

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON JANUARY 4, 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 2:00 p.m.

The following were present: Commissioners Perez, Madsen, Petillo, Dietz, Cocula, Meyer and Drake, Administrator Hatzelis, Chief Engineer Varro, Solid Waste Superintendent Sparnon, Acting Wastewater Superintendent Angelo Baron, General Counsel Napolitano, Special Counsel Prol and Recording Secretary Kronski

Also Present: John Scheri of Mott MacDonald

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 Drake moved the approval of the Agenda, seconded by Commissioner Cocula. On voice vote: Ayes (7); Nays (0). The motion carried.

5. APPROVAL OF CONSENT AGENDA

The Chairman requested a motion for approval of the Consent Agenda. Commissioner Madsen moved the approval of the Consent Agenda, seconded by Commissioner Drake. No discussions necessary. On voice vote: Ayes (7); Nays (0). The motion carried.

6. MINUTES

Chairman Petillo requested a motion to approve/acknowledge the distribution of the December 21, 2016 Pending Action Summary Sheet (PASS), which was emailed to the Freeholder Board on December 22, 2016.

PASS Report for 12-21-16 transmittal to the Freeholder Board						
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			

The motion passed.

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Chairman Petillo asked for a motion to approve the November 23, 2016 Open and Closed Meeting Minutes. Commissioner Meyer moved the minutes, seconded by Commissioner Dietz. On voice vote: (7) Ayes, (0) Nays, the motion carried.

Chairman Petillo noted that the December 7<sup>th</sup> and December 21<sup>st</sup> Meeting Minutes have been distributed to the Commissioners for their review.

## 7. BUSINESS

### a. Executive Session

At 2:05 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 Petillo noted Closed Session should last for at least one hour.

#17-015 RESOLUTION RE: AUTHORIZING CLOSED EXECUTIVE SESSION

At 3:01 p.m. Commissioner Perez moved to adjourn the Closed Session, seconded by Commissioner Madsen. On voice vote, Ayes (7); Nays (0); Abstain (0). The motion passed.

Chairman Petillo indicated items discussed as specifically set forth in the resolution authorizing Closed Executive Session included: Contract PRC-101; 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 5 minute break to set up the projector for Consulting Engineer John Scheri's presentation.

Meeting resumed at 3:15 and Chairman Petillo gave the floor to introduce Wastewater Consultant John Scheri to give a presentation on the Leachate/Force Main Project.

Mr. Scheri addressed the Board and began his presentation on the Leachate Pump Station/Force Main Project for the transmission of landfill leachate to the Upper Wallkill Facility for processing/treatment. Highlights of the project included using the abandoned Railroad as the preferred alignment and restore as a Rail/Trail. Project schedule was reviewed and is projected to be completed in Jan. 2019, the Commissioners would like to see this timeline reduced for earlier completion. Discussions ensued on how to accomplish request. Mr. Scheri noted funding for project will be through the New Jersey Environmental Infrastructure Trust Fund and is estimated to cost \$7.5 million. Mr. Scheri and SCMUA staff answered Commissioners questions regarding project timeline, pending presentation to Freeholders and requested a cost analysis comparing proposed project to current trucking costs, Staff to provide.

Mr. Scheri left the meeting at 4:15 p.m.

Chairman Petillo continued with the Agenda.

b. Wastewater Program

**Acting Superintendent's Report**

Acting Wastewater Superintendent Angelo Baron gave an updated status report on the Paulinskill Operations and flow data and the latest issues on testing compliance. Mr. Baron explained the high ammonia count and the inability to find the main source which is causing the need for an additive in order to meet testing requirements. Mr. Baron stated the most cost effective additive, at this point, would be sugar. He indicated that hookups are ongoing and perhaps the ammonia issue will correct itself when higher flows begin coming into the plant. Discussions continued regarding recommendations from Plant Manufacturer Ovivo.

**Administrator's Report**

Mr. Hatzelis summarized a recent meeting with Branchville Borough and Frankford Township officials. It was indicated that both Municipalities had questions on wastewater billing system/collections and notice to connect issuance to users. Commissioners Madsen and Perez attended the meeting and acknowledged it went very well and indicated communication between all parties is essential.

c. Solid Waste Program  
**Superintendent's Report**

Mr. Sparnon reported on a Shared Services Agreement with the Sussex County's Sheriff's Office which is currently up for an extension. The extension is for an additional year for SLAP/SWAP services for assisting customers at the Resident's Convenience Center on Saturdays.

Res: #17-016 Shared Services Agrmt with SC Sheriff's Office						
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			

#17-016 SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY AUTHORIZING THE EXTENSION OF A SHARED SERVICES AGREEMENT WITH THE COUNTY OF SUSSEX FOR THE PROVISION OF SUPPLEMENT ASSISTANCE TO SCMUA WORK FORCE BY UTILIZING THE SERVICES OF SHERIFF'S LABOR ASSISTANCE PROGRAM/SHERIFF'S WORK ASSISTANCE PROGRAM

Mr. Sparnon reported on the past tradition of the Christmas Tree Amnesty Program where the Solid Waste Facility allows for one free Christmas Tree per vehicle to be disposed of at the Vegetative Waste Area.

Motion: One Free Christmas Tree per vehicle at no charge						
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			

The motion passed

**Administrator’s Report**

Mr. Hatzelis reviewed Sparwick Contracting request for SCMUA land use, which was tabled at the last meeting. Chief Engineer Varro showed a map of the area requested and confirmed that the property in question is on wetlands and is unbuildable. Mr. Hatzelis will notify Sparwick Contracting.

Administrator Hatzelis reported on the Bond Resolution for Bond provided by Bond Counsel for the financing of the Landfill Extension Project for a total of \$11,500,000. This resolution is prerequisite for the General Bond Resolution. A consenting resolution is being prepared by John Cantalupo to be presented to the Freeholder Board at their next meeting.

Res#: 17- 017 Bond Resolution for \$11,500,000 for Landfill Exp. Project						
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			

#17-017 RESOLUTION RE: THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY AUTHORIZING CERTAIN ACTIONS AND APPROVING CERTAIN DOCUMENTS NECESSARY IN CONNECTION WITH THE ISSUANCE OF THE AUTHORITY’S PROPOSED NOT TO EXCEED \$11,500,00 AGGREGATE PRINCIPAL AMOUNT OF SOLID WASTE REVENUE BONDS OR PROJECT NOTES (LANDFILL EXPANSION PROJECT)

Res#: 17-018 – General Resolution Bond						
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			

#17-018 RESOLUTION RE: GENERAL BOND RESOLUTION FOR SOLID WASTE REVENUE BONDS FOR LANDFILL LIFE EXTENSION PROJECT

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Mr. Hatzelis indicated he received the signed License Agreement from Lafayette Township regarding the use of SCMUA land to build and maintain a "Welcome to Lafayette" sign. John reviewed the resolution authorizing SCMUA execution thereof.

Res#: 17-019 Authorizing Execution of Lafayette Township License Agrmt						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
TOM MADSEN		x	x			
RON PETILLO			x			
WAYNE DIETZ	x		x			
ANDREA COCULA			x			
KARL MEYER			x			
JOHN DRAKE					x	

#17-019 RESOLUTION RE: AUTHORIZING EXECUTION OF A LICENSE AGREEMENT WITH THE TOWNSHIP OF LAFAYETTE

d. General Authority Business

**Administrator's Report**

Mr. Hatzelis presented a resolution for the appointment of a Public Agency Compliance Officer per required. The Appointment is to continue with previous years and to appoint John Hatzelis as the PACO for 2017.

Res#: 17-020 PACO - 2017						
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			

#17-020 RESOLUTION RE: AUTHORIZING ANNUAL APPOINTMENT OF A PUBLIC AGENCY COMPLIANCE OFFICER (PACO) FOR THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY (SCMUA) – 2017

8. Payment of Bills

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

Res: #17-021: Financial Consent Agenda						
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			

#17-021 RESOLUTION RE: CONSENT AGENDA – BILL PAYING LIST

e. Personnel Matters

**Solid Waste Superintendent’s Report**

As discussed in Executive Session, Solid Waste Employee Kenneth Lambert’s authorized Leave of Absence has expired, as of December 31, 2016.

Motion: Termination of Kenneth Lambert for Job Abandonment						
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			

Mr. Sparnon expressed the need to hire 2 Heavy Equipment Operators for Solid Waste Operations. Commissioner Dietz moved to advertise for said positions, seconded by Commissioner Drake. On voice vote, Ayes (7); Nays (0); Abstain (0). The motion passed.

**Wastewater Superintendent’s Report**

Mr. Baron reported that he has not received many applications for the Chief Operator Position. Discussions continued regarding operating licensing and experience requirements, also Mr. Baron acknowledged ongoing in-house training to eventually promote into these positions.

**Administrator’s Report**

Commissioner request more time for review of Department Heads’ Salary Adjustments, recommendation is to have Personnel Committee Review further after discussions in Executive Session.

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

Commissioners wished everyone a Happy New Year.

11. ADJOURN

Commissioner Drake moved to adjourn the meeting, seconded by Commissioner Dietz. On voice vote: Ayes (7), the motion passed. The meeting was adjourned at 4:50 p.m.

Respectfully submitted,

Andrea Cocula, Secretary