

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON FEBRUARY 20, 2019 AT THE AUTHORITY'S ADMINISTRATION BUILDING, LAFAYETTE, NEW JERSEY

1. CALL TO ORDER; ROLL CALL; PLEDGE OF ALLEGIANCE

The Meeting was called to order at 3:00 p.m.

The following were present: Chairman Drake, Vice Chairman Meyer, Commissioners Perez, Dietz, Cocula, Madsen, and Petillo, Administrator John Hatzelis, Chief Engineer Thomas Varro, Solid Waste Superintendent Jonathan Morris, Wastewater Superintendent Angelo Baron, General Counsel Napolitano, Special Counsel Thomas Prol and Recording Secretary Tara Kronski. Robert Chilton of Gabel Associates (via telecom) during Executive Session (LFGTE Discussions only)

2. PUBLIC STATEMENT REGARDING SUNSHINE LAW

Chairman Drake stated that the meeting has been duly advertised, and notice given thereof, as required by P.L. 1975, Chapter 231.

3. OPEN TO PUBLIC COMMENT

Chairman Drake opened the meeting to public comment. No public present.

4. AGENDA APPROVAL

Chairman Drake asked for a motion to approve the Agenda. Chief Engineer Varro requested moving the report on the Landfill Gas to Energy Contract to be given by Robert Chilton of Phoenix Advisors be moved to the beginning of the Executive Session Agenda. Commissioner Madsen moved Agenda as amended, seconded by Commissioner Meyer. On voice vote: Ayes (7); Nays (0). The motion carried.

5. APPROVAL OF CONSENT AGENDA

Commissioner Meyer moved the approval of the Consent Agenda, seconded by Commissioner Dietz. No discussions requested. On voice vote: Ayes (7); Nays (0). The motion carried.

6. MINUTES

Chairman Drake requested a motion to approve/acknowledge the email distribution of the February 6, 2019 Pending Action Summary Sheets (PASS) to the County Freeholder Board. Commissioner Cocula motioned to approve, seconded by Commissioner Perez. On voice vote: Ayes (7), Nays (0), Abstain (0). The motion passed.

Commissioner Madsen moved to approve the Open and Closed Meeting Minutes for the December 19, 2018 Authority Meeting, Commissioner Dietz seconded. On voice vote: Ayes (7), Nays (0), Abstain (0). The motion passed.

Commissioner Cocula moved to approve the Open and Closed Meeting Minutes for the January 2, 2019 Authority Meeting, Commissioner Dietz seconded. On voice vote: Ayes (7), Nays (0), Abstain (0). The motion passed.

The Open and Closed Meeting Minutes for the January 16, 2019 Authority Meeting were distributed for review.

7. BUSINESS

a. Executive Session

At 3:02 p.m. Commissioner Cocula moved the adoption of the following resolution authorizing a Closed Executive Session, motion seconded by Commissioner Madsen. On voice vote: (7) Ayes, (0) Nays, the motion carried. Chairman Drake noted the Closed Session should be approximately 30-40 minutes to an hour and discussions shall include: Mountain Creek Bankruptcy Matter, Contract #454 NOVA Filter Unit and Personnel Item.

**#19-051** RESOLUTION RE: AUTHORIZING CLOSED EXECUTIVE SESSION

At 4:30 p.m. Commissioner Cocula moved to adjourn the Closed Session, seconded by Commissioner Madsen. On voice vote: Ayes (7), Nays (0), Abstain (0). The motion carried.

Chairman Drake confirmed discussions held as specifically set forth in the resolution authorizing Closed Executive Session included: Mountain Creek Bankruptcy Matter, Landfill Gas to Energy Contract, Contract #454 NOVA Filter Unit and Personnel Matter. When the need for confidentiality of these matters no longer exists they will be opened to the public.

b. Wastewater Program

**Administrator’s Report**

Mr. Hatzelis reported on the OPRA request which was sent to Sparta Township re: Sparta Plaza Plant connection to the Upper Wallkill Facility, as per Commissioners’ direction at previous Authority Meeting. Mr. Hatzelis reported he is currently reviewing their response and noted no information was provided regarding the 2016 “emergency repair” that allowed diversion of this flow from the Plaza Plant. He will review properties to begin to calculate connection fees. Discussion ensued regarding how Sparta Township came up with the 12,000 gpd flow number.

**Chief Engineer’s Report**

Mr. Varro requested a motion to approve a not-to-exceed amount of \$5,000 to Mott MacDonald to complete for a contract budget amendment to complete NOVA Filter Test Report. Details discussed in Executive Session.

Motion: Commissioners authorize a budget amendment for a not-to- exceed amount of \$5,000 to Mott MacDonald for the completion of NOVA Unit capacity test report.						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
KARL MEYER		x	x			
JOHN DRAKE			x			
WAYNE DIETZ			X			
ANDREA COCULA	x		X			
TOM MADSEN			X			
RONALD PETILLO			x			

The motion passed.

c. Solid Waste Program

**Superintendent's Report**

Superintendent Morris indicated that certain Sussex County Municipalities have requested a Shared Services Agreement with the SCMUA to provide Certified Recycling Professional Services. SCMUA Recycling Coordinator Reenee Casapulla is a Certified Recycling Professional that can certify their 2018 Recycling Reports as required by the NJDEP.

Res #19-052: Shared Services for CRP Services to requesting Sussex County Municipalities						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ		x	x			
JOHN DRAKE			x			
TOM MADSEN			x			
WAYNE DIETZ			x			
ANDREA COCULA	x		x			
KARL MEYER			x			
RONALD PETILLO			x			

**#19-052** RESOLUTION RE: SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY BOARD OF COMMISSIONERS AUTHORIZE THE EXECUTION OF A SHARED SERVICES AGREEMENT(S) WITH VARIOUS SUSSEX COUNTY MUNICIPALITIES FOR THE PROVISION OF CERTIFIED RECYCLING PROFESSIONAL SERVICES TO CERTIFY AND SUBMIT THE 2018 RECYCLING TONNAGE REPORT TO NJDEP

d. General Authority Business

**Administrator's Report**

Mr. Hatzelis indicated that all of the Professional Services Agreements have been sent to the appointed professionals for execution, and upon receipt resolutions will be prepared authorizing SCMUA execution.

8. Payment of Bills

FINANCIAL CONSENT AGENDA – Chairman Drake asked for a motion to approve the Financial Consent Agenda (FCA).

Res #19-052: Financial Consent Agenda						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
KARL MEYER			x			
JOHN DRAKE			x			
WAYNE DIETZ			x			
ANDREA COCULA	x		x			
TOM MADSEN		x	x			
RONALD PETILLO			x			

**#19-053** RESOLUTION RE: CONSENT AGENDA – BILL PAYING LIST

9. PUBLIC COMMENT

No public present.

10. COMMISSIONERS COMMENTS/REQUEST

Commissioners thanked the Personnel Committee and Administrator Hatzelis on their efforts in organization restructuring. Commissioners also thanked IT Committee their work on the upgrades for the both the email and phone systems.

11. ADJOURN

At 4:40 p.m. Commissioner Madsen made a motion to adjourn the meeting, seconded by Commissioner Meyer. On voice vote: Ayes (7); Nays (0). The motion passed.

Respectfully submitted,

Andrea Cocula, Secretary