

AGENDA
CUMBERLAND COUNTY UTILITIES AUTHORITY
MARCH 21, 2013

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. OATH OF OFFICE TO EDWARD BETHEA AS COMMISSIONER OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY
5. ROLL CALL
6. MINUTES OF REGULAR MEETING OF FEBRUARY 21, 2013
7. REPORTS
 - A. DIRECTOR
 - B. ENGINEER
 - C. AUDITOR
 - D. GENERAL COUNSEL
 - E. COMMITTEES
 - (1) COMMUNITY/INDUSTRIAL RELATIONS – Commissioner Friedman
 - (2) EMPLOYEE RELATIONS – Commissioners Edwards
 - (3) FACILITIES EXPANSION/CONSTRUCTION - Commissioner Olbrich
 - (4) FINANCE AND BUDGET – Vice-Chairman Wasserman
 - (5) OPERATIONS/INSURANCE - Commissioner Boutros
 - (6) AD HOC – Commissioner Bethea
8. RESOLUTIONS
 - A. RESOLUTION TO APPROVE SHARED SERVICE AGREEMENT FOR EFFICIENCY AUDIT
 - B. RESOLUTION TO AUTHORIZE PUBLIC NOTICE OF SOLICITATION OF PROFESSIONAL CONSULTING ENGINEERING SERVICE
 - C. A RESOLUTION HONORING NANCY SUNGENIS FOR HER DEDICATION AND YEARS OF SERVICE TO THE CUMBERLAND COUNTY UTILITIES AUTHORITY
 - D. RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR CLEANING AND REMOVAL OF CONTENTS FROM TWO (2) DIGESTERS
9. TREASURER'S REPORT
 - A. CASH POSITION OF THE AUTHORITY
 - B. RESOLUTION APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS
10. CHAIRMAN'S REMARKS
11. OPEN FLOOR FOR COMMENTS OF COMMISSIONERS
12. PUBLIC PORTION
13. MOTION FOR EXECUTIVE SESSION TO DISCUSS PERSONNEL MATTERS
13. ADJOURNMENT

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
EDWARD BETHEA	x			
SAMEER BOUTROS				x
ANGELIA EDWARDS	x			
HARVEY FRIEDMAN	x			
DONALD OLBRICH	x			
KEITH WASSERMAN	x			
ALBERT JONES	x			

RESOLUTION 2553
 Offered By Wasserman
 Seconded By Edwards
 Dated March 21, 2013

RESOLUTION TO APPROVE SHARED SERVICES AGREEMENT FOR EFFICIENCY AUDIT

WHEREAS, the “Uniform Shared Services and Consolidation Act” N.J.S.A. 40A:65-1, et seq. authorizes local units to enter into a shared service agreement with any other local unit to provide or receive any service that each local unit participating in the shared service agreement could provide or receive on its own; and

WHEREAS, in an attempt to identify cost-saving measures, the County of Cumberland, the Cumberland County Board of Social Services, the Cumberland County Improvement Authority and the Office of Workforce Development have discussed with the Cumberland County Utilities Authority specific areas where services may be shared to improve efficiency within the County of Cumberland; and

WHEREAS, the Cumberland County Utilities Authority recognizes the importance and need for efficiency and reducing cost; and

WHEREAS, as a part of ongoing discussions and negotiations, an Agreement has been drafted between the County of Cumberland (County), the Cumberland County Board of Social Services (Social Services), the Office of Workforce Development (Workforce Development), the Cumberland County Improvement Authority (CCIA) and the Cumberland County Utilities Authority (CCUA) (together referred to as the “Local Units”) for the CCIA to provide services to the Local Units, as outlined in said Agreement; and

WHEREAS, CCIA shall be responsible for hiring or appointing an efficiency consultant (the Consultant), who shall serve the CCIA as well as the County, the CCUA, Social Services, and Workforce Development for a period of one (1) year at a cost to the Cumberland County Utilities Authority, the amount of \$5,000; and

WHEREAS, the Director and Operations Committee recommend the execution of this Agreement.

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

1. That the Director be authorized to enter into a Shared Service Agreement with the Cumberland County Improvement Authority, the County of Cumberland, the Cumberland County Board of Social Services and the Office of Workforce Development in relation to hiring an Consultant.
2. That the Authority’s obligation in this Shared Service Agreement shall not exceed \$5000.00.

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, March 21, 2013 at 4:30 p.m. prevailing time.

DATED: March 21, 2013

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
EDWARD BETHEA	x			
SAMEER BOUTROS				x
ANGELIA EDWARDS	x			
HARVEY FRIEDMAN	x			
DONALD OLBRICH	x			
KEITH WASSERMAN	x			
ALBERT JONES	x			

RESOLUTION 2554
 Offered By Olbrich
 Seconded By Wasserman
 Dated March 21, 2013

RESOLUTION TO AUTHORIZE PUBLIC NOTICE OF SOLICITATION FOR PROFESSIONAL CONSULTING ENGINEERING SERVICE CONTRACT

WHEREAS, the Cumberland County Utilities Authority having approved by Resolution # 2065, dated July 20, 2006, the use of a fair and open process whenever possible for all contracts and services; and

WHEREAS, such resolution provided that the Budget and Finance Committee with assistance of General Counsel establish the criteria and standards for such a process; and

WHEREAS, the Authority must publish notice in accordance with those standards and criteria for the position of Consulting Engineer.

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

1. Criteria has been established for the professional services of Consulting Engineer, as required by the Cumberland County Utilities Authority for the appointment of May 1, 2013 to December 31, 2013.
2. The Authority shall publish a Public Notice in the newspaper, for the solicitation of professional services contract appointments no earlier than 10 days and no more than 30 days prior to the contract proposals being due.

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, March 21, 2013 at 4:30 p.m. prevailing time.

DATED: March 21, 2013

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
EDWARD BETHEA	x			
SAMEER BOUTROS				x
ANGELIA EDWARDS	x			
HARVEY FRIEDMAN	x			
DONALD OLBRICH	x			
KEITH WASSERMAN	x			
ALBERT JONES	x			

RESOLUTION 2555
 Offered By Bethea
 Seconded By Wasserman
 Dated March 21, 2013

A RESOLUTION HONORING NANCY SUNGENIS
 FOR HER DEDICATION AND YEARS OF SERVICE TO THE
 CUMBERLAND COUNTY UTILITIES AUTHORITY

WHEREAS, Nancy Sungenis has served as Commissioner for the Cumberland County Utilities Authority since February 1989; and

WHEREAS, during her terms of service, Nancy Sungenis served as Chair to several committees. She was Vice-Chairman for seven years and was appointed as the Authority's first woman Chairperson in 2001; and

WHEREAS, during her years of service, Nancy Sungenis received the Association of Environmental Authorities Wave Award as the **Outstanding Commissioner** for the year 2009; and,

WHEREAS, Nancy Sungenis has served this Authority with dedication and distinction .

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

1. That the Authority hereby expresses its congratulations and appreciation to Nancy Sungenis for her 24 years of dedication, exceptional leadership and service to the Authority, both as Commissioner and Chairperson.
2. That the Authority also show its appreciation to Nancy Sungenis for her near perfect attendance, wise advice and friendship throughout her years of service.
3. That a certified copy of this Resolution be forwarded by the Secretary of this Authority, to Nancy Sungenis.

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, March 21, 2013 at 4:30 p.m. prevailing time.

DATED: March 21, 2013

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
EDWARD BETHEA	x			
SAMEER BOUTROS				x
ANGELIA EDWARDS	x			
HARVEY FRIEDMAN	x			
DONALD OLBRICH	x			
KEITH WASSERMAN	x			
ALBERT JONES	x			

RESOLUTION 2556
 Offered By Olbrich
 Seconded By Bethea
 Dated March 21, 2013

A RESOLUTION AUTHORIZING ADVERTISEMENT FOR BIDS FOR CLEANING AND REMOVAL OF CONTENTS FROM TWO (2) DIGESTERS

WHEREAS, the Authority's Director and Deputy Director have determined as part of the 2013 Plant Upgrades, a possible need to prepare specifications and advertise for bid, the Cleaning and Removal of Contents From Two (2) Digesters, as necessary; and

WHEREAS, the Commissioners of the Cumberland County Utilities Authority approve said recommendations.

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

1. That the aforesaid Specifications referred to in the preamble of this Resolution be prepared by the Director and Deputy Director, and the same are hereby approved.
2. That this Authority advertise for and accept bids for the Cleaning and Removal of Contents From Two (2) Digesters, as set forth in said Specifications, at the earliest possible date, if deemed necessary.
3. That the Secretary of this Authority prepare all necessary advertising for bids in a form satisfactory to the approval by the General Counsel of this 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, March 21, 2013 at 4:30 p.m. prevailing time.

DATED: March 21, 2013

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
EDWARD BETHEA	x			
SAMEER BOUTROS				x
ANGELIA EDWARDS	x			
HARVEY FRIEDMAN	x			
DONALD OLBRICH	x			
KEITH WASSERMAN	x			
ALBERT JONES	x			

RESOLUTION 2557
 Offered By Olbrich
 Seconded By Wasserman
 Dated March 21, 2013

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 \$243,951.89 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.

DATED: March 21, 2013

REGULAR MEETING
CUMBERLAND COUNTY UTILITIES AUTHORITY
March 21, 2013

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday, March 21, 2013 in the Meeting Room of the Operations Building, 333 Water Street, Bridgeton, New Jersey.

Representing the CCUA:
Albert Jones, Chairman
Keith Wasserman, Vice Chairman
Edward Bethea, Commissioner
Sam Boutros, Commissioner
Angelia Edwards, Commissioner
Harvey Friedman, Commissioner
Donald Olbrich, Commissioner
Steve Testa, Auditor
Robert O'Donnell, General Counsel
James Quinn, Treasurer
C. Kenneth Hill, Secretary
G. Steven Errickson, Director
A. Michael Fernandez, Deputy Director
Sandy Acevedo, Business Administrator
Patti McAllister, Assistant Secretary – Treasurer

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.

General Counsel O'Donnell gave an Oath of Office to Edward Bethea, appointed as Commissioner of the Cumberland County Utilities Authority.

Secretary Hill called the roll and a quorum was present.

Chairman Jones called for a motion to approve the minutes of the Regular Monthly Meeting of February 21, 2013. Motion was made by Vice Chairman Wasserman, seconded by Commissioner Friedman and was carried unanimously at roll call, with Commissioner Bethea abstaining and Commissioner Olbrich not yet at the meeting.

REPORTS

Director

Director Errickson welcomed the newest Commissioner Edward Bethea. He stated that they met last week to discuss plant operations and general business of the Authority. Mr. Bethea was given the Commissioners Handbook on disk and also a plant wide tour by Deputy Director Fernandez, answering any questions Mr. Bethea had.

Director Errickson submitted the February 2013 Discharge Monitoring Report (DMR) for inclusion in the minutes of this meeting. He stated that all parameters were met.

Director Errickson reported on the activities for the month which included:

Bids for “Electrical Consumption Optimizing Equipment” which is currently being advertised. Research indicates real savings in energy consumption with such a device.

Cleaning out the Digester Tanks and performing a cost analyst regarding the cleaning, using in-house labor, versus private contractor versus, using a project contractor.

He also informed the board of his attendance at the pre-construction meeting in February for the Treatment Plant Upgrades Project #S340550-06. The work is expected to start soon. He stated that he is still waiting on the contractor’s schedule.

Director Errickson further reported that he held two employee meetings this month, first with administrative staff and second with staff and all plant personnel. Feedback was good and he plans to hold meetings monthly or as needed. He also stated that he is in process of reviewing the personnel handbook, audit review and budget reports.

The Director reported that he attended the A.E.A. Conference in Atlantic City on March 12 and 13, 2013. He also attended a seminar with statewide Authority Directors and shared information and experiences beneficial to all.

As to sludge disposal, he reported that field work is off to a slow start at Cumberland Nurseries, resulting in the need to haul liquid sludge to the GCUA incinerator.

Director Errickson further stated that although the Authority met all permit requirements in February, by the end of the month very high oil and grease loads were detected from industrial sources creating operational problems which will likely result in effluent violations in March. The source has been tentatively identified. It seems, Buona Vita is again discharging high levels of oil and grease, apparently during cleanup operations on weekends. We had previously identified this as a problem in December and notified management about it. Beginning the end of February and continuing until March, we again experienced similar problems with them. We have increased monitoring frequencies and will be taking enforcement action.

He reported that a plant inspection by the DEP was performed on March 12, 2013. No significant deficiencies were noted; a few reports were found missing from the DEP database, all relating to parameters that are only required to be reported every five years. These are being submitted as “no discharge” reports.

Director stated that he and Mike Fernandez met with Upper Deerfield Township to discuss amendments to their sewer use ordinance as a result of changes we made to our billing method. They will be provided with some calculations relating to their industrial dischargers to assist any changes they may want to make.

The NJDEP lab audit has been rescheduled from March 6 to March 27, 2013.

Director Errickson was pleased to announce that the Authority and Employees received another Governors Safety Award for “no lost time accidents”. This is the 9th consecutive award presented to the Cumberland County Utilities Authority, for twelve years of “no lost time”.

Briefly reviewing the resolutions on the agenda, the Director stated that “Resolution A” allows CCUA to enter into Shared Services Agreement to conduct an Efficiency Audit with Cumberland County, CCIA, Cumberland County Board of Social Services and Cumberland County Office of Workforce Development.

“Resolution B” allows notice of solicitation for professional consulting engineering service. “Resolution C” is self explanatory (Nancy Sungenis)

The Director stated that the 2013 Plant Upgrades Project presents a possible need to prepare for outside bids for the cleaning and removal of contents from two Digesters, if necessary. The original plan was to perform this portion of the project in-house. Unfortunately, we have run into different site condition and unforeseen circumstances. The tanks are plugged at a much higher level than first estimated, causing us to rethink our strategy as to the most cost effective way to perform this work. We are looking at three options: 1) in-house as planned, 2) a change order with DEP or 3) an independent contractor. “Resolution D” would allow us to move forward with option 3, if needed, to bid to an outside contractor (RFP), giving us the ability to move quickly and keep pace with the phasing of the contract work. Again this will only be performed as a cost comparison to other options, and only acted upon with Board approval.

In conclusion, Director Errickson thanked Deputy Director Mike Fernandez, Patti and Sandy for their assistance with his report.

Engineer

There was no Engineer report, however a letter of Resignation from Adams, Rehmann & Heggan was read into the record by Chairman Jones.

Auditor

Mr. Testa reported that he finalized fieldwork on the 2012 Audit, today. He further stated that they are also working on completing the draft of their portion of the 2012 Audit Report. Management will then be provided with the draft information to enable the Authority to prepare its section, namely, the Management’s Discussion and Analysis. We will also review the draft with Management. Once the entire report is complete, the draft will be provided to the Finance and Budget Committee for their review. Next a committee meeting should be held to review the draft report. Once approved, a copy of the draft will be sent to all of the Commissioners for their approval. Receipt of the final report should be acknowledged and certified by the Commissioners at the April meeting.

General Counsel

Mr. O’Donnell stated that he reviewed the agreement, resolution of the Cumberland County Improvement Authority and proposed Resolution concerning the Shared Services Agreement. He further stated he provided a memorandum to the Director, prior to the Committee meeting, to discuss the issue.

In conclusion, Mr. O’Donnell noted that he was available for any question and concerns by the Director, staff and Commissioners.

Committees

The Operations/Insurance Committee met on Tuesday, March 19, 2013. The purpose of the meeting was to discuss a shared services agreement with various County agencies. After a very involved discussion, it was agreed that we should proceed with the agreement and present a resolution at the next

regular board meeting on Thursday, March 21, 2013. Minutes of the meeting were included in the Commissioners packages.

Chairman Jones asked if there were any questions and there were none.

RESOLUTIONS

RESOLUTION (2553) TO APPROVE SHARED SERVICES AGREEMENT FOR EFFICIENCY AUDIT, offered by Commissioner Wasserman, seconded by Commissioner Edwards and carried unanimously at roll call.

RESOLUTION (2554) TO AUTHORIZE PUBLIC NOTICE OF SOLICITATION FOR PROFESSIONAL CONSULTING ENGINEERING SERVICE CONTRACT offered by Commissioner Olbrich, seconded by Commissioner Wasserman and carried unanimously at roll call.

RESOLUTION (2555) HONORING NANCY SUNGENIS FOR HER DEDICATION AND YEARS OF SERVICE TO THE CUMBERLAND COUNTY UTILITIES AUTHORITY, offered by Commissioner Bethea and seconded by Commissioner Wasserman, carried unanimously at roll call.

At this time, Chairman Jones asked Nancy Sungenis to the front, to present a plaque which reads "In grateful appreciation for 24 years of Dedicated Service to the Cumberland County Utilities Authority. Seven as Vice Chair and twelve as Chairperson, in addition to being the Authority's first female Chairperson. Chairman Jones also read a proclamation from the Board of Chosen Freeholders, honoring Nancy Sungenis.

RESOLUTION (2556) AUTHORIZING ADVERTISEMENT FOR BIDS FOR CLEANING AND REMOVAL OF CONTENTS FROM TWO (2) DIGESTERS, offered by Commissioner Olbrich, and seconded by Commissioner Bethea, carried unanimously at roll call.

Treasurers Report

Revenue Account	\$ 1,549,280.18
Operating Account	438,603.32
Petty Cash	500.00
Sensor Account	6,628.81
General Account	1,325,401.08
Plant Reconstruction/Replacement	1,921,561.14
Trust Account	2,870,585.94
Total Cash Position	\$ 8,112,560.47

Treasurer Quinn reported that the bills submitted for payment today for the Operating Account total \$243,951.89. 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. The monthly bank statements are available for review if anyone is interested.

RESOLUTION (2557) APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS, offered by Commissioner Olbrich, seconded by Commissioner Wasserman and carried unanimously at roll call.

Chairperson's Remarks

Chairperson Jones thanked everyone for attending and expressed his best wishes to Nancy on her retirement. He also welcomed Freeholders Tony Surace and Carol Musso.

Commissioners

Commissioner Olbrich welcomed new Commissioner Bethea to the board and said he looked forward to working with him.

Public Comments

Freeholder Carol Musso offered thanks to Nancy Sungenis for her years of service, as did several other members of the public.

Chairman Jones asked for a motion to enter into Executive Session for a Personnel Matter and stated that no action would be taken after the session.

A motion to close the public portion of the meeting and go into Executive Session was offered by Commissioner Olbrich, seconded by Commissioner Edwards and carried unanimously at roll call.

Following the return to the Regular Meeting, the meeting was adjourned on a motion from Commissioner Olbrich, seconded by Commissioner Bethea.

The next regular Monthly Meeting of the Cumberland Counties Utilities Authority will be held Thursday, April 18, 2013 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