

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON SEPTEMBER 16, 2020 AT THE AUTHORITY'S ADMINISTRATION BUILDING, LAFAYETTE, NEW JERSEY

1. CALL TO ORDER; ROLL CALL; PLEDGE OF ALLEGIANCE

The Teleconference Meeting was called to order at 3:00 p.m.

The following were present: Chairman Drake, Vice Chairman Meyer*, Commissioners Petillo, Madsen*, Cocula, Dietz, Perez*, Finkeldie*(3:30p.m.), Dabinett*(3:35 p.m.), Executive Director/Chief Engineer Varro, Comptroller Timothy Day, Senior Project Engineer Sesto, Solid Waste Superintendent Jonathan Morris*, General Counsel Napolitano*, Special Counsel Prol*, and Recording Secretary Tara Kronski

*Attended the meeting remotely due to State Executive Orders regarding COVID-19.

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. (Call-in information was noticed prior on website for public participation.)

4. AGENDA APPROVAL

Chairman Drake asked for a motion to approve the Final Agenda, Executive Director Varro requested to add Personnel Item to Executive Session Discussions. Commissioner Cocula moved the Final Agenda, seconded by Commissioner Madsen. On voice vote: Ayes (7); Nays (0). The motion carried.

5. APPROVAL OF CONSENT AGENDA

Commissioner Dietz moved the approval of the Consent Agenda, seconded by Commissioner Cocula. 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 September 2, 2020 Pending Action Summary Sheets (PASS) to the County Freeholder Board in accordance with N.J.S.A. 40:14B-14(e). Commissioner Perez motioned to approve, seconded by Commissioner Dietz. On voice vote: Ayes (7); Nays (0). The motion carried.

Commissioner Madsen made a motion to approve the Open and Closed Meeting Minutes for August 5, 2020, seconded by Commissioner Dietz. On voice vote: Ayes (7); Nays (0). The motion carried.

There were no minutes distributed for this meeting.

7. BUSINESS

a. Executive Session

At 3:10 p.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 Drake noted the Closed Session should be approximately 50 minutes and discussions shall include: Personnel Item.

#20-144 RESOLUTION RE: AUTHORIZING CLOSED EXECUTIVE SESSION

At 3:20 p.m. Commissioner Dietz moved to adjourn the Closed Session, seconded by Commissioner Cocula. 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: Personnel Item. When the need for confidentiality of these matters no longer exists, they will be opened to the public.

b. Wastewater Program

Senior Project Engineer's Report

Mr. Sesto gave a status report on the Paulinskill Membrane Replacement Project. Project has been completed and was successful with no issues. The plant is up and running well. Mr. Sesto thanked the Board in allowing them to pursue this project to fix the ongoing membrane operation issues, and also praised the onsite Contractor and WW Staff for their work and efforts.

Comptroller's Report

Mr. Day reported on Septage, Sludge and Hauled Sewage for FY2020 through August 31, 2020. He noted that Sludge is at 99% of anticipated amounts, Septage is at 84%, and Hauled Sewage is down 52%. Overall, the categories are above projections for the Fiscal Year. Connection fees are significantly over projections at \$231,710.00.

c. Solid Waste Program

Superintendent's Report

Mr. Morris gave a status report on the upcoming recycling events. This Friday, the very popular paper shred event is scheduled from 9-12. On October 17th the last E-waste Collection Event is scheduled, with protocols in place for COVID-19. Lastly, Reenee Casapulla and himself have been in contact with the vendor for the Household Hazardous Waste Event which is scheduled for November 7th. They have been discussing how to handle the volume of participants expected due the cancellation of the Spring Event, as well as COVID-19 protections in place.

Mr. Morris reported that there is funding in the FY2020 R&R Budget for the Solid Waste Facility to replace the main Truck Scale and a new Dozer to replace the CAT973. Mr. Morris requested authorization to advertise for both. The Scale would be through the public bid process and the JD 850 dozer shall be purchased through the Sourcewell National Cooperative Alliance for \$375,139 which includes a trade in amount of \$22,000 for the CAP 973. This purchase is under budget and will be Noticed on the

SCMUA website, per Statute. Commissioner Cocula moved the authorize the purchase of the John Deere 850 Dozer, seconded by Commissioner Dietz. On roll call: Ayes (7) Commissioners Petillo, Madsen, Cocula, Dietz, Drake, Meyer, Perez; Nays (0); Abstain (0). The motion passed.

(Commissioner Finkeldie joined the Meeting virtually at 3:25 p.m.)

Mr. Morris requested a motion to advertise for bids for a new Concrete Deck Motor Truck Scale. Mr. Madsen moved the authorization, seconded by Commissioner Dietz. On roll call: Ayes (7) Commissioners Petillo, Madsen, Cocula, Dietz, Drake, Meyer, Perez; Nays (0); Abstain (1) Commissioner Finkeldie. The motion passed.

Executive Director/Chief Engineer's Report

Mr. Varro gave a status report on the Landfill Life Extension/Infrastructure Relocation Project target date for final plans was September 9th and SCMUA review was complete and comments were implemented by ARM Group by 9/11/20. Mr. Varro reported that at the Sussex County Freeholder Meeting, the Board consented to the funding of the project, a copy of the approving resolution was sent out to the Commissioners. We are now able to proceed with I-Bank funding.

(Commissioner Dabinett joined the virtual meeting at 3:35 p.m.)

Senior Project Engineer's Report

Mr. Sesto reported on the status of the North Berm Project, in which the Notice to Proceed was issued on July 22nd to Tomco. 124 days remain until completion of December 19th. Mr. Sesto reported on the Contractor's progress, we have issued them a formal email regarding our concern of their delayed work schedule. Tomco does not anticipate any delay in their completion date.

Mr. Sesto reported on the UST removal and AST Fuel storage tank, in which construction began 3 weeks ago. The new tank is scheduled to be delivered tomorrow and installed shortly thereafter. The anticipated completion of install is set for next week and we will run off the new tank for a few weeks before decommissioning the UST's.

d. General Authority Business

Comptroller's Report

Mr. Day gave an overall review of the Proposed FY2021 Budgets, he noted that the Budget Committee met to review the detailed package, which was distributed to the Commissioners as well as the summary memo. Mr. Day began with Upper Walkkill Budget, which has increased from the FY2020 Budget by 6.67% and is predominately due to the projected increase in sludge disposal hauling due to transition of liquid sludge (along with change in plant license requirement from S-4 to S-3). User rates are still being maintained, as well as customer septage, sludge and hauled sewage rates. However, the UW connection fee rate shall increase to \$7,065.00 for 1 EDU per calculations. Mr. Varro added that the budget now includes budget line item increases in salaries and benefits for filling pending employment positions in the coming fiscal year. Mr. Day noted that the Vernon Additional Bonds will increase from \$900,000 to \$1,000,000, per Vernon's debt schedule. The Authority utilized \$231,000 from unrestricted assets to maintain stable rates for users. Mr. Sesto reviewed the capital outlays as planned for 2021, including Franklin PS, to be ready for Leachate/Pump Station Project. The Hampton Common Facility Budget will have a zero increase for 2021 and will remain at \$183,500, with no expected increases for HCCA or Lowe's Home Center.

The Paulinskill Water Reclamation Facility budget has decreased for the upcoming year, due to no capital projects planned. Total budget is \$605,000 with no increases to Frankford Township or Borough of Branchville. The Solid Waste Facilities' Budget is proposing a 2.42% increase compared to FY2020. Mr. Day explained that the increase is predominately due to the benefits line item. Funding was added to Cell Closure account to close the gap. Mr. Sesto reviewed capital projects planned for the Solid Waste Facility, including upgrade to Bulky Waste Building roof, replacement roll off containers, bird control and natural gas shop heater. It was noted that there will be no anticipated increase in tipping fees. The Wallkill River Watershed Management Group's Budget is self-sustaining with grant funding, and has a slight reduction for FY2021. The Administration Budget is comprised from all the other budgets and shall increase slightly. Mr. Day thanked the Budget Committee and staff for their efforts putting the budget together. If approved by Commissioners for submittal to the State, the budget package will be sent to Department of Community Affairs by October 1st for review/approval. Commissioner Madsen moved the approval resolution to submit to the State, seconded by Commissioner Cocula. On roll call: Ayes (9) Commissioners Petillo, Madsen, Cocula, Dietz, Drake, Meyer, Perez, Finkeldie, Dabinett; Nays (0); Abstain (0). The resolution passed.

#20-145 RESOLUTION RE: SCMUA FY2021 BUDGETS

8. Financial Transactions

a. Payment of Bills

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

Res #20-146 Financial Consent Agenda						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
PETILLO			x			
MADSEN			x			
COCULA			x			
DIETZ			x			
DRAKE			x			
MEYER			x			
PEREZ					x	
FINKELDIE	x		x			
DABINETT		x	x			

#20-146 RESOLUTION RE: CONSENT AGENDA – BILL PAYING LIST

9. PUBLIC COMMENT

No public present.

10. COMMISSIONERS COMMENTS/REQUEST

Commissioners thanked the staff for preparing the budget for submission to the State, and also commended Mr. Sesto and WW staff on their work to complete the replacement of the Membranes at the Paulinskill Facility.

11. ADJOURN

At 3:50 p.m. Commissioner Dietz moved to adjourn the meeting, seconded by Commissioner Finkeldie. On voice vote: Ayes (9); Nays (0). The motion passed.

Respectfully submitted,

Andrea Cocula, Secretary