

AGENDA
CUMBERLAND COUNTY UTILITIES AUTHORITY
NOVEMBER 17, 2011
4:30 P.M.

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 THE PURPOSE OF PRESENTING QUESTIONS OR COMMENTS RELATIVE TO ANY PROPOSED AMENDMENTS TO THE SEWER USE RULES AND REGULATIONS
6. MOTION TO CLOSE THE PUBLIC HEARING ON ANY AMENDMENTS TO THE SEWER USE RULES AND REGULATIONS
7. MOTION TO OPEN THE MEETING TO THE PUBLIC FOR THE PURPOSE OF PRESENTING QUESTIONS OR COMMENTS RELATIVE TO THE PROPOSED 2012 BUDGET
8. MOTION TO CLOSE THE PUBLIC HEARING ON THE 2012 BUDGET
9. MOTION TO RETURN TO REGULAR MEETING
10. MINUTES OF REGULAR MEETING OF OCTOBER 20, 2011
11. REPORTS
 - A. DIRECTOR
 - B. ENGINEER
 - C. AUDITOR
 - D. GENERAL COUNSEL
 - E. COMMITTEES
 - (1) COMMUNITY RELATIONS – Commissioner A. Edwards
 - (2) EMPLOYEE RELATIONS – Vice-Chairman Jones
 - (3) FACILITIES EXPANSION/CONSTRUCTION - Commissioner Wasserman
 - (4) FINANCE AND BUDGET – Commissioner Olbrich
 - (5) INDUSTRIAL WASTE - Commissioner T. Edwards
 - (6) INSURANCE – Commissioner Hill
 - (7) OPERATIONS - Commissioner Friedman
 - (8) AD HOC – Commissioner Boutros
12. RESOLUTIONS
 - A. RESOLUTION TO EXTEND THE CONTRACT TO QC LABORATORIES FOR OUTSIDE LABORATORY SERVICES
 - B. RESOLUTION AUTHORIZING A PUBLIC HEARING ON AMENDMENTS TO THE SEWER USE RULES AND REGULATIONS
 - C. RESOLUTION TO ADOPT THE PERSONNEL HANDBOOK EFFECTIVE JANUARY 1, 2012 THROUGH DECEMBER 31, 2014.
13. TREASURER'S REPORT
 - A. CASH POSITION OF THE AUTHORITY
 - B. RESOLUTION APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS
 - C. A RESOLUTION OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY AUTHORIZING PAYMENT OF CERTAIN COSTS AND EXPENSES FROM THE CCUA NJEIT 2010 CONSTRUCTION FUND
14. CHAIRMAN'S REMARKS
15. OPEN FLOOR FOR COMMENTS OF COMMISSIONERS
16. PUBLIC PORTION
17. ADJOURNMENT

REGULAR MEETING
CUMBERLAND COUNTY UTILITIES AUTHORITY
November 17, 2011

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday, November 17, 2011 in the Meeting Room of the Operations Building, 333 Water Street, Bridgeton, New Jersey.

Representing the CCUA:

Nancy Sungenis, Chairperson
Albert Jones, Vice Chairman
Sam Boutros, Commissioner
Angelia Edwards, Commissioner
Todd Edwards, Commissioner
Kenneth Hill, Commissioner
Keith Wasserman, Commissioner
Steve Testa, Auditor
James Quinn, Treasurer
Ronald Curcio, Engineer
Robert O'Donnell, General Counsel
Thelma D.Scott, Secretary
Theodore Propert, Director
Michael Fernandez, Deputy Director
Robert Rose, Public Relations
Sandy Acevedo, Business Administrator
Patti McAllister, Assistant Secretary – Treasurer

Chairperson Sungenis 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 Scott called the roll and a quorum was present. Commissioner Harvey Friedman recorded as an excused and Commissioner Donald Olbrich recorded as absent.

Chairperson Sungenis called for a motion to open the meeting to the public for the purpose of presenting questions or comments relative to any proposed amendments to the Sewer Use Rules and Regulations. Motion was offered by Commissioner Albert Jones, seconded by Commissioner Todd Edwards and carried unanimously at roll call.

There being no questions or comments from the public, Chairperson Sungenis called for a motion to close the public hearing on any amendments to the Sewer Use Rules and Regulations. Motion was offered by Commissioner Todd Edwards and seconded by Commissioner Ken Hill, carried unanimously at roll call.

Chairperson Sungenis called for a motion to open the meeting to the public for the purpose of presenting questions or comments relative to the proposed 2012 Budget, which was offered by Commissioner Angela Edwards, seconded by Commissioner Todd Edwards and carried unanimously at roll call.

There being no comments or questions from the public, Chairperson Sungenis called for a motion to close the public hearing on the 2012 Budget. Motion was offered by Commissioner Ken Hill, seconded by Commissioner Todd Edwards and carried unanimously at roll call.

Chairperson Sungenis called for a motion to return to the Regular Meeting. Motion was offered by Commissioner Albert Jones, seconded by Todd Edwards.

Chairperson Sungenis called for a motion to approve the minutes of the Regular Monthly Meeting of October 20, 2011. It was motioned by Commissioner Keith Wasserman, seconded by Commissioner Ken Hill, with Commissioner Todd Edwards **abstaining**.

REPORTS

Director

Director ProPERT submitted the October Discharge Monitoring Report (DMR) for inclusion in the minutes of this meeting. He stated that all parameters were met.

Director ProPERT reported that the Upper Deerfield Force Main is now fully **operational**. **The paving and restoration is all that remains for the project to be completed.**

He further noted that the new centrifuge equipment is **operational and** now producing cake, which is being hauled to GCUA. **The Operators have been trained and are in the process of getting use to the equipment. We will have a couple months before final payment.**

Director ProPERT reported that the **Authority** submitted cost damages to FEMA **related to** the August 2011 storms. The cost for **damages in the** August 13-15 flood totaled \$1,319.60 and the August 27-29 event totaled \$5,822.77.

He also stated that he received notification from the JIF, that the **Authority's** dividend for 2011 will be in the amount of \$12,999.47.

Director ProPERT noted **that he** and the Finance and Budget Committee will meet with Upper Deerfield Township on Tuesday, November 22, 2011, to explain their 2011 fee adjustment. **There are several factors that have affected their flow this year, which include the repairs to the damaged force main and the August storm events.**

The Director **announced** that the annual employee bike drive for the Salvation Army is under way and anyone wishing to make a donation may see Patti after tonight's meeting.

Briefly explaining the resolutions on the agenda, Director ProPERT stated that Resolution "A" is to extend the contract for outside laboratory services to QC Lab. Resolution "B" authorizes a public hearing on amendments to the Sewer Use Rules and Regulations and Resolution "C" is to adopt the Personnel Handbook effective January 1, 2012 thru December 31, 2014.

Continuing, Director ProPERT reported on the sludge disposal activity for the Authority, stating that the CCUA is finishing up application for the year, at the Cumberland Nurseries.

Also, the new dewatering screw press is in operation, and is consistently producing sludge cake of 20 to 21% solids, **in comparison to** 16% with the old centrifuge. This means that for every 24 yard bin of cake taken for incineration, we are removing up to 1 additional dry ton. At the same time, the total weight of a bin is less, due to the lower **water volume**. **Since we pay** based on a wet weight basis, it should result in lower cost for disposal.

He further noted that the new part-time lab person appears to be fitting in well and has started performing “bug counts”, a time consuming job that has been neglected over the past few months.

Concluding his report, Director Propert noted that FEMA approved Bridgeton’s request for emergency funding assistance from the August storm events for excess flow, **for which the Authority provided information.**

Engineer

Mr. Curcio reported that the replacement sections of the Upper Deerfield Force Main that are funded by the NJEIT loan are entirely in service. After meeting with County representatives from Public Works and Engineering, it was determined that the condition of Laurel Heights Drive warranted final restoration, immediately and the paving was completed last week. The remaining trench areas include Laurel Street, Atlantic Street, Hampton Street, Lincoln Street and Water Street will be milled and paved late March or early April 2012.

He stated that the Annual Report to the Authority’s Bond Holders has been completed and submitted to the Director for distribution.

Mr. Curcio further reported that the South Jersey Gas is working on their next phase of soil remediation, which includes excavation work in the intersection of Vine and Water Streets. A representative of ARH is on site full time to monitor the work around the two Glass Street Pump Station Force Mains. ARH is being compensated through a direct agreement with the South Jersey Gas Company.

Auditor

Mr. Testa reported that he worked with management on the 2012 Budget and the projected User Fees.

General Counsel

Mr. O’Donnell stated that final payment for the six connection fee permits from Sherwood at Twin Oaks has been received. He further stated that he was available for questions and comments from staff and commissioners.

Committees

No meetings to report.

RESOLUTIONS

RESOLUTION (2431) TO EXTEND THE CONTRACT TO QC LABORATORIES FOR OUTSIDE LABORATORY SERVICES, offered by Commissioner Albert Jones, seconded by Commissioner Todd Edwards and carried unanimously at roll call.

RESOLUTION (2432) AUTHORIZING A PUBLIC HEARING ON AMENDMENTS TO THE SEWER USE RULES AND REGULATIONS, offered by Commissioner Ken Hill, seconded by Commissioner Todd Edwards and carried unanimously at roll call.

RESOLUTION (2433) TO ADOPT THE PERSONNEL HANDBOOK EFFECTIVE JANUARY 1, 2012 THROUGH DECEMBER 31, 2014, offered by Commissioner Albert Jones, seconded by Commissioner Angelia Edwards and carried unanimously at roll call.

Treasurers Report

Revenue Account	\$	257,848.67
Operating Account		1,051,603.24
Petty Cash		500.00
Sensor Account		6,203.60
General Account		83,982.47
Plant Reconstruction/Replacement		2,038,923.75
Trust Account		2,696,180.56
Total Cash Position	\$	6,135,242.29

Treasurer Quinn reported that the bills submitted for payment today for the Operating Account total \$153,055.88. Chairperson and Secretary have checked the vouchers. The Operating Account has sufficient funds to cover these checks and he recommends approval of Resolution "B". For the first ten months of 2011, revenues have exceeded expenses by \$238,029.62. Mr. Quinn further stated that the monthly bank statements are available for review if anyone is interested.

RESOLUTION (2434) APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS, offered by Commissioner Angelia Edwards, seconded by Commissioner Todd Edwards and carried unanimously at roll call.

RESOLUTION (2435) OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY AUTHORIZING PAYMENT OF CERTAIN COSTS AND EXPENSES FROM THE CCUA NJEIT 2010, offered by Commissioner Ken Hill, seconded by Commissioner Todd Edwards and carried unanimously at roll call.

Chairperson's Remarks

Chairperson Sungenis remarked on Commissioner Friedman's condition and stated that he is doing better and had hoped to be present at this meeting.

Commissioner Todd Edwards inquired if anything had been sent out to Commissioner Friedman from the Board, and it was requested that a fruit basket be sent to his home.

Commissioners

Commissioner Ken Hill stated that his attendance to the AEA Convention was very informative, as always and he appreciated attending.

Commissioner Al Jones inquired about the JIF training seminars that are usually held during the time of the AEA conference. There was some discussion about the schedule dates for when and where the meetings are held and the incentives for attendance. Director Probert stated that he did not receive a complete schedule of dates, but will contact them and find out.

The meeting was adjourned on a motion from Commissioner Ken Hill.

The next regular Monthly Meeting of the Cumberland Counties Utilities Authority will be held Thursday, December 15, 2011 in the Public Meeting Room of the Operations Building, 333 Water Street, Bridgeton, New Jersey at 4:30 pm.

Respectfully submitted,

Thelma D. Scott, Secretary

RESOLUTION TO EXTEND THE CONTRACT WITH
QC LABORATORIES INC. FOR PROVIDING OUTSIDE LABORATORY SERVICES

WHEREAS, the Cumberland County Utilities Authority entered into a contract on December 22, 2009 with QC Laboratories Inc. for providing Outside Laboratory Services, in the amount of \$22,034.50 per year, terminating December 31, 2011; and

WHEREAS, the Specifications for this contract provide that it may be extended for an additional period, up to 24 months; and

WHEREAS, QC Laboratories Inc. has indicated, by written notice, their desire to extend the terms and conditions of their proposal for an additional 24 month period to expire December 31, 2013; and

WHEREAS, the Authority has been satisfied with the services rendered by QC Laboratories Inc., 1205 Industrial Boulevard, P.O. Box 514, Southampton, PA 18966-0514 for providing outside laboratory services; and

WHEREAS, the Authority desires to extend the contract with QC Laboratories Inc. for the allowable extended period, effective January 1, 2012 to December 31, 2013.

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

1. That the Authority extend the contract entered into with QC Laboratories Inc., located at 1205 Industrial Boulevard, P.O. Box 514, Southampton, PA 18966-0514 for an additional 24 months, terminating December 31, 2013, for the same terms and conditions of the existing contract for providing Outside Laboratory Services in the amount of \$22,034.50 per year.
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, November 17, 2011 at 4:30 p.m. prevailing time.

DATED: November 17, 2011

RESOLUTION TO ADOPT THE PERSONNEL HANDBOOK
EFFECTIVE THROUGH DECEMBER 31, 2014

WHEREAS, the Cumberland County Utilities Authority adopted an amended Personnel Handbook which describes employee benefits, leaves, and compensation on December 18, 2008; and

WHEREAS, said Handbook expires on December 31, 2011; and

WHEREAS, recent negotiations between the Employee Relations Committee and the Authority's employees have resulted in an updated Personnel Handbook to be effective through December 31, 2014; and

WHEREAS, the Employee Relations Committee recommends that the Commissioners of the Authority adopt the new Personnel Handbook, the same to take effect on January 1, 2012; and

WHEREAS, among the powers granted to the Authority by N.J.S.A. 40:14B-18, is the power to determine the compensation and benefits paid to their employees and their duties and responsibilities.

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

1. Pursuant to N.J.S.A. 40:14B-18, the Authority's Personnel Handbook is hereby updated and completed in accordance with the understanding of all parties, the same to take effect on January 1, 2012. A copy of the negotiated Personnel Handbook changes is attached hereto and made a part hereof and, as such, is hereby ratified, confirmed and approved.

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, November 17, 2011 at 4:30 p.m. prevailing time.

DATED: November 17, 2011

A RESOLUTION AUTHORIZING A PUBLIC HEARING ON AMENDMENTS
TO THE SEWER USE RULES AND REGULATIONS

WHEREAS, P. L. 1977, Chapter 384 (N.J.S.A. 40:14B-1 et seq.) and Article V, Section 502 of its Service Agreements permit the Cumberland County Utilities Authority to periodically amend its Sewer Use Rules and Regulations; and

WHEREAS, N.J.S.A. 40:14B-22 permits the Cumberland County Utilities Authority to charge its Customers periodic service charges; and

WHEREAS, the Cumberland County Utilities Authority has established rules and regulations including establishing Classifications; and

WHEREAS, N.J.S.A. 40:14B-23 requires that a public hearing be held to impose or revise said levels of treatment, fees and charges.

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

1. That the Cumberland County Utilities Authority Commissioners do authorize that a Public Hearing in regard to establishing the appropriate fees and classifications be held on Thursday afternoon December 15, 2011 at 4:30 p.m. at the Authority's Administration Building, 333 Water Street, Bridgeton, New Jersey.

2. That a notice of this Resolution shall be published in the two newspapers of general circulation in the area and mail notice of said public hearing to the clerk of each municipality serviced by the 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, November 17, 2011 at 4:30 p.m. prevailing time.

DATED: November 17, 2011