

**MINUTES OF REGULAR MEETING
OF THE
CAPE MAY COUNTY MUNICIPAL UTILITIES AUTHORITY
APRIL 20, 2011**

A Regular Meeting of the Cape May County Municipal Utilities Authority was held on Wednesday, April 20, 2011 at 1:30 P.M., at the Authority office in Swainton, N.J. Chairman Betts stated proper notice was given under the provisions of the Open Public Meetings Act. The Pledge of Allegiance was recited.

ROLL CALL

	<u>Present</u>	<u>Absent</u>
George W. Betts, Chairman	X	
William G. Burns, Jr.	X	
Patricia A. Callinan	X	
William J. McMahan, Jr.	X	
John J. Pantalone	X	
Beatrice Payne		X*
Thomas M. Phelan, Esq.	X	

* Late Arrival.

Also present were: Authority Staff, Charles M. Norkis, John R. Baron, William W. Cathcart, Robert P. Donato, Thomas J. LaRocco, Theresa A. Gallagher, Ann M. McDevitt; Authority Solicitor, Howard C. Long, Esquire; Fred Pracht and Brian Reynolds of the Avalon Land and Homeowners Association.

MINUTES

Minutes of the April 6, 2011 Regular Meeting were submitted for approval or correction. Ms. Callinan offered MOTION TO APPROVE THE APRIL 6, 2011 REGULAR MEETING MINUTES AS SUBMITTED, seconded by Mr. Phelan, a Roll Vote followed:

	<u>Aye</u>	<u>Naye</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Burns	x			
Ms. Callinan	x			
Mr. McMahan	x			
Mr. Pantalone	x			
Ms. Payne				x
Mr. Phelan	x			
Mr. Betts	x			

By unanimous Roll Vote, the April 6, 2011 Regular Meeting Minutes were approved as submitted.

**TREASURER'S
REPORT**

None submitted.

**CORRESPONDENCE &
COMMUNICATIONS**

1. Mr. Norkis reported that the New Jersey Water Environment Association (NJWEA) has selected the Authority's Project Crew Supervisor, John R. Reardon, to receive its Conference Management Certificate of Appreciation Award. This employee has been invited to attend the NJWEA President's Award Luncheon in Atlantic City, on May 12, 2011, where he will be recognized for his contributions to the profession of sound wastewater management.

2. Mr. Norkis reported that Robert E. Winder, the Authority's Senior Electrician, received the 2010 Safety Excellence Award from the New Jersey Utilities Authority's Joint Insurance Fund (NJUA). This employee was recognized at the Joint Insurance Fund's Annual Safety Breakfast on February 25, 2011.

Note: Ms. Payne arrived at the Regular Meeting during the above-noted discussion.

**UNFINISHED
BUSINESS**

**I. GENERAL COUNTY - WASTEWATER MANAGEMENT AND
SOLID WASTE MANAGEMENT PROGRAMS (COMBINED)**

To authorize signatories for CMCMUA Deposit Accounts, Chairman Betts presented the following Corporate Bank Resolutions for consideration by the Board:

CORPORATE BANKING RESOLUTION (TD Bank) and CORPORATE RESOLUTION (Sturdy Savings Bank). Mr. Phelan offered MOTION TO ADOPT THE RESOLUTIONS AS PRESENTED, seconded by Mr. Burns, a Roll Vote followed:

	<u>Aye</u>	<u>Naye</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Burns	x			
Ms. Callinan	x			
Mr. McMahan	x			
Mr. Pantalone	x			
Ms. Payne	x			
Mr. Phelan	x			
Mr. Betts	x			

By unanimous Roll Vote, Resolutions Nos. 38-11 and 39-11 were adopted, copies annexed hereto and incorporated herein.

II. WASTEWATER MANAGEMENT PROGRAM

GENERAL COUNTY

1. Mr. Cathcart gave a report on the Wastewater Program's various projects being performed by in-house labor, specifically:

Paint Belt Filter Press/Sludge Building – Mr. Cathcart reported that the Belt Filter Press/Sludge Building at the Wildwood Lower Wastewater Treatment Facility is currently undergoing improvements to provide a chemical resistant floor and a more organized look.

Rebuild Rosemary Road Pump Station Grinder – Mr. Cathcart reported that the Authority's Project Crew is continuing the process of rebuilding the cutter mechanisms within the mechanical grinders at the Rosemary Road Pump Station. Mr. Cathcart noted that the work required is very precise and consists of working with close tolerances. He further noted that by having this process done by in-house labor results in a significant savings for the Authority.

2. The Authority Members reviewed and discussed the two (2) bids received on April 14, 2011 for Contract SER-17-11 – Loading and Hauling of Sewage Sludge from the Authority's Wastewater Treatment Facilities, which was divided into four individual contracts, identified as A (loading and hauling of sewage sludge from the Cape May Wastewater Treatment Facility to the Wildwood/Lower Wastewater Treatment Facility); B (loading and hauling of sludge from the Ocean City Wastewater Treatment Facility to the Seven Mile Beach/Middle Facility); C (loading, hauling and disposal of sludge from the Ocean City Wastewater Treatment Facility); and D (emergency loading, hauling and disposal of sludge from any of the Authority's four regional wastewater facilities). It was noted that sections C and D of this contract are used for emergency purposes only. It was further noted that these emergency services have not been utilized during the past two (2) years. Following review of the bids received, it was determined that Caprioni Portable Toilets, Inc. submitted the lowest responsive bid for all four sections of Contract SER-17-11. Therefore, it was recommended that Contract SER-17-11 be awarded to Caprioni Portable Toilets, Inc. for a total Contract amount not-to-exceed \$228,267.00. To enable consideration of the above-noted recommendation, Chairman Betts presented RESOLUTION AWARDED CONTRACT SER-17-11 – LOADING AND HAULING OF SEWAGE SLUDGE – CAPRIONI PORTABLE TOILETS, INC. Mr. Burns offered MOTION TO ADOPT THE RESOLUTION AS PRESENTED, seconded by Ms. Callinan, a Roll Vote followed:

	Aye	Naye	Abstain	Absent
Mr. Burns	x			
Ms. Callinan	x			
Mr. McMahan	x			
Mr. Pantalone	x			
Ms. Payne	x			
Mr. Phelan	x			
Mr. Betts	x			

By unanimous Roll Vote, Resolution No. 40-11 was adopted, copy annexed hereto and incorporated herein.

3. The Authority Members reviewed and discussed the two (2) Proposals received on April 5, 2011 for services related to the Maintenance and Inspection of the Authority's Ocean Outfall Diffusers (RFP-06-11). Further review of the Proposal submitted by Commercial Diving Service determined that the Proposal submitted by this firm best met the needs of the Authority and all requirements of RFP-06-11. Therefore, it was the recommendation of the Authority's Chief Engineer and Purchasing Agent, with the concurrence of the Authority's Executive Director, that a Contract to provide the required ocean outfall inspection and maintenance services, in the amount of \$15,840.00, be awarded to Commercial Diving Service. Following a discussion, wherein it was noted that Commercial Diving Service has satisfactorily provided similar services to the CMCMUA in the past, Chairman Betts presented RESOLUTION AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR VARIOUS CMCMUA OCEAN OUTFALL LOCATIONS DIFFUSER INSPECTION AND MAINTENANCE - CONTRACT RFP-06-11 TO COMMERCIAL DIVING SERVICE. Mr. McMahon offered MOTION TO ADOPT THE RESOLUTION AS PRESENTED, seconded by Mr. Burns, a Roll Vote followed:

	<u>Aye</u>	<u>Naye</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Burns	x			
Ms. Callinan	x			
Mr. McMahon	x			
Mr. Pantalone	x			
Ms. Payne	x			
Mr. Phelan	x			
Mr. Betts	x			

By unanimous Roll Vote, Resolution No. 41-11 was adopted, copy annexed hereto and incorporated herein.

4. The Authority Members reviewed the Staff recommendation regarding selection of a firm to provide the CMCMUA with Flow Meter Calibration Certification Services for the flow meters utilized by the Authority in its billings for Wastewater services to its Participants. It was noted that to comply with New Jersey's "Pay-to-Play" public procurement requirements for a fair and open process, the CMCMUA, on March 25, 2011, advertised a Request for Proposals for Calibration Certification Services for In-Line and Open Channel Flow Meters for the CMCMUA's Wastewater Management Program (RFP-09-11). Two (2) firms responded on April 12, 2011 to the Authority's Request for Proposals. Following an evaluation of these Proposals, it was the recommendation of the Authority's Wastewater Program Manager, Senior Electrician, and Purchasing Agent, with the concurrence of the Executive Director, that Technical Devices, Inc. submitted the Proposal which best meets the needs of the CMCMUA. It was, therefore, recommended that the CMCMUA authorize the procurement of Calibration Certification Services, in a not-to-exceed amount of \$21,000.00, from Technical Devices, Inc. To enable consideration of this recommendation, Chairman Betts presented RESOLUTION AUTHORIZING THE PROCUREMENT OF CALIBRATION CERTIFICATION SERVICES FOR IN-LINE AND OPEN CHANNEL FLOW METERS (RFP-09-11) FROM TECHNICAL DEVICES, INC., SELECTED UNDER THE FAIR AND OPEN PROCUREMENT PROCESS. Mr. Phelan

offered MOTION TO ADOPT THE RESOLUTION AS PRESENTED, seconded by Mr. Burns, a Roll Vote followed:

	<u>Aye</u>	<u>Naye</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Burns	x			
Ms. Callinan	x			
Mr. McMahon	x			
Mr. Pantalone	x			
Ms. Payne	x			
Mr. Phelan	x			
Mr. Betts	x			

By unanimous Roll Vote, Resolution No. 42-11 was adopted, copy annexed hereto and incorporated herein.

**PUBLIC
DISCUSSION**

None presented.

**II. SOLID WASTE MANAGEMENT PROGRAM -
RECYCLING -**

The Authority Members reviewed the Preliminary Regional Recycling Program Progress Report for January 2011, which noted that Cape May County achieved a 30.70% municipal solid waste stream diversion rate and a 24.29% total solid waste stream diversion rate during the first month of 2011. The Progress Report also pointed out that the above-noted recycling rates are preliminary and subject to change, based on the submission of data from independent recycling operations and final State review. It was pointed out that the Monthly Average Commodity Revenue (ACR) received for the sale of recyclables during the month of January 2011 resulted in a net profit from the operation of the Intermediate Processing Facility (IPF) of almost \$70,000 compared to a loss of approximately \$35,000 during January 2010.

**PAYMENT OF
BILLS**

1. On Motion by Mr. Pantalone, seconded by Ms. Payne, a Roll Vote followed on the approval of the Administration Vouchers List dated April 20, 2011:

	<u>Aye</u>	<u>Naye</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Burns	x			
Ms. Callinan	x			
Mr. McMahon	x			
Mr. Pantalone	x			
Ms. Payne	x			
Mr. Phelan	x			
Mr. Betts	x			

By unanimous Roll Vote, the Administration Vouchers List dated April 20, 2011 was approved, copy annexed hereto and incorporated within.

2. On Motion by Ms. Callinan, seconded by Ms. Payne, a Roll Vote followed on the approval of the Wastewater Operating Funds Vouchers List dated April 20, 2011:

	<u>Aye</u>	<u>Naye</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Burns	x			
Ms. Callinan	x			
Mr. McMahan	x			
Mr. Pantalone	x			
Ms. Payne	x			
Mr. Phelan	x			
Mr. Betts	x			

By unanimous Roll Vote, the Wastewater Operating Funds Vouchers List dated April 20, 2011 was approved, copy annexed hereto and incorporated within.

3. On Motion by Mr. Phelan, seconded by Ms. Callinan, a Roll Vote followed on the approval of the Solid Waste Operations Fund Vouchers List dated April 20, 2011:

	<u>Aye</u>	<u>Naye</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Burns	x			
Ms. Callinan	x			
Mr. McMahan	x			
Mr. Pantalone	x			
Ms. Payne	x			
Mr. Phelan	x			
Mr. Betts	x			

By unanimous Roll Vote, the Solid Waste Operations Fund Vouchers List dated April 20, 2011 was approved, copy annexed hereto and incorporated within.

4. On Motion by Mr. McMahan, seconded by Ms. Payne, a Roll Vote followed on the approval of the Solid Waste Project Fund Vouchers List dated April 20, 2011:

	<u>Aye</u>	<u>Naye</u>	<u>Abstain</u>	<u>Absent</u>
Mr. Burns	x			
Ms. Callinan	x			
Mr. McMahan	x			
Mr. Pantalone	x			
Ms. Payne	x			
Mr. Phelan	x			
Mr. Betts	x			

By unanimous Roll Vote, the Solid Waste Project Fund Vouchers List dated April 20, 2011 was approved, copy annexed hereto and incorporated within.

The total of all four (4) approved Vouchers Lists, dated April 20, 2011, was \$1,551,336.80.

NEW BUSINESS

None presented

ADJOURNMENT

There being no further business, the Regular Meeting adjourned at 2:35 p.m.

Respectfully submitted,


Ann M. McDevitt
Recording Secretary

04/21/11