

AGENDA  
CUMBERLAND COUNTY UTILITIES AUTHORITY  
MAY 17, 2012

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
6. MINUTES OF REGULAR MEETING OF APRIL 19, 2012
7. 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 – Commissioner Olbrich
    - (4) FINANCE AND BUDGET – Commissioner Wasserman
    - (5) INDUSTRIAL WASTE - Commissioner Crilley
    - (6) INSURANCE – Commissioner Friedman
    - (7) OPERATIONS - Commissioner Boutros
    - (8) AD HOC – Commissioner Begley
8. RESOLUTIONS
  - A. A RESOLUTION TO EXTEND THE VOLUME WASTE HAULER AGREEMENT WITH THE CUMBERLAND COUNTY IMPROVEMENT AUTHORITY
  - B. A RESOLUTION AWARDED A CONTRACT WITH C & H DISPOSAL SERVICE, INC., FOR PROVIDING WASTEWATER TREATMENT SLUDGE AND DISPOSAL SERVICES
  - C. A RESOLUTION AUTHORIZING AN AMENDMENT TO THE PROFESSIONAL SERVICES CONTRACT WITH ROMANO, HEARING, TESTA AND KNORR, CERTIFIED PUBLIC ACCOUNTANTS TO INCLUDE A CHANGE ORDER
9. TREASURER'S REPORT
  - A. CASH POSITION OF THE AUTHORITY
  - B. RESOLUTION APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS
  - C. RESOLUTION OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY AUTHORIZING PAYMENT OF CERTAIN COSTS AND EXPENSES FROM THE CCUA NJEIT 2010 CONSTRUCTION FUND
10. CHAIRPERSON'S REMARKS
11. MOTION FOR EXECUTIVE SESSION
12. OPEN FLOOR FOR COMMENTS OF COMMISSIONERS
13. PUBLIC PORTION
14. ADJOURNMENT

REGULAR MEETING  
CUMBERLAND COUNTY UTILITIES AUTHORITY  
May 17, 2012

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday, May 17, 2012 in the Meeting Room of the Operations Building, 333 Water Street, Bridgeton, New Jersey.

Representing the CCUA:

Nancy Sungenis, Chairperson  
James Begley, Commissioner  
James Crilley, Commissioner  
Angelia Edwards, Commissioner  
Harvey Friedman, Commissioner  
Donald Olbrich, Commissioner  
Keith Wasserman, Commissioner  
Steve Testa, Auditor  
Ronald Curcio, Engineer  
James Quinn, Treasurer  
Thelma D.Scott, Secretary  
Theodore Propert, Director  
Michael Fernandez, Deputy Director  
Robert Rose, Public Relations  
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. Commissioners Albert Jones and Commissioner Sam Boutros were noted as an excused absence.

Chairperson Sungenis called for a motion to approve the minutes of the Regular Monthly Meeting of April 19, 2012. It was motioned by Commissioner Friedman, seconded by Commissioner Angelia Edwards and carried at roll. Commissioners Don Olbrich and Keith Wasserman abstained.

## **REPORTS**

### **Director**

Director Propert submitted the April Discharge Monitoring Report (DMR) for inclusion in the minutes of this meeting and stated that the plant met all parameters for the month of April.

Director Propert reported that the field applications of bio-solids at the Cumberland Nursery is done for now and we are currently hauling liquid and dewatered sludge to GCUA for disposal.

He stated that the monthly agendas and minutes are now being sent by e-mail. This process will save a considerable amount of time and money. A receipt of notification by the Commissioners and Staff would be greatly appreciated and would let us know if the documents were received for their review. He hopes that everyone reviews them for any necessary corrections or additions.

Director Propert reported that he, Mike and Sandy met with Authority Auditor Steve Testa and Tim Kiel, from Bowman & Company, to review and discuss rate charge changes based on flow predictions. He feels as if they are going in the right direction and would like to set up a meeting with the Finance and Budget

Committee in the next week to introduce the committee to Tim and bring them up to date, as to what has been discussed. He hopes to complete the changes so that they can be presented and set up by August in order to be included in the 2013 budget.

In conclusion, Director Propert gave a brief description of the resolutions on tonight's agenda stating that Resolution "A" on the agenda is to extend the volume waste hauler agreement between CCUA and CCIA. Resolution "B" is awarding a contract to C & H Disposal Service for hauling services and Resolution "C" is authorizing an amendment to the CPA contract.

### **Engineer**

Mr. Curcio reported that the Authority received a letter from the NJDEP regarding the FY2013 Environmental Trust Treatment Plant Upgrade Project. The review letter requested some minor changes to the application and submission of a few administrative items, which they are in the process of taking care of and should be completed shortly.

Mr. Curcio further stated that Perna & Finnigan, contractor for the Upper Deerfield Force Main Project, is scheduled to complete the sidewalk and curb restoration on the Mayor Aiken Drive, Friday, May 18<sup>th</sup>. They had previously committed to the completion of the paving work for the first or second week in June. They met with the County a couple of weeks ago and finalized the limits of the final paving and were informed that certain sections will not require top restoration, which should result in some savings to the Authority.

### **Auditor**

Mr. Testa reported that he has begun compiling information necessary to prepare the Authority's Secondary Market Disclosure Report. This report updates the economic and demographic information of the City of Bridgeton and Upper Deerfield Township that was included in the Authority's last official statement issued in connection with the Series 2006A and 2006B Bond Issues. The information, along with the 2011 Audit report is required to be sent to the Trustee, who will send it to certain national repositories that collect updated information on all bond issuers. After receipt of the information from the City of Bridgeton and Upper Deerfield Township, the process should be completed in June.

Mr. Testa also stated the he is in the process of preparing the updated calculation of the Authority's maximum allowable Connection Fee as of December 31, 2011, in accordance with the Statues. (N.J.S.A. 40:14B-22.) Completion is expected in June 2012 as well.

In conclusion, Mr. Testa reported that he has been working with the Authority and the firm preparing the rate study and user charge calculation scenarios using various assumptions.

### **General Counsel**

Director Propert read General Counsel's report in his absence. In the report, General Counsel apologized for being unable to attend the meeting as he was attending the NJ Bar Association's Annual Meeting, where he would be a speaker.

The report stated that Mr. O'Donnell reviewed the draft of the Change Order Request for the Auditing Services and found it acceptable.

He advised Director Propert on issues regarding the Cumberland Manor and their agreement with the Authority.

He also reviewed bids submitted for the Wastewater Treatment Sludge Hauling and Disposal Services and found both bids acceptable. And as always, he was available for any questions and concerns from the staff or the Commissioners.

## Committees

A Special Committee was appointed by the Chairperson to discuss a contract of employment for Director Theodore Propert. The committee consisted of the Chairman of the Employee Relations Committee Albert Jones, Chairman of the Budget and Finance Committee Keith Wasserman, Chairperson Sungenis and General Counsel Robert O'Donnell. Minutes of the meeting are included in the Commissioners packages for review and General Counsel will have a resolution ready for next month's meeting.

## RESOLUTIONS

RESOLUTION (2481) TO EXTEND THE VOLUME WASTE HAULER AGREEMENT WITH THE CUMBERLAND COUNTY IMPROVEMENT AUTHORITY, offered by Commissioner Olbrich and seconded by Commissioner Wasserman, carried unanimously at roll call.

RESOLUTION (2482) AWARDED A CONTRACT WITH C & H DISPOSAL SERVICE, INC., FOR PROVIDING WASTEWATER TREATMENT SLUDGE AND DISPOSAL SERVICES, offered by Commissioner Olbrich and seconded by Commissioner Wasserman, carried unanimously at roll call.

RESOLUTION (2483) AUTHORIZING AN AMENDMENT TO THE PROFESSIONAL SERVICES CONTRACT WITH ROMANO, HEARING, TESTA AND KNORR, CERTIFIED PUBLIC ACCOUNTANTS TO INCLUDE A CHANGE ORDER, offered by Commissioner Olbrich and seconded by Commissioner Wasserman, carried unanimously at roll call.

Commissioner Begley inquired as to the reason why there would be a ten thousand dollar increase in the professional services contract with the Certified Public Accountants. Mr. Testa explained that additional services required by the State in regards to the Authority's audit process this year due to state funding, and the Authority's desire to explore their rate charges to the Users involved more time than the estimated costs submitted in the RFQ. He further indicated that the firm's RFQ includes language to support additional services rendered, if warranted. During the discussion on this matter, Commissioner Begley also voiced some other concerns and asked for more clarification to further his understanding about other issues including possible amendments to other professional contracts, the bidding procedure and the Authority's RFQ's procedure. Mr. Testa and Director Propert further explained the reason for the change order and stated that the RFQ requirements were based on past services needed and Professional services were selected on qualifications and not cost. Administrative Assistant Patti McAllister offered that she was available to Commissioner Begley to review the RFQ process in detail. And Director Propert would meet with him to further discuss any concerns.

## Treasurers Report

Revenue Account	\$	262,898.30
Operating Account		1,102,313.96
Petty Cash		500.00
Sensor Account		6,421.18
General Account		305,838.22
Plant Reconstruction/Replacement		1,730,874.30
Trust Account		2,552,426.50
Total Cash Position	\$	5,961,272.46

Treasurer Quinn reported that the bills submitted for payment today for the Operating Account total \$155,668.95. The Authority Chairperson and Secretary have checked the vouchers. The Operating Account has sufficient funds to cover these checks and approval of Resolution B is recommended. For the first four months

of 2012, expenses have exceeded revenues by \$171,373.59. Treasurer stated that the monthly bank statements are available for review if anyone is interested.

RESOLUTION (2484) APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS, offered by Commissioner Olbrich, seconded by Commissioner Edwards and carried unanimously at roll call.

RESOLUTION (2485) OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY AUTHORIZING PAYMENT OF CERTAIN COSTS AND EXPENSES FROM THE CCUA NJEIT 2010 CONSTRUCTION FUND, offered by Commissioner Wasserman, seconded by Commissioner Edwards and carried unanimously at roll call.

### **Chairperson's Remarks**

Chairperson Sungenis thanked the Commissioners and staff for their continued support.

### **Commissioners**

Commissioner Begley asked if a meeting could be set up to discuss the possibility of shared services in this organization and cut down on the costs. Many of the services are only clerical and perhaps could be combined to save money. Possibly the committee could put together a recommendation for a shared agreement contract with the other districts. Chairperson Sungenis stated the Director has already done a good job in cutting costs, but informed Commissioner Begley that he is Chairman of the Ad Hoc Committee and he can set up a meeting at his discretion.

### **Public**

There being none, 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, June 21, 2012 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

A RESOLUTION AUTHORIZING CHANGE ORDER #1 OF THE PROFESSIONAL SERVICE  
CONTRACT WITH CERTIFIED PUBLIC ACCOUNTANTS

WHEREAS, pursuant to N.J.S.A. 40:14B-66, this Authority shall employ a registered municipal accountant or a certified public accountant of New Jersey; and

WHEREAS, N.J.S.A. 40:14B-18 authorizes the Authority to determine the duties, compensation and term of office of such accountant; and

WHEREAS, 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 NJSA 19:44A-20.4 et.seq., which the Director and General Counsel reviewed and made their recommendations.

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 enter into an Agreement with Romano, Hearing, Testa and Knorr for specialized accounting and auditing services to the Cumberland County Utilities Authority for the term of one year, commencing the first day of January 2012 and expiring on the thirty-first day of December 2012, or until a successor is appointed.

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, December 15, 2011 at 4:30 p.m. prevailing time.

DATED: December 15, 2011

A RESOLUTION AUTHORIZING AN AMENDMENT TO THE PROFESSIONAL SERVICE  
CONTRACT WITH CERTIFIED PUBLIC ACCOUNTANTS  
TO INCLUDE A CHANGE ORDER

WHEREAS, pursuant to Resolution 2452, the Cumberland County Utilities Authority entered into a Professional Service Contract for specialized accounting and auditing services with Romano, Hearing , Testa & Knorr in the amount of \$60,000 for 2012; and

WHEREAS, per Exhibit A of the aforementioned contract, the Authority has requested additional services to be provided that were not included in the original cost, and as a result, it has been determined that services rendered by the Auditors will exceed the original contract amount; and

WHEREAS, the Director, Business Administrator and Budget & Finance Committee have determined that the incurred additional costs are within the scope of the contract and recommend approval of an increase to the contract, in the amount of \$10,000; and

WHEREAS, funds are available for this purpose.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Cumberland County Utilities Authority that the Chairperson and Secretary of the Authority are hereby authorized and directed to execute the attached change order #1 to the contract of Romano, Hearing, Testa and Knorr for specialized accounting and auditing services to the Cumberland County Utilities Authority increasing the amount to "not to exceed" \$70,000.

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, May 17, 2012 at 4:30 p.m. prevailing time.

DATED: May 17, 2012

A RESOLUTION TO EXTEND THE VOLUME WASTE HAULER  
AGREEMENT WITH THE CUMBERLAND COUNTY IMPROVEMENT AUTHORITY

WHEREAS, the Cumberland County Utilities Authority entered into an agreement on May 24, 2011 with Cumberland County Improvement Authority for Volume Waste, terminating December 31, 2011; and

WHEREAS, the Agreement allows for a renewal period of one year, subject to any changes in terms or conditions that may be required to meet regulatory or operational conditions in effect at the time of renewal; and

WHEREAS, the Cumberland County Improvement Authority has indicated, by written notice, their desire to extend the agreement to expire December 31, 2012; and

WHEREAS, the Deputy Director and Director recommend the extension of the current agreement with no changes in terms or conditions.

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

1. That the Authority extend the current agreement entered into with Cumberland County Improvement Authority through December 31, 2012.
2. That the proper officers of this Authority be and they are hereby authorized and directed to execute the Agreement.

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, May 17, 2012 at 4:30 p.m. prevailing time.

DATED: May 17, 2012



A RESOLUTION AWARDING A CONTRACT WITH C & H DISPOSAL SERVICE, INC  
FOR PROVIDING WASTEWATER TREATMENT SLUDGE HAULING  
AND DISPOSAL SERVICES

WHEREAS, the Cumberland County Utilities Authority has heretofore advertised for bids for providing Wastewater Treatment Sludge Hauling and Disposal Services, in accordance with the Specifications adopted on October 20, 2011, on file at its Wastewater Treatment Plant; and

WHEREAS, on May 1, 2012, two bids were received and duly opened for providing Wastewater Treatment Sludge Hauling and Disposal Services, the bids were as follows:

C & H Disposal Service, Elmer, NJ	\$195.00 Solid per bin Bid \$0.0473 Liquid sludge per gallon Bid \$0.0974 Alternate Disposal
Russell Reid Co., Keasbey, NJ	\$365.00 Sludge per bin Bid \$0.0567 Liquid sludge per gallon Bid No Bid for Alternate Disposal

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

WHEREAS, the Authority's Director and Deputy Director recommend that the Contract be awarded to C & H Disposal Service, being the lowest responsible bidder (per bin load) for Sludge Cake and (per gallon) Liquid Sludge hauling services.

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

1. That there be awarded to C & H Disposal Service, 47 Griers Lane, Elmer, NJ 08318, a one (1) year contract for providing Sludge and Solid Waste Hauling Services on a "as needed" basis as per bid specifications, in the amount of submitted bid.

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 Monday afternoon, May 17, 2012 at 4:30 p.m. prevailing time.

DATED: May 17, 2012