

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON AUGUST 16, 2017 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 Madsen, Vice Chairman Drake, Commissioners Perez, Dietz, Cocula, Meyer and Petillo, Administrator Hatzelis, Chief Engineer Varro, Solid Waste Superintendent Sparnon, Wastewater Superintendent Angelo Baron, General Counsel Napolitano, Special Counsel Prol and Recording Secretary Kronski

Also in attendance: Wastewater Employee Christopher Grenille for Executive Session only.

2. PUBLIC STATEMENT REGARDING SUNSHINE LAW

Chairman Madsen 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

No public comment.

4. AGENDA APPROVAL

Commissioner Drake moved the approval of the Agenda, seconded by Commissioner Cocula. No Changes. On voice vote: Ayes (7); Nays (0). The motion carried.

5. APPROVAL OF CONSENT AGENDA

Commissioner Drake 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 Madsen requested a motion to approve/acknowledge the distribution of the August 2, 2017 Pending Action Summary Sheet (PASS), which was emailed to the Freeholder Board on August 2, 2017. Commissioner Drake moved the PASS report, seconded by Commissioner Dietz.

PASS Report for 8-2-17 Mtg to Freeholder Board						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
JOHN DRAKE	x		x			
TOM MADSEN			x			
WAYNE DIETZ		x	x			
ANDREA COCULA			x			
KARL MEYER					x	
RONALD PETILLO			x			

The motion passed.

Chairman Madsen requested a motion to approve the Open and Closed Minutes for July 19, 2017 Authority Meeting. Commissioner Dietz moved approval, seconded by Commissioner Drake. On voice vote: Ayes (7), Nays (0), Abstain (0). The motion passed.

Distributed: Open and Closed Minutes of August 2, 2017

7. BUSINESS

a. Executive Session

At 3:02 p.m. Commissioner Cocula moved the adoption of the following resolution authorizing a Closed Executive Session, motion seconded by Commissioner Drake. On voice vote: (7) Ayes, (0) Nays, the motion carried. Chairman Madsen noted the Closed Session should be approximately 30-40 minutes and discussions to include: Cell Tower Lease, Contract #444 Landfill Expansion Project and Personnel Items.

#17-116 RESOLUTION RE: AUTHORIZING CLOSED EXECUTIVE SESSION

Commissioner Drake left the meeting during Close Session at 3:35 pm

At 3:45 p.m. Commissioner Cocula moved to adjourn the Closed Session, seconded by Commissioner Perez. On voice vote, Ayes (7); Nays (0); Abstain (0). The motion passed.

Chairman Madsen confirmed items discussed as specifically set forth in the resolution authorizing Closed Executive Session included: Cell Tower Lease, Contract #444 Landfill Expansion Project and Personnel Items. When the need for confidentiality of these matters no longer exists they will be opened to the public.

At 3:46 p.m. Chairman Madsen called for a 5-minute break. Meeting resumed at 3:54 pm

b. Wastewater Program

Superintendent's Report

Superintendent Baron reported that according to the Branchville Borough Building Inspector, there have been 296 final sewer connections. Flows have been approximately 63,000 gallons/day during the week and 43,000 gallons/day on the weekends. He reported on two outstanding items to date which are the final Operations and Manuals and installation of de-mister system drain. SCMUA Staff completed training for cleaning of membranes/filters of plant.

Mr. Baron gave a status report on Contract #454 for the replacement of Microscreener at the Upper Walkkill Plant. The two issues that remain is the waterproof/corrosion resistant electrical cabinet shall be installed to withstand the elements in the final treatment building, and the replacement roof skylight panel specifications are still being reviewed by Mott MacDonald before JEV Construction installs. Discussions ensued regarding replacing skylights with standard roof panels and it was indicated that natural light is preferable for extra lighting.

Administrator's Report

Administrator Hatzelis reported on Wastewater Revenues and Volumes for December 2016 – July 2017 and noted that actual revenues are approximately 30% above projections. Also he reported that connection fees were budgeted at \$158,000 and currently at \$157,000.

c. Solid Waste Program

Superintendent's Report

Mr. Sparnon gave a report on the installation of the #3 outbound scale. Final installation completed and final certification of scale should be in two weeks. This added scale should help with long lines on Saturdays and act as a back up scale if one goes down. Discussions continued regarding using an EZ Pass System for account customers. Mr. Sparnon will look further into this software.

Mr. Sparnon reported to the Board that the SCMUA has been presented an Excellence Award from the Solid Waste Association of America (SWANA) for the foam cycle recycling program. It is a national award, which was in the Special Waste category and SCMUA Recycling Coordinator Reenee Casapulla will be accepting the award in Baltimore, Maryland on September 26th.

Chief Engineer's Report

Chief Engineer Varro gave a status update on Contract #444 Landfill Expansion Project. He noted that the Contractor has made good progress and may be able to meet the September 1st deadline for liner installation. Mr. Varro noted that Cornerstone Engineer Mark Swyka has been forwarding project information to NJDEP as it becomes available, which should help in expediting the certification process. As soon as NJDEP certification is received, area can be used for fill.

d. General Authority Business

Administrator's Report

Mr. Hatzelis advised the Board that the 2018 Budget reports are due to the State on October 1st. The Operating and Capital Budgets are being prepared and a Budget Committee Meeting shall be scheduled prior to September 20th Authority Meeting. The Budgets shall be up for Board approval at the September 20th Meeting. Mr. Hatzelis noted that there seems to be no budgetary pressure to increase either Solid Waste tipping fees or sewer user fees for Upper Walkkill or Paulinskill Participants, however Vernon Township Additional Bonds will increase Vernon's User Charges.

e. Personnel Matters

Administrator's Report

Mr. Hatzelis presented two resolutions, as per discussions in Executive Session.

Res #17-117: 90-day leave of absence for Martin Swiss						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
JOHN DRAKE						x
TOM MADSEN			x			
WAYNE DIETZ		x	x			
ANDREA COCULA	x		x			
KARL MEYER			x			
RONALD PETILLO			x			

#17-117 RESOLUTION RE: REQUEST FOR OFFICIAL LEAVE OF ABSENCE WITHOUT PAY FOR PERSONAL MEDICAL REASONS FOR A 90-DAY PERIOD

Res #17-118: Michael Sheppard Appointed to Assistant Weighmaster						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
JOHN DRAKE						x
TOM MADSEN			x			
WAYNE DIETZ	x		x			
ANDREA COCULA		x	x			
KARL MEYER			x			
RONALD PETILLO			x			

#17-118 RESOLUTION RE: APPOINTMENT OF ASSISTANT WEIGHMASTER, MICHAEL SHEPPARD

8. Payment of Bills

FINANCIAL CONSENT AGENDA – Chairman Madsen asked for a motion to approve the Financial Consent Agenda (FCA).

Res: #17-119 Financial Consent Agenda						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
JOHN DRAKE						x
TOM MADSEN			x			
WAYNE DIETZ		X	x			
ANDREA COCULA	x		x			
KARL MEYER			x			
RONALD PETILLO			x			

#17-119 RESOLUTION RE: CONSENT AGENDA – BILL PAYING LIST

9. PUBLIC COMMENT

Chairman Madsen opened the meeting to public comment, no public present, he closed the meeting to public comment.

10. COMMISSIONERS' COMMENTS/REQUEST

Commissioners congratulated Reenee Casapulla on receiving the Excellence Award from SWANA and also for her wonderful representation of the SCMUA at the NJ State Fair in Augusta.

11. ADJOURN

Commissioner Perez moved to adjourn the meeting, seconded by Commissioner Dietz. On voice vote: Ayes (6), the motion passed. The meeting was adjourned at 4:19 p.m.

Respectfully submitted,

Andrea Cocula, Secretary