

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON AUGUST 15, 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, Meyer and Petillo, Administrator Hatzelis, Chief Engineer Varro, Solid Waste Superintendent Sparnon, Wastewater Superintendent Angelo Baron, General Counsel John Napolitano, Special Counsel Prol and Recording Secretary Tara Kronski.

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. Administrator Hatzelis requested to add in Executive Session under General Counsel Discussion regarding Contract 18-12 Cell Tower Contract and in Open Session under Chief Engineer Solid Waste Report on Construction Review Committee Meeting for discussion on Equipment Acquisition. Also, to change Chief Engineer Solid Waste Report re: Resolution for Contract #443D, no action to be taken, report on bid results only. Commissioner Drake moved the Agenda, seconded by Commissioner Dietz. On voice vote: Ayes (7); Nays (0). The motion carried.

5. APPROVAL OF CONSENT AGENDA

Commissioner Drake 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 Madsen requested a motion to approve/acknowledge the distribution of the August 1, 2018 Pending Action Summary Sheet (PASS) to the County Freeholder Board. Commissioner Perez motioned to approve, seconded by Commissioner Dietz. Roll Call: Ayes (5) Commissioners Perez, Drake, Dietz, Cocula, Petillo, Nays (0), Abstain (2) Commissioners Madsen and Meyer. The motion carried.

There were no minutes up for approval at this meeting.

The Open and Closed Minutes for the July 18, 2018 and the August 1, 2018 have been distributed for Commissioners review.

7. BUSINESS

a. Executive Session

At 3:04p.m. Commissioner Cocula moved the adoption of the following resolution authorizing a Closed Executive Session, motion seconded by Commissioner Dietz. On voice vote: Ayes (7), Nays (0), the motion carried. Chairman Madsen noted the Closed Session should be approximately 15-30 minutes and discussions shall include: Contract #454 Nova Filter Unit, Access Agreement with County of Sussex, Contract #18-12 Upper Walkkill Cell Tower, and Mountain Creek Bankruptcy.

**#18-097** RESOLUTION RE: AUTHORIZING CLOSED EXECUTIVE SESSION

At 3:32 p.m. Commissioner Cocula moved to adjourn the Closed Session, seconded by Commissioner Meyer. On voice vote: Ayes (7); Nays (0). The motion passed.

Chairman Madsen confirmed items discussed as specifically set forth in the resolution authorizing Closed Executive Session included: Contract #454 Nova Filter Unit, Access Agreement with County of Sussex, Contract #18-12 Upper Walkkill Cell Tower, and Mountain Creek Bankruptcy. When the need for confidentiality of these matters no longer exists they will be opened to the public

b. Wastewater Program

**Superintendent's Report**

Mr. Baron reported on plant operations during the heavy rain events over the past two weeks, in which he indicated all facilities were in permit compliance. He also reported on another Sussex Borough Force Main leak which was discovered due to unusual low flows on August 6<sup>th</sup>. The break was repaired and Mr. Baron reviewed current Sussex Borough flows.

**Administrator's Report**

Mr. Hatzelis reviewed data regarding Revenues/Volumes of Septage, Sludge and Hauled Sewage. Revenues are 23% above projections for the period of December 1, 2017 – July 31, 2018. Connection fees are 33% of projections for the full year. No fees have been received over the past 3 months and will not most likely not make projections for this Fiscal Year. The total number of connections, so far this year, have been the lowest in the past 20 years.

c. Solid Waste Program

**Superintendent's Report**

Mr. Sparnon reported on the heavy rains that caused some drainage issues on a perimeter road with a clogged area caused by heavy runoff. The drain was cleared by 8:30 a.m. and the water receded with no further issues. He reported an increase in leachate hauling to keep at a reasonable level.

Mr. Sparnon reviewed and requested the purchase of a new compact wheel loader/skid steer loader for landfill operations. It shall be purchased through the National Purchasing Cooperative Program and requested motion to approve steps to purchase a Compact Wheel Loader/Skid Steer Loader and attachments through the National Purchasing Cooperative Program.

Motion: Approval to begin steps to purchase a Compact Wheel Loader/Skid Steer Loader and attachments through the National Purchasing Cooperative Program						
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			

The motion passed.

**Chief Engineer’s Report**

Mr. Varro reviewed the improvements made to the MSE Berm Channel, staff and CRC agree to investigate grading options for the lower portions of the channel that pick up storm water and run-off from the landfill and road above berm. He will continue to gather design information and options and also obtain further information on flow design calculations from Cornerstone.

Chief Engineer Varro reviewed the Bid Results for Contract #443D Landfill Gas Improvements on August 9, 2018. There were two bids, Ferraro Construction from Franklin, NJ for \$367,986.75 and Moretrench from Rockaway for \$311,836.00 (corrected for math error). The apparent low bidder is Moretrench and the bids are currently under staff and attorney review before award recommendation.

**Administrator’s Report**

Mr. Hatzelis reviewed a chart/graph on Tonnages and Revenues for December 1<sup>st</sup> through July 31<sup>st</sup>, which showed tonnages up by 3.5% as compared to the same time for 2017. In turn, increase in tonnages caused an increase in revenue by 3.8%, as compared to FY2017.

d. General Authority Business

**Administrator’s Report**

Mr. Hatzelis reported that the FY2019 Budget is scheduled to be submitted to the State on October 1, 2018. The Staff is currently working on the Operating and Capital Budgets for Commissioners review. The Budget Committee shall schedule a meeting before presentation to the Board on September 19, 2018.

e. Personnel Matters

**Wastewater Superintendent**

Mr. Baron reported he received a Notice of Retirement from Lab Manager Joseph Kinney beginning on January 30, 2019. Mr. Kinney has worked for the SCMUA for 29 years and has been a valuable asset to the Wastewater Facility and will be missed.

Motion: Accept notification of retirement from Wastewater Lab Technician Joseph Kinney after 29 years with the Authority.						
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			

The Motion passed.

**Administrator’s Report**

The Administrator recognized Administrative Employee Patricia Korger for her 30 years of Service. Proclamation was signed she will be presented with the Proclamation at the next Authority Meeting.

#18-098: Proclamation for Patricia Korger’s 30 years of Service to the Authority						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
JOHN DRAKE			x			
TOM MADSEN			x			
WAYNE DIETZ		x	x			
ANDREA COCULA	x		x			
KARL MEYER			x			
RONALD PETILLO			x			

**#18-098 RESOLUTION RE: PROCLAMATION OF APPRECIATION OF PATRICIA KORGER FOR 30 YEARS SERVICE**

8. Payment of Bills

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

Res: #18-099 Financial Consent Agenda						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
JOHN DRAKE			x			
TOM MADSEN			x			
WAYNE DIETZ		x	x			
ANDREA COCULA	x		x			
KARL MEYER			x			
RONALD PETILLO			x			

**#18-099 RESOLUTION RE: CONSENT AGENDA – BILL PAYING LIST**

9. PUBLIC COMMENT

None

10. COMMISSIONERS COMMENTS/REQUEST

Commissioners Meyer and Dietz will not be at the September 19, 2018 Authority Meeting. All others Commissioners are able to attend.

The Commissioners thanked and congratulated Pat Korger on 30 years of service.

11. ADJOURN

Commissioner Drake moved to adjourn the meeting, seconded by Commissioner Perez. On voice vote: Ayes (7), the motion passed. The meeting was adjourned at 3:50 p.m.

Respectfully submitted,

Andrea Cocula, Secretary