

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON JULY 17, 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 Petillo, Madsen, Cocula, Perez, and Finkeldie, Administrator John Hatzelis, Executive Director/Chief Engineer Varro, Solid Waste Superintendent Jonathan Morris, Wastewater Superintendent Angelo Baron, General Counsel Napolitano, Special Counsel Prol, Recording Secretary Tara Kronski and Comptroller Timothy Day

Absent: Commissioners Dietz and Dabinett

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. Administrator Hatzelis requested to amend the Agenda to move Auditor Paul Cuva's report to the beginning of the Business section, before Executive Session. Commissioner Madsen moved Agenda as requested, seconded by Commissioner Cocula. 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 Madsen. 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 June 19, 2019 Pending Action Summary Sheets (PASS) to the County Freeholder Board. Commissioner Perez motioned to approve, seconded by Commissioner Meyer. On roll call vote: Ayes (5) Commissioners Madsen, Cocula, Drake, Meyer, Perez; Nays (0); Abstain (2) Petillo, Finkeldie; Absent (2) Dabinett, Dietz. The motion carried.

Commissioner Madsen moved the approval of the Open and Closed Minutes for the June 5, 2019 Authority Meeting, seconded by Commissioner Meyer. On roll call vote: On roll call vote: Ayes (7) Commissioners Petillo, Madsen, Cocula, Drake, Meyer, Perez, Finkeldie; Nays (0); Abstain (0); Absent (2) Dietz, Dabinett. The motion carried.

Distributed: Open and Closed Minutes for June 19, 2019 Authority Meeting.

7. BUSINESS

Chairman Drake welcomed Mr. Paul Cuva, SCMUA Auditor. Mr. Cuva gave an overview on the Fiscal Year 2018 Audit, which was previously provided to the Commissioners. Mr. Cuva noted the pension liability information was not received from the State before the Audit was due. A Corrective Action Plan to address this finding was prepared. Overall, the Budgets for the Solid Waste, Wastewater, Hampton Commons, Paulinskill, and Watershed Management Group are financially stable and net amounts are good after liability removed. He reviewed Unrestricted accounts and Restrictive and all 5 budgets are sufficient and all filing requirements have been met. Mr. Cuva answered the Commissioners' questions and Commissioner Cocula moved to authorize to submit the Corrective Action Plan to the State regarding to address the GASB information not being received before Audit was due to the State, and is now hereby submitted. Commissioner Madsen seconded the motion. On voice vote: Ayes (7), Nays (0). The motion carried.

#19-106 RESOLUTION RE: AUTHORIZING THE SUBMITTAL OF THE SCMUA'S FY2018 AUDIT CORRECTIVE ACTION PLAN

Paul Cuva left the meeting at 3:15 p.m.

a. Executive Session

At 3:15 p.m. Commissioner Cocula moved the adoption of the following resolution authorizing a Closed Executive Session, motion seconded by Commissioner Meyer. On voice vote: (7) Ayes, (0) Nays. The motion carried. Chairman Drake noted the Closed Session should be approximately 50 minutes and discussions shall include: Leachate PS/FM Right-of-way Acquisition, Mountain Creek Bankruptcy, Hampton Commons Draft Permit, Sparta Plaza Plant Connection and Personnel Items.

#19-107 RESOLUTION RE: AUTHORIZING CLOSED EXECUTIVE SESSION

At 4:10 p.m. Commissioner Cocula moved to adjourn the Closed Session, seconded by Commissioner Madsen. 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: Leachate PS/FM Right-of-way Acquisition, Mountain Creek Bankruptcy, Hampton Commons Draft Permit, Sparta Plaza Plant Connection and Personnel Items. When the need for confidentiality of these matters no longer exist, they will be opened to the public.

b. Wastewater Program

Executive Director/Chief Engineer's Report

Mr. Varro reviewed a Treatment Works Application submitted Aqua New Jersey for a Sanitary Sewer Extension to the Upper Walkkill Facility to serve Mountain Ridge (Ridgefield Commons, Hardyston Twp.). Mr. Varro has reviewed said application and correspondence has been sent to address SCMUA concerns. Mr. Varro recommends endorsement contingent upon receipt of recommended changes. Commissioner Cocula moved the resolution to authorize Executive Director Varro to sign TWA application to endorse the Mountain Ridge/Ridgefield Commons sewer extension, seconded by Commissioner Meyer. On Voice Vote: Ayes (7); Nays (0); Abstain (0). The motion passed.

#19-108 RESOLUTION RE: APPROVAL OF TWA APPLICATION FOR THE CONSTRUCTION OF SANITARY SEWER EXTENSION FACILITIES TO SERVE MOUNTAIN RIDGE – RIDGEFIELD COMMONS PROJECT IN HARDYSTON, NJ

Mr. Varro gave a status report on the Frankford Town Center Project, which is transitioning into single family homes/town homes/apartments and a hotel/restaurant as opposed to prior mainly retail development plans. The Developer has been in contact with the Frankford Land Use Board regarding this, and the Authority's role would be operations and maintenance of the sewage plant (ownership considered after 1 year of O&M).

Comptroller's Report

Mr. Day reported on the latest sludge, septage and hauled sewage from December 1 through June 30, 2019. The actual amounts for all volumes are 31% higher than projected. Connection fees are at \$67,773, which is over projections of \$62,000.

c. Solid Waste Program

Superintendent's Report

Mr. Morris started a discussion regarding recent issues plaguing the recycling industry in relation to single stream (dirty) loads of recycling material. The Authority does not accept single stream (fiber mixed with glass, plastics, etc.) at the facility. The Solid Waste/Recycling Facility is promoting a "Keep it Clean" campaign to advise haulers that the Authority only will accept separated material. Staff is closely inspecting recycling loads. Mr. Morris also noted the obligation to contact the Health Department. Haulers seem to be trying to landfill this mixed material recyclable. It is unlawful to landfill recyclables and is subject to fines. Discussions continued on recycling markets and cost to the Authority for transport/remove our own recycling.

Commissioner Madsen left the meeting at 4:30 p.m.

Executive Director/ Chief Engineer's Report

Mr. Varro reviewed the meeting between the Construction Review Committee and the Engineer Consultants The ARM Group regarding future Solid Waste Site Planning. Evaluations were done on site infrastructures, and are eligible for NJDEP funding if relocating. Next CRC Meeting regarding SW Site Planning to be held on September 7th.

Comptroller's Report

Mr. Day reviewed the tonnage and revenue report data for December 1 – June 30th, and compared to the same period for 2018, there is an increase of 3.5%. Both tonnage and revenues are in good financial health.

d. General Authority Business

Administrator's Report

Mr. Hatzelis opened discussions in regard to the meeting schedule for August. Commissioners noted their schedules and decided to hold off on a decision regarding the August 21st meeting until the next meeting.

e. Personnel

Solid Waste Superintendent's Report

Mr. Morris distributed proposed personnel changes during Executive Session and discussions were held regarding advertisement and appointments.

Commissioner Cocula moved to advertise both in-house and in the paper for a Heavy Equipment Operator and Operations Manager, Commissioner Meyer seconded. On Voice Vote: Ayes (5) Commissioners Petillo, Cocula, Drake, Finkeldie; Nays (0); Abstain (1) Perez. The Motion passed.

Resolutions were prepared for consideration for the appointment of Michael Sheppard to Ass't Weighmaster, and promotion of Phillip Williams to full-time Solid Waste Attendant. Also, there is a need for a Building and Maintenance Supervisor, it is recommended current employee Jeffrey Starch be assigned this duty. Commissioner Cocula moved all three resolutions, seconded by Commissioner Meyer. On roll call: Ayes (5) Commissioners Petillo, Cocula, Drake, Meyer, Finkeldie; Nays (0); Abstain (1) Perez.

#19-109 RESOLUTION RE: APPOINTMENT OF FULL-TIME ASSISTANT WEIGHMASTER, MICHAEL SHEPPARD

#19-110 RESOLUTION RE: APPOINTMENT OF FULL-TIME SOLID WASTE ATTENDANT, PHILLIP WILLIAMS

#19-111 RESOLUTION RE: APPOINTMENT OF EQUIPMENT AND BUILDING MAINTENANCE SUPERVISOR, JEFFREY L. STARCH

Mr. Varro reported that previously appointed Project Engineer Joseph Sesto has withdrawn his acceptance of the position. Mr. Varro indicated a motion would be appropriate to accept his rescinding of the position since an appointment resolution was passed at the previous meeting. Commissioner Cocula moved to accept Mr. Sesto's retraction of previous acceptance of the position, seconded by Commissioner Finkeldie. On voice vote: Ayes (6); Nays (0); Abstain (0). The motion passed.

Executive Director/Chief Engineer

A resolution was prepared for a Solid Waste Employee to extend an official leave of absence through July 31, 2019 details discussed on Executive Session. Commissioner Cocula moved the resolution, seconded by Commissioner Meyer. On voice vote: Ayes (6); Nays (0); Abstain (0).

#19-112 RESOLUTION RE: AUTHORIZATION TO EXTEND "OFFICIAL LEAVE OF ABSENCE WITHOUT PAY FOR PERSONAL ILLNESS, FOR AN ADDITIONAL 30 DAY PERIOD" FOR CW0228

8. Payment of Bills

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

Res #19-113: 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

The motion passed.

#19-113 RESOLUTION RE: CONSENT AGENDA – BILL PAYING LIST

9. PUBLIC COMMENT

No public comment.

10. COMMISSIONERS COMMENTS/REQUEST

Commissioner Cocula moved to give Commissioners Dietz and Dabinett excused absences, seconded by Commissioner Meyer. On Voice Vote: Ayes (6). The Motion passed. Commissioner Perez noted the reason for his abstention for the Personnel Resolutions had no reflection on the individual employees, but was for absence of protocol through the Personnel Committee. Commissioners welcomed new Comptroller Timothy Day to the Authority.

11. ADJOURN

At 4:45 p.m. Commissioner Cocula moved to adjourn the meeting, seconded by Commissioner Meyer. On voice vote: Ayes (6), Nays (0). The motion carried.

Respectfully submitted,

Andrea Cocula, Secretary