

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON AUGUST 3, 2016 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: Commissioners Perez, Madsen, Petillo, Dietz, Cocula, and Drake, Administrator Hatzelis, Chief Engineer Varro, Solid Waste Superintendent Sparron, Wastewater Superintendent John Nugent, Assistant Wastewater Superintendent Angelo Baron, General Counsel Napolitano, Special Counsel Prol and Recording Secretary Kronski.

Absent: Commissioner Meyer

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 asked for a motion to approve the Agenda, Commissioner Madsen moved the approval of the Agenda, seconded by Commissioner Drake. On voice vote: Ayes (6); Nays (0). The motion carried.

5. APPROVAL OF CONSENT AGENDA

The Chairman requested a motion for approval of the Consent Agenda. Commissioner Drake moved the approval of the Consent Agenda, seconded by Commissioner Madsen. No discussions necessary. On voice vote: Ayes (6); Nays (0). The motion carried.

6. MINUTES

Chairman Petillo requested a motion to approve/acknowledge the distribution of the July 20, 2016 Pending Action Summary Sheet (PASS), which was emailed to the Freeholder Board on July 21, 2016.

PASS Report for 7-20-16 transmittal to the Freeholder Board						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
TOM MADSEN			x			
RON PETILLO			x			
WAYNE DIETZ	x		x			
ANDREA COCULA			x			
KARL MEYER						x
JOHN DRAKE		x	x			

The motion passed.

Chairman Petillo asked for a motion to approve the Open and Closed Meeting Minutes for the June 15, 2016 Authority Meeting.

Approval of 6-15-16 Authority Meetings						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
TOM MADSEN					x	
RON PETILLO			x			
WAYNE DIETZ			x			
ANDREA COCULA	x		x			
KARL MEYER						x
JOHN DRAKE		x	x			

The motion passed.

Chairman Petillo asked for a motion to approve the Open and Closed Meeting Minutes for the July 6, 2016 Authority Meeting.

Approval of 7-6-16 Authority Meetings						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
TOM MADSEN	x		x			
RON PETILLO			x			
WAYNE DIETZ			x			
ANDREA COCULA			x			
KARL MEYER						x
JOHN DRAKE		x	x			

The motion passed.

There are no minutes for distribution at this meeting.

7. BUSINESS

a. Executive Session

At 3:04 p.m. Commissioner Cocula moved the adoption of the following resolution authorizing a Closed Executive Session. Motion seconded by Commissioner Drake. On voice vote: (6) Ayes, (0) Nays, the motion carried. Chairman noted Closed Session to be approximately 20 minutes.

#16-101 RESOLUTION RE: AUTHORIZING CLOSED EXECUTIVE SESSION

At 4:00 p.m. Commissioner Drake moved to adjourn the Closed Session, seconded by Commissioner Cocula. On voice vote: Ayes (6); Nays (0). The motion passed.

Chairman Petillo indicated items discussed as specifically set forth in the resolution authorizing Closed Executive Session were included: Sussex Borough TWA Application/License Agreement; Contract PRC-101 Change Order #2; and Personnel Items. When the need for confidentiality of these matters no longer exists they will be opened to the public.

Chairman Petillo called for a short meeting break at 4:00 p.m.

Meeting resumed at 4:05 pm.

Chairman Petillo gave the floor to Solid Waste Superintendent Sparnon who introduced SCMUA Recycling Coordinator Reenee Casapulla and Lou Troiano from FoamCycle. They presented a slide show for a pilot program to recycle EPS (Expanded Polystyrene Styrofoam). The Styrofoam will be source separated at the Convenience Center and Recycling Center

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because only a certain form of Styrofoam is accepted. They reviewed the process of melting for material, which would be a foam densifier that is set at a low heat to "melt the Styrofoam". It is a 90:1 ratio for reduction and feedstock material is produced in a condensed "snakelike" product that will be formed to fit on pallets for marketing to produce light weight picture frames. The SCMUA would market the material directly to the manufacturer. They reviewed favorable market value as well as saving large volume of landfill space. Discussions continued regarding storage and separating usable Styrofoam and employee hours required to process and melt material, Mr. Sparnon noted the operation will be during normal hours. Commissioners praised the idea and looked forward for Reenee and Jim Sparnon to report back on the launch of the pilot program.

b. Wastewater Program

Superintendent's Report

Mr. Nugent reported on another Sussex Borough Force Main Break and Repair that occurred July 24th. The SCMUA operator noticed a low flow from Sussex Borough and a call was made to the Sussex Borough Supervisor and the break was discovered the leak right next to DPW pumping station. A half inch hole was repaired and Mr. Nugent spoke to R&R and noted it could be a level control issue. This is the 22nd break that we are aware of.

Chief Engineer's Report

Mr. Varro reviewed a prepared resolution for Change Order #2 for negotiations with Worth and Co. for PRC-101 for a total of \$15,533 that included project revisions and various changes required or requested.

Res#16-102: PRC-101 Worth & Co. change order #2						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
TOM MADSEN			x			
RON PETILLO			x			
WAYNE DIETZ			x			
ANDREA COCULA	x		x			
KARL MEYER						x
JOHN DRAKE		x	x			

#16-102 RESOLUTION RE: AUTHORIZING FOR CHAIRMAN TO EXECUTE CHANGE ORDER NUMBER 2 TO SCMUA CONTRACT NO. PRC-101, WORTH & COMPANY

Administrator's Report

Mr. Hatzelis gave a status update on the Paulinskill Project Financing, the USDA loans are 3 different commitments, \$757,000 for 2.25% and \$1,572,000 at 2.25% and \$5,496,000 2.75% all over 40 years. The closing must occur by September 30th to lock in these rates, the overall annual debt service is \$318,900 per year, which is significantly lower then the original projections over a year and half ago. Bond Counsel should have the documents all prepared. Discussions re: 40 year USDA loan program and service life of the facilities being built.

c. Solid Waste Program

Superintendent's Report

Mr. Sparnon reported that there is a scheduled E-Waste Event on August 6th and is the second event for 2016. The Lafayette Road Signs shall be used to direct queue line.

Administrator's Report

Administrator Hatzelis reviewed the updated tonnage and revenue numbers December 1, 2016 through July 31, 2016. Tonnage, overall, is up 1.2% over the same time period in 2015, which is good news for the Authority as long as it keeps going up.

d. General Authority Business

Administrator's Report

Mr. Hatzelis reported that back in February 2016 Archer Greiner was appointed as the Authority's Bond Counsel. He noted the USDA grant/loan program required certain paperwork and that was finally received and he presented a resolution to execute the Agreement for Bond Counsel Services.

Res# 16-103: Archer Greiner Bond Counsel contract execution - 2016						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
TOM MADSEN			x			
RON PETILLO			x			
WAYNE DIETZ		x	x			
ANDREA COCULA	x		x			
KARL MEYER						x
JOHN DRAKE			x			

#16-103 RESOLUTION RE: AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT WITH JOHN CANTALUPO OF ARCHER & GREINER, P.C. FOR THE FURNISHING OF BOND COUNSEL SERVICES FOR THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY – FEBRUARY 3, 2016 – FEBRUARY 1, 2017

Superintendent Sparnon (personnel items)

Mr. Sparnon presented three resolutions, which were discussed in Executive Session, two for new hires for Solid Waste Heavy Equipment Operators and one promotion/reassignment from PT to FT. Salaries reviewed.

Res# 16-104: Appt. of Stephen Raymond as SW Heavy Equipment Operator Res# 16-105: Appt of George Hall as SW Heavy Equipment Operator Res# 16-106: Reassignment of Michael Gould from PT to FT						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
TOM MADSEN	x		x			
RON PETILLO			x			
WAYNE DIETZ			x			
ANDREA COCULA		x	x			
KARL MEYER						x
JOHN DRAKE			x			

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#16-104 RESOLUTION RE: APPOINTMENT OF SOLID WASTE HEAVY EQUIPMENT OPERATOR I, STEPHEN RAYMOND

#16-105 RESOLUTION RE: APPOINTMENT OF SOLID WASTE HEAVY EQUIPMENT OPERATOR I, GEORGE HALL

#16-106 RESOLUTION RE: REASSIGNMENT OF MICHAEL GOULD TO FULL-TIME SOLID WASTE SITE ATTENDANT

8. Payment of Bills

FINANCIAL CONSENT AGENDA – Chairman Petillo asked for a motion to approve the Financial Consent Agenda (FCA), which includes a supplemental.

Res: #16-107: FCA for 8-3-16						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
TOM MADSEN			x			
RON PETILLO			x			
WAYNE DIETZ			x			
ANDREA COCULA	x		x			
KARL MEYER						x
JOHN DRAKE		x	x			

#16-107 RESOLUTION RE: CONSENT AGENDA – BILL PAYING LIST

9. PUBLIC COMMENT

Chairman Petillo opened the meeting to Public Comment, no comments, Chairman Petillo closed the meeting to Public Comment.

10. COMMISSIONERS' COMMENTS/REQUEST

Commissioner Cocula moved to give Commissioner Meyer an excused absence, seconded by Commissioner Madsen. On voice vote: Ayes (6), Nays (0), Abstain (0).

Commissioner Dietz requested to schedule a Personnel Committee Meeting on September 7, 2016 at 1:00 pm before the Authority Meeting.

Commissioners Madsen and Perez commended Recycling Coordinator Reenee Casapulla on the Styrofoam Recycling Pilot Program.

11. ADJOURN

Commissioner Cocula moved to adjourn the meeting, seconded by Commissioner Drake. On voice vote: Ayes (6), the motion passed. The meeting was adjourned at 4:44 p.m.

Respectfully submitted,

Andrea Cocula, Secretary