

AGENDA
CUMBERLAND COUNTY UTILITIES AUTHORITY
DECEMBER 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 AND EXECUTIVE SESSION OF NOVEMBER 21, 2019
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
 - #3036** RESOLUTION AUTHORIZING AMENDMENTS TO THE SEWER USE RULES AND REGULATIONS
 - #3037** RESOLUTION ADOPTING THE 2020 BUDGET FOR CUMBERLAND COUNTY UTILITIES AUTHORITY FISCAL YEAR PERIOD JANUARY 1, 2020 TO DECEMBER 31, 2020
 - #3038** RESOLUTION AUTHORIZING THE TRUSTEE TO TRANSFER EXCESS FUNDS IN THE RENEWAL AND REPLACEMENT FUND TO THE REVENUE FUND IN ACCORDANCE WITH THE REQUIREMENT OF THE GENERAL BOND RESOLUTION
 - #3039** RESOLUTION DESIGNATING OFFICIAL BANKS FOR DEPOSITORY AND TRANSACTION OF CUMBERLAND COUNTY UTILITIES AUTHORITY BANKING BUSINESS
 - #3040** RESOLUTION TO CONTINUE, ESTABLISH AND MAINTAIN ACCOUNTS WITH BB & T BANK AND TD WEALTH MANAGEMENT BANK AND SPECIFYING THE NUMBER AND TITLES OF AUTHORIZED SIGNATURES FOR THE TRANSACTIONS OF BUSINESS FOR THESE ACCOUNTS
 - #3041** RESOLUTION APPROVING AND ADOPTING REVISIONS TO THE CUMBERLAND COUNTY UTILITIES AUTHORITY CASH MANAGEMENT PLAN
 - #3042** RESOLUTION APPOINTING STEPHANIE MICK AS THE CUMBERLAND COUNTY UTILITIES AUTHORITY'S COMPLIANCE OFFICER

- #3043** RESOLUTION APPOINTING STEPHANIE MICK AS ASSISTANT SECRETARY/TREASURER OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY
- #3044** RESOLUTION TO UPDATE AUTHORIZING THE AUTHORITY'S EXECUTIVE DIRECTOR OR EXECUTIVE DEPUTY DIRECTOR TO CERTIFY NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION DOCUMENTS
- #3045** RESOLUTION APPOINTING DOMINIC BUIRCH AS THE AUTHORITY OFFICER OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY
- #3046** RESOLUTION OF THE CCUA AUTHORIZING QPA TO CERTIFY FUNDS
- #3047** RESOLUTION APPOINTING ROMANO, HEARING, TESTA AND KNORR AS ACCOUNTANTS AND AUDITORS FOR THE CUMBERLAND COUNTY UTILITIES AUTHORITY
- #3048** RESOLUTION APPOINTING PENNONI ASSOCIATES INC. AS CONSULTING ENGINEER OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY
- #3049** RESOLUTION APPOINTING JAMES K. GRACE, ESQUIRE AS GENERAL COUNSEL FOR THE CUMBERLAND COUNTY UTILITIES AUTHORITY
- #3050** RESOLUTION DESIGNATING CUMBERLAND ADVISORS AS THE AUTHORITY'S INVESTMENT ADVISOR
- #3051** RESOLUTION OF ACCEPTANCE OF 2020 ASSESSMENT OF THE CUMBERLAND COUNTY INSURANCE COMMISSION
- #3052** RESOLUTION APPOINTING THE HARDENBERG INSURANCE GROUP AS RISK MANAGEMENT CONSULTANTS
- #3053** RESOLUTION TO ENTER INTO A CONTRACT WITH CUMBERLAND COUNTY INSURANCE COMMISSION, FOR PROFESSIONAL SERVICES RELATED TO HEALTH AND SAFETY PROGRAM, TRAINING AND INSPECTION
- #3054** RESOLUTION APPOINTING LABOR COUNSEL FOR THE CCUA
- #3055** RESOLUTION TO EXTEND THE CONTRACT TO MIRACLE CHEMICAL CO. FOR SUPPLY & DELIVERY OF SODIUM HYPOCHLORITE
- #3056** RESOLUTION AUTHORIZING EMPLOYEMENT CONTRACT RENEWAL TO DANIEL JEFFERSON AS EXECUTIVE DEPUTY DIRECTOR OF THE CCUA
- #3057** RESOLUTION AUTHORIZING EXECUTIVE DIRECTOR TO ESTABLISH NEW COMPENSATION LEVEL

8. TREASURER'S REPORT

A. CASH POSITION OF THE AUTHORITY

- #3058** 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

Have a Safe & Happy Holiday Season!

CUMBERLAND COUNTY UTILITIES AUTHORITY

December 19, 2019

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday December 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
Hugh Dougherty, Engineer
Steve Testa, Auditor
C. Kenneth Hill, Secretary
Edward Bethea, Treasurer
G. Steven Errickson, Director
Daniel Jefferson, Deputy Director
Robert Carlson, Resident Engineer
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 as well as the Executive Session of November 21, 2019. Motion was made by Commissioner Young, seconded by Commissioner Andre and carried unanimously at roll call.

Chairman Jones called for reports.

REPORTS

Director

Director Errickson submitted the November 2019 Discharge Monitoring Report (DMR) for inclusion into the minutes of this meeting. The plant is operating well with all effluent limits being met. Operations will continue to operate both contact zones in service, this will provide the proper time for adequate disinfection of the discharge.

Director Errickson noted that the Authority has received six (6) N.O.V. (Notice of Violation) from NJDEP that date back to 1979 and were just discovered by NJDEP recently. This does not speak well of NJDEP efficiency or performance. The good news is five (5) NOV are considered minor violations, and only one (1) could be considered serious. But with the help of Pennoni Engineering and our resident Engineer we expect to resolve all matters and be able to avoid any fines.

Director Errickson reported that our labor attorney has addressed the personnel issue spoken about at last month's meeting, and it has been resolved and concluded to satisfaction by all.

The Director also reported the Authority is currently hauling two loads a day of liquid sludge to DELCORA, with C&H providing assistance when needed. The Authority has been maintaining the appropriate sludge inventory on site.

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

The south aeration tank has been pumped down to allow for maintenance to perform necessary repairs and inspections. Operations is working on a plan and procedure to have the aerator disks cleaned.

Operations has discontinued pumping the scum pits down at the primary clarifier. As a result, we have been able to identify the scum pits as the source of the rags causing the digester re-circulation pump issues. Operations is currently developing a procedure to process the rags.

Video Pipe was contracted to clean out the rapid mix box. The process proved to be difficult and other cleaning options are being explored at this time.

Maintenance has replaced the effluent flow meters located at the contact zone. The new meters are in service with no problems reported.

Maintenance has repaired the PH meter located at the head structure. The meter is functioning well with no problems reported.

The Authority will be issuing new discharge permits for all of the Industrial Pretreatment Users this month.

The Authority has awarded contracts for professional services as well as extended the contract for sodium hypochlorite supply. The Authority is also getting quotes for sodium bisulfite delivery at this time.

The Director noted that the Employee Relations Committee met on Friday December 6, 2019 at 2 pm in the Board Room. The purpose of the meeting was to discuss employee contracts, and two employee disciplinary settlements recommended by the Director, which the Committee approved.

The Director noted that we have twenty-two (22) resolutions on the agenda tonight, which he will not review due to the large quantity but allow the Chairman to handle as he usually does. Theses re mostly routine end of year resolutions.

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

Engineer

WWTP Headworks Grit System and Screening Replacement: Began design for public bidding in year 2020.

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).

Status: Pennoni reviewing manufacturer comments to be incorporated into preliminary design layout.

Digesters and Storage Tanks Cleanout: Reviewed bids, inspected tank structure and issued investigation/recommendation report in September.

EQ Tank: Inspected tank structure and issued investigation/recommendation report in July.

Parking Lot Reconstruction: Designed, bid, and oversaw parking contract between September-December.

Contractor Ricky Slade Construction, Inc. in the contract amount of \$ 367,475.00.

Status: Pennoni to provide Authority an aerial shot of entire WWTP via drone photography.

At WWTP primary and Secondary Clarifiers: Surveyed structure elevations in June.

The Upper Deerfield Pumping Station: Assisted in project closeout in May.

Other Projects or Issues:

Mayor Aitken Forcemain: Reviewed and provided comments on the 90 % submittal Drawings of Cumberland County's relocation of the Authority's existing forcemain project along Aitken Drive in August.

Upper Deerfield Township backwash water: Assisted with feasibility in accepting pretreated backwash water.

Compliance: Assisted the Authority with maintaining compliance to regulatory requirements.

Maps/Plans : Copied and located CCUA's Sewage Facilities Infrastructure record plan on a file sharing server.

Auditor

Mr. Testa reported that he provided staff assistance as requested.

We have on today's agenda Resolution 3037 which is the Resolution to adopt the 2020 budget. The State has given conditional approval to adopt the 2020 Budget and the Authority held its public hearing on the Budget at the November meeting. The State's approval was conditional upon the Authority approving the rate structure which will be done with resolution 3036, so assuming that is approved, it is appropriate to adopt the budget at this time.

Resolution 3038 is an annual resolution which directs the trustee to transfer the interest earned in the Renewal & Replacement Fund to the Revenue Fund as required by the Authority's Bond Resolution.

Mr. Testa stated that there are other reorganization type resolutions such as Resolutions 3039, 3040 and 3041 that are done each year regarding official banks and depositories and banking business as well as updating the Authority's Cash Management Plan as required. These generally authorize the Authority to do business with certain banks and establish accounts, however this can be amended during the year should the Authority wish to do so.

Lastly, and not to be presumptuous, I note a resolution on the agenda reappointing our firm for 2020. We truly appreciate the Authority's continued confidence in our firm and, as always, look forward to serving the Authority.

General Counsel

Pertaining to the Solar Project, we are continuing to move forward in due course, however there is no new information to report at this time. He will continue to update this Board as more information becomes available.

Mr. Grace reported as to the Lance Electric/Upper Deerfield Pump Station Upgrade, what purported to be an expert witness walked through the site with the supervision of myself, Director Errickson and an additional staff member to maintain adequate security. Additionally, a report will be forthcoming, however same has yet to be received. There were also a series of depositions scheduled of parties remaining in the case. He will keep us updated as more information becomes available.

Mr. Grace also noted that he is endeavoring to continue to identify and collect connection fees as appropriate under the circumstances. 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 an Employee Relations Committee meeting this past month.

RESOLUTIONS