

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON DECEMBER 17, 2014 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, and Cocula, Administrator Hatzelis, Chief Engineer Varro, Solid Waste Superintendent Sparron, Wastewater Superintendent Nugent, General Counsel Matthew Giacobbe, Special Environmental Counsel Thomas Prol, and Recording Secretary Kronski

Absent: Commissioners Meyer and 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

The Chairman opened the meeting to public comment. No Comments. Chairman Petillo closed the meeting to public comment.

4. AGENDA APPROVAL

Chairman Petillo asked for a motion to approve the Agenda, Commissioner Dietz moved the approval of the Agenda, seconded by Commissioner Madsen. On voice vote: Ayes (5); 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 Dietz. No discussions. On voice vote: Ayes (5); Nays (0). The motion carried.

6. MINUTES

Chairman Petillo requested a motion to approve the distribution of the December 3, 2014 Pending Action Summary Sheet, which was emailed to the Freeholder Board on December 4, 2014. The motion carried.

Recognition of December 3, 2014 PASS Report to Freeholder Board						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
JOHN SOWDEN		x	x			
TOM MADSEN			x			
RON PETILLO			x			
WAYNE DIETZ	x		x			
ANDREA COCULA			x			
KARL MEYER						x
JOHN DRAKE						x

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Chairman Petillo asked for a motion to approve the Open & Closed Minutes from the November 5, 2014 Authority Meeting.

Approval of Minutes for 11-5-2014 Authority Meeting						
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

There are no minutes for distribution for this 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 seconded by Commissioner Sowden. On voice vote: (5) Ayes, (0) Nays, the motion carried. Chairman Petillo noted the approximate time of Executive Session to be approximately 20 minutes.

#15-015 RESOLUTION RE: AUTHORIZING CLOSED EXECUTIVE SESSION

At 3:36 p.m. Commissioner Cocula moved to adjourn the Closed Executive Session and reconvene the Open Session seconded by Commissioner Sowden. On voice vote, Ayes (5); Nays (0), the motion passed.

Chairman Petillo called for a short meeting break at this time.

The meeting resumed at 3:40 p.m.

Chairman Petillo indicated that in Closed Executive Session items discussed as specifically set forth in the resolution were personnel items and negotiations and/or litigations re: Landfill Gas to Energy Agreement; Property Acquisition for Paulinskill Project and Personnel Committee Report. When the need for confidentiality of these matters no longer exists they will be opened to the public.

Chairman Petillo stated that action items will be moved to the beginning of the business portion of the agenda due to loss of a quorum with the departure of a Commissioner.

8. Payment of Bills

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

# 15-016 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	x			
KARL MEYER						x
JOHN DRAKE						x

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#15-016 RESOLUTION RE: AUTHORIZING PASSAGE OF FINANCIAL
CONSENT AGENDA

7b. Wastewater Program Action Items

Administrator's Report

Mr. Hatzelis presented resolution to approve and adopt the certificates of actual annual charges for the FY2014 for the Upper Wallkill System Participants.

#15-017 Actual Annual Charges for FY2014 for U.W. System Participants						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
JOHN SOWDEN		x	x			
TOM MADSEN			x			
RON PETILLO			x			
WAYNE DIETZ			x			
ANDREA COCULA	x		x			
KARL MEYER						x
JOHN DRAKE						x

#15-017 RESOLUTION RE: APPROVAL AND ADOPTION OF
CALCULATION OF ACTUAL ANNUAL CHARGES FOR SEWER
SERVICE FOR FISCAL YEAR 2014 – UPPER WALLKILL
SYSTEM

Mr. Hatzelis presented a resolution for the authorization to prepare and submit an application to the Local Finance Board for the approval of a proposed resolution authorizing Project Notes, Revenue Bonds or USDA Loans for the Paulinskill/Branchville Sewer Service Project.

#15-018 Authorization to submit application to LFB for finance approvals for the Paulinskill Sewer Project.						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
JOHN SOWDEN			x			
TOM MADSEN			x			
RON PETILLO			x			
WAYNE DIETZ		x	x			
ANDREA COCULA	x		x			
KARL MEYER						x
JOHN DRAKE						x

#15-018 RESOLUTION RE: THE SUSSEX COUNTY MUNICIPAL
UTILITIES AUTHORITY AUTHORIZING THE MAKING OF AN
APPLICATION TO THE LOCAL FINANCE BOARD PURSUANT
TO N.J.S.A. 40A:5-A-6 AND N.J.S.A. 40A:5A-24

Administrator Hatzelis presented a resolution for authorization to execute and submit all Grant/Loan application forms, certifications and documents to the USDA to request additional funding for the Paulinskill Basin Water Reclamation System Project.

#15-019 Authorize submittal of a required forms to USDA for additional grant/loan approvals for Paulinskill Project						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
JOHN SOWDEN			x			
TOM MADSEN			x			
RON PETILLO			x			
WAYNE DIETZ		x	x			
ANDREA COCULA	x		x			
KARL MEYER						x
JOHN DRAKE						x

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#15-019 RESOLUTION RE: AUTHORIZATION TO EXECUTE AND SUBMIT USDA GRANT/LOAN APPLICATION FORMS FOR ADDITIONAL FUNDING FOR THE PAULINSKILL BASIN WATER RECLAMATION PROJECT

7d. General Authority Business Action Items

Administrator’s Report

Administrator Hatzelis reviewed the amendments to the 2015 Personnel Policy Manual to further serve the mission of the Authority.

#15-020 Adoption of amended Personnel Policy Manual						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
JOHN SOWDEN		x	x			
TOM MADSEN			x			
RON PETILLO			x			
WAYNE DIETZ			x			
ANDREA COCULA	x		x			
KARL MEYER						x
JOHN DRAKE						x

#15-020 RESOLUTION RE: ADOPTION OF AMENDED SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY ORGANIZATIONAL STRUCTURE, STAFF POSITION DESCRIPTION, SALARY STRUCTURE AND PERSONNEL AND EMPLOYEE POLICIES (EFFECTIVE JANUARY 21, 2015)

Mr. Hatzelis also presented a resolution as discussed and recommended by the Personnel Committee re: salary adjustments for SCMUA Employees.

#15-021 FY2015 Salary Adjustments and Personnel Actions						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
JOHN SOWDEN		x	x			
TOM MADSEN			x			
RON PETILLO			x			
WAYNE DIETZ			x			
ANDREA COCULA	x		x			
KARL MEYER						x
JOHN DRAKE						x

#15-021 RESOLUTION RE: FY2015 SALARY ADJUSTMENTS AND PERSONNEL ACTIONS FOR SCMUA EMPLOYEES

Commissioner Dietz left the meeting 3:45pm

7b. Wastewater Program (cont).

Superintendent’s Report

Superintendent Nugent reported on a force main leak on the Sussex Borough flow line. He reviewed when and how the leak was found and subsequently repaired. He also reported on the number of leaks in the same general location and over the entire pipeline. Mostly occurs during high flow events. Chief Engineer Varro noted that this is an issue of concern, especially since there may be more hookups in the near future and it may be difficult to certify higher capacity for these additional flows and increased operating pressure in the force main. Commissioners direct to notify, in writing, the Sussex Borough officials of this pipe situation of additional flow.

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Mr. Nugent reported on Contract #13-10 Sludge Cake Hauling and Disposal for the Upper Walkkill Plant. The funds are available and the bid documents allow for the extension of the contract for an additional year, Spectraserv has been satisfactory in their performance. Commissioners acknowledge one year extension according to Contract.

7c. Solid Waste Program

Chief Engineer's Report

Mr. Varro reported on the Solar Energy Project RFQs, and noted that the Authority's Energy Consultant will attend the next meeting to review the RFQs and their proposal for no risk consulting services for the RFP phase.

9. PUBLIC COMMENT

The Chairman opened the meeting to public comment. No comment from the public.

10. COMMISSIONERS' COMMENTS/REQUEST

Commissioner wished everyone a Merry Christmas and Happy New Year.

11. ADJOURN

Commissioner Madsen moved to adjourn the meeting, seconded by Commissioner Sowden. On voice vote: Ayes (5), the motion passed. The meeting was adjourned at 3:54 p.m.

Respectfully submitted,

Andrea Cocula, Secretary