

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON DECEMBER 13, 2023 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 Ronald Petillo, Vice Chairman John Drake, Commissioners Thomas Madsen, Andrea Cocula, Wayne Dietz, John Wesley, John Finkeldie, Executive Director Joseph Sesto, Comptroller Timothy Day, Solid Waste Superintendent Jonathan Morris, Wastewater Superintendent Timothy Phillips, WRWMG Director Nathaniel Sajdak, General Counsel John Napolitano, Special Counsel Thomas Prol, and Recording Secretary Tara Kronski

Absent: Commissioners Meyer & Dabinett

2. PUBLIC STATEMENT REGARDING SUNSHINE LAW

Chairman Petillo 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 Petillo opened the meeting to public comment. No public comment, Mr. Petillo closed the meeting to public comment.

4. AGENDA APPROVAL

Chairman Petillo added discussions re: Vernon Township and Professionals Services RFPs to the Closed Session Agenda. Commissioner Drake moved to approve the revised Final Agenda, seconded by Commissioner Madsen. On voice vote: Ayes (7); Nays (0). The motion carried.

5. APPROVAL OF CONSENT AGENDA

Commissioner Finkeldie moved to approve the Consent Agenda, seconded by Commissioner Wesley. No discussions requested. On voice vote: Ayes (7); Nays (0). The motion carried.

6. MINUTES

Chairman Petillo requested a motion to approve/acknowledge the email distribution of the November 29, 2023 Pending Action Summary Sheets (PASS) to the County Commissioner Board in accordance with N.J.S.A. 40:14B-14(e). Commissioner Drake moved the PASS, seconded by Commissioner Dietz. On roll call: Ayes (6) Commissioners Madsen, Cocula, Dietz, Petillo, Drake, Wesley; Nays (0); Abstain (1) Commissioners Finkeldie. The motion carried.

Commissioner Madasen moved the approval of the Open and Closed Minutes for the October 17, 2023 Authority Meeting, seconded by Commissioner Wesley. On voice vote: Ayes (7); Nays (0). The motion carried.

The Open and Closed Minutes for the November 1, 2023 Authority Meeting was emailed to the Commissioners for their review.

7. BUSINESS

a. Executive Session

At 3:03 p.m. Mr. Petillo requested a motion to go into Closed Executive Session, Commissioner Cocula moved the resolution, seconded by Commissioner Drake. On voice vote: Ayes (7), Nays (0). The motion carried.

Chairman Petillo noted the Closed Session should be approximately 7 minutes and discussions shall include: Vernon Township, Professional Services RFPs, and Personnel Matters.

#24-001 RESOLUTION RE: AUTHORIZING CLOSED EXECUTIVE SESSION

At 3:14 p.m. Commissioner Cocula moved to adjourn the Closed Session, seconded by Commissioner Drake. On voice vote: Ayes (7), Nays (0). The motion carried.

Chairman Petillo confirmed discussions held as specifically set forth in the resolution authorizing Closed Executive Session: Vernon Township, Professional Services RFPs, and Personnel Matters.

b. Wastewater Program

Superintendent's Report

Mr. Phillips reported on the status of the Franklin Pump Station Upgrades Project. Pumping Services completed their scope of work (programming and integration) and are scheduling startup of automatic operation.

Mr. Phillips reported that Planet Networks have completed work at the Upper Wallkill Facility.

Watershed Director's Report

Mr. Sajdak reported on the 2023 Year in Review Summary for the Wallkill River Watershed Group. He highlighted the successful projects completed for the year, including floating treatment island, beaver dam analogs and habitat pools and porous pavement projects at local schools, as well as tree trenches. Most of these projects have never been done before, and Mr. Sajdak noted 492 volunteers participated in 2023 to assist with these projects.

Comptroller's Report

Mr. Day reported on 2023 year end Sludge, Septage and Hauled Sewage data. Sludge totaled 55% of budgetary projections, septage was at 84%, and hauled sewage was at 86%. Overall collection was at 82%. All three (3) were less than anticipated for the budget, however connection fees for Upper Wallkill were over anticipated amounts at \$286,289.00. Paulinskill Facility connection fees totaled \$4,552.00 for FY2023.

Mr. Day presented two (2) resolutions for FY2023 Approval and Adoption of Calculations of Actual Annual Sewer User Charges for participants in the Upper Wallkill, and Paulinskill Facilities. Certificates are distributed per statute for final sewer user charges for 2023, and bills are adjusted for 2024 quarterly billing. Commissioner Cocula moved both resolutions, seconded by Commissioner Drake. On roll call: Ayes (7) Commissioners Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Finkeldie. The resolutions passed.

#24-002 APPROVAL AND ADOPTION OF CALCULATION OF ACTUAL ANNUAL CHARGES FOR SEWER SERVICE FOR FISCAL YEAR 2023 - UPPER WALLKILL SYSTEM

#24-003 APPROVAL AND ADOPTION OF CALCULATION OF ACTUAL ANNUAL CHARGES FOR SEWER SERVICE FOR FISCAL YEAR 2023 - PAULINSKILL BASIN WATER RECLAMATION SYSTEM

c. Solid Waste Program

Superintendent's Report

Mr. Morris started discussions regarding new recycling programs. Recycling Coordinator Latincsics has been working to promote new and current recycling programs. An event has been scheduled for May 4th to reach out and inform the public about all the recycling programs we offer, including plastic bag/film recycling, hard drive shredding, boat shrink wrap. Limited costs to the Authority to host event. Discussion re: mattress disposal at landfill, and capacity/ landfill space it takes up. Commissioner Dietz authorizing to pursue the recycling vendors and cover costs of staff for event. Commissioner Cocula seconded. On voice vote: Ayes (7); Nays (0). The motion passed.

Comptroller's Report

Mr. Day reported on the Tonnages and Revenues for FY2023. Total tonnage in FY2023 was 107,644 which is lower than the prior year. Mr. Day noted that Pace Glass and the landfill project were anomalies in 2023. Mr. Day explained that when those two (2) projects are removed, the comparison of tonnage is up 0.53% for 2023. Revenues are up due to disposal of various waste classes.

e. Personnel

Wastewater Superintendent's Report

Mr. Phillips prepared a resolution as discussed in Closed Session to appoint Michael McBride as a wastewater plant attendant. Commissioner Madsen moved the resolution, seconded by Commissioner Cocula. On roll call: Ayes (7) Commissioners Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Finkeldie; Nays (0); Abstain (0). The resolution passed.

#24-004 RESOLUTION RE: APPOINTMENT OF WASTEWATER PLANT ATTENDANT, MICHAEL MCBRIDE

Executive Director's Report

Mr. Sesto presented the resolution regarding 2024 Salary Adjustments and Personnel Actions for SCMUA Employees. Commissioner Dietz moved the resolution, seconded by Commissioner Drake. On roll call: Ayes (7) Commissioners Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Finkeldie; Nays (0); Abstain (0). The resolution passed.

#24-005 RESOLUTION RE: FY2024 SALARY ADJUSTMENTS AND PERSONNEL ACTIONS FOR SCMUA EMPLOYEES

Mr. Sesto presented a resolution, as per discussions in Closed Session and Personnel Committee for Department Supervisors 2024 Salary Adjustments. Commissioner Madsen moved the resolution, seconded by Commissioner Finkeldie. On roll call: Ayes (7) Commissioners Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Finkeldie; Nays (0); Abstain (0). The resolution passed.

#24-006 RESOLUTION RE: FY2024 SALARY ADJUSTMENTS AND PERSONNEL ACTIONS FOR SCMUA DEPARTMENT SUPERVISORS

Mr. Sesto presented a resolution for consideration for adoption of the 2024 Personnel Manual that includes policies as discussed in Executive Session. Manual is work in progress with attorney’s comments, and includes job descriptions, organizational structure, salary guide and professional consulting services. Commissioner Cocula moved the resolution, seconded by Commissioner Dietz. On roll call: Ayes (7) Commissioners Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Finkeldie; Nays (0); Abstain (0). The resolution passed.

#24-007 RESOLUTION RE: ADOPTION OF SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY ORGANIZATIONAL STRUCTURE, STAFF POSITION DESCRIPTION, SALARY STRUCTURE AND PERSONNEL AND EMPLOYEE POLICIES (EFFECTIVE JANUARY 1, 2024)

8. Financial Transactions

a. Payment of Bills

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

Res #23-194 Financial Consent Agenda						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
MEYER						x
MADSEN			x			
COCULA			x			
DIETZ			x			
PETILLO			x			
DRAKE	x		x			
WESLEY		x	x			
FINKELDIE			x			
DABINETT						x

#24-008 RESOLUTION RE: CONSENT AGENDA – BILL PAYING LIST

9. PUBLIC COMMENT

No public comment.

10. COMMISSIONERS COMMENTS/REQUEST

Commissioner Cocula moved to give Commissioners Meyer and Dabinett excuse absences, seconded by Commissioner Madsen. On voice vote: Ayes (7); Nays (0). The motion passed.

Commissioner Dietz thanked the Personnel Committee, Mr. Sesto and Mr. Day for their assistance and information regarding Salary Adjustments for 2024.

11. ADJOURN

At 3:30 p.m. Commissioner Drake moved to adjourn the meeting, seconded by Commissioner Dietz. On voice vote: Ayes (7); Nays (0). The motion passed.

Respectfully submitted,

Andrea Cocula, Secretary