

RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, this Authority is authorized, pursuant to N.J.S.A. 10:4-12 to exclude the public from that portion of this meeting for purposes of discussing specific matters as permitted by N.J.S.A. 10:4-12; and,

WHEREAS, this Authority intends to discuss certain matters which are deemed confidential pursuant to N.J.S.A. 10:4-12, in Executive Session:

WHEREAS, at this time the Authority cannot determine the time when the discussion to be held in Executive Session will be made public but will disclose the minutes of the Executive Session when the need for confidentiality no longer exists.

NOW, THEREFORE, be it resolved by the Sussex County Municipal Utilities Authority that this meeting shall be adjourned to an Executive Session (closed session) and the public will be excluded in order that the Authority may discuss the items listed below, and upon reconvening this public meeting the Chairman will announce, if possible, the time when and the circumstances under which the discussion conducted in Executive Session will be disclosed to the public. This resolution is authorized and allowed by and pursuant to N.J.S.A. 10:4-13.

(1) Any matter which, by express provision of federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of subsection a. of this section.

The general nature of the subject to be discussed per N.J.S.A. 10:4-13(a):

(2) Any matter in which the release of information would impair a right to receive funds from the Government of the United States.

The general nature of the subject to be discussed per N.J.S.A. 10:4-13(a):

(3) Any material the disclosure of which constitutes an unwarranted invasion of individual privacy such as any records, data, reports, recommendations, or other personal material of any educational, training, social service, medical, health, custodial, child protection, rehabilitation, legal defense, welfare, housing, relocation, insurance and similar program or institution operated by a public body pertaining to any specific individual admitted to or served by such institution or program, including but not limited to information relative to the individual's personal and family circumstances, and any material pertaining to admission, discharge, treatment, progress or condition of any individual, unless the individual concerned (or, in the case of a minor or incompetent, his guardian) shall request in writing that the same be disclosed publicly.

The general nature of the subject to be discussed per N.J.S.A. 10:4-13(a):

- (4) Any collective bargaining agreement, or the terms and conditions which are proposed for inclusion in any collective bargaining agreement, including the negotiation of the terms and conditions thereof with employees or representatives of employees of the public body.

The general nature of the subject to be discussed per N.J.S.A. 10:4-13(a):

- (5) Any matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates or investment of public funds, where it could adversely affect the public interest if discussion of such matters were disclosed.

The general nature of the subject to be discussed per N.J.S.A. 10:4-13(a):

- (6) Any tactics and techniques utilized in protecting the safety and property of the public, provided that their disclosure could impair such protection. Any investigations of violations or possible violations of the law.

The general nature of the subject to be discussed per N.J.S.A. 10:4-13(a):

- (7) Any pending or anticipated litigation or contract negotiations other than in subsection b. (4) herein in which the public body is, or may become a party.

The general nature of the subject to be discussed per N.J.S.A. 10:4-13(a):

Upper Wallkill Nitrate Upgrade Project; professional Services RFQs

(8) Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer.

The general nature of the subject to be discussed per N.J.S.A. 10:4-13(a):

(9) Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.


The general nature of the subject to be discussed per N.J.S.A. 10:4-13(a):

(10) Any deliberations of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act or omission for which the responding party bears responsibility.

The general nature of the subject to be discussed per N.J.S.A. 10:4-13(a):

NOW, THEREFORE, be it further resolved by the Sussex County Municipal Utilities Authority that pursuant to N.J.S.A. 10:4-13(b) the time when and the circumstances under which the discussion conducted in closed session of the public body can be disclosed to the public is when the need for confidentiality no longer exists.

Certified as a true copy of the
Resolution adopted by the Authority
at their Regular Authority Meeting held
on Wednesday, January 22, 2025.


Andrea Cocula, Secretary

RESOLUTION RE: AUTHORIZING ANNUAL APPOINTMENT OF A PUBLIC AGENCY COMPLIANCE OFFICER (PACO) FOR THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY (SCMUA) - 2025

WHEREAS, the Affirmative Action Office of the New Jersey Department of the Treasury has revised the obligations of the public contracting process set forth in N.J.A.C. 17:27 et seq., pursuant to P.L. 1975, C. 127; and

WHEREAS, the regulations require the designation of a "Public Agency Compliance Officer" (PACO) to represent the SCMUA; and

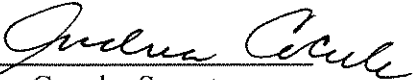
WHEREAS, the PACO is to be appointed annually; and

WHEREAS, the SCMUA hereby designates Timothy Day, Comptroller as the PACO for the SCMUA.

NOW, THEREFORE, BE IT RESOLVED by the SCMUA in the County of Sussex, State of New Jersey, that:

1. Timothy Day is hereby appointed as the PACO for the year 2025.
2. Copies of this Resolution shall be distributed to the New Jersey State Affirmative Action Office and be made available at the Authority's Administrative Offices for public inspection.

Certified as a true copy of the Resolution adopted by the Authority at their Regular Meeting held on Wednesday, January 22, 2025.


Andrea Cocula, Secretary

RESOLUTION RE: ADOPTION OF SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY'S ORGANIZATIONAL STRUCTURE, STAFF POSITION DESCRIPTION, SALARY STRUCTURE, AND PERSONNEL AND EMPLOYEE POLICIES (EFFECTIVE JANUARY 1, 2025)

WHEREAS, the SCMUA Board of Commissioners has established the SCMUA Personnel Policies, Organizational Structure, Position Descriptions and Salary Guide, herein known as the "SCMUA Personnel Policy Manual"; and

WHEREAS, annually the Commissioners review the SCMUA Personnel Policy Manual to determine necessary changes for economics, efficiencies, compliance with public laws and administrative and operational needs; and

WHEREAS, the review process for the SCMUA Personnel Policy Manual shall be a continuing effort along with the Executive Director and legal counsel; and

WHEREAS, the SCMUA Board of Commissioners, in consultation with the Personnel Committee and SCMUA Staff, have determined certain amendments to the SCMUA Personnel Policy Manual are warranted which will further serve the mission of the SCMUA.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Sussex County Municipal Utilities Authority, that:

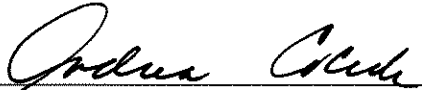
1. The SCMUA hereby adopts the following employee Personnel Policies.
2. The SCMUA hereby adopts the following "Employee Salary Guide" – Appendix A.
3. The SCMUA hereby adopts the following "Professional Consulting Services" policies – Appendix B.
4. The SCMUA hereby adopts the following "Job Descriptions" – Appendix C.
5. The SCMUA hereby adopts the following "Organizational Structure" – Appendix D.
6. The SCMUA hereby adopts the following "Overview of Employee Leaves" – Appendix E.
7. The SCMUA hereby adopts the following "Alcohol and Drug Policy (non-CDL)" – Appendix F.
8. The SCMUA hereby adopts the following "Alcohol and Drug Policy (CDL)" – Appendix G.
9. The SCMUA hereby adopts the following "Protection and Treatment of Minors" – Appendix H.
10. The SCMUA hereby adopts the following "Additional Forms" – Appendix I.
11. The SCMUA hereby provides for possible future/on-going revisions to the Personnel Policy Manual as may be deemed appropriate.

BE IT FURTHER RESOLVED THAT THIS "Personnel Policy Manual" shall supersede all previous personnel policy manuals; and

BE IT FURTHER RESOLVED that a copy of the SCMUA Personnel Policy Manual shall be distributed to the SCMUA Board of Commissioners, Executive Director, Superintendents and all employees of the SCMUA.

This Resolution shall take effect retroactively on January 1, 2025.

Certified as a true copy of the
Resolution as adopted by the Authority
at their Regular Meeting held on
Wednesday, January 22, 2025.



Andrea Cocula, Secretary