

AGENDA
CUMBERLAND COUNTY UTILITIES AUTHORITY
MARCH 19, 2020

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 AND EXECUTIVE SESSION OF FEBRUARY 20, 2020
6. **REPORTS**
 - A. DIRECTOR
 - B. ENGINEER
 - C. AUDITOR - No New Information to Report this month
 - D. GENERAL COUNSEL
 - E. COMMITTEES
 - (1) COMMUNITY/INDUSTRIAL RELATIONS – Commissioner Andre
 - (2) EMPLOYEE RELATIONS – Commissioner Rajacich
 - (3) FACILITIES EXPANSION/CONSTRUCTION - Commissioner VanSant
 - (4) FINANCE AND BUDGET – Vice-Chairman Wasserman
 - (5) OPERATIONS/INSURANCE - Commissioner Young
 - (6) AD HOC – Commissioner Edwards
7. **RESOLUTIONS**
 - # 3070 – RESOLUTION OF THE CCUA AUTHORIZING TRANSFER OF EXCESS FUNDS FROM THE ESCROW ACCOUNT TO THE REVENUE ACCOUNT
 - # 3071 – RESOLUTION AUTHORIZING THE ADOPTION OF A PRE-TAX TRANSPORTATION FRINGE BENEFITS POLICY
 - # 3072 - RESOLUTION APPROVING AN EMERGENCY CONTRACT FOR REPAIR ON FORCEMAIN PIPE FOR SEPTAGE AT THE HEADWORKS
 - # 3073 – RESOLUTION TO EXTEND THE CONTRACT TO GARRISON ENTERPRISE FOR MISCELLANEOUS CONSTRUCTION SERVICES
 - # 3074 - RESOLUTION AUTHORIZING THE CCUA TO UTILIZE OMNIA PARTNERSHIP PURCHASING COOPERATIVE TO PURCHASE & INSTALL CRANE AND HOIST AT THE SEABROOK PUMP STATION
 - #3075 - RESOLUTION TO PAY BILLS WITH PRIOR APPROVAL
8. TREASURER'S REPORT
 - A. CASH POSITION OF THE AUTHORITY
 - B. #3076 - 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. POSSIBLE MOTION FOR EXECUTIVE SESSION FOR LEGAL MATTERS WITH NO ACTION PLANNED
13. ADJOURNMENT

CUMBERLAND COUNTY UTILITIES AUTHORITY

March 19, 2020

The Cumberland County Utilities Authority (CCUA) held its Regular Monthly Meeting on Thursday March 19, 2020 in the Meeting Room of the Operations Building, 333 Water Street, Bridgeton, New Jersey.

Representing the CCUA:

Albert Jones, Chairman

William Andre, Commissioner

Angelia Edwards, Commissioner

Doug VanSant, Commission

Jerry Young, Commissioner

C. Kenneth Hill, Secretary

G. Steven Errickson, Director

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. Vice-Chairman Wasserman and Commissioner Rajacich were recorded as excused absences. All of the professional staff were also recorded as excused absences.

Chairman Jones called for a motion to approve the minutes of the Regular Monthly Meeting of February 20, 2020 as well as the Executive Session of the same date. Motion was made by Commissioner Young, seconded by Commissioner Andre and carried unanimously at roll call.

Chairman Jones called for reports.

REPORTS

Director

Director Errickson submitted the February 2020 Discharge Monitoring Report (DMR) for inclusion into the minutes of this meeting. The Director noted the plant has had some issues with foaming in the aeration basins, he believes that it is a low D.O. bacteria causing the problem and operations has taken the necessary steps to correct the situation. The plant effluent is very good, and no other operational problems are present.

Director Errickson reported that as to the Solar project, we continue to wait for the CARFA permit from NJDEP. Advance Solar is taking the lead with NJDEP and the CCUA is helping in any way we can. Scott Music Engineer for Advance Solar was on site February 25, 2020 checking layout design for the Solar Panels. They have come up with a new more powerful converter that will reduce number of panels they will need thus reducing amount of panels, needed to give 1.5 MW power we contracted for. This will eliminate the need to remove the on-site buildings and allow them to be reused by the CCUA to house our rolling stock and storage.

The Director reported that the CCUA in response to the Coronavirus has issued new employee ID cards to all employees. Everyone working here at the plant is considered an essential employee and would need to come to work even if a travel ban were to be put in place. If stopped by the NJ State Police the Employee ID card should allow them to proceed and to come to work and back home. We are working on a backup plan to operate the plant in the event some of our personnel are off sick, by calling our retirees and asking them if they would be on standby should an emergency develop.

Director Errickson noted a delegation from the Cumberland County Chamber of Commerce and himself met with U.S. Senator Corey Booker's office to discuss economic development and possible grant money to be used in the County. The President of Inspira Hospital was part of the delegation and spoke regarding Coronavirus

and the role the hospital would play in that event along with some of the short falls we are facing here in South Jersey.

The Director reported that the A.E.A. Convention was a very good conference with a lot of focus on legislation issues in Trenton affecting Authorities.

Director Errickson reported that this month's Employee Safety Training involved confined space entry. This involved classroom training and field training in the plant in simulated but real-life situations.

The Director noted that he met with Cumberland County Board of Health this past Monday night to discuss Coronavirus. Received a hand out and information that he brought tonight for the Board. Also, tomorrow, staff will be meeting with plant employees to review Safety procedures and methods for Hygiene. And ways to stop the spread of germs. We will do our best to answer any questions and or concerns someone might have. If needed he will have someone from the County Board of Health come to the plant and meet with our employees and answer any questions that we could not answer.

The Authority is currently hauling two loads a day to DELCORA with C & H providing assistance when needed. In addition to DELCORA the Authority disposed of 100,000 gallons to Ash Lane on the week of February 13, 2020. The Authority has been maintaining the appropriate sludge inventory on site with storage tank levels at a minimum.

The Director noted the following as to Operations and Maintenance:

Operations has begun the process of identifying all the plant valves for the purpose of implementing a valve exercise program within our preventative maintenance routine.

Operations has reported issues with the recirculation pump located at the primary digester. The pump is reported to have inadequate pressure after cleaning. The problem is currently being investigated.

Maintenance has contracted Garrison Enterprises to repair the force main within the septage receiving area. The line needed to be replaced in one area due to age.

The director noted a need for an Employee Relations Committee sometime this coming month to review updated Employees Handbook. Staff has been working on this to improve the language and make it easier to read and understand the meaning and intent.

He also notes that we have six resolutions on tonight's agenda

Resolution "A" Transferring funds from the escrow Account to Revenue.

Resolution "B" Adoption of pretax transportation policy.

Resolution "C" Approving emergency repair on forcemain pipe at Headworks.

Resolution "D" Extending contract with Garrison Enterprises.

Resolution "E" Approving CCUA to utilize Omnia Partnership to purchase Crane and Hoist for Seabrook pump station.

Resolution "F" To pay bills with prior approval.

The Director noted that there were no committee meetings this past month.

Director Errickson also noted that we have no need of an Executive Session today.

In conclusion, the Director offered his thanks to Deputy Director Daniel Jefferson, Administrative Assistant Stephanie Mick, Business Administrator Dominic Birch and Pennoni Engineering for their help with preparing his report.

Engineer

This report was read into the minutes by Director Errickson. WWTP The Headworks Grit System and screening Replacement: Pennoni working on plans and specifications. Pennoni revised project schedule to include submission and review for funding under NJ Infrastructure -Bank.

Anticipated Schedule:

Submit Permit & Funding applications – February/March 2020; Receive Approval August/September 2020.

Bidding schedule to be based on NJ I-Bank authorization to advertise.

Other Sewer Plant Items:

Digesters and Storage Tanks Cleanout: Pennoni prepared and submitted a tank inspection report to the Authority on September 18, 2019.

EQ Tank Structure: Pennoni prepared and submitted a Condition Assessment Report to the Authority on July 19, 2019.

CCUAX 1604: Parking Lot Reconstruction: Substantially completed December 2019.

Compliance Issues: Pennoni assisting the Authority on NJDEP compliance issue at the plant.

The Upper Deerfield Pumping Station was completed and closed out with NJDEP in May 2019.

Other Projects or Issues

Mayor Aitken Force Main: Pennoni to assist the Authority with Cumberland County's relocation of the Authority's existing force main project along Aitken Drive, as needed.

Pennoni assisting the Authority with feasibility in accepting pretreated backwash water from Upper Deerfield Township (UDT). Pennoni provided a response letter to the UDT discharging ion exchange regenerate to the plant on February 13, 2020 for the Authority's internal review.

Solar project: Pennoni to assist the Authority as needed.

Pennoni to work with the Authority in review of capital budget projects, as needed.

Auditor

Mr. Testa was absent but offered no new information to report this month.

General Counsel

This report was also read into the minutes by Director Errickson. As to the Lance Electric/Upper Deerfield Pump Station Upgrade, extensive negotiations have gone on for the last two weeks regarding this matter with draft Settlement Agreements being circulated. To this point, without execution, however we anticipate a global settlement being obtained within the next seven to ten business days. He will update us a new information becomes available.

We continue to search for unpaid connection fees, however same is still under investigation, Updates will be made when available.

Mr. Grace reported as to the Solar Project there was a land use issue that was identified, and we are currently in the process of addressing the matter accordingly. He will update this board as more information becomes available.

Mr. Grace stated he was available for any questions or concerns by the Director, staff and Commissioners.

Committees

There were no Committee meetings this past month.

RESOLUTIONS

RESOLUTION (3070) AUTHORIZING TRANSFER OF EXCESS FUNDS FROM ESCROW ACCOUNT TO REVENUE ACCOUNT offered by Commissioner Young, seconded by Commissioner Andre and carried unanimously at roll call.

RESOLUTION (3071) AUTHORIZING THE ADOPTION OF A PRE-TAX TRANSPORTATION FRINGE BENEFITS POLICY offered by Commissioner Young, seconded by Commissioner Andre and carried unanimously at roll call.

RESOLUTION (3072) APPROVING AN EMERGENCY CONTRACT FOR REPAIR ON FORCEMAIN PIPE, FOR SEPTAGE AT THE HEADWORKS offered by Commissioner VanSant, seconded by Commissioner Young and carried unanimously at roll call.

RESOLUTION (3073) TO EXTEND THE CONTRACT TO GARRISON ENTERPRISE FOR MISCELLANEOUS CONSTRUCTION SERVICES offered by Commissioner Andre, seconded by Commissioner Young and carried unanimously at roll call.

RESOLUTION (3074) AUTHORIZING THE CUMBERLAND COUNTY UTILITIES AUTHORITY TO UTILIZE OMNIA PARTNERS PURCHASING COOPERATIVE TO PURCHASE AND INSTALL CRANE AND HOIST AT THE SEABROOK PUMP STATION offered by Commissioner Andre, seconded by Commissioner Edwards and carried unanimously at roll call.

RESOLUTION (3075) TO PAY BILLS WITH PRIOR APPROVAL offered by Commissioner VanSant, seconded by Commissioner Andre and carried unanimously at roll call.

Treasurers Report

Revenue Account	\$503,579.77
Operating Account	1156088.18
Petty Cash	500.00
Sensor Account	8432.11
General Account	6470860.87
Plant Reconstruction/Replacement	2693041.67
User Revenue Reserve	615032.09
Trust Account	1864914.9
Total Cash Position	\$13,312,449.59

The Treasurer's report was read into the minutes by Director Errickson. The Treasurer reported that the bills submitted for payment today for the Operating Account total \$263,507.81. The Authority Chairman 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 (3076 APPROVING AND AUTHORIZING PAYMENT OF CERTAIN OPERATING ACCOUNT VOUCHERS, offered by Commissioner Andre, seconded by Commissioner Young and carried unanimously at roll call.

Chairperson's Remarks

Chairman Jones thanked all of our employees for their hard work. He also wished everyone good health during this troubling time.

Commissioners-Public Remarks

Nancy Ridgeway asked what the Resolution dealing with Pre-Tax Transportation Fringe Benefit was about. Director Errickson explained that it was a transportation issue for one of our employees that rides the bus to work because they don't drive.

The meeting was adjourned on a motion from Commissioner VanSant.

The next regular Monthly Meeting of the Cumberland Counties Utilities Authority will be held Thursday April 16, 2020 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

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
ANGELIA EDWARDS	X			
WILLIAM ANDRE'	X			
ZARKO RAJACICH				X
DOUG VANSANT	X			
JERRY YOUNG	X			
KEITH WASSERMAN				X
ALBERT JONES	X			

RESOLUTION # 3070

Offered By Young

Seconded By Andre'

Dated March 19, 2020

A RESOLUTION OF THE CUMBERLAND COUNTY UTILITIES AUTHORITY AUTHORIZING TRANSFER OF EXCESS FUNDS FROM ESCROW ACCOUNT TO REVENUE ACCOUNT

WHEREAS, the Cumberland County Utilities Authority (the "Authority"), a duly constituted public body in the County of Cumberland, State of New Jersey has determined that there is a need to transfer excess funds from the Authority's Escrow Account to the Authority's Revenue Account in the amount of \$2,532.11; and

WHEREAS, the Authority hereby authorizes the Official Custodian of Public Funds (OCP) to make any and all necessary transactions in order to effectuate the transfer.

NOW, THEREFORE, BE IT RESOLVED by the Cumberland County Utilities Authority that funds in the amount of \$2,532.11 are authorized to be transferred from the Authority's Escrow Account to the Authority's Revenue Account.

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 19, 2020 at 4:30 p.m. prevailing time.

DATED: MARCH 19, 2020

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
ANGELIA EDWARDS	X			
WILLIAM ANDRE'	X			
ZARKO RAJACICH				X
DOUG VANSANT	X			
JERRY YOUNG	X			
KEITH WASSERMAN				X
ALBERT JONES	X			

RESOLUTION # 3071

Offered By Young

Seconded By Andre'

Dated March 19, 2020

A RESOLUTION AUTHORIZING THE ADOPTION OF A PRE-TAX TRANSPORTATION FRINGE BENEFITS POLICY

WHEREAS, on March 1, 2019, the State of New Jersey passed N.J.S.A.27:26A-3, S1567 ("Law"), which requires New Jersey employers with twenty (20) or more employees to offer their employees the opportunity to elect pre-tax deductions for commuter benefits up to limits established by the United States Internal Revenue Service, which is \$270 a month for transit and vanpool and \$270 a month for parking in 2020 (subject to adjustment by the Internal Revenue Service in Future years)/ and

WHEREAS, the law required covered employers to adopt a policy by March 1, 2020; and

WHEREAS, the Cumberland County Utilities Authority currently employs more than 20 employees and there is subject to the provisions of the law.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Cumberland County Utilities Authority, that the Authority hereby adopts the attached Pre-Tax Commuter Benefits Policy attached hereto so that employees shall be eligible to receive benefits to the maximum benefit permitted by the Law; and

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 19, 2020 at 4:30 p.m. prevailing time.

DATED: **MARCH 19, 2020**

CUMBERLAND COUNTY UTILITIES AUTHORITY

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
ANGELIA EDWARDS	X			
WILLIAM ANDRE	X			
ZARKO RAJACICH				X
DOUG VANSANT	X			
JERRY YOUNG	X			
KEITH WASSERMAN				X
ALBERT JONES	X			

RESOLUTION # 3072

Offered By VanSant

Seconded By Young

Dated March 19, 2020

A RESOLUTION APPROVING AN EMERGENCY CONTRACT FOR REPAIR ON FORCEMAIN PIPE FOR SEPTAGE AT THE HEADWORKS

WHEREAS, section N.J.S.A. 40A:11-6 & section N.J.A.C. 5:34.6.1 of the Local Public Contracts Law permits local contracting units to use emergency purchasing procedures, and

WHEREAS, on July 18, 2002 the Cumberland County Utilities Authority adopted by Resolution #1820 an Emergency Purchasing Procedures Policy with written procedures for determining and confirming the existence of an emergency; and

WHEREAS, the Executive Director of the Cumberland County Utilities Authority has determined that an imminent emergency exists for repair of forcemain pipe for septage at the headworks.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Cumberland County Utilities Authority, the attached emergency repair of forcemain pipe for septage at the headworks is hereby 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, March 19, 2020 at 4:30 p.m. prevailing time.

DATED: MARCH 19, 2020

COMMISSIONER	AYE	NAY	ABSTAIN	ABSENT
ANGELIA EDWARDS	X			
WILLIAM ANDRE	X			
ZARKO RAJACICH				X
DOUG VANSANT	X			
JERRY YOUNG	X			
KEITH WASSERMAN				X
ALBERT JONES	X			

RESOLUTION # 3073

Offered By Andre'

Seconded By Young

Dated March 19, 2020

**A RESOLUTION TO EXTEND THE CONTRACT TO
GARRISON ENTERPRISE FOR MISCELLANEOUS
CONSTRUCTION SERVICES**

WHEREAS, the Cumberland County Utilities Authority entered into a contract on April 30, 2014 with Garrison Enterprise for Miscellaneous Construction Services in accordance with the specifications on file at its Sewerage Treatment Plant; and

WHEREAS, the Specifications for this contract provide that it may be extended for additional period, up to twenty-four (24) months, provided that the same terms and conditions apply; and

WHEREAS, Garrison Enterprise has indicated that the terms and conditions of the existing contract are acceptable; and

WHEREAS, the Authority has been satisfied with the services rendered by Garrison Enterprise; and

WHEREAS, the Authority's Executive Director recommends that a Contract extension be awarded to Garrison Enterprise, 211 West Elmer Road, Vineland, New Jersey 08360, in the amount of \$37,243.12 per year.

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

1. That the Authority extend a contract to Garrison Enterprise, 211 West Elmer Road, Vineland, New Jersey 08360, with the same terms and conditions of the existing contract, in the total bid of \$37,243.12 per year, for an additional twenty four (24) month period, terminating April 30, 2018.

2. That the proper officers of this Authority be and they are hereby authorized and directed to execute the Contract hereby awarded.

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 19, 2020 at 4:30 p.m. prevailing time.

DATED: MARCH 19, 2020