

AGENDA
CUMBERLAND COUNTY UTILITIES AUTHORITY
JANUARY 16, 2020

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 DECEMBER 19, 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

3059 - RESOLUTION APPROVING SPECIFICATIONS & AUTHORIZING ADVERTISEMENT FOR BIDS FOR NEW LIQUID SLUDGE TANKER
3060 - RESOLUTION OF THE CCUA APPOINTING DOMINIC BUIRCH AS OFFICIAL CUSTODIAN OF PUBLIC FUNDS (OCP)
8. TREASURER'S REPORT
 - A. CASH POSITION OF THE AUTHORITY
 - B. **#3061 - 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 POSSIBLE ACTION PLANNED
13. ADJOURNMENT

Happy New Year!

CUMBERLAND COUNTY UTILITIES AUTHORITY

January 16, 2020

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday January 16, 2020 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
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
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. Commissioner Edwards was recorded as an excused absence.

Chairman Jones called for a motion to approve the minutes of the Regular Monthly Meeting of December 19, 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 began his report by submitting (DMR) Discharge Monitoring Report for December 2019 for inclusion into the minutes of this meeting. The plant is operating well with all effluent limits being met. Operations will continue to operate with both contact zones in service, the longer detention time has provided exceptionally good enterococcus results.

We have received our 30-day public comment period for anyone living in area near the proposed site of the Solar field. The 30-day period runs from January 15 to February 15, 2020, and then the NJDEP has 30 days to award or not to award the CAFRA permit that is needed to move forward. We do not know of any reason not to award and hoping for very quick award. Advance Solar has been on site several times this past month with their Engineers and Contractors preparing for construction.

Director Errickson noted that a new Switch Gear has been installed here at the plant this past week. Crews worked Thursday, Friday, Saturday and Sunday without delay and completed the project in record time. I would like to thank the entire staff for a job well done and for a great team effort from start to finish, from planning and design, purchase and install. It was a great team effort. Also, a special thank you and job well to Rich Brown our maintenance supervisor for his outstanding effort in overseeing the entire project beginning to end. Rich Brown worked Thursday, Friday, Saturday and Sunday managing the install with Chamings Electric the Contractor, who performed the work and who also did a great job. Thank you to everyone. Another note same issue, after completion and start up on Sunday everything was and still is running fine, BUT, it was discovered Wednesday January 15, 2020 that 3 transformers are leaking fluid and will not last much longer and could fail at

any time. If they fail that would leave the plant without power, in which case the bugs will die and shut down operations in the plant. Due to the situation I have declared "Emergency Appropriation" and have taken steps to replace the three-leaking transformer. Local Board of Finance has provisions within their rules allowing us to declare an emergency repair that we are following. Again, we have taken emergency measures to replace the transformers and a resolution will be on next month's agenda asking for your approval.

Director Errickson noted that this past month was one lost time accident. Lost ½ day of work. Employee was using a hand grinder without safety shield and protective gloves and while working, grinding wheel shattered cutting one finger.. This required emergency room treatment and stitches. This incident is under review by management and safety committee.

Director Errickson reported that he held several staff meetings this month to discuss plant operations, ongoing projects, futures projects and upgrades, issues concerning permits and connection fees.

The Director also reported the flu bug has hit the staff very hard this month and plant wide people have been very ill. We are asking everyone to take extra precautions and if you become sick please stay home.

The Director noted that the Authority is currently hauling two loads a day to DELCORA with C & H providing assistance when needed. In addition to DELCORA the Authority disposed of 100,000 gallons to Ash Lane on the week of 1/13/2020. The Authority has been mainlining the appropriate sludge inventory on site with storage tank levels at a minimum.

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

Operations has finalized plans for cleaning the aeration basin diffusers and will be completing the task when weather permits.

Operations has begun pumping down the scum pits at primary clarifier and discharging them at the primary digester. There have been no problems reported with rags in the re-circulation pump at this time.

Operations has cleaned the surfaces of both contact tanks and as a result there have been an observed improvement with the effluent sample appearance.

Maintenance has replaced several relays at the boiler located in the secondary digester building. Both boilers that are used for digester heating are functioning well at this time.

With maintenance providing assistance, the plants main switch gear has been replaced utilizing an outside contractor. The operation went well with no problems reported at this time.

The Authority met with a representative from Hy-Tec Tank, Inc. to discuss the possibility of upgrading one of its tankers used for hauling sludge. The upgrade will provide the Authority with a more efficient hauling operation.

The Authority had no Committee meetings this past month.

The Director noted that we have two (2) resolutions on the agenda tonight.

Resolution "A" Authorizing advertisement for bid for new liquid sludge tanker.

This will increase efficiency and save approximately \$ 65,000 a year. Hauling larger loads (6,500 gallons vs 5,000 gallons and be able to off load 100%).

Resolution "B" Appointing Dominic Buirch as custodian of Public Funds. This is being done for bank purposes at BB&T Bank due to a merger.

The Director noted that we will need to have a closed session today of a legal nature with no action being taken.

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: Pennoni currently working on plans and specifications. Pennoni revised project schedule submission and review for funding under NJ I-Bank.

Anticipated Permit Schedule: Submit Application- February/March 2020;
Receive Approval-August/September 2020.
Bidding schedule to be based on NJ I-Bank authorization to advertise.

Digesters and Storage Tanks Cleanout: Pennoni prepared and submitted a tank inspection report to the Authority on September 18, 2019.

EQ Tank: Pennoni prepared and submitted a Condition assessment Report to the Authority's on July 19, 2019.

CCUAX 1604: Parking Lot Reconstruction: Substantially completed December 2019.

The Upper Deerfield Pumping Station was completed and closed out with NJDEP in May 2019.

Other Projects or Issues:

Mayor Aitken Forcemain: Pennoni to assist the Authority with Cumberland County's relocation of the Authority's force main project along Aitken Drive, as needed.

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

Solar Project: Pennoni to assist the Authority, as needed.

Compliance issues: Pennoni to work with the Authority on compliance issue at the plant.
Pennoni to work with the Authority in review of capital budget projects, as needed.

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 begun planning and preliminary procedures on the 2019 Audit. We will begin fieldwork once the records are complete and ready to be audited.

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, we have engaged in a series of depositions, however not all have been taken. We had a recent Case Management Conference with the court whereby the discovery end date was extended sixty (60) days and the judge is requiring us to complete all depositions of fact witnesses and the provision of all expert reports within that time frame. I have not received

any expert reports to date; however, I anticipate receiving them shortly. 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 were no Committee meetings this past month.

RESOLUTIONS

RESOLUTION (3059) APPROVING SPECIFICATION AND AUTHORIZING ADVERTISEMENT FOR BIDS FOR NEW LIQUID SLUDGE TANKER offered by Commissioner Young, seconded by Commissioner Andre and carried unanimously at roll call.

RESOLUTION (3060) APPOINTING DOMINIC BUIRCH AS OFFICAL CUSTODIAN OF PUBLIC FUNDS ("OCP") offered by Commissioner VanSant, seconded by Commissioner Young and carried unanimously at roll.

Treasurers Report

Revenue Account	\$7,863.53
Operating Account	2,188,583.90
Petty Cash	500.00
Sensor Account	8,431.99
General Account	5,933,123.20
Plant Reconstruction/Replacement	2,687,788.44
User Revenue Reserve	613, 667.08
Trust Account	2,483,848.80
Total Cash Position	\$13,923,806.94

Treasurer Edward Bethea reported that the bills submitted for payment today for the Operating Account total \$471,793.87 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 (3061) APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS, offered by Vice-Chairman Wasserman, seconded by Commissioner Andre and carried at roll call,

Chairperson's Remarks

Chairman Jones thanked all of our employees and staff for a great job. He also wished a Happy New Year to everyone.

Commissioners-Public Remarks

Nicholas Scardino and Rosanne Tizzano from BB & T Bank introduced themselves to the Board and just wanted to put a face with the name. They informed the Board that BB&T Bank will soon be merging with Sun Trust bank.

A motion to enter into an Executive Session was offered by Commissioner Young, seconded by Commissioner VanSant and carried unanimously at roll call.

After returning to the main meeting agenda, 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 February 20, 2020 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	RESOLUTION # 3059
WILLIAM ANDRE	X				Offered By <u>Young</u>
ZARKO RAJACICH	X				Seconded By <u>Andre'</u>
DOUG VANSANT	X				Dated <u>January 16, 2020</u>
JERRY YOUNG	X				
KEITH WASSERMAN	X				
ALBERT JONES	X				

A RESOLUTION APPROVING SPECIFICATIONS AND AUTHORIZING
ADVERTISEMENT FOR BIDS FOR NEW LIQUID SLUDGE TANKER

WHEREAS, the Authority's Executive Director has prepared and submitted, at this meeting, certain Specifications for a New Liquid Sludge Tanker, as more fully appears in said Specifications; and

WHEREAS, the Commissioners of the Cumberland County Utilities Authority approve said Specifications.

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

1. That the aforesaid Specifications referred to in the preamble of this Resolution, prepared and submitted by the Executive Director, be and the same are hereby approved.
2. That this Authority advertise for and accept bids for a New Liquid Sludge Tanker, as set forth in said Specifications, at the earliest possible date.
3. That the Secretary of this Authority prepare all necessary advertising for bids in a form satisfactory to the approval by the General Counsel of this 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, January 16, 2020 at 4:30 p.m. prevailing time.

DATED: JANUARY 16, 2020

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 # 3060
Offered By VanSant
Seconded By Young
Dated January 16, 2020

**A RESOLUTION OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY
APPOINTING DOMINIC BUIRCH AS OFFICIAL CUSTODIAN OF PUBLIC
FUNDS (“OCP”)**

WHEREAS, the Cumberland County Utilities Authority (the “Authority”), a duly constituted public body in the County of Cumberland, State of New Jersey has determined that there is a need to designate an Official Custodian of Public Funds (OCP); and

WHEREAS, the Authority has appointed Dominick Buirch as the Official Custodian of Public Funds for the Authority; and

WHEREAS, the Authority hereby grants the OCP plenary authority over funds owned by the Authority and make any and all necessary transactions in order to effectuate the duties of Official Custodian of Public Funds.

NOW, THEREFORE, BE IT RESOLVED by the Cumberland County Utilities Authority that Dominick Buirch is appointed as the Official Custodian of Public Funds (OCP) unless and until the Authority determines otherwise by passage of an appropriate resolution terminating same.

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 this 16th day of January 2020.

DATED: JANUARY 16, 2020

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	
ANGELIA EDWARDS				X	RESOLUTION #3061
WILLIAM ANDRE	X				Offered By Wasserman
ZARKO RAJACICH	X				Seconded By Andre'
DOUG VANSANT	X				Dated January 16, 2020
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 \$471,793.87 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: January 16, 2020