

AGENDA
CUMBERLAND COUNTY UTILITIES AUTHORITY
OCTOBER 15, 2015

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 SEPTEMBER 17, 2015
6. REPORTS
 - A. DIRECTOR
 - B. ENGINEER
 - C. AUDITOR
 - D. GENERAL COUNSEL
 - E. COMMITTEES
 - (1) COMMUNITY/INDUSTRIAL RELATIONS – Commissioner Friedman
 - (2) EMPLOYEE RELATIONS – Commissioners Rajacich
 - (3) FACILITIES EXPANSION/CONSTRUCTION - Commissioner VanSant
 - (4) FINANCE AND BUDGET – Vice-Chairman Wasserman
 - (5) OPERATIONS/INSURANCE - Commissioner Bethea
 - (6) AD HOC – Commissioner Edwards
7. RESOLUTIONS
 - A. RESOLUTION AUTHORIZING THE INTRODUCTION OF THE 2016 BUDGET
 - B. RESOLUTION AUTHORIZING A PUBLIC HEARING ON AMENDMENTS TO THE SEWER USE RULES AND REGULATIONS
 - C. RESOLUTION TO AUTHORIZE PUBLIC NOTICE OF SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS
 - D. RESOLUTION APPROVING AMENDMENTS TO THE PERSONNEL HANDBOOK
 - E. RESOLUTION APPROVING AND AUTHORIZING ADVERTISEMENT FOR (RFQ) REQUEST FOR QUALIFICATIONS FOR A SOLAR POWER INSTALLATION CONSULTANT
8. TREASURER'S REPORT
 - A. CASH POSITION OF THE AUTHORITY
 - B. RESOLUTION APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS
9. CHAIRMAN'S REMARKS
10. OPEN FLOOR FOR COMMENTS OF COMMISSIONERS
11. PUBLIC PORTION
12. ADJOURNMENT

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	
EDWARD BETHEA	x				RESOLUTION <u>2701</u>
ANGELIA EDWARDS	x				Offered By <u>Wasserman</u>
HARVEY FRIEDMAN	x				Seconded By <u>Edwards</u>
ZARKO RAJACICH				x	Dated <u>October 15, 2015</u>
DOUG VANSANT				x	
KEITH WASSERMAN	x				
ALBERT JONES	x				

A RESOLUTION AUTHORIZING THE INTRODUCTION
OF THE 2016 BUDGET

WHEREAS, the Annual Budget and Capital Budget for the Cumberland County Utilities Authority for the fiscal year beginning January 1, 2016 and ending December 31, 2016 has been presented before the Commissioners of the Cumberland County Utilities Authority at its open public meeting of October 15, 2015; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$6,692,000 and Total Appropriations of \$6,772,000, and Total Unrestricted Net Position utilized of \$80,000; and

WHEREAS, the Capital Budget as introduced reflects Total Appropriations of \$2,950,000, Total Unrestricted Net Position planned to be utilized as funding thereof of \$150,000 and Renewal & Replacement Reserve is planned to be utilized as funding thereof, of \$300,000; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds, rather it is a document to be used as part of the said Authority’s planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere, by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

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

1. At a open public meeting held on October 15, 2015, that the Annual Budget, including all related schedules, and the Capital Budget of the Cumberland County Utilities Authority for the fiscal year beginning January 1, 2016 and ending December 31, 2016 is hereby recommended for approval; and

Cumberland County Utilities Authority

2. That a Public Hearing on the 2016 Budget be scheduled at the November 23, 2015 open public meeting of the Authority, notice of which will be published in the South Jersey Times (formally Bridgeton Evening News) at least twenty (20) days prior to the date of the Public Hearing, after which it will be scheduled for adoption.

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget and Capital Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the members of the Cumberland County Utilities Authority will consider the Annual Budget and Capital Budget for adoption on December 17, 2015.

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, October 15, 2015 at 4:30 p.m. prevailing time.

DATED: October 15, 2015

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION <u>2702</u>
EDWARD BETHEA	x				Offered By <u>Edwards</u>
ANGELIA EDWARDS	x				Seconded By <u>Friedman</u>
HARVEY FRIEDMAN	x				Dated <u>October 15, 2015</u>
ZARKO RAJACICH				x	
DOUG VANSANT				x	
KEITH WASSERMAN	x				
ALBERT JONES	x				

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 Monday afternoon November 23, 2015 at 4:30 p.m. at the Authority’s Administration Building, 333 Water Street, Bridgeton, New Jersey.
2. That a copy of a Public Hearing notice 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, October 15, 2015 at 4:30 p.m. prevailing time.

DATED: October 15, 2015

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION <u>2703</u>
EDWARD BETHEA	x				Offered By <u>Edwards</u>
ANGELIA EDWARDS	x				Seconded By <u>Friedman</u>
HARVEY FRIEDMAN	x				Dated <u>October 15, 2015</u>
ZARKO RAJACICH				x	
DOUG VANSANT				x	
KEITH WASSERMAN	x				
ALBERT JONES	x				

RESOLUTION TO AUTHORIZE PUBLIC NOTICE OF SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS

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 shall establish the criteria and standards for such a process; and

WHEREAS, the Budget and Finance Committee, with the assistance of General Counsel, established such criteria and standards; and

WHEREAS, the Authority must publish notice in accordance with those standards and criteria for the positions of General Counsel, Auditor, Consulting Engineer and Financial Advisor.

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

1. Criteria has been established for all professional services required by the Cumberland County Utilities Authority for the appointments January 1, 2016 to December 31, 2016.
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, October 15, 2015 at 4:30 p.m. prevailing time.

DATED: October 15, 2015

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT	RESOLUTION <u>2704</u>
EDWARD BETHEA	x				Offered By <u>Friedman</u>
ANGELIA EDWARDS	x				Seconded By <u>Edwards</u>
HARVEY FRIEDMAN	x				Dated <u>October 15, 2015</u>
ZARKO RAJACICH				x	
DOUG VANSANT				x	
KEITH WASSERMAN	x				
ALBERT JONES	x				

RESOLUTION APPROVING AMENDMENTS TO THE PERSONNEL HANDBOOK

WHEREAS, the Cumberland County Utilities Authority adopted the Personnel Handbook which describes employee policies, benefits, leaves, and compensation by Resolution on December 18, 2014, to be effective January 1, 2015 through December 31, 2017; and

WHEREAS, the Personnel Handbook contains some language that needs to be modified; and

WHEREAS, the Employee Relations Committee, Deputy Director and the Director have reviewed the modifications; and

WHEREAS, said amendments were reviewed with the Employee Representatives; and

WHEREAS, the Authority desires to update its Personnel-Handbook with the revisions as attached; and

WHEREAS, the Employee Relations Committee recommends that the Commissioners of the Authority adopt the amended Personnel Handbook.

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

1. The Authority's Personnel Handbook is hereby updated and completed in accordance with the understanding of all parties, the same to take effect immediately. A copy of the recommended Personnel Handbook revisions are 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, October 15, 2015 at 4:30 p.m. prevailing time.

DATED: October 15, 2015

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
EDWARD BETHEA	x			
ANGELIA EDWARDS	x			
HARVEY FRIEDMAN	x			
ZARKO RAJACICH				x
DOUG VANSANT				x
KEITH WASSERMAN	x			
ALBERT JONES	x			

RESOLUTION 2705

Offered By Edwards

Seconded By Bethea

Dated October 15, 2015

A RESOLUTION APPROVING AND
AUTHORIZING ADVERTISEMENT FOR (RFQ) REQUEST FOR QUALIFICATIONS
FOR A SOLAR POWER INSTALLATION CONSULTANT

WHEREAS, the Cumberland County Utilities Authority, having approved Resolution #2065, dated July 20, 2006, the use of a fair and open process whenever possible for all contracts and services in accordance with N.J.S.A. 19:44A-20.5, et. seq; and

WHEREAS, the Director of this Authority is interested in exploring an energy savings project for the Authority; and

WHEREAS, it would be in the best interest of the Authority to obtain a professional consultant to investigate, recommend and implement critical path analyst for such a energy savings project; and

WHEREAS, certain Specifications for a Request for Qualification (RFQ) for the position of Solar Power Installation Consultant, have been created based on the needs of the Authority; and

WHEREAS, the Director recommends that the Commissioners grant approval to advertise, interview and select a professional consultant to oversee such an energy savings project.

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, prepared by the Director are hereby approved.
2. That this Authority advertise for and accept RFQ's for the position of a \Solar Power Installation Consultant, as set forth in said Specifications, at the earliest possible date.
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, October 15, 2015 at 4:30 p.m. prevailing time.

DATED: October 15, 2015

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
EDWARD BETHEA	x			
ANGELIA EDWARDS	x			
HARVEY FRIEDMAN	x			
ZARKO RAJACICH				x
DOUG VANSANT				x
KEITH WASSERMAN	x			
ALBERT JONES	x			

RESOLUTION 2706

Offered By Friedman

Seconded By Edwards

Dated October 15, 2015

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 \$222,059.87 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: October 15, 2015

CUMBERLAND COUNTY UTILITIES AUTHORITY

October 15, 2015

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday, October 15, 2015 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

Angelia Edwards, Commissioner

Harvey Friedman, Commissioner

Robert O'Donnell, General Counsel

Jerome A. Harris, Engineer

C. Kenneth Hill, Secretary

James Quinn, Treasurer

G. Steven Errickson, Director

A. Michael Fernandez, Deputy Director

Dominic Buirch, 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. Commissioners Zarko Rajacich and Douglas Van Sant were recorded as excused absences.

Chairman Jones called for a motion to approve the minutes of the Regular Monthly Meeting of September 17, 2015. Motion was made by Commissioner Friedman, seconded by Commissioner Edwards and carried unanimously at roll call.

Chairman Jones called for reports.

REPORTS

Director

Director Errickson submitted the September 2015 Discharge Monitoring Report (DMR) for inclusion in the minutes for this meeting. The Authority met all permit discharge conditions during the month and the plant continues to operate very well.

The Director reported that NJDEP visited the plant this past month and met with Deputy Director Fernandez to review plant records. This is an annual inspection and the meeting went well.

The Director also reported that employees attended Defensive Driving Safety Training this past month. It was a six (6) hour course and those attending received a certificate, which can enable them to receive up to a 5 % discount on their personal auto insurance coverage.

Director Errickson noted that a meeting was held with Chairman Jones and staff to review the CCUA Personnel Handbook and discuss recommended amendments. As a result of this meeting, the Director also met with the Employee Relations Committee and employee representatives to review the updates to the handbook. The meeting went well with no issues.

He further reported that he met with the Freeholder liaison to discuss plant operations and projects such as the Sludge Dryer.

Director Errickson also reported attending a meeting with Deputy Director Fernandez, as well as Jerry Velazquez and staff member Jim Rocco, from the CCIA and five representatives from NJDEP, in Trenton, regarding criteria to install a Sludge Dryer here in Cumberland County. The meeting seemed to go very well as there was input from all parties and it appears there will be a good chance of success with this project. NJDEP answered our questions regarding criteria needed in order to receive permitting. They were aware of the Gloucester MUA shutting down and the hardship it has created for Authorities that relied on them.

The Director also met with the Cumberland County Insurance Commission Safety and Accident Review Committee. He noted that the CCUA does very well in the area of Safety and Health.

In response to the recent threat of hurricane, the Director stated that staff met in advance to review necessary measures for preparedness and staffing needed in the event of being hit by the storm. Everyone again showed great teamwork, cooperation and was very well prepared.

Director Errickson noted that the Budget and Finance Committee met to review the proposed 2016 Budget and a recommendation was made for approval. The resolution is on tonight's agenda.

Director Errickson reported that he was a speaker at the monthly meeting of the Cumberland County Economic Development Committee. He was asked to inform the committee members of the possible installation of sewer lines into the Bay Shore region of Cumberland County.

He further informed the Commissioners that land application of sludge is wrapping up for the year at Cumberland Nursery and liquid sludge will be taken to Ash Lane Farm. Sludge dewatering operations are being optimized to improve performance with some modest success, the percent solids in our sludge cake, in September, was the highest average since we started going to ACUA.

Director Errickson reported that staff is reviewing design documents for the Seabrook Pump Station.

The Director also noted that the pretreatment program inspection had no significant deficiencies. Other employees were included in part of the inspection, to familiarize them with the process.

Director Errickson reported that several changes are proposed for 2016 to the Authority Sewer Use Rules and Regulations (SURR). In addition to a two (2) % rate increase as part of our budget process, there are changes proposed in Section 3.7 (General Prohibitions) to address discharge of QAC cleaning compounds that created problems earlier this year. We are also proposing to add a "Special Waste" classification to Hauled Wastes (Exhibit C). This is intended to apply to wastes that require special handling; typically these are "vacuum trucks" that clean out manholes and discharge a mixture of liquids and solids. These are normally directed to an enclosed storage area where the liquids can drain out and the solids picked up with a loader and deposited in a dumpster container.

Director Errickson noted there are five resolutions on the agenda tonight. Resolution "A" authorizes introduction of the 2016 Budget. Resolution "B" is to authorize a public hearing on the amendments to the Sewer Use Rules & Regulations. Resolution "C" authorizes public notice of solicitation for professional service contracts. Resolution "D" approves amendments to the personnel handbook, and Resolution "E" approves an RFQ for a solar power installation consultant.

In conclusion, the Director offered his thanks to Deputy Director Michael Fernandez, Administrative Assistant Patti McAllister, Business Administrator Dominic Buirch and Authority Engineer Jerry Harris for their help with preparing his reports.

Engineer

Mr. Harris stated in his report that design activities continued relative to the design of the 2016 NJEIT Projects, which include the upgrade of the Upper Deerfield (Seabrook) Pumping Station and miscellaneous improvements to the Wastewater Treatment Plant. Work is continuing on developing plans and specifications suitable for bidding and responding to NJDEP comments. Site visits and progress meeting with CCUA staff was scheduled for October 13, 2015.

Mr. Harris also reported that preparation of Engineer's Annual Report for 2015 was started. Inspections of the Authority's treatment Plant and Pump Stations were scheduled for October 15, 2015 by CME Associates along with CCUA Staff in order to gather information to be used in preparing the report and in updating the Authority's Capital Improvement Plan. A draft Annual Report and Capital Plan will be submitted to Authority Staff for review. The final Annual Report is required to be submitted to the Bond trustees not earlier than 60 days and not later than 45 days before the end of the fiscal year (12/31/2015). He anticipates this time frame will be met.

Mr. Harris lastly reported that there still has not been any activity for the permit submitted by New Jersey Ethanol, LLC.

Auditor

Mr. Testa reported that he worked with management and met with the Finance and Budget Committee with regards to the proposed 2016 Budget. He noted that there is a resolution on the agenda to introduce the 2016 Budget. Once introduced, the Budget will be submitted to the State of New Jersey Division of Local Government Services for their review. That State has 45 days to perform their review. As required by the Authority's Bond Resolution, the Authority will hold its public hearing on the proposed budget at the November meeting. Once the Authority receives State approval, it can adopt the budget at the December meeting, as required.

General Counsel

Mr. O'Donnell reported that Trial for the clarifier case is now scheduled for November 30, 2015 at 8:30am.

Mr. O'Donnell further stated that he discussed some personnel issues and procedures with the Director and was available for any questions or concerns by the Director, staff and Commissioners.

Committees

The Employee Relations Committee and Budget and Finance Committee met this past month. Copies of the minutes of these meeting are in your packets for review today.

RESOLUTIONS

RESOLUTION (2701) AUTHORIZING THE INTRODUCTION OF THE 2016 BUDGET offered by Vice-Chairman Wasserman, seconded by Commissioner Edwards and carried unanimously at roll call.

RESOLUTION (2702) AUTHORIZING A PUBLIC HEARING ON AMENDEMENTS TO THE SEWER USE RULES AND REGULATIONS offered by Commissioner Edwards, seconded by Commissioner Friedman and carried unanimously at roll call.

RESOLUTION (2703) TO AUTHORIZE PUBLIC NOTICE OF SOLICITATION OF PROFESSIONAL SERVICE CONTRACTS offered by Commissioner Edwards, seconded by Commissioner Friedman and carried unanimously at roll call.

RESOLUTION (2704) APPROVING AMENDMENTS TO THE PERSONNEL HANDBOOK offered by Commissioner Friedman, seconded by Commissioner Edwards and carried unanimously at roll call.

RESOLUTION (2705) APPROVING AND AUTHORIZING ADVERTISEMENT FOR (RFQ) REQUEST FOR QUALIFICATIONS FOR A SOLAR POWER INSTALLATION CONSULTANT offered by Commissioner Edwards, seconded by Commissioner Bethea and carried unanimously at roll call.

Treasurers Report

Revenue Account	\$ 14,262.48
Operating Account	1,373,062.25
Petty Cash	500.00
Sensor Account	7,938.09
General Account	2,833,990.15
Plant Reconstruction/Replacement	2,159,702.10
User Revenue Reserve	221,180.33
Trust Account	3,205,345.50
Total Cash Position	\$ 9,815,980.90

Treasurer Quinn reported that the bills submitted for payment today for the Operating Account total \$222,059.87. 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 (2706) APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS, offered by Commissioner Friedman, seconded by Commissioner Edwards and carried unanimously at roll call.

Chairperson's Remarks

Chairman Jones thanked everyone for their hard work and our dedicated staff and employees for doing a great job which keeps our costs low and the facility running smoothly. The Chairman also thanked the Budget and Finance Committee for their work on the 2016 Budget.

In closing, Chairman Jones offered his sympathy to Commissioners VanSant and Rajacich, and their families on their recent loss.

Commissioners-Public

There being no comments from the Commissioners or the public, the meeting was adjourned on a motion from Commissioner Edwards.

The next regular Monthly Meeting of the Cumberland Counties Utilities Authority will be held Monday, November 23, 2015 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