

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON JULY 18, 2018 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, Cocula, Meyer and Petillo, Administrator Hatzelis, Chief Engineer Varro, Solid Waste Superintendent Sparnon, Wastewater Superintendent Angelo Baron, General Counsel John Napolitano, Special Counsel Prol and Recording Secretary Kronski, SCMUA Human Resources Administrator Marguerite Nemeth

Absent: Commissioner Dietz

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

Chairman Madsen asked for a motion to approve the Agenda. Commissioner Drake moved the Agenda, seconded by Commissioner Cocula. On voice vote: Ayes (6); Nays (0). The motion carried.

5. APPROVAL OF CONSENT AGENDA

Commissioner Drake moved the approval of the Consent Agenda, seconded by Commissioner Cocula. No discussions requested. On voice vote: Ayes (6), Nays (0). The motion carried.

6. MINUTES

Chairman Madsen requested a motion to approve/acknowledge the distribution of the June 20, 2018 Pending Action Summary Sheet (PASS) to the County Freeholder Board. Commissioner Perez motioned to approve, seconded by Commissioner Meyer. On voice vote: Ayes (6); Nays (0). The motion carried.

No minutes are up for approval at today's meeting.

Meeting Minutes for both the June 6, 2018 and June 20, 2018 have been emailed for Commissioners review.

Administrator Hatzelis brought SCMUA employee Kathy Degroot in the meeting room to acknowledge that today was her 30th anniversary with the SCMUA. Mrs. Degroot thanked the Commissioners and noted she is happy to be with the Authority over the past 30 years and has made many friends while working here.

7. BUSINESS

a. Executive Session

At 3:05 p.m. Commissioner Drake moved the adoption of the following resolution authorizing a Closed Executive Session, motion seconded by Commissioner Cocula. On voice vote: Ayes (6), Nays (0), the motion carried. Chairman Madsen noted the Closed Session should be approximately 20-25 minutes and discussions shall include: Contract #454 Nova Filter Unit, Access Agreement with County of Sussex, Contract #18-12 Cell Tower Lease, Mountain Creek Bankruptcy, Sparta Stop & Shop Collection Matter

#18-089 RESOLUTION RE: AUTHORIZING CLOSED EXECUTIVE SESSION

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

Chairman Madsen confirmed items discussed as specifically set forth in the resolution authorizing Closed Executive Session included: Contract #454 Nova Filter Unit, Access Agreement with County of Sussex, Contract #18-12 Cell Tower Lease, Mountain Creek Bankruptcy, Sparta Stop & Shop Collection Matter. When the need for confidentiality of these matters no longer exists they will be opened to the public

b. Wastewater Program

Superintendent's Report

Superintendent Baron updated to Commissioners on the needed repairs and equipment replacements needed for the Homestead Wastewater Treatment Plant. He contacted contractors to get scope of work estimates and timetable information, and is currently waiting to receive all information.

Administrator's Report

Mr. Hatzelis reported on Septage, Sludge and Hauled Sewage Revenues from December 1, 2017 to June 30, 2018, noting revenues are 23.5% over projections for revenues. However, connection fees have fallen flat, but are only 2.4% of overall budget for Upper Walkkill.

c. Solid Waste Program

Superintendent's Report

Mr. Sparnon reminded the Commissioners that the 3rd E-waste Event of 2018 shall be held on Saturday, July 21st from 7am – 2pm.

Mr. Sparnon reported on a recent small fire incident at the Bulky Waste Building on July 11, 2018 at 11:20am. Staff responded and extinguished fire in the mixed paper pile before fire/police arrived. Local fire departments responded and conducted further wet down to confirm fire was completely out. Paper pile was removed and Mr. Sparnon commended staff for quick response before situation became worse.

Chief Engineer’s Report

Mr. Varro reported on the Construction Review Committee meeting held before this Authority Meeting. He noted the highlights of discussions and concerns including Landfill Extension Project, Leachate Force Main Project, County Access Agreement status, and storm water perimeter berm grading issue resolution at the back of the landfill expansion area. Mr. Varro noted that the wetlands delineation for the Leachate Pump Station Easement is completed. Contract #444 As-builts have been received and are currently under review by staff. Discussion held regarding stormwater basin situation at northerly portion of expansion project and how to rectify drainage. Further discussion regarding Upper Walkkill Contract #454 NOVA unit issues and regarding Executive Session discussions, Mr. Varro asked for a formal motion to pay Pumping Services to conduct capacity test.

Motion: authorize one time payment of \$1,000 to pumping services to perform capacity test on NOVA unit at Upper Walkkill						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
JOHN DRAKE	x		x			
TOM MADSEN			x			
WAYNE DIETZ						x
ANDREA COCULA			x			
KARL MEYER		x	x			
RONALD PETILLO			x			

The Motion passed.

Mr. Varro presented a resolution to memorialize the motion made at the previous Authority Meeting to submit the Solid Waste Facilities Permit Renewal Application Package and to authorize J. Hatzelis, T. Varro and Cornerstone’s Mark Swyka act as signatory and designated representative.

Res #18-090: Authorization to submit to NJDEP Solid Waste Facility Renewal Permit						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
JOHN DRAKE	x		x			
TOM MADSEN			x			
WAYNE DIETZ						x
ANDREA COCULA			x			
KARL MEYER		x	x			
RONALD PETILLO			x			

#18-090 RESOLUTION RE: AUTHORIZATION TO SUBMIT NJDEP SOLID WASTE FACILITY RENEWAL PERMIT

Adminstrator’s Report

Mr. Hatzelis reviewed Tonnages and Revenues for the Solid Waste Facility from December 1st – June 30, 2018, noting revenues are up 3.4% compared to the same 7 month period of 2017. Tonnage has risen 2.9% and total tonnage will mostly likely reach 103,000 tons for the year.

Mr. Hatzelis also reported that he was contacted by the Township of Lafayette regarding a proposed natural gas line that would run past the Solid Waste Authority along Route 94. Discussions took place regarding the positives of hooking up to the gas line, including various uses thereof onsite. Mr. Hatzelis will update the Commissioners with the ongoing project which is still in its early stages.

d. General Authority Business

Administrator’s Report

Mr. Hatzelis reported on discussions held at the IT Committee Meeting on July 13, 2018. Staff is obtaining quotes for off-site backup services with State Contract companies. Phone and Computer upgrade costs are being reviewed and equipment inventory is being performed.

Commissioners and staff discussed availability for the August 1, 2018 Authority Meeting, it was concluded that there is no need to cancel, a quorum will be available.

Mr. Hatzelis reminded the Commissioners to notify Recording Secretary Kronski if they plan on attending the 2018 League of Municipalities Conference in November.

e. Personnel Matters

Administrator’s Report

Mr. Hatzelis noted that a Personnel Meeting should be scheduled to discuss upcoming retirements and new hires. Mr. Hatzelis indicated Committee Chairman Dietz will schedule a meeting for next week and an email will be sent to notify the Committee.

8. Payment of Bills

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

Res: #18-091 Financial Consent Agenda						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
DAN PEREZ			x			
JOHN DRAKE	x		x			
TOM MADSEN			x			
WAYNE DIETZ						x
ANDREA COCULA			x			
KARL MEYER		x	x			
RONALD PETILLO			x			

#18-091 RESOLUTION RE: CONSENT AGENDA – BILL PAYING LIST

9. PUBLIC COMMENT

None.

10. COMMISSIONERS COMMENTS/REQUEST

Commissioner Cocula moved to give Commissioner Dietz and excused absence, Commissioner Drake seconded motion. On voice vote: Ayes (6), the motion. Commissioner Perez commended Recycling Coordinator Reenee Casapulla for the organization and work done regarding the Flag Retirement Ceremony held at the Veterans’ Cemetery on Route 94. Commissioners also congratulated Kathy Degroot on her 30 year anniversary with the Authority.

11. ADJOURN

Commissioner Meyer moved to adjourn the meeting, seconded by Commissioner Drake. On voice vote: Ayes (6), the motion passed. The meeting was adjourned at 3:55 p.m.

Respectfully submitted,

Andrea Cocula, Secretary