

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON APRIL 18, 2018 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 Madsen, Vice Chairman Drake, Commissioners Perez, Dietz, Cocula, and Meyer, Administrator Hatzelis, Chief Engineer Varro, Solid Waste Superintendent Sparnon, Wastewater Superintendent Angelo Baron, General Counsel Napolitano, Special Counsel Prol and Recording Secretary Kronski.

Absent: Commissioner Petillo

2. PUBLIC STATEMENT REGARDING SUNSHINE LAW

Chairman Madsen 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

No public comment.

4. AGENDA APPROVAL

Chairman Madsen asked for a motion to approve the Agenda. Commissioner Drake moved the Agenda, seconded by Commissioner Dietz. Administrator Hatzelis requested to add Chief Engineer's Report in Executive Session for Status on NJPDES Permit for Upper Walkkill. Motion amended. On voice vote: Ayes (6); Nays (0). The motion carried.

5. APPROVAL OF CONSENT AGENDA

Commissioner Drake moved the approval of the Consent Agenda, seconded by Commissioner Meyer. No discussions requested. On voice vote: Ayes (6), Nays (0). The motion carried.

6. MINUTES

Chairman Madsen requested a motion to approve/acknowledge the distribution of the April 4, 2018 Pending Action Summary Sheet (PASS) to the County Freeholder Board. Commissioner Perez motioned to approve, seconded by Commissioner Drake. On roll call vote: Ayes (5) Commissioners Perez, Drake, Madsen, Cocula and Meyer; Abstain (1) Commissioner Dietz. The motion carried.

Chairman Madsen asked for a motion to approve the Open and Closed Meeting Minutes for the March 21, 2018 Regular Authority Meeting. Commissioner Drake moved the minutes for approval, seconded by Commissioner Perez. On roll call vote: Ayes (4) Commissioners Perez, Drake, Madsen, Cocula; Abstain (2) Commissioners Dietz, Meyer. The motion carried.

The Open & Closed Meeting Minutes for the April 4, 2018 Authority Meeting has been emailed to the Commissioners for their review.

7. BUSINESS

a. Executive Session

At 3:03 p.m. Commissioner Cocula moved the adoption of the following resolution authorizing a Closed Executive Session, motion seconded by Commissioner Drake. On voice vote: Ayes (6), Nays (0), the motion carried. Chairman Madsen noted the Closed Session should be approximately 15-20 minutes and discussions shall include: Access Agreement with County of Sussex, Solid Waste Enforcement Matter in Sparta Township and Upper Walkkill NJPDES Permit Appeal.

#18-072 RESOLUTION RE: AUTHORIZING CLOSED EXECUTIVE SESSION

At 3:20 p.m. Commissioner Drake moved to adjourn the Closed Session, seconded by Commissioner Perez. On voice vote: Ayes (6); Nays (0). The motion passed.

Chairman Madsen confirmed items discussed as specifically set forth in the resolution authorizing Closed Executive Session included: Access Agreement with County of Sussex, Solid Waste Enforcement Matter in Sparta Township and Upper Walkkill NJPDES Permit Appeal. When the need for confidentiality of these matters no longer exists they will be opened to the public

b. Wastewater Program

Wastewater Superintendent's Report

Mr. Baron reported that the Nova Microfilter Unit is running smoothly and there are currently no issues.

Administrator's Report

Administrator Hatzelis reported on the Septage, Sludge and Hauled Sewage for the first four months of 2018, which compared to last year during the same time period is up by 30%. Connection fees are lower than projected for 2018.

c. Solid Waste Program

Chief Engineer's Report

Mr. Varro reported that he received a scope of work RFP from current Solid Waste Consultants, Cornerstone and SCS for the Landfill Gas System Improvements. A summary sheet was distributed to discuss comparisons. A Construction Review Committee meeting shall be scheduled to discuss further and make recommendation to the Board.

Administrator's Report

Administrator Hatzelis reported on Sussex County Tonnage to Cavalier Environmental, and compared to SCMUA's tonnages. Time period covered was from 2015 to 2018. Cavalier residuals continue to be disposed of at the SCMUA which total an average of about \$250,000 per year.

d. General Authority Business

Administrator’s Report

Mr. Hatzelis reported a request to dispose of certain public records to the State of New Jersey Records Management Services has been approved by same, as well as SCMUA Auditor. Request includes destruction of non award bids and proposals, as well as, meeting recordings as per retention schedule.

Res: #18-073 Disposal of Various SCMUA Records (545045/54549)						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
JOHN DRAKE		x	x			
TOM MADSEN			x			
WAYNE DIETZ			x			
ANDREA COCULA	x		x			
KARL MEYER			x			
RONALD PETILLO						x

#18-073 RESOLUTION RE: AUTHORIZING DISPOSAL OF VARIOUS SCMUA RECORDS

Mr. Hatzelis reminded the Commissioners, Professionals and Staff to file their Financial Disclosure Statements by April 30, 2018.

Mr. Hatzelis noted problems reported by some Commissioners regarding the SCMUA email address, also mentioned creating additional social media accounts to provide further notice of SCMUA Events. Chairman Madsen advised he will be creating an Information Technology Committee to handle these issues. The Committee will consist of John Drake as Chairman, Karl Meyer, Shane Zappa, Tara Kronski and Reenee Casapulla. Notice will be sent to schedule a meeting for May.

e. Personnel Matters

Wastewater Superintendent’s Report

Mr. Baron reported that he received a letter of intent to retire from Allen Luburger. Mr. Baron noted Mr. Luburger has been a hardworking employee of the SCMUA Wastewater Facilities for the past 25 years and his retirement date is set for January 31, 2019. Commissioners Cocula moved to accept Mr. Luburger’s retirement with regret to have such a valuable employee for the Authority, and wishes him the best of luck in his retirement years. Commissioner Drake seconded the motion.

Motion: Acceptance of Wastewater Employee Allen Luburger’s Notice of Retirement						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
JOHN DRAKE		x	x			
TOM MADSEN			x			
WAYNE DIETZ			x			
ANDREA COCULA	x		x			
KARL MEYER			x			
RONALD PETILLO						x

8. Payment of Bills

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

Res: #18-074 Financial Consent Agenda						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
JOHN DRAKE	x		x			
TOM MADSEN			x			
WAYNE DIETZ			x			
ANDREA COCULA			x			
KARL MEYER		x	x			
RONALD PETILLO						x

#18-074 RESOLUTION RE: CONSENT AGENDA – BILL PAYING LIST

9. PUBLIC COMMENT

No public comment.

10. COMMISSIONERS' COMMENTS/REQUEST

Commissioner Cocula moved to give Commissioner Petillo an excused absence, seconded by Commissioner Drake. On voice vote: Ayes (6), the motion passed.

Commissioner Dietz acknowledged the hand-written note received from a resident commending the Solid Waste Staff on their service and courtesy during her visits to the SCMUA.

11. ADJOURN

Commissioner Perez moved to adjourn the meeting, seconded by Commissioner Drake. On voice vote: Ayes (6), the motion passed. The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Andrea Cocula, Secretary