

AGENDA
CUMBERLAND COUNTY UTILITIES AUTHORITY
July 17, 2014

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 THE REGULAR MEETING OF JUNE 19, 2014
6. 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
9. RESOLUTIONS
 - A. RESOLUTION AUTHORIZING AN AMENDMENT TO THE PROFESSIONAL SERVICE CONTRACT WITH CERTIFIED PUBLIC ACCOUNTANTS TO INCLUDE A CHANGE ORDER
10. TREASURER'S REPORT
 - A. CASH POSITION OF THE AUTHORITY
 - B. RESOLUTION APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS
11. CHAIRMAN'S REMARKS
12. OPEN FLOOR FOR COMMENTS OF COMMISSIONERS
13. PUBLIC PORTION
14. ADJOURNMENT

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	
EDWARD BETHEA	x				RESOLUTION <u>2633</u>
SAMEER BOUTROS	x				Offered By <u>Friedman</u>
ANGELIA EDWARDS				x	Seconded By <u>Wasserman</u>
HARVEY FRIEDMAN	x				Dated <u>July 17, 2014</u>
DONALD OLBRICH	x				
KEITH WASSERMAN	x				
ALBERT JONES	x				

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

WHEREAS, pursuant to Resolution 2597, 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 \$65,000 for 2014; 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 \$7,000; 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" \$72,000.

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, July 17, 2014 at 4:30 p.m. prevailing time.

DATED: July 17, 2014

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	
EDWARD BETHEA	x				RESOLUTION <u>2634</u>
SAMEER BOUTROS	x				Offered By <u>Bethea</u>
ANGELIA EDWARDS				x	Seconded By <u>Olbrich</u>
HARVEY FRIEDMAN	x				Dated <u>July 17, 2014</u>
DONALD OLBRICH	x				
KEITH WASSERMAN	x				
ALBERT JONES	x				

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 \$294,151.78 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: July 17, 2014

REGULAR MEETING
CUMBERLAND COUNTY UTILITIES AUTHORITY
July 17, 2014

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday, July 17, 2014 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
Harvey Friedman, Commissioner
Donald Olbrich, Commissioner
Steven Testa, Auditor
Robert O'Donnell, General Counsel
James Quinn, Treasurer
C. Kenneth Hill, Secretary
Karen Doran Davis, 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 June 19, 2014. Motion was made by Commissioner Friedman, seconded by Commissioner Bethea and was carried at roll call, with the vote of Commissioner Bethea recorded as abstained.

Chairman Jones called for reports.

REPORTS

Director

General Counsel Robert O'Donnell read the Director's report.

The report stated that the June 2014 Discharge Monitoring Report (DMR) will be completed next week and will be included with the August report.

The report stated that the Director conducted interviews this month for the position of Business Administrator. The successful candidate, Karen Doran Davis is here today.

The Director attended the Cumberland County Insurance Commission's Claims Committee meeting held at the County Administration Building. It was noted that the CCUA is doing very well compared with other County departments. Also the Hardenbergh Insurance Group is doing very well with quality and service for the Authority, as Risk Consultants.

The Director attended a Pension and Retirement seminar at Mount Laurel M.U.A., hosted by the Association of Environmental Authorities. The focus of the seminar was on changes coming from the State of New Jersey and the impact they will have on Authorities and their employees.

His report also stated that he met with Milt Corsey of Evolution Training and Consulting, who has been hired by Cumberland County, to lead a discussion that will revolve around Shared Services, Consolidation, Regionalization and the like. This discussion is intended to foster ideas that will have positive impact on everyone's budget. It is noted that the CCUA already has in place the practice of joint cooperation with the City of Bridgeton, Millville, and Vineland Sewer Authorities in addition to our rate payers.

Adjustments to the Authority's current budget usually take place in the month of August. However, due to the retirement of the Business Administrator, staff started work on this early and it is nearly complete.

It was also noted that several safety training classes were held plant wide this month. Training included Blood born Pathogens, Personal Protection Equipment and Fire Safety.

The Director's report included the activities of Authority operations. We have completed hauling sludge to Cumberland Nursery, but hope to return there in August. At this time the Authority is hauling sludge to MUA in Gloucester.

Ammonia limits that were reported high last month now appear to be in the high normal range. We will continue to monitor this and work at obtaining lower limits.

The permit application for NJ Ethanol in the Bridgeton Industrial Park continues to be under review. The Authority is waiting for additional information from NJ Ethanol Company.

The Director will be asking to meet with the Facilities Expansion Committee to discuss planning and design of the Upper Deerfield pump station, which has needed repair or replacement for some time.

In closing, the report thanked the Deputy Director Michael Fernandez, Business Administrator Sandy Acevedo and Administrative Assistant Patti McAllister for their help with his reports this month.

Engineer

Mr. Harris had no report this month.

Auditor

Mr. Testa reported that he prepared and submitted the Authority's Secondary Market Disclosure Report, as discussed at the last meeting to the Trustee, who then submitted it to the national repository by the due date of June 30, 2014.

Mr. Testa also reported that he has completed and sent to the Authority the updated calculation of the Authority's maximum allowable Connection Fee as of December 31, 2013, in accordance with the Statutes. (N.J.S.A.40:14B-22). The maximum allowable Connection fee is \$3,158. The current fee charged by the Authority is \$ 2,960.

General Counsel

Mr. O'Donnell reported that the lawsuit against the construction and Bond Company is proceeding. The Bond Company has been served. The contractor is located in Pennsylvania and the County Sheriff's Office misquoted filing fees to serve the two defendants. The original summons was sent back requesting less money and one check. That has been done so that service can be achieved.

Mr. O'Donnell reported that he spoke with the Director on labor and other issues regarding the negotiations.

Mr. O'Donnell further stated that he was available for any questions or concerns by staff and commissioners.

Committees

The Employee Relations Committee met with Employee Representatives on June 24, 2014 and July 8, 2014. The purpose of these meetings was to continue discussions concerning employee related negotiations for the upcoming contract period.

The Finance and Budget Committee met on July 17, 2014. The purpose of the meeting was to discuss a Change Order #1 requested for Professional Service, which is Resolution "A" on today's agenda. This Change Order was explained by Director Errickson. Additional monies are needed to cover the Single Audit required for NJEIT funding and the possibility of additional services needed by the Auditor, due to the retirement of the Business Administrator. The other item discussed was the calculation of the maximum allowable Connection Fee as of December 31, 2013. The Committee recommends approval for Resolution "A" and to keep the Authority's Connection Fee the same.

RESOLUTIONS

RESOLUTION (2633) AUTHORIZING AN AMENDMENT TO THE PROFESSIONAL SERVICE CONTRACT WITH CERTIFIED PUBLIC ACCOUNTANTS TO INCLUDE A CHANGE ORDER #1, offered by Commissioner Friedman, seconded by Vice-Chairman Wasserman and carried unanimously at roll call.

Treasurers Report

Revenue Account	\$ 7,770.30
Operating Account	170,515.31
Petty Cash	500.00
Sensor Account	7,233.38
General Account	1,230,664.81
Plant Reconstruction/Replacement	2,035,766.69
User Revenue Reserve	79,910.62
Trust Account	4,799,006.79
Total Cash Position	\$ 8,331,367.90

Treasurer Quinn reported that the bills submitted for payment today for the Operating Account total \$294,151.78. 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 (2634) APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS, offered by Commissioner Bethea, seconded by Commissioner Olbrich and carried unanimously at roll call.

Chairperson's Remarks

Chairman Jones thanked the Director and staff for their hard work. The Chairman introduced and welcomed our new Business Administrator Karen Doran Davis to the CCUA. He also thanked those who came out to the meeting.

Commissioners/ Public

There being no comments from the Commissioners or the public, 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, August 21, 2014 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