University Food Innovations site. The details of the expansion were discussed, and the Authority is currently calculating the connection fee.

The Budget and Finance Committee met this past month, Vice-Chairman Wasserman will report on this meeting when we come to Commissioner's comments.

The Director noted that we have four (4) resolutions on the agenda today.

Resolution "A" Authorizing solicitation for professional services.

Resolution "B" Authorizing Public Hearing on Amendments to Sewer Use Rules and Regulations.

Resolution "C" Authorizing Introduction of the new Budget.

Resolution "D" Authorizing Disposal of Surplus Property through Gov Deals.

The Director also noted we have a need for Executive Session today dealing with personnel, with possible action to be taken.

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

Engineer

WWTP Headworks Grit System and Screening Replacement: Pennoni is preparing preliminary design plans of proposed headworks grit equipment layout for Authority review in October.

Anticipated Permit Schedule: Submit Application- February 2020; Receive Approval-May/June 2020.

Anticipated Project Schedule: Advertise-February 2020; Receive Bids- March 2020/ Award- April 2020;

Notice to Proceed construction-May/June 2020(after receipt of TWA permit).

Digesters and Storage Tanks Cleanout: Pennoni assisted the Authority in performing a tank inspection on July 30, 2019 and August 8, 2019. 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 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: Contractor Ricky Slade Construction, Inc. in the contract amount of \$367,475.00.

Schedule: Notice to proceed-September 26, 2019, Contract end date-October 26, 2019.

Status: Milling of the plant parking lot is complete. Paving of the lot is scheduled to be completed the week of October 14, 019.

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.

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

Auditor

Mr. Testa reported that he has completed, and provided to the Authority , the updated calculation of the Authority's maximum allowable Connection Fee as of December 31, 2018 in accordance with the Statue. (N.J.S.A. 40:14B-22). The maximum allowable connection fee as of December 31, 2018 is \$ 3,602.00. The current fee charged by the Authority is \$ 3,290.00. This doesn't mean you have to charge the higher amount; however, the Authority is required to calculate the fee each year to determine the maximum amount that can be charged.

He worked with management and met with the Finance and Budget Committee with regards to the proposed 2020 Budget.

There is a resolution on today's agenda to introduce the 2020 Budget. Once introduced, the Budget will be submitted to the State of New Jersey Division of Local Government Services for their review. The State has 45 days to perform their review. As required by the Authority's Bond Resolution, the Authority will hold its public hearing on the proposed budget at the November meeting. Once the Authority receives State approval, it can adopt the budget at the December meeting, as required.

Mr. Testa stated that he is working on the Secondary Market Disclosure report. He still needs information from Upper Deerfield to complete the report.

He also noted he aided management and staff as requested.

General Counsel

Mr. Grace stated that he is in the course of undertaking our investigation to ascertain what connection fees have or have not been paid that are owed to the Cumberland County Utilities Authority. He will continue to update this Board as more information becomes available.

Mr. Grace reported as to the Solar Project, we have submitted all appropriate documentation in support of our courtesy review to the city of Bridgeton Planning Board and we are scheduled to appear in front of that body this month, for purposes of providing a general explanation of our intentions regarding the solar project. He will keep us updated as more information becomes available.

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

Committees

There was a meeting of the Budget and Finance Committee this past month. Minutes were provided at the meeting.

RESOLUTIONS

RESOLUTION (3029) AUTHORIZING PUBLIC NOTICE OF SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS, offered by Commissioner Young, seconded by Vice-Chairman Wasserman and carried unanimously at roll call.

RESOLUTION (3030) AUTHORIZING A PUBLIC HEARING ON AMENDMENTS TO THE SEWER USE RULES AND REGULATIONS, offered by Commissioner Rajacich, seconded by Commissioner Young and carried unanimously at roll call.

RESOLUTION (3031) AUTHORIZING THE INTRODUCTION OF THE 2020 BUDGET, offered by Vice-Chairman Wasserman, seconded by Commissioner Young and carried unanimously at roll call.

RESOLUTION (3032) AUTHORIZING DISPOSAL OF SURPLUS PROPERTY THROUGH GOVDEALS, offered by Commissioner Edwards, seconded by Commissioner Young and carried unanimously at roll call.

Treasurers Report

Revenue Account	\$ 17,526.00
Operating Account	796,309.63
Petty Cash	500.00
Sensor Account	8,431.81
General Account	5,359,684.62
Plant Reconstruction/Replacement	3,605,427.48
User Revenue Reserve	609,090.14
Trust Account	3,783,588.29
Total Cash Position	\$14,180,557.96

Treasurer Edward Bethea reported that the bills submitted for payment today for the Operating Account total \$383,850.97. 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 (3033) APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS, offered by Commissioner Young, seconded by Commissioner Andre and carried unanimously at roll call.

Chairperson's Remarks

Chairman Jones thanked all our employees and staff for their hard work. He also reminded everyone to be careful driving as school is back in session and to be very diligent. He noted that he recently witnessed three close calls of drivers not stopping for school buses while discharging students. Also be careful with trick-or-treaters on the streets.

Commissioners-Public Remarks

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

The Chairman called for a motion to enter into an Executive Session for matters dealing with Personnel, with no action to be taken. Motion was offered by Vice-Chairman Wasserman, seconded by Commissioner Andre and carried unanimously at roll call.

The meeting was adjourned on a motion from Commissioner Edwards.

The next regular Monthly Meeting of the Cumberland Counties Utilities Authority will be held Thursday November 21, 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	ABSENT
ANGELIA EDWARDS	X			
WILLIAM ANDRE	X			
ZARKO RAJACICH	X			
DOUG VANSANT	X			
JERRY YOUNG	X			
KEITH WASSERMAN	X			
ALBERT JONES	X			

RESOLUTION # 3029
Offered By Young
Seconded By Wasserman
Dated October 17, 2019

RESOLUTION TO AUTHORIZE PUBLIC NOTICE OF SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS

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

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

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

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

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

1. Criteria has been established for all professional services required by the Cumberland County Utilities Authority for the appointments January 1, 2020 to December 31, 2020.
2. The Authority shall publish a Public Notice in the newspaper, for the solicitation of professional services contract appointments no earlier than 10 days and no more than 30 days prior to the contract proposals being due.

Passed and adopted at the regular meeting of the Cumberland County Utilities Authority, held at the Authority's Administration Building, 333 Water Street, Bridgeton, New Jersey, on Thursday, October 17, 2019 at 4:30 p.m. prevailing time.

DATED: **OCTOBER 17, 2019**

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	
ANGELIA EDWARDS	X				RESOLUTION # <u>3030</u>
WILLIAM ANDRE	X				Offered By <u>Rajacich</u>
ZARKO RAJACICH	X				Seconded By <u>Young</u>
DOUG VANSANT	X				Dated <u>October 17, 2019</u>
JERRY YOUNG	X				
KEITH WASSERMAN	X				
ALBERT JONES	X				

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

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

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

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

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

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

1. That the Cumberland County Utilities Authority Commissioners do authorize that a Public Hearing regarding establishing the appropriate fees and classifications be held on Thursday afternoon November 21, 2019 at 4:30 p.m. at the Authority's Administration Building, 333 Water Street, Bridgeton, New Jersey.
2. That a copy of a Public Hearing notice shall be published in the two newspapers of general circulation in the area and mail notice of said public hearing to the clerk of each municipality serviced by the Authority.

Passed and adopted at the regular meeting of the Cumberland County Utilities Authority, held at the Authority's Administration Building, 333 Water Street, Bridgeton, New Jersey, on Thursday afternoon, October 17, 2019 at 4:30 p.m. prevailing time.

DATED: **OCTOBER 17, 2019**

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 # 3031

Offered By Wasserman

Seconded By Young

Dated October 17, 2019

A RESOLUTION AUTHORIZING THE INTRODUCTION OF THE 2020 BUDGET

WHEREAS, the Annual Budget and Capital Budget for the Cumberland County Utilities Authority for the fiscal year beginning January 1, 2020 and ending December 31, 2020 has been presented before the Commissioners of the Cumberland County Utilities Authority at its open public meeting of October 17, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$7,121,250.00 and Total Appropriations of \$7,596,250.00, and Total Unrestricted Net Position utilized of \$475,000.00; and

WHEREAS, the Capital Budget as introduced reflects Total Appropriations of \$1,364,250.00 Total Unrestricted Net Position planned to be utilized as funding thereof of \$0.00 and Renewal & Replacement Reserve is planned to be utilized as funding thereof, of \$1,364,250.00 and

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

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

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

1. At an open public meeting held on October 17, 2019, that the Annual Budget, including all related schedules, and the Capital Budget of the Cumberland County Utilities Authority for the fiscal year beginning January 1, 2020 and ending December 31, 2020 is hereby recommended for approval; and

Cumberland County Utilities Authority

2. That a Public Hearing on the 2020 Budget be scheduled at the November 21, 2019 open public meeting of the Authority, notice of which will be published in the South Jersey Times at least twenty (20) days prior to the date of the Public Hearing, after which it will be scheduled for adoption.

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

BE IT FURTHER RESOLVED, that the members of the Cumberland County Utilities Authority will consider the Annual Budget and Capital Budget for adoption on December 19, 2019.

Passed and adopted at the regular meeting of the Cumberland County Utilities Authority, held at the Authority's Administration Building, 333 Water Street, Bridgeton, New Jersey, on Thursday afternoon, October 17, 2019 at 4:30 p.m. prevailing time.

DATED: **OCTOBER 17, 2019**

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 October 17, 2019.



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 # 3032

Offered By Edwards

Seconded By Young

Dated October 17, 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 public 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 October 17, 2019 at 4:30 p.m. prevailing time.

DATED: **OCTOBER 17, 2019**

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	
ANGELIA EDWARDS	X				RESOLUTION <u>#3033</u>
WILLIAM ANDRE	X				Offered By <u>Young</u>
ZARKO RAJACICH	X				Seconded By <u>Andre'</u>
DOUG VANSANT	X				Dated <u>October 17, 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 \$383,850.97 be and the same are hereby approved for payment and that the Chairman and Treasurer are authorized and directed to issue checks against the Operating Account in payment of the same.

Cumberland County
Utilities Authority

DATED: October 17, 2019.