

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON DECEMBER 18, 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, Commissioners Cocula, Dietz (via telecom), Meyer, Perez, Finkeldie and Dabinett, Executive Director/Chief Engineer Varro, Comptroller Timothy Day, Solid Waste Superintendent Jonathan Morris, Wastewater Superintendent Angelo Baron, General Counsel Napolitano, Special Counsel Prol, and Recording Secretary Tara Kronski

Absent: Commissioners Petillo and Madsen

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. He closed the meeting to public comment.

4. AGENDA APPROVAL

Chairman Drake asked for a motion to approve the Final Agenda. Commissioner Dabinett moved the Agenda, seconded by Commissioner Meyer. On voice vote: Ayes (7); Nays (0). The motion carried.

5. APPROVAL OF CONSENT AGENDA

Commissioner Cocula moved the approval of the Consent Agenda, seconded by Commissioner Finkeldie. 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 November 27, 2019 Pending Action Summary Sheets (PASS) to the County Freeholder Board. Commissioner Meyer motioned to approve, seconded by Commissioner Perez. On voice vote: Ayes (7); Nays (0). The motion carried.

No minutes up for approval at this meeting.

Chairman noted the Open and Closed Minutes from both the October 16, 2019 and the November 6, 2019 Meetings have been distributed to the Commissioners for their review.

7. BUSINESS

a. Executive Session

At 3:03 p.m. Commissioner Perez moved the adoption of the following resolution authorizing a Closed Executive Session, motion seconded by Commissioner Meyer. On voice vote: Ayes (7), Nays (0). The motion carried.

Chairman Drake noted the Closed Session should be approximately 30 minutes and discussions shall include: Aggregate Energy Bid, Contract #20-09 Liquid Waste Hauling and Disposal Bids, Contract #20-11 Sludge Cake Hauling and Disposal Bids and Personnel Items.

#20-001 RESOLUTION RE: AUTHORIZING CLOSED EXECUTIVE SESSION

At 3:40 p.m. Commissioner Perez moved to adjourn the Closed Session, seconded by Commissioner Finkeldie. On voice vote: Ayes (7), Nays (0). The motion carried.

Chairman Drake confirmed discussions held as specifically set forth in the resolution authorizing Closed Executive Session included Aggregate Energy Bid, Contract #20-09 Liquid Waste Hauling and Disposal Bids, Contract #20-11 Sludge Cake Hauling and Disposal Bids and Personnel Items. 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 referenced discussions in Executive Session regarding bids received for Contract #20-11 whereas the lone bid that was received is over the Authority's Budget for the contract. Commissioner Meyer moved the resolution to reject the bid and re-advertise for Contract #20-11 Sludge Cake and Liquid Sludge Hauling, seconded by Commissioner Dabinett. On roll call: Ayes (7) Commissioners Cocula, Dietz, Drake, Meyer, Perez, Finkeldie, Dabinett; Nays (0); Abstain (0). The motion carried.

#20-002 RESOLUTION RE: REJECTION OF BID FOR SCMUA CONTRACT #20-11 SLUDGE CAKE AND LIQUID SLUDGE HAULING & DISPOSAL AND REAUTHORIZING RE-BID

Mr. Baron presented a resolution for award of Contract 20-09 for Liquid Waste Hauling and Disposal as discussed in Executive Session. Award of a one-year contract with Russell Reid Waste Hauling and Disposal Service Co., Inc. Commissioner Perez moved the awarding resolution, seconded by Commissioner Dabinett. On roll call: Ayes (7) Commissioners Cocula, Dietz, Drake, Meyer, Perez, Finkeldie, Dabinett; Nays (0); Abstain (0). The motion carried.

#20-003 RESOLUTION RE: AWARD OF CONTRACT NO. 20-09 FOR LIQUID WASTE HAULING AND DISPOSAL

Comptroller's Report

Mr. Day reported on the Septage, Sludge and Hauled Sewage Volumes for year end report for FY2019. All three actuals exceed the projected budgeted amount for the year. Connection Fees also exceeded projections with \$118,308.00 in revenue.

Comptroller Day prepared a resolution for approval and adoption of calculated actual annual sewer user charges and to issue certifications to participants for Upper Wallkill System and Paulinskill Reclamation System for FY2019. Commissioner Cocula moved both resolutions for authorization and issuance of certificates for the Upper Wallkill and Paulinskill Systems, seconded by Commissioner Meyer. On roll call: Ayes (7) Commissioners Cocula, Dietz, Drake, Meyer, Perez, Finkeldie, Dabinett; Nays (0); Abstain (0). The motion carried.

#20-004 RESOLUTION RE: APPROVAL AND ADOPTION OF CALCULATION OF ACTUAL ANNUAL CHARGES FOR SEWER SERVICE FOR FISCAL YEAR 2019 -UPPER WALLKILL SYSTEM

#20-005 RESOLUTION RE: APPROVAL AND ADOPTION OF CALCULATION OF ACTUAL ANNUAL CHARGES FOR SEWER SERVICE FOR FISCAL YEAR 2019 – PAULINS KILL BASIN WATER RECLAMATION SYSTEM

c. Solid Waste Program

Superintendent's Report

Superintendent Morris reported on an issue on the landfill active area where the State Police were called to the Solid Waste Facility to confirm the remains of a bear claw. Mr. Morris provided pictures which showed the resemblance of a human hand.

Mr. Morris gave a status report on the Landfill Gas Well Project, and noted the well drilling is complete and staff is in the process of startup. Discussion held regarding flow of landfill gas and excess to go through flare if need be.

Mr. Morris reported that the new Compactor was received, staff is inspecting and is ready to be put into service. The old one shall be partially dismantled for shipping to Foley.

Mr. Morris reported that the contract for Household Hazardous Waste Events is up for bid for 2020 and 2021, with an option for a 3rd year at the Authority's discretion. He asked for authorization to prepare and advertise for bid specifications. Commissioner Cocula moved to authorize HHW Bid preparation and advertisement thereof, seconded by Commissioner Meyer. On voice vote: Ayes (7); Nays (0); Abstain (0). The motion passed.

Mr. Morris noted in the past the Solid Waste Facility has offered one free live Christmas Tree (per vehicle) for disposal at the brush area. Commissioner Cocula moved to hold live Christmas Tree Amnesty, seconded by Commissioner Finkeldie. On voice vote: Ayes (7); Nays (0); Abstain (0). The motion passed.

Executive Director/Chief Engineer's Report

Mr. Varro gave a status report on the Landfill Life Extension/Infrastructure Relocation Projects. Engineering firm ARM is on schedule with drawings and grading plan, preliminary layout for stormwater system, and leachate force main/pump station, etc. Discussions ensued regarding meeting with JCP&L regarding relocation of their onsite electrical lines. ARM submitted a proposal for engineering services for \$362,925.84, which was reduced from a prior estimate of \$400,000.00. Mr. Varro noted the next Authority Meeting is January 15th, due to the holiday, and requested the Board's authorization for ARM to begin engineering work as soon as possible. Commissioner Perez moved to authorize, seconded by Commissioner Meyer. On voice vote: Ayes (7); Nays (0); Abstain (0). The motion passed.

Comptroller's Report

Mr. Day reported on the Solid Waste Tonnage and Revenues for FY2019. The Annual tonnage received was 106,405, which is 1,229 tons higher than last year. Revenues were up as well over FY2018 totals.

d. General Authority Business

Attorney's Report

General Counsel Napolitano and Mr. Varro presented a resolution in relation to Executive Session discussions concerning the Energy Aggregate Bid issue. Resolution allows the low bidder to withdraw their bid due to a calculation error and also authorizes SCMUA participation in the refresher bid. Commissioner Cocula moved the resolution, seconded by Commissioner Meyer. On roll call: Ayes (7) Commissioners Cocula, Dietz, Drake, Meyer, Perez, Finkeldie, Dabinett; Nays (0); Abstain (0). The motion passed.

#20-006 RESOLUTION RE: ENERGY AGGREGATE REFRESHER - 2020

Executive Director/Chief Engineer's Report

Mr. Varro reported that RFP's for 2020 Professional Services were accepted as advertised on December 12th and are in the process of review. A summary report will be available at the January 15th Meeting for Commissioners consideration for appointments at the Reorganization Meeting.

The Wallkill Watershed Management Group was invited to speak about their recent acceptance of a prestigious Governor's Environmental Excellence Award. The Award was presented to the WRWMG for involvement in environmental education. Commissioners congratulated them on their State recognition and thanked them for their continuous work representing the SCMUA.

Comptroller's Report

Mr. Day reported that the FY2020 Budget resolution submitted in October 2019 had a discrepancy that did not match the Final Adopted Resolution. The correction results in no change in total amount of overall budget, but just updates the Capital Appropriations. Commissioner Cocula moved the resolutions to amend and then resubmit amended budget, seconded by Commissioner Dabinett. On roll call: Ayes (7) Commissioners Cocula, Dietz, Drake, Meyer, Perez, Finkeldie, Dabinett; Nays (0); Abstain (0); Absent (2) Commissioners Petillo, Madsen. The resolutions passed.

#20-007 RESOLUTION RE: AMENDING BUDGET RESOLUTION TO INTRODUCE THE 2020 BUDGET

#20-008 RESOLUTION RE: 2020 ADOPTED BUDGET RESOLUTION – AMENDED SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY

Mr. Day noted a Public Agency Compliance Officer is required to be appointed for the new year, 2020. He presented a resolution to designate himself, Comptroller Tim Day as the Authority's PACO. Commissioner Dabinett moved the resolution, seconded by Commissioner Meyer. On voice vote: Ayes (7); Nays (0); Abstain (0). The resolution passed.

#20-009 RESOLUTION RE: AUTHORIZING ANNUAL APPOINTMENT OF A PUBLIC AGENCY COMPLIANCE OFFICER (PACO) FOR THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY SCMUA - 2020

Mr. Day reported on a \$5,208.00 security grant award from Statewide Insurance Fund to the Authority for the Staff's participation in Cyber Security webinars.

e. Personnel Matters

Executive Director/Chief Engineer’s Report

Mr. Varro presented a resolution to authorize formal adoption of a Domestic Violence Policy as required and issues by the New Jersey Civil Service Commission. On voice vote: Ayes (7); Nays (0); Abstain (0). The resolution passed.

#20-010 RESOLUTION RE: AUTHORIZATION FOR SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY TO ADOPT A DOMESTIC VIOLENCE POLICY

Mr. Varro summarized the 2020 Personnel Manual Amendments as discussed in detail in Executive Session. Resolution prepared to adopt amendments re: organizational structure, staff position descriptions and approve Personnel/Policy 2020 Manual. Commissioner Meyer moved the resolution, seconded by Commissioner Perez. On voice vote: Ayes (7); Nays (0); Abstain (0). The resolution passed.

#20-011 RESOLUTION RE: ADOPTION OF AMENDED SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY ORGANIZATIONAL STRUCTURE, STAFF POSITION DESCRIPTION, SALARY STRUCTURE AND PERSONNEL AND EMPLOYEE POLICIES (EFFECTIVE JANUARY 1, 2020)

Mr. Varro prepared resolutions for considerations of staff salary adjustments for 2020, as reviewed and discussed in Executive Session. Commissioner Dietz moved resolution, seconded by Commissioner Perez. On roll call: Ayes (7) Commissioners Cocula, Dietz, Drake, Meyer, Perez, Finkeldie, Dabinett; Nays (0); Abstain (0). The resolutions passed.

#20-012 RESOLUTION RE: FY2020 SALARY ADJUSTMENTS AND PERSONNEL ACTIONS FOR SCMUA EMPLOYEES

Mr. Varro congratulated Commissioner Cocula on 20 years of service as a Commissioner to the Authority, and for being the longest serving Commissioner to date. A Declaration of Appreciation was read into the meeting record and Commissioner Meyer moved the appreciation resolution, seconded by Commissioner Finkeldie. On voice vote: Ayes (7); Nays (0); Abstain (0). The resolution passed.

#20-013 RESOLUTION RE: DECLARATION OF APPRECIATION TO ANDREA COCULA FOR 20 YEARS OF SERVICE

8. Financial Transactions

a. Payment of Bills

FINANCIAL CONSENT AGENDA – Chairman Drake asked for a motion to approve the Financial Consent Agenda (FCA) and noted there was a supplemental bill distributed.

Res #20-014 Financial Consent Agenda						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
PETILLO						x
MADSEN						x
COCULA	x		x			
DIETZ			x			
DRAKE			x			
MEYER			x			
PEREZ			x			
FINKELDIE		x	x			
DABINETT			x			

#20-014 RESOLUTION RE: CONSENT AGENDA – BILL PAYING LIST

9. PUBLIC COMMENT

No public comment.

10. COMMISSIONERS COMMENTS/REQUEST

Commissioner Cocula thanked all for their kind words for her 20th year recognition. Commissioners congratulated the Walkkill River Watershed Management Group on their Governor's Award. It was recommended for future discussion to consider sending Holiday cards to Employees, and wished all a very Merry Christmas.

11. ADJOURN

At 4:00 p.m. Commissioner Perez moved to adjourn the meeting, seconded by Commissioner Meyer. On voice vote: Ayes (7), Nays (0). The motion carried.

Respectfully submitted,

Andrea Cocula, Secretary