

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON DECEMBER 18, 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, John Finkeldie, 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 Mary Legg

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

Executive Director Sesto requested to remove the update for Cell Phones for Soldiers under the Solid Waste Superintendent's Report in Open Session. Chairman Petillo requested a motion to approve the revised Final Agenda. Commissioner Drake moved to approve the Agenda, seconded by Commissioner Poggi. On voice vote: Ayes (9); Nays (0). The motion carried.

5. APPROVAL OF CONSENT AGENDA

Commissioner Cocula moved to approve the Consent Agenda, seconded by Commissioner Finkeldie. No discussions requested. On voice vote: Ayes (9); Nays (0). The motion carried.

6. MINUTES

Chairman Petillo requested a motion to approve/acknowledge the email distribution of the November 27, 2024 Pending Action Summary Sheets (PASS) to the County Commissioner Board in accordance with N.J.S.A. 40:14B-14(e). Commissioner Madsen moved the PASS, seconded by Commissioner Meyer. On roll call: Ayes (8) Commissioners Meyer, Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Poggi; Nays (0); Abstain (1); Commissioner Finkeldie. The motion passed.

There were no minutes distributed to the Commissioners at this meeting.

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 Meyer. On voice vote: Ayes (9), Nays (0). The motion carried.

Chairman Petillo noted the Closed Executive Session should be approximately seven (7) minutes and discussions shall include: Landfill Compactor, Upper Walkkill Nitrate Upgrade Project, Northern Slope Landfill Cap Project #551B and Personnel Matter.

#25-001 RESOLUTION RE: AUTHORIZING CLOSED EXECUTIVE SESSION

At 3:48 p.m. Commissioner Cocula moved to close Executive Session, seconded by Commissioner Dietz. 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: Landfill Compactor, Upper Walkkill Nitrate Upgrade Project, Northern Slope Landfill Cap Project #551B, and Personnel Matter.

b. Wastewater Program

Superintendent's Report

Mr. Phillips reported that there was a brown out at the Vernon Regional Pump Station on November 22, 2024. The power did not go low enough to cause the emergency generator to turn on. This caused one (1) pump and a variable frequency drive to burn out. Mr. Phillips submitted a \$49,000 insurance claim for both the pump and drive that were damaged. The replacement equipment has been ordered.

Watershed Director's Report

Mr. Sajdak reported on the 2024-year end summary. He noted that 333 volunteers assisted in plantings and over 1,160 participants contributed to the events and presentations throughout the year.

Mr. Sajdak reported on a cost sharing agreement resolution between Kirk Randall Stephens and the SCMUA with USDA and NRCS assistance. The agreement is to implement best management practices on the livestock farm under the Farm Bill Funding Program. Commissioner Cocula moved the authorizing resolution, seconded by Commissioner Drake, on roll call: Ayes (9) Commissioners Meyer, Madsen, Cocula, Dietz, Petillo, Drake, Finkeldie, Wesley, Poggi; Nays (0); Abstain (0). The resolution passed.

#25-002 RESOLUTION RE: AUTHORIZING THE EXECUTION OF A PHASE II COST SHARING AGREEMENT WITH KIRK RANDALL STEPHENS, LIVESTOCK (BEEF AND SHEEP) FARM IN VERNON TOWNSHIP TO IMPLEMENT BEST MANAGEMENT PRACTICES IN COLLABORATION WITH THE USDA-NRCS FARM BILL FUNDING PROGRAM (EQIP)

Comptroller's Report

Mr. Day reported on the Septage, Sludge and Hauled Sewage Revenues for FY2024. Septage totals were 103% of anticipated revenues, Sludge totals were 95% of anticipated revenues, and Hauled Sewage totals were 580% of anticipated revenues. Overall, actual revenues were 103% of anticipated revenues. Connection fees YTD for Upper Walkkill were \$596,588 and \$8,859.00 for the Paulinskill Facility.

Mr. Day reported on two (2) resolutions for the issuance of actual annual charges for the 2024 sewer users for Upper Wallkill and Paulinskill Participants. Actual annual charges certificates are issued with final billings for the upcoming year. Commissioner Drake moved both resolutions for the Upper Wallkill Facility and Paulinskill Facility, seconded by Commissioner Madsen, on roll call: Ayes (9) Commissioners Meyer, Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Finkeldie, Poggi; Nays (0); Abstain (0). The resolutions passed.

#25-003 RESOLUTION RE: APPROVAL AND ADOPTION OF CALCULATION OF ACTUAL ANNUAL CHARGES FOR SEWER SERVICE FOR FISCAL YEAR 2024 - UPPER WALLKILL SYSTEM

#25-004 RESOLUTION RE: APPROVAL AND ADOPTION OF CALCULATION OF ACTUAL ANNUAL CHARGES FOR SEWER SERVICE FOR FISCAL YEAR 2024 – PAULINSKILL BASIN WATER RECLAMATION SYSTEM

Mr. Day prepared a resolution to authorize the auction sale of a generator that is no longer needed for public use. Commissioner Cocula moved the authorizing resolution, seconded by Commissioner Drake. On roll call: Ayes (9) Commissioners Meyer, Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Finkeldie, Poggi; Nays (0); Abstain (0). The resolution passed.

#25-005 RESOLUTION RE: AUTHORIZING THE PUBLIC SALE OF SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY (SCMUA) SOLID WASTE PROPERTY NO LONGER NEEDED FOR PUBLIC USE THROUGH GOVDEALS.COM PUBLIC ONLINE AUCTION

c. Solid Waste Program

Superintendent's Report

Superintendent Morris reported on a pilot program regarding a book swap bin at the Recycling Center. A letter of agreement has been executed with Book Drop, a company that will provide and maintain the "library". It is intended to reuse and repurpose hard cover books to keep them out of the landfill. SCMUA will receive one cent per pound for the books collected. Commissioner Cocula moved the program, seconded by Commissioner Finkeldie. On voice vote: Ayes (9); Nays (0). The motion carried.

Mr. Morris reported that each December/January, the Solid Waste Facility offers the free disposal of one (1) Christmas Tree per vehicle. Commissioner Dietz moved the Christmas Tree Amnesty Program, seconded by Commissioner Drake. On voice vote: Ayes (9); Nays (0). The motion carried.

Executive Director's Report

Mr. Sesto presented a resolution to purchase one (1) new Landfill Compactor for Solid Waste Operations, and to authorize the execution of the purchase agreement with Komatsu America in the amount of \$1,098,000.00. Commissioner Madsen made the motion to approve the resolution, seconded by Commissioner Finkeldie. On roll call: Ayes (9) Commissioners Meyer, Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Finkeldie, Poggi; Nays (0); Abstain (0). The resolution passed.

#25-006 RESOLUTION RE: AUTHORIZATION TO EXECUTE A PURCHASE AGREEMENT WITH KOMATSU AMERICA FOR ONE (1) NEW BOMAG BC1173 RB-5 LANDFILL COMPACTOR OBTAINED THROUGH SOURCEWELL COOPERATIVE PURCHASING

Mr. Sesto gave a status report on the North Cap - Contract #551B. Tomco continues to install drainage material over the geotextile liner. Tomco anticipates being on winter holiday starting December 23rd and returning January 6, 2025.

Mr. Sesto reviewed a resolution for a change order for Contract 551B North Cap Project for the procurement and installation of a rain flap for a total of \$25,832.42. Commissioner Finkeldie made the motion to approve the change order resolution, seconded by Commissioner Drake. On roll call: Ayes (9) Commissioners Meyer, Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Finkeldie, Poggi; Nays (0); Abstain (0). The resolution passed.

#25-007 RESOLUTION RE: AUTHORIZATION FOR EXECUTIVE DIRECTOR TO EXECUTE CHANGE ORDER NO. 1 TO TOMCO CONSTRUCTION INC. FOR CONTRACT NO. 551B

Comptroller's Report

Mr. Day reviewed a resolution to authorize the transfer of \$1.2M from an unrestricted account to the Solid Waste Renewal and Replacement account for the purchase of the landfill compactor and \$600K to the Cell Closure/Post Closure Care account. Commissioner Drake moved the authorizing resolution, seconded by Commissioner Cocula. On roll call: Ayes (9) Commissioners Meyer, Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Finkeldie, Poggi; Nays (0); Abstain (0). The resolution passed.

#25-008 RESOLUTION RE: SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY DESIGNATE SOLID WASTE UNRESTRICTED POSITION TO RENEWAL REPLACEMENT FUND AND CELL CLOSURE/ POST CLOSURE ACCOUNT

Mr. Day reviewed the final tonnages and revenues for FY2024 for the Solid Waste Facility. Tonnage was up 1.5%, for a total amount of 1,659 tons. Revenues for FY2024 totaled \$1,419,312.00 or 12.23%.

d. Authority General Business

Comptroller's Report

Mr. Day prepared a resolution to appoint Comptroller Day as the Fund Commissioner for the Statewide Insurance Fund for 2025 with Executive Director Sesto as the alternate. Commissioner Cocula moved the appointing resolution, seconded by Commissioner Drake. On roll call: Ayes (9) Commissioners Meyer, Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Finkeldie, Poggi; Nays (0); Abstain (0). The resolution passed.

#25-009 RESOLUTION RE: APPOINTMENT OF FUND COMMISSIONER TO THE STATEWIDE INSURANCE FUND - 2025

e. Personnel Matters

Executive Director's Report

Mr. Sesto prepared two (2) resolutions as discussed previously and in coordination with the Personnel Committee for 2025 salary adjustments and personnel actions for SCMUA Staff and Department Supervisors. Commissioner Dietz moved both resolutions, seconded by Commissioner Cocula. On roll call: Ayes (9) Commissioners Meyer, Madsen, Cocula, Dietz, Petillo, Drake, Wesley, Finkeldie, Poggi; Nays (0); Abstain (0). The resolution passed.

#25-010 RESOLUTION RE: 2025 SALARY ADJUSTMENTS AND PERSONNEL ACTIONS FOR SCMUA EMPLOYEES

#25-011 RESOLUTION RE: 2025 SALARY ADJUSTMENTS AND PERSONNEL ACTIONS FOR SCMUA DEPARTMENT SUPERVISORS

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 #25-012 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			
FINKELDIE	x		x			
POGGI			x			

#25-012 RESOLUTION RE: CONSENT AGENDA – BILL PAYING LIST

9. PUBLIC COMMENT

No public comment.

10. COMMISSIONERS' COMMENTS/REQUEST

Commissioners wished a Happy Birthday to Commissioner Karl Meyer, Counsel Tom Prol, and Watershed Coordinator Nathaniel. Happy Holidays and Merry Christmas to all. Thanked Staff for a successful year.

11. ADJOURN

At 4:03 p.m. Commissioner Drake moved to adjourn the meeting, seconded by Commissioner Madsen. On voice vote: Ayes (9); Nays (0). The motion passed.

Respectfully submitted,

Andrea Cocula, Secretary