

**AGENDA**  
**CUMBERLAND COUNTY UTILITIES AUTHORITY**  
**JULY 18, 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 & EXECUTIVE SESSION OF JUNE 20, 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 - *NONE*
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. EXECUTIVE SESSION FOR PERSONNEL AND LEGAL REASONS WITH NO ACTION PLANNED
13. ADJOURNMENT

CUMBERLAND COUNTY UTILITIES AUTHORITY

July 18, 2019

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday July 18, 2019 in the Meeting Room of the Operations Building, 333 Water Street, Bridgeton, New Jersey.

Representing the CCUA:

Albert Jones, Chairman

Angelia Edwards, 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

Stephanie Mick, Assistant Secretary/Treasurer

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. Commissioner William Andre and Vice-Chairman Keith Wasserman were recorded as absent. Commissioner Zarko Rajacich was recorded as an excused absence.

Chairman Jones called for a motion to approve the minutes of the Regular Monthly Meeting of June 20, 2019 as well as closed session of the same date. Motion was made by Commissioner VanSant, seconded by Commissioner Edwards and carried unanimously at roll call. Commissioner Young's vote was recorded as abstained.

Chairman Jones called for reports.

**REPORTS**

**Director**

Director Errickson submitted the June 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 some cases, we are meeting those limits in the single digits.

Director Errickson noted that the newly installed Edmunds Software is proving to be everything we hoped it would be. Streamlining administrative operations by saving time and effort in making things more organized. Staff training by Edmunds will continue next week for three days and will focus on invoicing and work orders and catalog assets and information.

Director Errickson reported that the CCUA continues to work with the A.E.A. In monitoring pending legislation that would be harmful to authorities, such as banning reuse of methane gas that is a byproduct of digested sludge. Methane reuse can be a clean energy efficient saving money by not using other forms of energy such as electric or natural gas or oil. It's use also helps save rate payers money.

Director Errickson reported that Advance Solar our contractor continues to work on getting necessary CAFRA permits from NJDEP. He expects to travel to Trenton sometime soon with Advance Solar to meet with NJDEP to ensure a smooth transition and to pass on the good relationship we have had with various permitting departments at NJDEP.

The Director also reported in the meantime we have been told that B.P.U. is in the process of changing the SREC program from what we know it to be today to another program that they say will be better and more affordable to all rate payers. Solar contractors as a group have been dealing with B.P.U. To make the changes they feel are necessary.

The Director also reported as a result of the digester and storage tank cleaning we have increased the amount of sludge being hauled to Delcora to ensure the tanks will be empty now that the project has begun. The Authority is currently hauling six loads a day with C & H providing assistance when needed. The Authority is also utilizing Ash Lane farms for sludge disposal when available.

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

Spectraserve has completed the planned storage tank cleaning.

Spectraserve will be completing the planned primary digester cleaning this week, they will be continuing on to the secondary digester when the tank level permits.

Simpson and Brown are currently on-site replacing the storage tank feed line from the dewatering building. The project is going well with no problems reported.

Blowers # 1 and # 4 have had their storm damaged drives repaired and operations has placed them back in service.

The Authority has provided training in Haz-whopper, Fire Safety and Trenching this month. The Authority has implemented the planned accounting software upgrade to the Edmunds Software.

On June 20, 2019 the Authority met with representatives from the Township of Upper Deerfield to discuss the issues regarding nitrate concentrations and possible solutions within the drinking water supply.

On June 21, 2019 the Authority met with representatives from Cumberland Dairy to discuss the planned site expansion projects and associated connection fees.

He also noted that we have no resolutions today.

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**

WWTP Headworks Grit System and Screening Replacement: continues preliminary design plans and proposed equipment layout. Pennoni completed a site visit on May 24, 2019. On July 12, 2019, the Head Structure report was submitted to the Authority.

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 is coordinating with the Authority to schedule inspection for the week of July 15, 2019.

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. The petrographic survey was completed on May 24, 2019 and test results are anticipated on June 18, 2019. Pennoni provided the final report on July 12, 2019.

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

Pennoni assisting Authority with review of pump station design.

Pennoni confirmed acceptance of the final close out documents for the Upper Deerfield Pumping Station with the NJDEP representative.

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 reported that he is continuing to work on the 2018 Audit. Just this week, the State of NJ released the GASB 75 Other Post-Employment Benefits report which was needed to be able to complete the Audit. We now must audit that information, make the necessary adjustments to restate the previously reported December 31, 2017 net position and to record the 2018 activity and resulting balances as of December 31, 2018. Once that is complete, we would like to schedule a budget and finance committee meeting to review the draft audited financial statements. Based on the timing of that, and the extended due date for the audit set by the State, we can mutually determine when we can review the audited financial statements with the full board, which may or may not, require a short special meeting. We will try to avoid that if possible and will keep us posted.

**General Counsel**

Mr. Grace stated that with respect to the matter involving Lance Electric, an executed copy of the Settlement Agreement has been sent to opposing counsel for execution which we can expect to be completed in short order. Based upon information and belief, we can expect receipt of the settlement proceeds with the next thirty (30) days. I am pleased to announce that this matter has come almost to a conclusion. He will continue to update this Board as more information becomes available.

Mr. Grace reported that the Solar Project is moving forward in due course. 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**

There were no resolutions this meeting.

**Treasurers Report**

Revenue Account	\$67,141.55
Operating Account	2,433,056.82
Petty Cash	500.00
Sensor Account	8,431.63
General Account	5,241,825.27
Plant Reconstruction/Replacement	3,589,077.32
User Revenue Reserve	604,443.33
Trust Account	2,029,002.23
Total Cash Position	\$13,973,478.15

Treasurer Edward Bethea reported that the bills submitted for payment today for the Operating Account total \$361,475.89. 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 (3014) APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS, offered by Commissioner Young, seconded by Commissioner VanSant and carried unanimously at roll call.

**Chairperson's Remarks**

Chairman Jones thanked all of our employees and staff for their hard work, especially with the new software. He also wished everyone a Safe and Happy summer. He also reminded everyone to be careful with the heat wave we are currently in.

**Commissioners-Public Remarks**

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

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 August 15, 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				RESOLUTION #3014
WILLIAM ANDRE				X	Offered By Young
ZARKO RAJACICH				X	Seconded By VanSant
DOUG VANSANT	X				Dated July 18, 2019
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 \$361,475.89 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: July 18, 2019

## CUMBERLAND COUNTY UTILITIES AUTHORITY

July 2019 Bill List

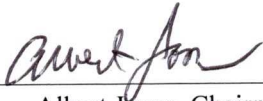
CHECK #	VENDOR #	VENDOR NAME	AMOUNT
32000	ADLER005	ADLER TANK RENTALS, LLC	1,620.00
32001	ALSGR005	ALS GROUP USA CORP	689.00
32002	AMAZO005	AMAZON	437.58
32003	APPLI010	APPLIED INDUSTRIAL TECHNOLOGIE	60,750.00
32004	ARDEX005	ARDEX LABORATORIES INC	289.02
32005	ASHLA005	ASH LANE FARM INC	4,647.50
32006	ATLAN005	ATLANTIC CITY ELECTRIC	32,441.85
32007	BERNI005	BERNIE'S MOBILE LOCK	210.50
32008	BRIDG005	BRIDGETON CITY OF	3,841.59
32009	BRIDG005	BRIDGETON CITY OF	1,547.97
32010	BRIDG010	BRIDGETON P & H SUPPLY	1,776.15
32011	BWSTE005	BW STETSON LLC	81.36
32012	CATER010	CATERINA SUPPLY INC	2,129.00
32013	CHDIS005	C & H DISPOSAL SERVICE	22,914.00
32014	CINTA005	CINTAS FIRST AID & SAFETY LOC	74.42
32015	CINTA010	CINTAS CORPORATION #100	237.90
32016	COLON005	COLONIAL ELECTRIC SUPPLY CO. I	887.82
32017	COMCA005	COMCAST CABLE	119.32
32018	CRUZA005	CRUZANS FREIGHTLINER	64.50
32019	CUMBE015	CUMBERLAND COUNTY IMPROVEMENT	3,468.00
32020	CUMBE040	CUMBERLAND VALVE INC	367.88
32021	CUMBE050	CUMBERLAND ADVISORS INC	5,428.56
32022	DEERF005	DEERFIELD MACHINE PARTS	360.00
32023	DELCO005	DELCORA	15,514.20
32024	DOBSO005	DOBSON TURF MANAGEMENT	85.00
32025	ENHAN005	ENHANCED WEB SERVICES	149.75
32026	ESQUI005	JAMES K. GRACE, ESQUIRE	1,833.00
32027	EUROF005	EUROFINS Q. C. INC.	90.00
32028	FEDEX005	FEDEX	264.73
32029	FHSUP005	F & H SUPPLY INC	13.00
32030	GRACE005	GRACE MARMERO & ASSOCIATES, LL	132.00
32031	HACHC005	HACH COMPANY	1,287.72
32032	HANKI005	H. H. BROTHERS HANKINS	180.46
32033	INDUS015	INDUSTRIAL VALLEY GAS AND DIES	885.00
32034	JANPR005	JAN-PRO CLEANING SYSTEMS OF T	546.00
32035	JTSEE005	J. T. SEELEY CO. INC.	38.00
32036	LAWSO005	LAWSON PRODUCTS INC	205.14
32037	MAINP005	MAIN POOL & CHEMICAL COMPANY I	822.00
32038	MAJOR005	MAJOR PETROLEUM	1,925.03
32039	MASON005	W.B. MASON	244.60
32040	MAXCO005	MAX COMMUNICATIONS INC	175.10
32041	NEWKI010	RAYMOND C. NEWKIRK	193.05
32042	NEWSO005	CHRISTOPHER NEWSOME	250.00
32043	NJADV005	NJ ADVANCE MEDIA	29.20
32044	ONECA005	ONE CALL CONCEPTS	96.56
32045	OXYGE005	ROBERTS OXYGEN	113.86
32046	PASS0005	E-Z PASS	2,000.00
32047	PETTY005	PETTY CASH	74.18
32048	PTPCO005	PTP CONSULTING INC	2,200.00
32049	SHIIN005	SHI INTERNATIONAL CORP	128.03
32050	SIMPS005	SIMPSON & BROWN, INC.	34,840.00
32051	SKYBI005	SKYBITZ, INC.	89.85
32052	SOUTH005	SOUTH JERSEY GAS COMPANY	182.62
32053	SOUTH055	SOUTH JERSEY TIMES	394.00
32054	SPECT005	SPECTRASERV INC.	54,096.00
32055	STATE010	STATE OF NEW JERSEY	232.37
32056	STATE015	STATE OF NEW JERSEY	63,306.88
32057	STEWA005	STEWART BUSINESS SYSTEMS INDUS	367.79
32058	SUPER010	BOTTINO'S SUPERMARKETS	44.83

32059	TELED005	TELEDYNE ISCO INC	790.00
32060	TEXTI005	DMC TEXTILES	491.00
32061	TIMEC005	TIMECLOCK PLUS	527.60
32062	USABL010	USABBLUEBOOK	141.86
32063	VERIZ005	VERIZON WIRELESS	772.14
32064	VERIZ010	VERIZON	187.77
32065	WALTS010	WALT'S DIXIE CHOPPER	506.25
32066	WELDY005	WELDY LANDSCAPING	710.00
32067	WILLI005	WILLIER ELECTRIC MOTOR	23,354.49
32068	WILLI010	WILLIAMS AUTO PARTS - NAPA	280.20
32069	WILWY005	WILWYNN ANIMAL HOSPITAL	137.00
32070	WOODR015	WOODRUFF ENERGY	37.50
32071	WWGRA005	W. W. GRAINGER INC.	705.41
32072	XEROX005	XEROX CORP	652.00
32073	XYLEM015	XYLEM DEWATERING SOLUTIONS, IN	1,707.25
32074	ZANEW005	ZANE WESTERN APPAREL & WORK GE	3,061.55
			<u>\$361,475.89</u>

ATTEST:
CUMBERLAND COUNTY UTILITIES AUTHORITY

By

  
Charles K. Hill, Secretary

By

  
Albert Jones, Chairperson