

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON OCTOBER 21, 2015 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 3:02 p.m.

The following were present: Commissioners Sowden, Madsen, Petillo, Dietz (via telecom), Cocula, and Meyer, Administrator Hatzelis, Chief Engineer Varro, Solid Waste Superintendent Sparnon, Wastewater Superintendent Nugent, General Counsel John Napolitano, Special Counsel Prol, and Recording Secretary Kronski

Absent: Commissioner Drake

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 Sowden moved the approval of the Agenda, seconded by Commissioner Madsen. Chief Engineer Varro asked to add Discussion re: RFQ/RFP for Consulting Engineering Services to the Chief Engineer's Report in Open Session. 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 Cocula moved the approval of the Consent Agenda, seconded by Commissioner Meyer. No discussions necessary. On voice vote: Ayes (6); Nays (0). The motion carried.

6. MINUTES

Chairman Petillo requested a motion to approve the distribution of the October 7, 2015 Pending Action Summary Sheet (PASS), which was emailed to the Clerk of the Freeholder Board on October 8, 2015.

PASS Report for 10-7-15 to Freeholder Board						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
JOHN SOWDEN			x			
TOM MADSEN	x		x			
RON PETILLO			x			
WAYNE DIETZ			x			
ANDREA COCULA		x	x			
KARL MEYER			x			
JOHN DRAKE						x

Motion passed.

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Chairman Petillo asked for a motion to approve the Open & Closed Minutes from the September 2, 2015 Authority Meeting.

PASS Report for 9-2-15 to Freeholder Board						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
JOHN SOWDEN	x				x	
TOM MADSEN		x	x			
RON PETILLO			x			
WAYNE DIETZ			x			
ANDREA COCULA			x			
KARL MEYER			x			
JOHN DRAKE						x

Motion passed.

Chairman Petillo asked for a motion to approve the Open & Closed Minutes from the September 16, 2015 Authority Meeting.

PASS Report for 9-16-15 to Freeholder Board						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
JOHN SOWDEN			x			
TOM MADSEN		x	x			
RON PETILLO			x			
WAYNE DIETZ			x			
ANDREA COCULA	X		x			
KARL MEYER			x			
JOHN DRAKE						x

Motion passed.

Chairman Petillo noted there are no minutes for distribution for this meeting.

## 7. BUSINESS

### a. Executive Session

No Executive Session Agenda for this meeting.

### b. Wastewater Program

#### **Superintendent's Report**

Mr. Nugent updated the Commissioners on the Hampton Commons repairs and indicated that he contacted the claims adjuster Richard Hoff regarding the status of the claim, and was notified that the claim was sent to the insurance provider on October 6<sup>th</sup>.

#### **Chief Engineer's Report**

Mr. Varro reported on his meeting regarding the Upper Walkkill Energy Aggregation Bid. He reviewed the current contract that runs through May 2016, the group would be looking into fixed price for a one or two year option. Tom Varro noted that the bid opening would be November 20<sup>th</sup> and the Authority can choose the one or two year option. He also noted that another firm has contacted the Authority to alternatively participate in reverse bidding energy auctions. However, after discussions and input from General Counsel, it was agreed to stay with the Energy Aggregate Program as they consist of Wastewater Utilities and require the same type of wastewater plant energy needs and contractual requirements. He will present a resolution at the next meeting to authorize himself and/or Administrator John Hatzelis to represent the Authority and bid and sign on to commit to the Aggregate group. Discussions continued regarding the

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wastewater budget and Commissioners concurred with General Counsel and Chief Engineer to stay with aggregate bid.

### **Administrator's Report**

Mr. Hatzelis reviewed volumes and revenues for Septage, Sludge and Hauled Sewage for the Upper Wallkill Facility and through September 2015, the Authority is currently 57% over projections.

c. Solid Waste Program

### **Superintendent's Report**

Mr. Sparnon reported E-waste event held on October 10, 2015. He noted that the contracted vendor Vintage Tech did an excellent job with set up and take down, as well as handling the many customers. Many Schools and Municipalities participated for a total of 4 tractor trailers and 7 box trucks full of material. A tonnage amount is pending and Mr. Sparnon will report back. He noted Vintage Tech will be submitting a new proposal for contract consideration.

### **Chief Engineer's Report**

Mr. Varro reported on the submittal of a letter of intent, planning and environmental documents to NJEIT regarding the Landfill Extension Project/Leachate Force Main Project funding. He noted that the projects are now in the queue for funding for State FY2017. The next deadline to be met is March 4<sup>th</sup> for submittal of design documents. The County Clerk has received notification of receipt of Application of Modification to S.W. Facility permit from NJDEP and requested comments thereon. That Permit is moving ahead. Discussions continued regarding the Minor Permit Modification for the Wetlands Transition Area and the progress made. Advertising of the Notice for a Water Quality Management Plan Amendment was in the NJ Herald today. Mr. Varro and Mr. Hatzelis also reported on a meeting held with the County and the Sussex Technical School regarding the school possibly decommissioning their wastewater plant and connecting to the Leachate Forcemain. More information will be forthcoming regarding flows and approval from Sparta Township of allocation and inclusion in the sewer service area.

Mr. Varro indicated that the current contracts for Consulting Engineers are ending in February 2016. He noted that the Authority utilizes Solid Waste and Wastewater Engineering Firms for different needs. Mr. Varro stated that there are two projects that are currently ongoing and is recommending to extend the Consulting Engineers contract until phases are complete. One is with Cornerstone, which is in the middle of two tasks regarding the Landfill Life Extension Project and SCS Engineers are currently working on the Annual Topographic Report and the flyover is scheduled for December 2015. Discussions continued whether to advertise for Request for Proposal or Request for Qualifications. Commissioners advise to exempt these two tasks until the completion under current contracts and go forward with an RFP on all other requirements. On Solid Waste, ask for RFO for specific tasks and have all proposals in by second meeting in December 2015.

**Administrator's Report**

Mr. Hatzelis reported that at the last Commissioner Meeting, Ed Lyon was hired at the Authority's Solid Waste Enforcement Officer. A meeting is set for tomorrow with the County Health Department for introductions and to review certain information. NJDEP was contacted regarding certification of agreement which is waiting for a supervisors signature.

Mr. Hatzelis reported on the bids received for the rental of the Solid Waste Surplus Property. [Commissioner Sowden excluded himself from these discussions.] Mr. Hatzelis indicated that a bid of \$500/month was received from Prime Healthcare Services, Saint Clare's, LLC. Staff and legal counsel has reviewed the bid and deemed it acceptable. He presented a resolution to authorize execution of lease agreement with Prime Healthcare Services.

Res: # 15-158 Bid Award to Prime Healthcare for Contract #15-12						
Commissioner	1 <sup>st</sup>	2 <sup>nd</sup>	Yea	Nay	Abstain	Absent
JOHN SOWDEN					x	
TOM MADSEN		x	x			
RON PETILLO			x			
WAYNE DIETZ			x			
ANDREA COCULA	X		x			
KARL MEYER			x			
JOHN DRAKE						x

#15-158 RESOLUTION RE: AUTHORIZING THE CHAIRMAN TO EXECUTE A LEASE AGREEMENT WITH PRIME HEALTHCARE SERVICES – SAINT CLARE'S LLC

d. General Authority Business

Mr. Hatzelis reminded Commissioners that the FY2016 Rate Hearing was advertised in two papers for November 4, 2015 at 4:00pm in the Commissioners' Meeting Room.

8. Payment of Bills

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

Res: #15-159 - Financial Consent Agenda						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
JOHN SOWDEN			x			
TOM MADSEN	x		x			
RON PETILLO			x			
WAYNE DIETZ			x			
ANDREA COCULA			x			
KARL MEYER		x	x			
JOHN DRAKE						x

#15-159 RESOLUTION RE: AUTHORIZING PASSAGE OF FINANCIAL CONSENT AGENDA

9. PUBLIC COMMENT

Chairman Petillo opened the meeting to public comment, being no public, he closed the meeting to public comment.

10. COMMISSIONERS' COMMENTS/REQUEST

Commissioner Meyer mentioned the "25 years ago" article in the NJ Herald regarding Solid Waste Enforcement that noted the tip fee was \$110 per ton for Bulky Waste and Construction/Demolition at the Landfill, which is a \$5 difference compared to current tip fee of \$115 per ton. Also, Commissioner Dietz noted the positive feedback he received regarding Administrator Hatzelis and Chief Engineer Varro at the County meeting with the Sussex Technical School. They were well prepared and offered much help to guide the school to potential hookup.

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

11. ADJOURN

Commissioner Sowden moved to adjourn the meeting, seconded by Commissioner Madsen. On voice vote: Ayes (6), the motion passed. The meeting was adjourned at 3:38 p.m.

Respectfully submitted,

Andrea Cocula, Secretary