

AGENDA  
CUMBERLAND COUNTY UTILITIES AUTHORITY  
MAY 16, 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. ROLL CALL
5. MINUTES OF REGULAR MEETING OF APRIL 18, 2013
6. REPORTS
  - A. DIRECTOR
  - B. ENGINEER
  - C. AUDITOR
  - D. GENERAL COUNSEL
  - E. COMMITTEES
    - (1) COMMUNITY/INDUSTRIAL RELATIONS – Commissioner Friedman
    - (2) EMPLOYEE RELATIONS – Commissioner Edwards
    - (3) FACILITIES EXPANSION/CONSTRUCTION – Commissioner Olbrich
    - (4) FINANCE AND BUDGET – Vice-Chairman Wasserman
    - (5) OPERATIONS /INSURANCE – Commissioner Boutros
    - (6) AD HOC – Commissioner Bethea
7. RESOLUTIONS
  - A. RESOLUTION APPOINTING FUND COMMISSIONER
8. TREASURER'S REPORT
  - A. CASH POSITION OF THE AUTHORITY
  - B. RESOLUTION APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS
9. CHAIRPERSON'S REMARKS
10. MOTION FOR EXECUTIVE SESSION
11. OPEN FLOOR FOR COMMENTS OF COMMISSIONERS
12. PUBLIC PORTION
13. ADJOURNMENT

# CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	
EDWARD BETHEA	x				<b>RESOLUTION</b> <u>2562</u>
SAMEER BOUTROS	x				<b>Offered By</b> <u>Olbrich</u>
ANGELIA EDWARDS				x	<b>Seconded By</b> <u>Bethea</u>
HARVEY FRIEDMAN	x				<b>Dated</b> <u>May 16, 2013</u>
DONALD OLBRICH	x				
KEITH WASSERMAN	x				
ALBERT JONES	x				

## RESOLUTION APPOINTING FUND COMMISSIONER

**WHEREAS:** Public Law 1983, c.372 (N.J.S.A. 40A:10-36 et seq) permits municipalities to join together to form a joint insurance fund; and

**WHEREAS,** the New Jersey Utility Authorities Joint Insurance Fund is duly constituted as a Municipal Self-Insurance Fund; and

**WHEREAS,** the Cumberland County Utilities Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund; and

**WHEREAS,** the NJSA 40A:10-36 et seq, as well as the Bylaws of the New Jersey Utility Authorities Joint Insurance Fund provide that “in the manner generally prescribed by law, each member shall appoint one (1) commissioner to the Fund. Each member shall select either a member of its governing body or one of its employees and,

**WHEREAS** the term of the appointment is either:

1. A commissioner, other than the special commissioner, who is a member of the appointing utility authority's governing body shall hold office for two years or for the remainder of his/her term of office as a member of the governing body, whichever shall be less.
2. Commissioners who are employees of the appointing utility authority shall hold office at the pleasure of the utility authority and can be removed by the utility authority at any time without cause.

**NOW THEREFORE BE IT RESOLVED** that the governing body of the Cumberland County Utilities Authority does hereby appoint Director, **G. Steve Errickson** to serve as Fund Commissioner to the New Jersey Utility Authorities Joint Insurance Fund.

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 16, 2013 at 4:30 p.m. prevailing time.

DATED: May 16, 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 2563

Offered By Bethea

Seconded By Wasserman

Dated May 16, 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 \$210,536.11 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.

Cumberland County  
Utilities Authority

DATED: May 16, 2013

REGULAR MEETING  
CUMBERLAND COUNTY UTILITIES AUTHORITY  
May 16, 2013

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday, May 16, 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  
Ed Bethea, Commissioner  
Sam Boutros, Commissioner  
Harvey Friedman, Commissioner  
Donald Olbrich, Commissioner  
Steve Testa, Auditor  
Jerome A. Harris, Engineer  
James Quinn, Treasurer  
C. Kenneth Hill, Secretary  
G. Steven Errickson, 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

Secretary Hill called the roll and a quorum was present. Commissioner Angelia Edwards was absent.

Chairman Jones called for a motion to approve the minutes of the Regular Monthly Meeting of April 18, 2013. Motion was made by Commissioner Wasserman, seconded by Commissioner Olbrich and was carried unanimously at roll Call.

## **REPORTS**

### **Director**

Director Errickson submitted the April 2013 Discharge Monitoring Report (DMR) for inclusion in the minutes of this meeting. He stated there was a permit violation for monthly average BOD in April. This is most likely due to a combination of factors. High industrial loads took some time to work through the plant, and we also had a problem with BOD probe malfunctioning. The high industrial loads likely masked the probe malfunction. With replacement of the probe at the end of April, our BOD results were within the expected range and are meeting permit limits.

Director Errickson welcomed our new engineer Jerome A Harris of CME Associates. The Director stated that he looked forward to working with him. Mr. Harris stated that he also looked forward to working with the CCUA and has actually looked at the bids for Energy Optimizing. They seemed to raise more questions than they answered.

During the past month Director Errickson reported that he had met with the Workforce Investment Board, headed by Christy DiLeonardo. They have been successful in putting together a few proposals and ideas to conduct employee training that would be paid, up to \$ 20,000, from the local Workforce Investment Board funds.

He further stated that an employee meeting was held on May 2, 2013 to discuss startup of the Digester project, to open up communication for everyone and give an opportunity for ideas and comments.

He noted that several staff meetings were held to foster ideas for improvement and sharing of information and concerns.

He also reported that he conducted a submittal review for Treatment Plant Upgrades with A.R.H. Project activity will start with mobilization this Monday May 20, 2013. All preliminary preparation has been performed by the contractor and CCUA staff. Work on the primary digester is expected to start in July and continue into August, this gives us June and July to clean two digesters. We have had two contractors that were interested in bidding for the digester cleaning work come on site and take samples.

Director Errickson further reported the contractor for the Electrical Consumption Optimizing Equipment was on site April 29, 2013 for a demonstration of their product on one of our motors. While it appeared to work by dropping AMPS by 20% it also raised some concerns and questions as noted also by Mr. Harris. It appears that this device will not improve VFD motors or make them more efficient.

He also reported that the signing of the contract for shared services for Efficiency Audit is on hold due to CCIA. Some language changes need to be made before final approval by them. When we receive the final approved version we will need to do a resolution that modifies the resolution we passed on March 21, 2013.

The first of two fire safety training sessions was held on May 9, 2013. This is a mandatory training class for everyone and is designed specifically for our plant. The next class will be scheduled at a later date.

A meeting was held with Mayor Kelly and his staff from the City of Bridgeton. The purpose of the meeting was to discuss CCUA sewer rates to compare the rate calculations using the Quantity/Quality method as used in 2012 and prior years as compared to the new method started in 2013 that is "Flow Based". We have analyzed long term CCUA trends in Sewer Use Charges and completed a comparison of our first quarter charges to the City using both the current and last year's rate structure. The first quarter charges to the City were one half of one percent higher under the new system compared to the old, before taking into account any credits made to them.

Mr. Errickson reminded all Commissioners to fill out their Ethics Disclosure Report on-line He encouraged them to stop by the CCUA offices and help will be provided by staff. Also noted was the JIF Training on-line for Commissioners. Each Commissioner that takes the training credits the CCUA \$ 250.

The Director noted that we have wrapped up field work at the Wenger Farm and moved back to Cumberland Nursery. We are in a good position with one digester practically empty to proceed with planned digester cleaning. Bids for that work were opened on May 14, 2013.

Lastly noted was that the annual proficiency test results have been received for our lab and we passed all required testing parameters.

### **Engineer**

Mr. Harris noted he looks forward to working with the CCUA staff and Commissioners and has actually looked at the bids for Energy Optimizing and they seemed to raise more questions than they answered.

### **Auditor**

Mr. Testa reported that he had met with management and the Finance Committee about the recent newspaper articles and how the information relates to the City of Bridgeton's new sewer rate increases. He also attended a meeting with representatives of the CCUA and the City of Bridgeton to discuss the perceived accuracy or inaccuracy of some of the information contained in the articles.

Mr. Testa stated he has begun compiling the information necessary to prepare the Authority's Secondary Market Disclosure report. This report updates the economic and demographic information on the City of Bridgeton and the Township of Upper Deerfield that was included in the Authority's last official statement issued in connection with the series 2006A and 2006B Bond Issues. That information, together with the 2012 Audit report, is required to be sent to the Trustee, who will then send it to certain national repositories that collect updated information on all bond issuers. This should be complete in June.

Mr. Testa also reported that he will be preparing the updated calculation of the Authority's maximum allowable Connection Fee as of December 31, 2012 in accordance with the Statutes. (N.J.S.A. 40:14B-22). This should be completed in June also.

### **General Counsel**

Mr. O'Donnell was absent and no report was received.

### **Committees**

There were no committee meetings or reports issued for the past month.

### **RESOLUTIONS**

RESOLUTION (2562) APPOINTING FUND COMMISSIONER, offered by Commissioner Olbrich, seconded by Commissioner Bethea, and carried unanimously at roll call.

### **Treasurers Report**

Revenue Account	\$ 179,280.08
Operating Account	844,353.20
Petty Cash	500.00
Sensor Account	6,729.37
General Account	1,390,313.44
Plant Reconstruction/Replacement	1,932,673.01
Trust Account	2,182,736.41
Total Cash Position	\$ 6,536,585.51

Treasurer Quinn reported that the bills submitted for payment today for the Operating Account total \$210,536.11. 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 (2563) APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS, offered by Commissioner Bethea, seconded by Commissioner Wasserman and carried unanimously at roll call.

**Chairperson's Remarks**

Chairperson Jones thanked everyone for attending and once again, asked everyone to file their Ethics Reports on line. He also encouraged the Commissioners to take the JIF on line course. The Chairman also thanked the Director and staff for their work.

**Commissioners**

There were no Commissioner comments,

**Public**

There were no Public comments.

The meeting was adjourned on a motion from Commissioner Olbrich.

The next regular Monthly Meeting of the Cumberland Counties Utilities Authority will be held Thursday, June 20, 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