

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON NOVEMBER 27, 2024 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 Karl Meyer, Thomas Madsen, Andrea Cocula, Wayne Dietz, John Wesley, Mario Poggi, Executive Director Joseph Sesto, Comptroller Timothy Day, Solid Waste Superintendent Jonathan Morris, Wastewater Superintendent Timothy Phillips, WRWVG Director Nathaniel Sajdak, General Counsel John Napolitano, Special Counsel Thomas Prol, and Recording Secretary Tara Kronski

Absent: Commissioner Finkeldie

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. Chairman Petillo closed the meeting to public comment.

4. AGENDA APPROVAL

Chairman Petillo requested a motion to approve the Final Agenda. Commissioner Drake moved to approve the Agenda, seconded by Commissioner Finkeldie. On voice vote: Ayes (8); Nays (0). The motion carried.

5. APPROVAL OF CONSENT AGENDA

Commissioner Madsen moved to approve the Consent Agenda, seconded by Commissioner Wesley. No discussions requested. On voice vote: Ayes (8); Nays (0). The motion carried.

6. MINUTES

Chairman Petillo requested a motion to approve/acknowledge the email distribution of the November 6, 2024 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 Meyer. On voice vote: Ayes (8); Nays (0). The motion carried.

Commissioner Drake moved to approve the Open and Closed Minutes for the October 2, 2024 Authority Meeting, seconded by Commissioner Wesley. On voice vote: Ayes (8); Nays (0). The motion carried.

Commissioner Madsen moved to approve the Open and Closed Minutes for the October 16, 2024 Authority Meeting, seconded by Commissioner Drake. On roll call: Ayes (7) Commissioners Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Poggi; Nays (0); Abstain (1); Commissioner Meyer. The motion passed.

The Open and Closed Minutes for the November 6, 2024 Authority Meeting were emailed to the Commissioners for their review.

7. BUSINESS

a. Executive Session

At 3:02 p.m. Commissioner Cocula moved the adoption of the following resolution authorizing a Closed Executive Session. The Motion was seconded by Commissioner Wesley. On voice vote: Ayes (8), Nays (0). The motion carried.

Chairman Petillo noted the Closed Executive Session should be approximately seven (7) minutes and discussions shall include: Upper Walkkill Nitrate Litigation and Personnel Matters.

**#24-163** RESOLUTION RE: AUTHORIZING CLOSED EXECUTIVE SESSION

At 3:30 p.m. Commissioner Madsen moved to close Executive Session, seconded by Commissioner Cocula. On voice vote: Ayes (9), Nays (0). The motion carried.

Chairman Petillo confirmed discussions held as specifically set forth in the resolution authorizing Closed Executive Session included: Upper Walkkill Nitrate Litigation and Personnel Matters.

b. Wastewater Program

**Superintendent’s Report**

Mr. Phillips reported on the Upper Walkkill Electrical Service Relocation Project site restoration. The final paving was completed over Veteran’s Day Weekend which limited interference from septage and sludge hauler truck traffic. The project is now completed.

**Executive Director’s Report**

Mr. Sesto reported that the bid opening for Contract #25-11 Liquid Sludge Hauling took place on November 21, 2024. Five (5) bids were received and the low bid was from Wind River Environmental for a price of \$0.079/gallon. The contract is for two (2) years and a contract award resolution has been prepared for consideration. Commissioner Cocula moved the award resolution, seconded by Commissioner Dietz. On roll call: Ayes (8) Commissioners Meyer, Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Poggi; Nays (0); Abstain (0). The resolution passed.

**#24-164** RESOLUTION RE: AWARD OF CONTRACT NO. 25-11 FOR LIQUID SLUDGE HAULING TO WIND RIVER ENVIRONMENTAL LLC

**Watershed Director’s Report**

Mr. Sajdak reported that a new restoration project took place at Sussex Borough Brookside Park. It was a training event which was held in conjunction with the Sussex Borough DPW assisting with the planting of 150 trees. The trees were planted in the surrounding wetlands along the Clove Brook and athletic fields. A total of 25 Ambassadors attended.

**Comptroller’s Report**

Mr. Day reported that on resolutions for the issuance of estimated annual charges for 2025 sewer user charges for wastewater facilities’ participants. Estimated charge certificates are issued before the 10<sup>th</sup> of December and will then be adjusted for 2024 actual charges. Final bills are sent in December with quarterly billing amount due. Commissioner Madsen moved resolutions for the Upper Wallkill Facility, Paulinskill Facility, and Hampton Commons Facility. The motion was seconded by Commissioner Cocula, on roll call: Ayes (8) Commissioners Meyer, Madsen, Cocula, Dietz, Petillo, Drake, Wesley; Nays (0); Abstain (0). The resolutions passed.

**#24-165** AUTHORIZATION FOR CHAIRMAN TO ISSUE CERTIFICATES OF ESTIMATED SEWER USER CHARGES FOR FY2025, UPPER WALLKILL SYSTEM

**#24-166** AUTHORIZATION FOR CHAIRMAN TO ISSUE CERTIFICATES OF ESTIMATED SEWER USER CHARGES FOR FY2025, HAMPTON COMMONS SYSTEM

**#24-167** AUTHORIZATION FOR CHAIRMAN TO ISSUE CERTIFICATES OF ESTIMATED SEWER USER CHARGES FOR FY2025, PAULINSKILL BASIN WATER RECLAMATION SYSTEM

Mr. Day prepared a resolution to amend the F2024 Upper Wallkill Capital Budget to authorize the transfer of funds for boiler upgrades. Commissioner Cocula moved the authorizing resolution, seconded by Commissioner Meyer. On roll call: Ayes (8) Commissioners Meyer, Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Poggi; Nays (0); Abstain (0). The resolution passed.

**#24-168** RESOLUTION RE: AMENDING THE SCMUA’S FY2024 UPPER WALLKILL CAPITAL OUTLAY BUDGET

c. Solid Waste Program

**Superintendent’s Report**

Superintendent Morris reported on a recent landfill fire in which 911 was called to extinguish. The Staff did an excellent job containing it, however it spread quickly. Lafayette, Branchville, FrankforD, and the NJ Forest Fire Service were on site. A lithium battery was the cause. Mr. Morris noted that SCMUA staff will proceed with a media blitz in an effort to inform the public to remove these batteries from the SCMUA waste streams. Discussions ensued regarding staff training and experience with onsite fires, as well as current standard operating procedures.

d. Authority General Business

**Comptroller’s Report**

Mr. Day gave a status report on the installation of Broadband to the Administration Building/SW Facility. Plant Networks is the Authority’s IT Managed Care professional and have completed the installation of fiber to multiple buildings onsite.

Mr. Day prepared a resolution to Adopt the FY2025 Capital and Operating Budgets. They were presented and approved by the Commissioners at the September 18, 2024 Authority Meeting. They were subsequently submitted to the NJ State division of Local Government Services and approved. A resolution was prepared to formally adopt the Budget. Commissioner Madsen moved the budget resolution, seconded by

Commissioner Drake. On roll call: Ayes (8) Commissioners Meyer, Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Poggi; Nays (0); Abstain (0). The resolution passed.

**#24-169** RESOLUTION RE: FY2025 ADOPTED BUDGET

Mr. Day presented a resolution adopting the FY2025 Rates, Fees and Charges as presented at the FY2025 Rate Hearing on November 6, 2024. Rates are effective on December 1, 2024. Commissioner Dietz moved the resolution, seconded by Commissioner Drake. On roll call: Ayes (8) Commissioners Meyer, Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Poggi; Nays (0); Abstain (0). The resolution passed.

**#24-170** RESOLUTION RE: ADOPTION OF SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY'S SCHEDULE OF RATES, FEES AND CHARGES

**Executive Director's Report**

Mr. Sesto indicated that the SCMUA will need to advertise for RFPs for 2025 Professional Services, which will be reviewed and appointments made at the February 5, 2025 Reorganization Meeting. Commissioner Cocula moved to solicit RFPs for all Professional Services, seconded by Commissioner Drake. On voice vote: Ayes (8); Nays (0). The motion carried.

e. Personnel Matters

**Executive Director's Report**

Mr. Sesto reported that an Upper Walkkill employee has given notice to retire and after posting for the Laboratory Manager position, a recommendation was made to promote from within the organization. Resolutions were made for the reassignment and appointment of said position. Commissioner Dietz moved a resolution to reassign the existing laboratory manager from Full-time to Part-time to assist in the transition. The motion was seconded by Commissioner Meyer. On roll call: Ayes (8) Commissioners Meyer, Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Poggi; Nays (0); Abstain (0). The resolution passed.

**#24-171** RESOLUTION RE: REASSIGNMENT OF CATHY WILLIAMS TO PART-TIME LABORATORY MANAGER FROM FULL-TIME LABORATORY MANAGER

Mr. Sesto prepared a resolution for the promotion of Christine Saxe to Laboratory Manager to fill the position vacated by staff retirement. Commissioner Deitz moved the appointing resolution, seconded by Commissioner Madsen. On roll call: Ayes (8) Commissioners Meyer, Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Poggi; Nays (0); Abstain (0). The resolution passed.

**#24-172** RESOLUTION RE: APPOINTMENT OF CHRISTINE SAXE AS WASTEWATER LABORATORY MANAGER

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 #24-173 Financial Consent Agenda						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
MEYER			x			
MADSEN			x			
COCULA	x		x			
DIETZ			x			
PETILLO			x			
DRAKE		x	x			
WESLEY			x			
FINKELDIE						x
POGGI			x			

**#24-173** RESOLUTION RE: CONSENT AGENDA – BILL PAYING LIST

9. PUBLIC COMMENT

No public comment.

10. COMMISSIONERS’ COMMENTS/REQUEST

Commissioner Cocula moved to give Commissioner Finkeldie an excused absence, Commissioner Madsen seconded the motion. On voice vote: Ayes (8); Nays (0). The motion passed.

Commissioner Dietz thanked Executive Director Sesto and Staff on gathering the data and information to assist with yearly employee compensation.

Commissioners wished everyone a Happy Thanksgiving.

11. ADJOURN

At 4:00 p.m. Commissioner Madsen moved to adjourn the meeting, seconded by Commissioner Drake. On voice vote: Ayes (8); Nays (0). The motion passed.

Respectfully submitted,

Andrea Cocula, Secretary