

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON NOVEMBER 7, 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, Meyer, Cocula, and Petillo, Administrator Hatzelis, Chief Engineer Varro, Solid Waste Superintendent Sparnon, Wastewater Superintendent Angelo Baron, General Counsel Napolitano, and Recording Secretary Tara Kronski.

Absent: Special Counsel Prol

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

Chairman Madsen opened the meeting to public comment. No public in attendance.

4. AGENDA APPROVAL

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

5. APPROVAL OF CONSENT AGENDA

Chairman Madsen asked for motion to approve the Consent Agenda, which was previously emailed to the Commissioners. Commissioner Drake moved the approval and seconded by Commissioner Cocula. No discussions were 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 October 17, 2018 Pending Action Summary Sheets (PASS) to the County Freeholder Board. Commissioner Perez motioned to approve, seconded by Commissioner Cocula. On voice vote: Ayes (5), Nays (0), Abstain (2) Commissioners Dietz and Drake. The motion carried.

Commissioner Drake motioned to approve Open and Closed Meeting Minutes for September 5, 2018, seconded by Commissioner Perez. On voice vote: Ayes (5), Nays (0), Abstain (2) Commissioners Madsen and Petillo. The motion carried.

Commissioner Drake motioned to approve Open and Closed Meeting Minutes for September 19, 2018, seconded by Commissioner Perez. On voice vote: Ayes (5), Nays (0), Abstain (2) Commissioners Dietz and Meyer. The motion carried.

7. BUSINESS

a. Executive Session

At 3:04 p.m. Commissioner Cocula moved the adoption of the following resolution authorizing a Closed Executive Session, motion seconded by Commissioner Dietz. On voice vote: (7) Ayes, (0) Nays, the motion carried. Chairman Madsen noted the Closed Session should be approximately 15-40 minutes and discussions shall include: NOVA Filter Unit Capacity Test for U.W. Contract #454, Vernon Township Sewer User Charges Collection Matter, and Commissioner Protocol.

#18-115 RESOLUTION RE: AUTHORIZING CLOSED EXECUTIVE SESSION

At 3:35 p.m. Commissioner Cocula moved to adjourn the Closed Session, seconded by Commissioner Meyer.

Chairman Madsen confirmed items discussed as specifically set forth in the resolution authorizing Closed Executive Session included: NOVA Filter Unit Capacity Test for U.W. Contract #454, Vernon Township Sewer User Charges Collection Matter, and Commissioner Protocol. 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 the recent wet weather, he noted the latest weather event caused both the Upper Wallkill Facility and the Hampton Commons Facility to exceed permit flow limits. Mr. Baron notified the NJDEP and under the circumstances with the rain, they had no issues with the exceedances. Average monthly flows for I&I continue to be recorded.

Chief Engineer's Report

Chief Engineer Varro reported on requests for endorsements for North Village Sparta Wastewater Treatment Plant. He explained that the WWTP project was already approved by NJDEP without SCMUA consent, and is currently under construction. Therefore, the SCMUA's technical review is inconsequential at this point. Mr. Varro offered a comment letter in response to the application package review, and the review fee has been paid. This resolution does not endorse or approve the WWTP, but rather gives consent to construct and operate the plant within the SCMUA's district.

Res# 18-116: Consent for WWTP for North Village @ Sparta Project						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
JOHN DRAKE			x			
TOM MADSEN			x			
WAYNE DIETZ					x	
ANDREA COCULA	x		x			
KARL MEYER		x	x			
RONALD PETILLO			x			

#18-116 RESOLUTION RE: CONSENT FOR A PROPOSED WASTEWATER TREATMENT PLANT FOR NORTH VILLAGE @ SPARTA PROJECT

Mr. Varro also reported an endorsement request from Sparta Township Board of Education for a Water Quality Management Plan Amendment to add Cassels Field at Sparta High School to the Sewer Service Area in order to include a stadium concession and restroom building. Mr. Varro confirmed that Sparta Township has available allocation and the Amendment has been endorsed/approved by the Sussex County PAC and Sparta Township. Mr. Varro prepared a resolution for SCMUA to also endorse this Amendment.

Res# 18-117: Endorse WQMP Amendment for Sparta Township BOE						
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			

#18-117 RESOLUTION RE: SCMUA ENDORSEMENT OF THE SPARTA TOWNSHIP AMENDMENT TO THE SUSSEX COUNTY WATER QUALITY MANAGEMENT PLAN (WQMP)

Administrator’s Report

Mr. Hatzelis reported on the Septage, Sludge and Hauled Sewage Revenues for December 1 – October 31. He reviewed chart/graph that shows connection fees remain stagnant, however the other Cumulative Revenues are up 25% over projections.

c. Solid Waste Program

Commissioner Petillo requested to move Chief Engineer’s Report before Superintendent’s report due to time constraint with Public Hearing. Chairman approved.

Chief Engineer’s Report

Mr. Varro reported on the status of Contract 443D Landfill Gas Improvements and showed a map of proposed new wells and explained the venting and piping to be used for the most effective gas collection. The proposed additional wells should help with recent odors. The additional costs to Contract #443D is less than 20% of the original bid. A Work Change Directive was authorized by the Board, leading to Change Order #1 to the Contract which will be approved at a future meeting.

Motion: Proceed And Begin Process Of Change Order #1 to Contract 443D						
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			

The Motion passed.

Mr. Varro reported on the Landfill perimeter drainage improvements and the installation of grating to alleviate the washout. An initial authorization was approved for a proposal within the Bid Threshold. With regard to the remaining project, Cornerstone will be preparing documents for NJDEP review and funding will was approved in conjunction with the Landfill

Extension Project. Mr. Varro noted that the initial cost is approximately \$40,000 and should be complete by mid-spring.

Motion: Authorize construction up to \$40,000 to repair grating to repair the drainage area around the landfill as schedule permits						
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.

At 4:00 p.m. Chairman Madsen asked for a motion to begin the Public Hearing Presentation on the Authority's Proposed FY2019 Rates, Fees and Charges.

d. General Authority Business

Administrator's Report

Public Hearing for Proposed 2018 Schedule of Rates, Fees and Charges

At 4:00 Commissioner Perez moved to open the Rate Hearing for the FY2018 Proposed Rates, Fees and Charges. Commissioner Drake seconded the motion. On voice vote: Ayes (7); Nays (0); Abstain (0). The Motion passed.

The floor was given to Administrator Hatzelis to begin the presentation. He distributed a packet to follow along and reviewed in detail the budget line items, and expenses/revenues for the Upper Wallkill Facilities, Paulinskill Water Reclamation Facility, Hampton Commons Facility, Solid Waste Facilities, Administration and the miscellaneous rates, fees and charges. [A verbatim transcript of the presentation will be prepared and available upon request at the Authority's Administration Building.]

Chairman Madsen noted that these Proposed Rates, Fees and Charges will be on the November 28, 2018 Agenda for Commissioners' consideration per resolution.

Commissioner Dietz questioned revenues on Electronic Waste, in which no revenue is generated for the Authority. The vendor does not charge the Authority for removal of E-waste. Commissioner Perez inquired about revenue collected for Freon removal costs, which is approximately \$10,000 per year and he asked to consider an amnesty day or to waive the fee. There was no Public in attendance. At 4:24 p.m. Commissioner Drake made a motion to close the Public Rate Hearing, seconded by Commissioner Dietz. On voice vote: Ayes (7), Nays (0).

Commissioner Petillo left the meeting at this point.

c. Solid Waste Program (cont.)

Superintendent's Report

Mr. Sparnon reported on the bid results for Contract #19-04 Furnish and Delivery of Landfill Cover Soil. The apparent low bid was from Braen Stone at \$3.67/ton for 3 year option. Bids are currently under attorney review and a recommendation will be made at the November 28th Authority Meeting.

Mr. Sparnon reported on the Household Hazardous Waste Event held on November 3, 2018. MXI was the vendor and performed well and helped 785 customers, as well as, schools and municipalities on the Friday before the event. The HHW chemicals collected totaled 34,676 lbs. at \$.89 per pound, for a total cost of \$30,861.00

Administrator’s Report

Administrator Hatzelis reported on Tonnages and Revenues from December 1 – October 31, and solid waste tonnages are up 3.9% from the same time period from 2017. Also, revenues are strong with a 3.5% increase.

Mr. Hatzelis indicated that the FY2019 Budgets were approved by the State Department of Community Affairs and shall be up for formal adoption by the Board at the November 28, 2018 Authority Meeting.

Mr. Hatzelis reported on the IT Committee Meeting and noted that the Cloud backup is complete and a list of equipment is being put together for phone/system replacements. All computer workstations shall be upgraded to Microsoft 365, as well as the email for the Commissioners which is a priority. He noted the net savings between the phones and computer software upgrades and the target date for installation is the end of the calendar year to 3 about months.

e. Personnel Matters

Mr. Hatzelis reported that RFQ/RFP for 2019 Professional Services should be posted on the website in accordance with the Fair and Open Process. Commissioner Drake moved to authorize posting RFQ/RFP for needed 2019 Professional Services, seconded by Commissioner Perez. On voice vote: Ayes (6), Nays (0). The motion carried.

Administrator Hatzelis reported that applications have been received and reviewed for Senior Account Clerk, Solid Waste Superintendent, and Lab Assistant, Lab Manager positions. Interviews are being conducted and should have a recommendations by the end of November for these positions. Administrator position has been advertised over many mediums and The Canning Group is currently accepting applications and more information should be available the first Authority Meeting in December.

8. Payment of Bills

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

Res #18-114: 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

#18-118 RESOLUTION RE: CONSENT AGENDA – BILL PAYING LIST

9. PUBLIC COMMENT
None

10. COMMISSIONERS COMMENTS/REQUEST

Commissioners wished all Happy Thanksgiving.

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 4:38 p.m.

Respectfully submitted,

Andrea Cocula, Secretary