

**AGENDA**  
**CUMBERLAND COUNTY UTILITIES AUTHORITY**  
**APRIL 15, 2021**

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. ***REMINDER TO MUTE YOURSELF UNTIL A TIME COMES TO SPEAK AND TO BE IN A PLACE WITH NO BACKGROUND NOISE***
  6. MINUTES OF THE REGULAR MEETING OF MARCH 18, 2021
  7. **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 Smith-Bey
      - (4) FINANCE AND BUDGET – Commissioner T. Edwards
      - (5) OPERATIONS/INSURANCE – Vice Chairperson Dawson
      - (6) AD HOC – Commissioner A. Edwards
  8. **RESOLUTIONS**
    - # 3160 – RESOLUTION AWARDDING A CONTRACT FOR THE INSTALLATION OF HEADWORKS EQUIPMENT – BAR SCREEN & GRIT REMOVAL SYSTEM
    - #3161 - RESOLUTION TO EXTEND THE CONTRACT TO C&H DISPOSAL SERVICE FOR SLUDGE & SOLID WASTE HAULING SERVICES
    - #3162 - RESOLUTION AWARDDING A CONTRACT FOR IT CONSULTANT SERVICES
    - #3163 - RESOLUTION UPDATING THE CCUA TRAVEL/SELF QUARANTINE POLICY
- TREASURER'S REPORT**
- A. CASH POSITION OF THE AUTHORITY
  - B. RESOLUTION #3164 APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS
9. CHAIRMAN'S REMARKS – REMINDER TO DO FINANCIAL DISCLOSURES
  10. OPEN FLOOR FOR COMMENTS OF COMMISSIONERS
  11. PUBLIC PORTION
  12. MOTION FOR EXECUTIVE SESSION FOR PERSONNEL REASONS WITH NO ACTIONS TO BE TAKEN
  13. ADJOURNMENT

***Our next regular monthly board meeting is scheduled for May 20, 2021***

## **CUMBERLAND COUNTY UTILITIES AUTHORITY**

**April 15, 2021**

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday, April 15, 2021 in the Meeting Room of the Operations Building 333 Water Street, Bridgeton, New Jersey. The meeting was also attended by several persons via Zoom.

### **Representing the CCUA:**

Albert Jones, Chairperson  
Rick Dawson, Vice Chairperson  
William Andre, Commissioner  
Angelia Edwards, Commissioner  
Zarko Rajacich, Commissioner  
Kenny Smith-Bey, Commissioner  
Todd Edwards, Commissioner  
John Fuqua, Secretary  
G. Steven Errickson, Executive Director  
Donald Olbrich, Treasurer  
Gregg L. Zeff, General Counsel  
Steve Testa, Auditor  
Glenn Miller, Engineer  
Stephanie Mick, Assistant Secretary/Treasurer  
Bob Carlson, Resident Engineer  
Dominic Buirch, Business Administrator  
Daniel Jefferson, Executive Deputy Director

Vice- Chairperson Dawson called the meeting to order, announced that the adequate notice of this meeting has been given in accordance with Chapter 231,P.L (THE OPEN PUBLIC MEETING ACT) the flag salute was performed.

Secretary Fuqua called the roll, and quorum was present. Executive Director Errickson and Commissioner Smith-Bey were not present at the start of the meeting due to issues with Zoom technology they were able to join.

Vice Chairperson Dawson called for a motion to approve the minutes of the Regular Monthly Meeting of March 18, 2021. Motion was made by Commissioner Edwards and seconded by Commissioner Andre and carried unanimously at roll call.

Chairperson Jones called for Directors' report.

### **REPORTS**

#### **Director**

Director Errickson submitted Discharge Monitoring Report (DMR) for March 2021 inclusions into the minutes of this meeting. The activities for the month.

#### **Activities**

**Solar:** Advance Solar was on site this month to conduct training for our staff regarding operation and trouble -shooting the Solar Farm, and to do in an emergency. Advance Solar is responsible for all equipment and transmission issues.

**Upper Deerfield** We continue to work with Upper Deerfield who is having issues with high nitrate in their drinking water. The past few months the nitrate levels have been at acceptable levels for D.E.P but remains an issue that needs to be resolved.

Labor Negotiation-Personnel Committee and Labor Counsel will meet next week for preparation and then meeting with CWA Union week after.

Covid-19 The Authority continues to follow CDC guidelines and recommended precautions. Resolution #3163 tonight will update Authority Travel, Vacation and Self Quarantine policy. Infection rate continues to run high in N.J and Cumberland County.

Sledge disposal - The Authority is currently hauling two loads a day to DECORA with C&H and Franc Environmental providing assistance when needed. The sludge storage tank level is decreasing at this time.

Plant discharge. The plant experienced some efficiency problems as a result of the cold temperature fluctuations this month. As the temperatures stabilize, we expect this issue to resolve itself.

The Director noted the following as to Operations and Maintenance:

Maintenance has received the new flow meters that will be installed at the sludge storage tank and will provide for better tracking of sludge volumes in and out of the facility.

GMH, Inc. is making progress with the on-going thickener tank rehabilitation project. Currently the catwalk and rake arm work is being completed at the south tank.

GMH, Inc. is also making progress on the south primary clarifier rehabilitation project with sandblasting operations continuing this month.

Maintenance has placed the biofilter back in service and it is operating without any reported issues at the time.

The Authority has hired a new operator and operations has begun the process of training him. He will be placed in rotation when this is completed.

On 4/7/2021 operations and maintenance personnel were given a walk through of the completed solar array by one of the members of the Advance Solar team.

Collection system Pennoni Engineering has continued working on the planned Glass Street Station up-grade.

### **Miscellaneous**

On 4/12/2021 The Authority had a kick-off meeting with Hall & Associates regarding the upcoming planned headworks analysis. All questions and comments from both parties have been addressed at this time.

On 4/08/2021 The Authority conducted a bid opening for Information Technology professional services. The bids are currently under review.

On 4/12/2021 The Authority conducted a bid opening for the installation portion of the headworks upgrade project. The bids are currently under review.

Committee Reports: There are no Committee Reports this month.

Director Errickson reported there are five (5) resolutions on the agenda for tonight; Resolution# 3160 Awarding contract for installation of Headworks Equipment -Bar Screen Grit Removal System. Resolution #3161 Extend hauling contract for C&H Disposal Services Resolution #3162 Awarding contract for IT consulting Service. Resolution #3163 Resolution updating CCUA Travel/Self Quarantine policy. Resolution#3164 Approving and authorizing the payment of certain operating account vouchers.

Mr. Errickson stated there is no Closed session planned tonight.

In conclusion, the Director offered his thanks to the staff, engineer, and Legal Counsel for their help with preparing his report.

### **Engineer**

Headworks Grit and Screen Replacement: The equipment has been placed on order by the Authority from Hydro-Dyne Engineering, Inc. Equipment delivery in 20 weeks.

Schedule

NJDEP TWA application: Submitted November 10,2020;NJDEP Permit approved and received.

Pennoni attended pre-construction site visit with Applied on February 10<sup>th</sup>

Request for proposal to install equipment were due on Tuesday, April 3, 2021

Anticipated start of construction September 2021.

Replacement of Laboratory Hood: Pennoni preparing a proposal for the design and construction services in replacing the existing lab hood.

Regarding Glass Street Pump Station and Force Main Upgrade: Pennoni started survey last month. Pennoni coordinating design for the pump station upgrades with the Authority. Anticipated project Permit/I-Bank funding 2021;Construction anticipated 2022. Estimated Project cost \$3.3 Mil.

EQ Tank Structure: Pennoni to preparing technical specifications for structure repair and rehabilitation.

Primary Digester: Pennoni to perform requested structural and welding inspections as needed.

Request to receive backwash water from Upper Deerfield Township (UDT): Pennoni assisting the Authority, as needed.

Upper Deerfield Sewer Pipe Rehab: We anticipate work 2021/2022

Solar System: Pennoni assisting Authority, as needed, with the mandatory Annual Electrical Generator Report.

Pennoni to perform on site plant surveys on request of the Authority the primary and secondary clarifiers were the latest to be performed.

### **Auditor**

Mr. Tessa reported they provided staff assistance as requested. Begun performing field work for 2020 audit. (remotely)

### **General Council**

Zeff reported labor issues are still on-going.

Upper Deerfield

Ken Hill has filled a tort claim notice.

Labor and employment day to day issues.

### **Resolutions**

Resolution (#3160) Awarding contract for installation of Headworks Equipment-Bar Screen, Grit Removal System offered by Vice Chairperson Dawson seconded, by Commissioner T. Edwards and carried unanimously

Resolution (#3161)) Extend hauling contract for C&H Disposal Service offered by Vice Chairperson Dawson and seconded, by T. Edwards and carried unanimously

Resolution (#3162) Awarding contract for IT consulting Service offered by Vice Chairperson Dawson and seconded, by Commissioner T. Edwards and carried unanimously

Resolution (#3163) Resolution updating CCUA Travel/Self Quarantine policy offered by Vice Chairperson Dawson and seconded, by T. Edwards and carried unanimously

Resolution (#3164) Approving and Authorizing the payment of certain operating account vouchers policy offered by Vice-Chairperson Dawson and seconded by T. Edwards and carried unanimously.

### **Treasures Report**

Revenue Account	\$11,032.19
Operating Account	\$438,467.37
Petty Cash	\$500.00
Sensor Cash	\$8,632.95
General Account	\$6,717,615.05
Plant Reconstruction/Replacement	\$3,270,443.84
User Revenue Reserve	\$685,292.41
Trust Account	\$3,914,963.65
Total Cash Position	\$15,046,947.46

### **Chairperson Remarks**

Please continue to stay safe. Wash your hands and social distance.

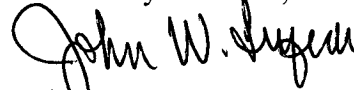
### **Commissioners-Public Remarks**

#### **Public remarks**

The next regular Monthly Meeting of the Cumberland County Utilities Authority will be held Thursday May 13, 2021 in the Public Meeting Room of the Operations Building, 333 Water Street, Bridgeton, New Jersey at 4:30 pm.

The meeting was adjourned on a motion from Chairperson Jones.

Gratefully submitted,



John W. Fuqua, Secretary

# CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	
ANGELIA EDWARDS	X				RESOLUTION # <b>3160</b>
WILLIAM ANDRE	X				Offered By <b>Dawson</b>
ZARKO RAJACICH	X				Seconded By <b>R. Edwards</b>
KENNY SMITH-BEY JR	X				Dated <b>April 15, 2021</b>
R. TODD EDWARDS	X				
RICHARD DAWSON	X				
ALBERT JONES	X				

## RESOLUTION AWARDING A CONTRACT FOR INSTALLATION OF HEADWORKS EQUIPMENT – BAR SCREEN & GRIT REMOVAL SYSTEM

**WHEREAS**, the Cumberland County Utilities Authority has heretofore advertised for bids Installation of Headworks Equipment – Bar Screen & Grit Removal System in accordance with the Specifications adopted on March 18, 2021, on file at its Wastewater Treatment Plant; and

**WHEREAS**, on April 13, 2021, two (2) bids received were from:

1. Stone Hill Contracting Co. Inc., Doylestown, PA \$1,819,775.00
2. MBE Mark III Electric, Inc., Madison, NJ \$1,771,000.00

and said bids were referred to the Authority's General Counsel, Executive Director and Consulting Engineer for tabulation, evaluation, report and recommendation; and

**WHEREAS**, the Authority's General Counsel, Executive Director and Consulting Engineer recommend that a Contract be awarded to MBE Mark III Electric, Inc. being the lowest responsible bidder in the amount of \$1,771,000.00.

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

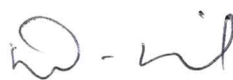
1. That there be a contract awarded to MBE Mark III Electric, Inc., 213 Main Street, Madison, NJ 07940 being the lowest responsible bidder in the amount of \$1,771,000.00.
2. That the proper officers of this Authority be, and they are hereby authorized and directed to execute the Contract hereby awarded.

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, April 15, 2021 at 4:30 p.m. prevailing time.

**DATED: APRIL 15, 2021**

### CERTIFICATION OF AVAILABILITY OF FUNDS FOR CONTRACT

I, Dominic Buirch, Business Administrator and Certifying Finance Officer of the Cumberland County Utilities Authority, do hereby certify pursuant to the rules of the Local Finance Board that there are available adequate funds for the proposed agreement between the Cumberland County Utilities Authority and **MBE Mark III Electric, Inc.** for **Installation of Headworks Equipment – Bar Screen & Grit Removal System**. Money necessary to fund said contract has been projected in the amount of **\$1,771,000.00**. Money necessary to fund said contract has been provided for and shall be charged to the following Line-Item Appropriation or Account No. **01-540-8506**. These funds will not be certified as being for more than one (1) pending contract.



Dominic Buirch, Business Administrator  
Certifying Finance Officer



# CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
ANGELIA EDWARDS	X			
WILLIAM ANDRE	X			
ZARKO RAJACICH	X			
KENNY SMITH-BEY JR	X			
R. TODD EDWARDS	X			
RICHARD DAWSON	X			
ALBERT JONES	X			

RESOLUTION # **3161**

Offered By **Dawson**

Seconded By **R. Edwards**

Dated **April 15, 2021**

## A RESOLUTION TO EXTEND THE CONTRACT TO C & H DISPOSAL SERVICE FOR SLUDGE AND SOLID WASTE HAULING SERVICES

**WHEREAS**, the Cumberland County Utilities Authority entered into a contract on June 1, 2017 with C & H Disposal Service for sludge and solid waste hauling services in accordance with the specifications on file at its Sewerage Treatment Plant; and

**WHEREAS**, the Specifications for this contract provide that it may be extended for additional period, up to twelve (12) months, provided that the same terms and conditions apply; and

**WHEREAS**, C & H Disposal Service has indicated that the terms and conditions of the existing contract are acceptable for an additional one (1) year; and

**WHEREAS**, the Authority has been satisfied with the services rendered by C & H Disposal Service; and

**WHEREAS**, the Authority's Executive Director recommends that a Contract extension be awarded to C & H Disposal Service, 47 Griers Lane, Elmer, NJ 08318, with the following conditions; \$250.00 Sludge Cake per bin, \$0.067 Liquid Sludge per gallon, \$0.105 alternate disposal and \$150.00 for Solid Waste per bin.

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

1. That the Authority extend a contract to C & H Disposal Service, 47 Griers Lane, Elmer, NJ 08318, with the same terms and conditions of the existing contract, for an additional twelve (12) month period, terminating May 31, 2022.

2. That the proper officers of this Authority be, and they are hereby authorized and directed to execute the Contract hereby awarded.

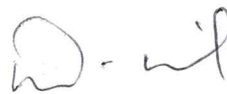
Passed and adopted at the regular meeting of the Cumberland County Utilities Authority, held at the Authority's Administration Building, 333 Water Street, Bridgeton, New Jersey, on Thursday afternoon, April 15, 2021 at 4:30 p.m. prevailing time.

**DATED: APRIL 15, 2021**

## CERTIFICATION OF AVAILABILITY OF FUNDS FOR CONTRACT

I, Dominic Buirch, Business Administrator and Certifying Finance Officer of the Cumberland County Utilities Authority, do hereby certify pursuant to the rules of the Local Finance Board that there are available adequate funds for the proposed agreement between the Cumberland County Utilities Authority and

**C & H Disposal Service for Sludge & Solid Waste Hauling Services.** Money necessary to fund said contract has been projected in the amount of **\$150,000.00**. Money necessary to fund said contract has been provided for and shall be charged to the following Line-Item Appropriation or Account No. **01-520-7703**. These funds will not be certified as being for more than one (1) pending contract.

  
Dominic Buirch, Business Administrator  
Certifying Finance Officer

## CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION # <u>3162</u>
ANGELIA EDWARDS	X				Offered By <u>Dawson</u>
WILLIAM ANDRE	X				Seconded By <u>R. Edwards</u>
ZARKO RAJACICH	X				Dated <u>April 15, 2021</u>
KENNY SMITH-BEY JR	X				
R. TODD EDWARDS	X				
RICHARD DAWSON	X				
ALBERT JONES	X				

### RESOLUTION AWARDING A CONTRACT FOR INFORMATION TECHNOLOGY (IT) CONSULTANT SERVICES

**WHEREAS**, N.J.S.A. 40:14B-18 authorizes the Authority to appoint and employ such agents and employees as it may require; and

**WHEREAS**, there exists a need for Information Technology Consultant Services to perform Information Technology services and funds are available for this purpose; and

**WHEREAS**, the Authority solicited sealed Requests for Qualifications (RFQ) through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et. seq. which the Executive Director, Executive Deputy Director, QPA and Resident Engineer reviewed and recommended.

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

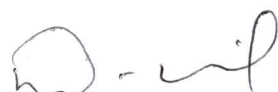
1. That the Chairperson and Secretary of the Cumberland County Utilities Authority are hereby authorized and directed to execute an agreement with Bellia Technologies, 1047 North Broad Street, Woodbury, NJ 08096 for Information Technology Consultant Services for the Cumberland County Utilities Authority for the year 2021.

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, April 15, 2021 at 4:30 p.m. prevailing time.

**DATED:**        **APRIL 15, 2021**

### CERTIFICATION OF AVAILABILITY OF FUNDS FOR CONTRACT

I, Dominic Buirch, Business Administrator and Certifying Finance Officer of the Cumberland County Utilities Authority, do hereby certify pursuant to the rules of the Local Finance Board that there are available adequate funds for the proposed agreement between the Cumberland County Utilities Authority and **Bellia Technologies for Information Technology Consultant Services**. Money necessary to fund said contract has been projected in the amount of **\$36,000.00**. Money necessary to fund said contract has been provided for and shall be charged to the following Line-Item Appropriation or Account No. **01-510-6102**. These funds will not be certified as being for more than one (1) pending contract.



Dominic Buirch, Business Administrator  
Certifying Finance Officer



## CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	
ANGELIA EDWARDS	X				RESOLUTION <b>#3163</b>
WILLIAM ANDRE	X				Offered By <b><u>Dawson</u></b>
ZARKO RAJACICH	X				Seconded By <b><u>R. Edwards</u></b>
KENNY SMITH-BEY JR	X				Dated <b><u>April 15, 2021</u></b>
R. TODD EDWARDS	X				
RICHARD DAWSON	X				
ALBERT JONES	X				

### A RESOLUTION OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY TO UPDATE TRAVEL/VACATION SELF- QUARANTINE POLICY FOR FULLY VACCINATED INDIVIDUALS

**WHEREAS**, the Cumberland County Utilities Authority adopted the Travel/Vacation Self-quarantine Policy which describes the need for a fourteen (14) day quarantine after traveling from states with significant community spread of COVID-19 by Resolution on August 20, 2020; and

**WHEREAS**, effective April 5, 2021 Governor Phil Murphy issued a new COVID-19 travel guidance for vaccinated individuals traveling within the United States; for domestic travel, no quarantine or test required before or after travel; and

**WHEREAS**, the Cumberland County Utilities Authority had prepared an Out of State Travel Information Form to be submitted by any employee traveling to an identified state; and

**NOW, THEREFORE, BE IT RESOLVED** by the Cumberland County Utilities Authority that:

- Any fully vaccinated employee that is traveling within the United States no longer is required to fill out the Out of State Travel Information Form nor are they required to self-quarantine.

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, April 15, 2021 at 4:30 p.m. prevailing time.

**DATED:      APRIL 15, 2021**

## CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	
ANGELIA EDWARDS	X				RESOLUTION # <u>3164</u>
WILLIAM ANDRE	X				Offered By <u>Dawson</u>
ZARKO RAJACICH	X				Seconded By <u>T. Edwards</u>
KENNY SMITH-BEY JR	X				Dated <u>April 15, 2021</u>
R. TODD EDWARDS	X				
RICHARD DAWSON	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 \$328,533.32 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.

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, April 15, 2021 at 4:30 p.m. prevailing time.

DATED:           **APRIL 15, 2021**