



**AGENDA**  
**CUMBERLAND COUNTY UTILITIES AUTHORITY**  
**JANUARY 19, 2023**

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. MOTION TO OPEN THE MEETING TO THE PUBLIC FOR COMMENTS ON THE AGENDA
6. MINUTES OF THE REGULAR MEETING & EXECUTIVE SESSION OF DECEMBER 15, 2022
7. **REPORTS**
  - A. EXECUTIVE DIRECTOR – ROBERT CARLSON
  - B. ENGINEER – SUBURBAN CONSULTING ENGINEERS
  - C. GENERAL COUNSEL - KEVIN McCANN
  - D. AUDITOR – ROMANO, HEARING, TESTA & KNORR
  - E. COMMITTEES
    - (1) EMPLOYEE RELATIONS - ZARKO RAJACICH
    - (2) INDUSTRIAL WASTE – RON MARINO
    - (3) COMMUNITY RELATIONS- ANGELIA EDWARDS
    - (4) INSURANCE - KENNEY SMITH-BEY, JR
    - (5) OPERATIONS – RICHARD DAWSON
    - (6) FACILITY EXPANSION – WILLIAM ANDRE
    - (7) FINANCE AND BUDGET- WILLIAM WHELAN
    - (8) AD HOC – VIOLA THOMAS HUGHES
8. **RESOLUTIONS**
  - #3303 RESOLUTION APPOINTING BOARD SECRETARY TO THE CUMBERLAND COUNTY UTILITIES AUTHORITY**
  - #3304 RESOLUTION OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY APPOINTING OFFICIAL CUSTODIAN OF PUBLIC FUNDS (“OCP”)**
  - #3305 RESOLUTION CUMBERLAND COUNTY UTILITIES AUTHORITY'S COMPLIANCE OFFICER**
  - #3306 RESOLUTION APPOINTING ASSISTANT SECRETARY/TREASURER OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY**
  - #3307 RESOLUTION DESIGNATING THE APPOINTMENT OF A RECORDS CUSTODIAN FOR THE CUMBERLAND COUNTY UTILITIES AUTHORITY FOR THE PURPOSES OF OPEN PUBLIC RECORDS**
9. **TREASURER'S REPORT**
  - A. CASH POSITION OF THE AUTHORITY
  - B. RESOLUTION **#3308** APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS
10. CHAIRPERSON'S REMARKS
11. OPEN FLOOR FOR COMMENTS OF COMMISSIONERS
12. PUBLIC PORTION
13. ADJOURNMENT

***NEXT BOARD MEETING SCHEDULED FEBRUARY 16, 2023***

**CUMBERLAND COUNTY UTILITIES AUTHORITY**  
**January 19, 2023**

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday, January 19, 2023, in the Meeting Room of the Operations Building, 333 Water Street, Bridgeton, New Jersey.

**Representing the CCUA:**

Albert Jones, Chairman  
Richard Dawson, Vice Chairman  
William Andre', Commissioner  
Kenny Smith-Bey, Commissioner  
William Whelan, Commissioner  
Viola Thomas-Hughes, Commissioner  
Bob Carlson, Executive Director  
Dan Jefferson, Deputy Director  
Donald Olbrich, Treasurer  
Carol Maier, Secretary  
Matthew Weng, General Counsel  
Steve Testa, Auditor  
Minerva Scogna, Administrative Secretary

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 the flag salute.

Secretary Maier called the roll. A quorum was present.

Chairman Jones called for a motion to approve the minutes of the Regular Monthly Meeting of December 15, 2022. The motion was offered by Vice Chairman Dawson and seconded by Commissioner Whelan and approved.

Motion to Open the Floor for Public Comments on Items on the Agenda offered by Vice Chair Dawson, seconded by Commissioner Whelan and approved.

## **PUBLIC COMMENTS**

No public comments on agenda items.

Motion to Close Public Comment portion on agenda items offered by Vice Chair Dawson, seconded by Commissioner Andre' and approved.

## **REPORTS**

### **Cumberland County Utilities Authority Authority Board Meeting Thursday January 19, 2023 Report of Executive Director**

**Mr. Chairman, Commissioners, Staff and members of the Public:** I would like to begin by submitting the Discharge Monitoring Report (DMR) for November 2022 for inclusion into the minutes of this report.

I would like to thank everyone for taking the time to attend today's Board meeting.

#### **Activities of the Month:**

- **Budget & Finance**
  - The Authority continues to work with the Auditor on the 2021 audit.
  - The Authority has started preparing for the 2022 Audit.
- **Sludge Disposal** – The Authority is currently hauling two (2) loads per day to Delcora with C & H providing assistance as needed. The sludge storage tank is at an acceptable level at this time.
- **Plant Discharge** – 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.
- **Operations and Maintenance** –
  - The SCADA system upgrade project has continued this month with a site visit from Avanceon. A comprehensive cataloging of the Authority's current equipment has been conducted. This information will be used to develop

Piping & Instrumentation Diagrams (PID) of the Authority's Systems. A follow up site visit is scheduled for January 25<sup>th</sup>, 2023.

- The boiler located in the dewatering building is currently out of service. The Authority is currently requesting quotes for the replacement of the boiler. The occupied system is currently being heated with portable heaters.
  - The boiler located at the primary digester building has been repaired and placed back in service. The digester is currently being heated to operational temperature.
  - The headworks project is moving forward with the head cell having been installed as well as the piping work to the second grit cleanse unit be completed. The Authority continues working with the manufacturer on the revised design of the vortex valve for the grit cleanse unit.
  - Maintenance has installed the new transformer to be located at the dewatering building. The installation went well with no problems being reported.
  - Operations has placed the liquid polymer system in service at the secondary building to aid in the settling during the colder temperatures.
  - The Authority is working with the County and Mount Construction on a bypass/relocation plan of the Upper Deerfield force main, for the Mayor Aitken Bridge project.
- **Collection System**
    - The pump upgrade project at the Glass Street Pump Station has been completed this month with A. C. Schultes replacing all three pumps. A flow test of newly installed pumps is currently being conducted to ascertain the capacity of the station.
- **Industrial Pretreatment Programs**
    - The Authority's Industrial Pretreatment Program is currently being audited by the NJDEP. We are expecting the audit to be completed in the next few weeks.

- **Miscellaneous**

The Authority is currently working with ADP our payroll company in an effort to get corrected 2022 W-2's. The original and revised W-2's did not accurately reflect Pension, 457, and health Insurance contributions. The Authority is working with payroll and plans to switch to CASA starting the second quarter of 2023.

**ENGINEER REPORT**

No report.

**GENERAL COUNSEL**

No report.

**AUDITOR'S REPORT**

REPORT GIVEN BY STEPHEN TESTA, AUDITOR AT THE JANUARY 19, 2023, MEETING OF COMMISSIONERS:

We have provided staff assistance as requested. We are continuing to work on the 2021 Audit. I reported at the December meeting that the GASB 75 OPEB State Audit Report was just released, and that we would have to audit the information from those reports that pertain to the Authority for inclusion in the Authority's Audit Report. We have the amounts, but some of the note disclosures required by GASB 75 were apparently not included in the State's GASB 75 audit report. Several fellow practitioners have requested that information from the State, and have not yet received a response. When we are finished, we will ask the Authority to schedule a Budget and Finance committee meeting to review it prior to presenting the report at a Board meeting.

**COMMITTEE REPORTS**

No Committee reports.