

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON NOVEMBER 1, 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.

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 Dietz with an amendment to the motion to table the Discussions on the Proposed Leachate Forcemain Project Benefit Analysis. Commissioner Perez seconded Commissioner Dietz's motion to table discussions. Commissioner Dietz wanted more time to review the report provided to the Commissioners. 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 Perez. No discussions requested on Consent Agenda. On voice vote: Ayes (7), Nays (0). The motion carried.

6. MINUTES

Chairman Madsen requested a motion to approve/acknowledge the distribution of the October 18, 2017 Pending Action Summary Sheet (PASS), which was emailed to the Freeholder Board on October 19, 2017.

PASS Report for 10-18-17 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 September 20, 2017 Authority Meeting.

Open & Closed Minutes 9-20-17 Authority Meeting						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
JOHN DRAKE		x	x			
TOM MADSEN			x			
WAYNE DIETZ					x	
ANDREA COCULA	x		x			
KARL MEYER					x	
RONALD PETILLO			x			

The motion passed.

Chairman Madsen requested a motion to approve the Open and Closed Minutes for October 4, 2017 Authority Meeting.

Open & Closed Minutes 10-4-17 Authority Meeting						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
JOHN DRAKE	x		x			
TOM MADSEN			x			
WAYNE DIETZ					x	
ANDREA COCULA		x	x			
KARL MEYER			x			
RONALD PETILLO			x			

The motion passed.

Distribution: Open & Closed Minutes for October 18, 2017

7. BUSINESS

- a. Executive Session

No Executive Session needed for this meeting.

- b. Wastewater Program

Superintendent's Report

Superintendent Baron gave an update on the Paulinskill Facility and reported on an email from Worth & Company, which indicated they will be sending the remaining O&M Manuals to Kleinfelder for final review. USDA has approved the barn demolition estimate.

Mr. Baron reported roof panels have been installed for Contract #454 at the Upper Walkkill Plant. Start up has been delayed due to a part change for wheel installation, final electrical work needs to be completed and start up is scheduled for the end of next week.

Mr. Baron reported on the bid results for Contract #18-11 Sludge Cake Hauling and Disposal. The low bid was from Tully Environmental and is currently under attorney review, if no issues, Contract shall be awarded at the next Authority meeting.

Mr. Baron reported on Sussex Borough force main break, he notified Sussex Borough and they repaired the breakage. This is the fifth break in this location in front of Holland American Bakery along Route 23. He noted the high volumes of flows due to the recent heavy rain event on Sunday, Oct. 29th. Discussions ensued regarding Sussex Borough's continued I&I issues and high flows to the plant and also the NJDEP notification process.

c. Solid Waste Program

Superintendent's Report

Mr. Sparnon reminded Commissioners that the last Hazardous Waste Event for 2017 shall take place on Saturday, November 4, 4017 from 7am – 2pm. Bids specifications shall be prepared for HHW Services for 2018/2019.

Chief Engineer's Report

Mr. Varro gave a construction progression report on Contract #444 Landfill Life Extension Project and indicted a final punch list shall be completed. He gave a timeline for Substantial and Final Completion dates. Discussions continued regarding NJDEP certification timeline and information required from SCMUA and Engineer. All testing requirements and documents shall be ready for submittal within the next two weeks.

Mr. Varro reviewed previous meeting discussions and prepared resolution for approval for Amendment No. 1 to the Cornerstone Engineering Agreement.

Res #17-136: Amendment #1 to Cornerstone Eng. Agrmt.						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
JOHN DRAKE			x			
TOM MADSEN			x			
WAYNE DIETZ			x			
ANDREA COCULA	x		x			
KARL MEYER		x	x			
RONALD PETILLO			x			

#17-136 RESOLUTION RE: AUTHORIZATION TO EXECUTE AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT FOR BIDDING AND CONSTRUCTION PHASE CONSULTING ENGINEERING SERVICES

Administrator's Report

Mr. Hatzelis reviewed the process to purchase a CAT 313 Excavator through The National Joint Power Alliance for the Solid Waste Facility. He reported an intent to purchase was advertised, and no comments were received. The purchase price would be \$189,890.25, for brand new CAT 313, with a 5 year warrantee \$201,790.75

Motion: Authorization To Purchase Cat313 Excavator Through A National Cooperative Purchasing Group To Include A 5 Year Warranty						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
JOHN DRAKE			x			
TOM MADSEN			x			
WAYNE DIETZ			x			
ANDREA COCULA	x		x			
KARL MEYER		x	x			
RONALD PETILLO			x			

The Motion passed.

e. Personnel Matters

Administrator’s Report

Mr. Hatzelis reported on the Personnel Meeting held earlier today. He indicated discussions included Professional Services RFP/RFQs required for 2018, new policies and procedures to be added to Personnel Policy booklet, licensing compensation, revised S.W. Organizational Chart and salary adjustments. The Committee will refine information before consideration at a December Authority Meeting.

8. Payment of Bills

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

Res: #17-137 Financial Consent Agenda						
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			

#17-137 RESOLUTION RE: CONSENT AGENDA – BILL PAYING LIST

d. General Authority Business

Chairman Madsen noted the time was 3:30pm and gave the floor to Administrator John Hatzelis to begin the FY2018 Public Rate Hearing Presentation.

Administrator’s Report

Public Hearing for Proposed 2018 Schedule of Rates, Fees and Charges

At 3:30 Commissioner Cocula moved to open the Rate Hearing for the FY2018 Proposed Rates, Fees and Charges. Commissioner Drake seconded the motion. On voice vote: Ayes (7); Nays (0); Abstain (0). The Motion passed.

The floor was given to Administrator Hatzelis to begin the presentation. He distributed a packet to follow along and reviewed in detail the budget line items, and expenses/revenues for the Upper Wallkill Facilities, Paulinskill Water Reclamation Facility, Hampton Commons Facility, Solid Waste Facilities, Administration and the miscellaneous rates, fees and charges. He highlights of the presentation includes, U.W. Connection fees are to be set at \$6,640/EDU, with most Wastewater Participants seeing a decrease in User Charges compared to 2017, with the exception of Vernon Township (Additional Bond payments). The Hampton Commons Facility shall be \$473/unit, Paulinskill Facility \$435/EDU. The Solid Waste Facility rates and tipping fees shall remain the same as 2017, as well as Administration miscellaneous fees. Wastewater Superintendent Baron and Solid Waste Superintendent Sparnon with Chief Engineer Varro reviewed the 5-year Capital Improvement plans for their respective facilities. Mr. Hatzelis provided extensive information on the Upper Wallkill Participants sewage flows and explained the Vernon Additional Bonds, which do not affect other U.W. Participants’ estimated 2018 user charges. It was also

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reported that there is no anticipated increase in tipping fees for the Solid Waste Facility. [A verbatim transcript of the presentation will be prepared and available upon request at the Authority's Administration Building.]

Chairman Madsen noted that these Proposed Rates, Fees and Charges will be on the November 29, 2017 Agenda for Commissioners' consideration per resolution.

There were no questions from the Public in attendance, or from the Commissioners. At 4:05 p.m. Commissioner Cocula made a motion to close the Public Rate Hearing, seconded by Commissioner Drake. On roll call vote: Ayes (7); Nays (0); Abstain.

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 thanked Administrator Hatzelis and staff for their work on the Rate Hearing Presentation.

11. ADJOURN

Commissioner Cocula moved to adjourn the meeting, seconded by Commissioner Drake. On voice vote: Ayes (7), the motion passed. The meeting was adjourned at 4:05 p.m.

Respectfully submitted,

Andrea Cocula, Secretary