

AGENDA
CUMBERLAND COUNTY UTILITIES AUTHORITY
SEPTEMBER 15, 2011

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 AUGUST 18, 2011
6. 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/CONSTRUCTION – Commissioner Olbrich
 - (4) FINANCE AND BUDGET – Commissioner Hill
 - (5) INDUSTRIAL WASTE - Commissioner Friedman
 - (6) INSURANCE – Commissioner T. Edwards
 - (7) OPERATIONS - Commissioner Wasserman
 - (8) AD HOC – Commissioner Boutros
7. RESOLUTIONS
 - A. RESOLUTION ESTABLISHING REGULAR FULL-TIME EMPLOYMENT, TITLE AND RATE OF PAY OF FRANCIS BARTHOLOMEW
 - B. A RESOLUTION AUTHORIZING THE TRANSFER OF LINE ITEMS AND APPROVING ADJUSTMENTS IN THE 2011 BUDGET
 - C. RESOLUTION AUTHORIZING DISPOSAL OF SURPLUS PROPERTY THROUGH GOV DEALS
 - D. RESOLUTION APPROVING AND ESTABLISHING NEW POSITIONS AND TITLES FOR THE CUMBERLAND COUNTY UTILITIES AUTHORITY
8. 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
9. MOTION FOR EXECUTIVE SESSION
10. CHAIRMAN'S REMARKS
11. OPEN FLOOR FOR COMMENTS OF COMMISSIONERS
12. PUBLIC PORTION
13. ADJOURNMENT

REGULAR MEETING
CUMBERLAND COUNTY UTILITIES AUTHORITY
September 15, 2011

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday, September 15, 2011 in the Meeting Room of the Operations Building, 333 Water Street, Bridgeton, New Jersey.

Representing the CCUA:
Nancy Sungenis, Chairperson
Albert Jones, Vice Chairman
Angelia Edwards, Commissioner
Todd Edwards, Commissioner
Harvey Friedman, Commissioner
Kenneth Hill, Commissioner
Steve Testa, Auditor
James Quinn, Treasurer
Ronald Curcio, Engineer
Robert O'Donnell, General Counsel
Thelma D.Scott, Secretary
Theodore Propert, Director
Michael Fernandez, Deputy Director
Robert Rose, Public Relations
Sandy Acevedo, Business Administrator
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. Commissioner Olbrich is recorded as an excused absence. Commissioners Boutros and Wasserman were absence. Please note that Chairperson Sungenis received notice from Commissioner Boutros at the start of the meeting and shall be recorded as an excused absence.

Chairperson Sungenis called for a motion to approve the minutes of the Regular Monthly Meeting of August 18, 2011. It was motioned by Commissioner Todd Edwards and seconded by Commissioner Angelia Edwards.

REPORTS

Director

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

Director Propert reported that on September 12th, Deputy Director Fernandez had a preliminary meeting with FEMA representatives to discuss possible reimbursable expenses caused by storm related events to the Authority. Mr. Fernandez asked FEMA about the excessive flows from the storm and its impact on our Users. They may be able to submit their own claims.

Director Propert stated that the Budget and Finance Committee met last week and approved the proposed amended budget for 2011. This is on the agenda today, as Resolution "B" to authorize the transfer of line items and to approve the amended budget.

Mr. Propert briefly reviewed Resolution "A", establishing Francis Bartholomew as a regular, full time employee. Resolution "C" is for the disposal of surplus equipment and Resolution "D" is to approve establishing new positions and titles for CCUA, as previously approved by the Employee Relations Committee.

During the storm in August, the Authority suffered damages to various plant systems, which resulted in expenses to replace equipment. Director Propert reported that these damages were turned in to the JIF insurance, in the amount of \$6,366.92 and that the Authority was recently notified that the full amount would be covered, less the \$1,000.00 deductible.

Director Propert informed the Board that we have been trying to collect several delinquent connection fee permits from the owners of Sherwood @ Twin Oaks, since April. Having had no success after numerous attempts, this has now been turned over to Legal Counsel.

Director Propert also stated that last month, the Employee Relations Committee and the Employee Representatives settled handbook agreements for another three years. This will be approved by resolution before the end of the year.

Mr. Propert reminded the Board of the AEA Annual Conference in November and asked that they see Patti for the agenda and details.

Continuing, Mr. Propert reported on operational activities, stating that that the Authority continues to take liquid sludge to Ash Lane, GCUA and Cumberland Nurseries as weather and construction schedules allow.

Our remaining centrifuge is down, but fortunately, the new screw press has been delivered and is being installed. We should be back to making dewatered sludge before long.

Director Propert further reported that Mike Fernandez is preparing for our annual IPP audit at the end of the month, and has sent out a few blind split samples to our outside contract lab, in response from industrial users on variance in COD testing. All the results came back very close to our lab results.

In regards to the emergency action, as a result of the hurricane, there was a greater flow due to flooding, and a large impact to our users. While it is difficult to project how this will be reflected in our billing program, on a one-time basis, it could result in an additional \$20,000 charge to Bridgeton, \$17,000 to Upper Deerfield, \$3,000 to Hopewell and \$2,000 to Tips. They should be advised that they might be covered under some form of emergency assistance.

In conclusion, Director Propert reported that Mr. Fernandez attended a County Planning Board meeting to review the Wastewater Management Plan status and will be meeting again with their staff in the next couple of weeks to finalize the text.

Engineer

Mr. Curcio reported that Perna & Finnigan has approximately 3,500 ft of main left to install on the Upper Deerfield Force Main Project, which represents about 25% of the total project length. Beginning next week they will start working night hours on the last section around the Court House, Atlantic Street between Vine Street and Route 49, which should last about a week or two. After that the final segment along Mayor Aiken Drive, between the air release valve in the Park and Route 49 will start and should take three to four weeks to complete, with final paving in the spring.

Mr. Curcio stated that he would be working with the Director to address possible solutions to the yearly cost associated with replacement of failed distribution membranes in the Aeration Tank.

Auditor

Mr. Testa reported that he has continued to work with the staff, Trustee, and Bond Counsel regarding amending the Authority's Bond Resolution, particularly the sections pertaining to the quarterly flow of funds and the method of funding the Bond Service, as well as the Series 2010 NJEIT Bonds.

Mr. Testa concluded his report by stating that he continues to work with staff regarding alternate methods of calculating User charges.

General Counsel

Mr. O'Donnell stated that he would be sending out a letter to Twin Oaks to spur payment of Connection Fees, if that doesn't work, then he would file a Civil Suit.

Committees

The Employees Relations Committee met on August 18th and the Finance and Budget Committee met on September 9th with minutes of both meetings in the packages of the Commissioners.

RESOLUTIONS

RESOLUTION (2418) ESTABLISHING REGULAR FULL-TIME EMPLOYMENT, TITLE AND RATE OF PAY OF FRANCIS BARTHOLOMEW, offered by Commissioner Albert Jones, seconded by Commissioner Todd Edwards and carried unanimously at roll call.

RESOLUTION (2419) AUTHORIZING THE TRANSFER OF LINE ITEMS AND APPROVING ADJUSTMENTS IN THE 2011 BUDGET, offered by Commissioner Ken Hill, seconded by Commissioner Todd Edwards and carried unanimously at roll call.

RESOLUTION (2420) AUTHORIZING DISPOSAL OF SURPLUS PROPERTY THROUGH GOV DEALS, offered by Commissioner Albert Jones, seconded by Commissioner Todd Edwards and carried unanimously at roll call.

RESOLUTION (2421) APPROVING AND ESTABLISHING NEW POSITIONS AND TITLES FOR THE CUMBERLAND COUNTY UTILITIES AUTHORITY, offered by Commissioner Todd Edwards, seconded by Commissioner Albert Jones and carried unanimously at roll call.

Treasurers Report

Revenue Account	\$	1,540,747.87
Operating Account		635,345.40
Petty Cash		500.00
Sensor Account		6,199.41
General Account		83,981.56
Plant Reconstruction/Replacement		2,037,137.22
Trust Account		2,681,109.30
Total Cash Position	\$	6,985,020.76

Treasurer Quinn reported that the bills submitted for payment today for the Operating Account total \$323,466.31. Authority Chairperson and Secretary have checked the vouchers. The Operating Account has sufficient funds to cover these checks and he recommends approval of Resolution "B". For the first eight months of 2011, expenses have exceeded revenue by \$ 19,353.72.

RESOLUTION (2422) APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS, offered by Commissioner Ken Hill, seconded by Commissioner Todd Edwards and carried unanimously at roll call.

RESOLUTION (2423) OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY AUTHORIZING PAYMENT OF CERTAIN COSTS AND EXPENSES FROM THE CCUA NJEIT CONSTRUCTION FUND, offered by Commissioner Albert Jones and seconded by Commissioner Todd Edwards, carried unanimously at roll call.

Chairperson's Remarks

Chairperson Sungenis read a thank you card from the recently retired Thompson "Gus" Maier and thanked the Commissioners for attending tonight's meeting.

Commissioners

No comments.

Public Portion

Freeholder Karl Kirsten asked for an explanation of Resolutions "A" and "D" pertaining to title changes and new employment.

Director Propert explained both items to the Freeholder, stating that the positions and classification changes, in both resolutions were being made due to the retirements. Freeholder Kirsten thanked Director Propert for his explanation.

Chairperson Sungenis asked for a motion to adjourn that was duly made by Commissioner Angelia Edwards.

The next regular Monthly Meeting of the Cumberland Counties Utilities Authority will be held Thursday, October 20, 2011 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

RESOLUTION ESTABLISHING REGULAR FULL-TIME EMPLOYMENT,
TITLE AND RATE OF PAY OF FRANCIS BARTHOLOMEW

WHEREAS, the Cumberland County Utilities Authority owns and operates a Sewerage Treatment Plant located in the City of Bridgeton, and requires employees to operate, manage, and conduct its business; and

WHEREAS, among the powers granted to the Authority by N.J.S.A. 40:14B-18, are the powers to hire employees and determine their duties and compensation; and

WHEREAS, the Authority hired Francis Bartholomew to serve in the classification of Computer Information Technician, and

WHEREAS, the said Francis Bartholomew has successfully completed the 90-day employment introductory period.

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

1. That Francis Bartholomew be established as a Regular Employee of the Authority, in the classification title of Computer Information Technician, with a annual salary range of \$33,000 - \$45,000, effective, September 26, 2011.

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

DATED: September 15, 2011

A RESOLUTION AUTHORIZING THE TRANSFER OF LINE ITEMS
AND APPROVING ADJUSTMENTS IN THE 2011 BUDGET

WHEREAS, the Cumberland County Utilities Authority's Finance and Budget Committee and Director have reviewed the 2011 Budget and have determined that certain line items contained therein require reclassification of budgeted amount among expense and revenue categories; and

WHEREAS, the Authority Members, after their review, have determined that certain Budget line items require an increase or decrease in the amount appropriated; and

WHEREAS, the Authority Members have determined that the funds for said adjustments are made available through transfers from among other budgeted categories as listed on the attached schedule.

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

That the attached "Schedule of Budget Adjustments" which are made part hereof, are hereby approved and ratified.

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

DATED: September 15, 2011

A RESOLUTION APPROVING AND ESTABLISHING NEW POSITIONS AND TITLES
FOR THE CUMBERLAND COUNTY UTILITIES AUTHORITY

WHEREAS, the Cumberland County Utilities Authority owns and operates a Wastewater Treatment Plant located in the City of Bridgeton, and requires employees to operate, manage and conduct its business; and

WHEREAS, it has been determined that adjustments to the Authority personnel are needed to ensure that the Authority adequately conducts and operates in accordance with NJDEP rules and regulations; and

WHEREAS, it has been determined that the Authority needs to establish two (2) new positions in Maintenance. A position of Lead Maintenance Repairer is needed to assist the Facilities Supervisor in daily operation and reporting, and the position with the classification of Electrician is needed to fill a void created by promotion and retirement; and

WHEREAS, this matter has been presented and discussed with the Employee Relations Committee; and

WHEREAS, the positions, titles and rates have been established by the Director and the Employee Relations Committee and are recommended for approval, effective October 1, 2011.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Cumberland County Utilities Authority to approve and adopt this resolution establishing the two new positions and that they be added to the Classifications in the Authority's Personnel Handbook as follows:

1. Lead Maintenance Repairer
2. Electrician

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

DATED: September 15, 2011