

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON DECEMBER 7, 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 3:01 p.m.

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

Absent: Commissioner Madsen, Solid Waste Superintendent Sparnon

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 Meyer. Commissioners requested a second Executive Session at the end of the meeting agenda and Chairman Petillo noted that no actions will be taken after adjournment. 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 Dietz. 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 November 23, 2016 Pending Action Summary Sheet (PASS), which was emailed to the Freeholder Board on November 28, 2016.

PASS Report for 11-23-16 transmittal to the Freeholder Board						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ		x	x			
TOM MADSEN						x
RON PETILLO			x			
WAYNE DIETZ	x		x			
ANDREA COCULA			x			
KARL MEYER			x			
JOHN DRAKE			x			

The motion passed.

Chairman Petillo asked for a motion to approve the November 2, 2016 Open and Closed Minutes.

Approval of Open and Closed Minutes for 11-2-16						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ		x	x			
TOM MADSEN						x
RON PETILLO			x			
WAYNE DIETZ			x			
ANDREA COCULA			x			
KARL MEYER			x			
JOHN DRAKE	x		x			

The motion passed.

Chairman Petillo indicated that there are no minutes for distribution for this meeting. Short discussion held on recent response time for Freeholder review of Pending Action Summary Sheets for the last meeting.

7. BUSINESS

a. Executive Session

At 3:05 p.m. Commissioner Cocula moved the adoption of the following resolution authorizing a Closed Executive Session. Motion seconded by Commissioner Drake. On voice vote: (6) Ayes, (0) Nays, the motion carried. Chairman Petillo noted Closed Session should last for approximately 20-30 minutes.

#17-001 RESOLUTION RE: AUTHORIZING CLOSED EXECUTIVE SESSION

At 3:20 p.m. Commissioner Cocula moved to adjourn the Closed Session, seconded by Commissioner Drake. On voice vote, Ayes (6); Nays (0); Abstain (0). The motion passed.

Chairman Petillo indicated items discussed as specifically set forth in the resolution authorizing Closed Executive Session included: Change Order for Contract PRC-103; Status of Contract PRC-101; Professional Services Agreements for 2017. When the need for confidentiality of these matters no longer exists they will be opened to the public.

b. Wastewater Program

**Acting Superintendent's Report**

Acting Wastewater Superintendent Angelo Baron gave a status report on the operations at the Paulinskill Water Reclamation Facility. Permit renewal application has been sent to the NJDEP. SCMUA has been monitoring the flows and November sampling has been completed. NJDEP action hotline was notified of sampling results as required during startup, better readings should be available when flows pickup. Mr. Baron reported that according to Ovivo, 30,000 gallons a day is the goal for ideal flows, new connections are ongoing.

**Chief Engineer's Report**

Mr. Varro presented a resolution for approval of Change Order #2 to Contract PRC-103 for Montana Construction. Discussions held in Executive Session to review details of 6 items for credits/debits with a total increase of \$6,686.84.

#17-002: Contract PRC-103 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			

#17-002 RESOLUTION RE: AUTHORIZATION FOR CHAIRMAN TO EXECUTE CHANGE ORDER NUMBER 2 TO SCMUA CONTRACT NO. PRC-103, MONTANA CONSTRUCTION, INC.

**Administrator's Report**

Mr. Hatzelis reported on the issuance of certificates for the estimated FY2017 Sewer User Charges. Three Resolutions have been prepared to authorize the Chairman to issue certificates for each of the three Sewer Facility Systems.

Res# 17-003: Issuance of Cert. of Est. Charges – U.W. System						
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			

#17-003 RESOLUTION RE: AUTHORIZATION FOR CHAIRMAN TO ISSUE CERTIFICATES OF ESTIMATED CHARGES FOR FY2017, UPPER WALLKILL SYSTEM

Res# 17-004: Issuance of Cert. of Est. Charges – H.C. System						
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			

#17-004 RESOLUTION RE: AUTHORIZATION FOR CHAIRMAN TO ISSUE CERTIFICATES OF ESTIMATED CHARGES FOR FY2017, HAMPTON COMMONS

Res# 17-005: Issuance of Cert. of Est. Charges – Paulinskill System						
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	x			
JOHN DRAKE			x			

#17-005 RESOLUTION RE: AUTHORIZATION FOR CHAIRMAN TO ISSUE CERTIFICATE OF ESTIMATED CHARGES FOR FY2017, PAULINSKILL BASIN WATER RECLAMATION SYSTEM

Administrator Hatzelis reported on a discussion with a Franklin Resident, who would like to donate a parcel of land that is adjacent to the SCMUA's Franklin Pump Station to the Authority. Mr. Hatzelis provided a map of the property location and discussions continued on the necessity of the property to the Authority's Wastewater Staff. It was decided that obtaining the property will help with access to the Pump Station, especially in flood conditions.

Motion: Prepare and send a letter of intent to the property owner to ensure commitment and then begin property transfer process						
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			

c. Solid Waste Program

**Chief Engineer's Report**

Mr. Varro reported on a meeting with NJDEP, SCMUA Wastewater Consulting Engineers Mott MacDonald and Sussex County Counsel John Williams regarding the Leachate PS/FM Project. Mr. Varro reviewed the project timeline and the required NJDEP permits and approvals for project preliminary design phase through final project completion. Discussions included Leachate PS/FM project timeline and Commissioners recommend contacting Mott MacDonald to condense project schedule. Commissioners concerned with lagging time periods between tasks and permit requirements, etc. Mr. Varro will report back to the Consulting Engineers with Commissioners request and get recommendations to streamline process. The Commissioners would like to review this information before project summary report is given at the Sussex County Freeholder Board Meeting on January 11, 2017.

Mr. Varro reported that the Landfill Life Expansion Project has been advertised, as authorized by NJDEP and the aerial flyover is on standby to get a topo report for this year.

**Administrator’s Report**

Mr. Hatzelis reported on the FY2016 tonnages and revenues which has seen an increase of 4.6% overall compared to 2015 yearly tonnages. The Solid Waste Enforcement Program is the driving force behind the increase.

d. General Authority Business

**Administrator’s Report**

Mr. Hatzelis provided a list of Goals and Objectives for FY2017 for Commissioners to review and make suggestions for consideration for adoption at a January Authority Meeting.

Mr. Hatzelis asked for a motion to advertise for RFQ/RFPs for FY2017 Professional Services, as per discussions in Executive Session.

Motion to advertise for RFQ/RFP for Professional Services for FY2017						
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.

8. Payment of Bills

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

Res: #17-006: FCA 12-7-16						
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			

#17-006 RESOLUTION RE: CONSENT AGENDA – BILL PAYING LIST

e. Personnel Matters

**Administrator’s Report**

Mr. Hatzelis reviewed the Agenda Personnel Committee Meeting that was held earlier today including 2017 RFQ/RFP advertising for Fair and Open Process to be awarded at the Reorganization Meeting on February 1, 2017. The Chief Operator Position is still open at the Wastewater Plant, recommendation is to advertise in publications geared towards wastewater experienced individuals. Solid Waste Facility is still seeking Heavy Equipment Operator due to two employees out on personal leave and one on Workers’ Compensation, and more interviews are scheduled on Friday. Further recommendations to be made at the next Authority Meeting for Personnel Policy and Salary Adjustments.

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

Chairman Petillo took a meeting break at 4:02 p.m. before going into a second Executive Session. Meeting resumed at 4:08 p.m.

A second Executive Session was moved by Commissioner Perez at 4:08 p.m., seconded by Commissioner Cocula for the purpose of further discussions re: Professional Services Agreements for 2017 and Personnel Items.

At 4:52 p.m. Commissioner Cocula moved to adjourn the Closed Session, seconded by Commissioner Drake. On voice vote, Ayes (6); Nays (0); Abstain (0). The motion passed.

Chairman Petillo indicated items discussed as specifically set forth in the resolution authorizing Closed Executive Session included: Professional Services Agreements for 2017 and Personnel Items. When the need for confidentiality of these matters no longer exists they will be opened to the public.

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

11. ADJOURN

Commissioner Cocula moved to adjourn the meeting, seconded by Commissioner Dietz. On voice vote: Ayes (6), the motion passed. The meeting was adjourned at 4:53 p.m.

Respectfully submitted,

Andrea Cocula, Secretary