

**MINUTES OF THE REGULAR MEETING OF THE MIDDLESEX COUNTY UTILITIES AUTHORITY –  
DECEMBER 21, 2017 – 4:00 P.M.**

A Regular Meeting of the Middlesex County Utilities Authority was held at the Authority Board Room, Main Street Extension, Sayreville, New Jersey on Thursday, December 21, 2017.

Notices of the meeting were mailed to the three counties and the News Media - The Courier News, The Star Ledger and The Home News Tribune in compliance with the Open Public Meetings Law and New Jersey Statutes.

The meeting was called to order by Chairman Ted Light at 4:00 P.M.

Present were: Chairman Ted Light; Vice Chairman John Wiley; Commissioners: Jerome Convery, Robert Diehl, Allan Jacobs and James Zullo.

Absent were: Commissioners: Linda Carter, Antonio Cruz, Joseph Juliano and Raymond Murray.

Also present were: Executive Director, Richard L. Fitamant; William Northgrave, Esq., Construction/General Counsel and Karen Sissick, Comptroller.

The meeting opened with the Pledge of Allegiance.

**REGULAR MEETING**

The meeting opened with the Pledge of Allegiance.

**APPROVAL OF MINUTES**

Motion for approval of the Minutes of the Public Hearing and Regular Meeting of Tuesday, November 21, 2017 was made by Vice Chairman Wiley, seconded by Chairman Light and carried.

Abstain: Commissioners: Convery and Zullo.

**PUBLIC PORTION ON RESOLUTIONS**

Chairman Light asked if anyone wished to address the Board on any of the current Resolutions. There were no members that wished to address the Board.

**RESOLUTIONS**

**Resolution No. WW-12-17-1-R**

Contract Award – Agreement for Wastewater Health & Safety Consulting Services 2018 – Skyline Environmental, Inc. – Not to Exceed \$811,660.00

Mr. Fitamant reported that the fair and open process was followed. The Authority received one (1) response from the current provider Skyline Environmental. A Request for Proposal was issued and is recommending making this award to Skyline Environmental.

Mr. Fitamant pointed out that a big part of contact is dealing with electrical safety and ARC Flash.

**Resolution No. WW-12-17-2-R**

Authorize Agreement for Sale of Class I Renewable Energy Certificates – DTE Energy Trading, Inc.

Mr. Fitamant reported that this resolution is for the sale of Class I Renewable Energy Certificates (RECs) from the use of the Landfill Gas to produce electricity and are eligible to receive through the BPU. These REC's are currently trading at \$5.00 vs. in past years receiving \$15.00 per MWH. Mr. Fitamant further explained the bidding process that Gable Associates put together. The Authority received 2 proposals and looking to make this award to DTE Energy Trading, Inc.

**Resolution No. SW/WW-12-17-3-R**

Contract Award for Financial Edge Software Upgrade and Support – BlackBaud – Not to Exceed \$15,705.28

**Resolution No. WW-12-17-4-R**

Authorization to Rebid – Supply, Deliver, and Maintenance of a New Utility Truck with Crane – Contract 17-9-3(LM)

**Resolution No. WW-12-17-5-R**

Change Order No. 1 to Contract 13-12-1(CTP) Rehabilitation and Upgrades to the Central Treatment Plant – PKF Mark III

Mr. Fitamant explained this Resolution is for a no cost time extension change Order that is necessary to complete the contract work for the Electrical Unit Substation Replacements and Rehabilitation Upgrade. The contact will be extend to June 30, 2018. Contractor costs associated with the time extension will be addressed in a future Change Order.

**Resolution No. WW-12-17-6-R**

2018 Authorization to Execute Wastewater Purchase Orders Under Various New Jersey State Contracts

**Resolution No. WW-12-17-7-R**

Resolution of the Middlesex County Utilities Authority Authorizing Further Investigation of the Proposal for Sludge Processing Enhancements at the Central Treatment Plant

Mr. Fitamant explained that this Resolution was discussed at a Special Meeting authorizing to further investigate the proposal by J&J Resources for the sludge processing enhancement project

**Resolution No. SW-12-17-8-R**

Contract Award – Agreement for Solid Waste Health & Safety Consulting Services 2018 – Skyline Environmental, Inc. – Not to Exceed \$192,060.00

Mr. Fitamant reported that this resolution is similar to Resolution No. WW-12-17-1-R but is for the Solid Waste Division. The fair and open process of the pay to play act was followed and only one entity, Skyline Environmental, Inc. responded to the Request for Qualification and recommends this award.

**Resolution No. SW-12-17-9-R**

Contract Award – Contract No. 17-5SSW – Purchase of a Wheel Loader for the Middlesex County Landfill – Foley Incorporated – Not to Exceed \$427,718.33

Mr. Fitamant reported that this resolution is for a wheel loader. Three (3) bids were received with Foley being the lowest bid.

**Resolution No. SW-12-17-10-R**

Contract Award – Computer System Maintenance – The System Support Group, Inc. – Solid Waste Technologies Division – Not to Exceed \$17,435.00

**Resolution No. SW-12-17-11-R**

Change Order No. 1 – Contract No. 15-6SW – Purchase of a Landfill Articulated Dump Truck for the Middlesex County Landfill – Penn Jersey Machinery, LLC. – Not to Exceed \$20,000.00

**Resolution No. SW-12-17-12-R**

2018 Authorization to Execute Solid Waste Purchase Orders Under Various New Jersey State Contracts

**Resolution No. SW/WW-12-17-13-R**

Resolution of the Middlesex County Utilities Authority Authorizing the Payment of Vouchers Concerning Certain Close-Out Items to Wilentz, Goldman & Spitzer, P.A. – Not to Exceed \$8,917.54

Mr. Fitamant explained that this resolution is for additional services that were required by Wilentz, Goldman & Spitzer during the transition period following a change in Counsel earlier this year. The contract expired in April but additional services were necessary and looking to authorize payment for those items.

**Resolution No. SW/WW-12-17-14-R**

Resolution Fixing and Determining the Appointment, Classification and Salary Range for Employees of the Middlesex County Utilities Authority

Mr. Fitamant reported that this resolution establishes the roster of MCUA employee positions for 2018, along with a Cost of Living Adjustment, in the amount of 3.5% explaining that 2% is for COLA and 1.5% is associated to offset the employee future medical benefits increases. This item was discussed in detail at the Personnel Committee Meeting.

**Resolution No. A-12-17-15-R**

Authorizing Amendment No. 1 to Agreement for Administrative and Management Consulting Services – Moorings Group, LLC. – Not to Exceed \$30,000.00

Mr. Fitamant reported that this resolution is to amend the Agreement with Moorings Group, LLC for an additional 6 month period.

Commissioner Jacobs questioned what other work is necessary under this amendment since the report has already been finalized?

Mr. Fitamant stated that the Authority has not received an updated scope of services associated with the Amendment and will forward to the board once received.

Commissioner Zullo questioned if this consultant is paid hourly?

Mr. Northgrave responded stating that the payment is a flat monthly fee further explaining that under this agreement, certain concepts in the report to guide the Authority will be performed.

The above resolutions were presented and moved for adoption by Commissioner Jacobs. The motion was seconded by Vice Chairman Wiley and the following members voted Aye:

Chairman Light; Vice Chairman Wiley; Commissioners: Convery, Diehl, Jacobs and Zullo.

Nays: None

(See Appendix Nos. 1-15)

**PUBLIC**

There were no members from the Public that wished to address the Board.

A copy of the Wastewater Division and Solid Waste Division Bill Lists were distributed to the Commissioners.

**COMMITTEE REPORTS**

Commissioner Convery reported that a Personnel Committee meeting was held at 3:00 today and a full discussion was held on the 3.5% increase.

Commissioner Jacobs reported that an Engineering Committee meeting took place at 3:30 p.m. today to discuss the ongoing construction progress of the Edison Pump Station and the Sayreville Pump Station. The EPS is approximately 20% completed and the SPS is approximately 8.6% completed. Everything seems to be on track with both projects.

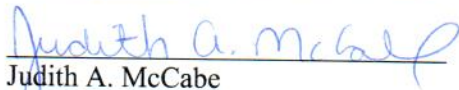
**NEW BUSINESS**

Mr. Fitamant reported that the annual inspection report was handed out to all commissioner and we are looking to hold a meeting with R3M Engineering to speak with the Engineering Committee to discuss the report and ongoing Capital Projects.

Chairman Light reported that the next Board meeting will be held on January 25, 2018 at 4:00 p.m.

There being no further business, Chairman Light called for a motion to adjourn. Motion was made by Commissioner Diehl at 4:40 p.m., seconded by Commissioner Zullo and carried.

**I hereby certify that these minutes are a true and accurate summary of that which transpired at the MCUA board meeting of December 21, 2017 at which I was present.**

  
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Judith A. McCabe