

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON NOVEMBER 27, 2019 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 3:06 p.m.

The following were present: Chairman Drake, Commissioners Petillo, Madsen, Cocula, Dietz, Meyer, Perez, Finkeldie and Dabinett, Executive Director/Chief Engineer Varro, Comptroller Timothy Day, Solid Waste Superintendent Jonathan Morris, Wastewater Superintendent Angelo Baron, General Counsel Napolitano, Special Counsel Prol, and Recording Secretary Tara Kronski

PUBLIC STATEMENT REGARDING SUNSHINE LAW

Chairman Drake stated that the meeting has been duly advertised, and notice given thereof, as required by P.L. 1975, Chapter 231.

2. OPEN TO PUBLIC COMMENT

Chairman Drake opened the meeting to public comment. No public present. Closed the meeting to public comment.

3. AGENDA APPROVAL

Chairman Drake asked for a motion to approve the Agenda. Executive Director Varro requested to add in Open Session under Wastewater Comptroller Resolutions Re: Estimated Sewer User Charges Issuance of Certificates. Commissioner Dabinett moved the Agenda, as requested, seconded by Commissioner Dietz. On voice vote: Ayes (9); Nays (0). The motion carried.

5. APPROVAL OF CONSENT AGENDA

Commissioner Madsen moved the approval of the Consent Agenda, seconded by Commissioner Dietz. No discussions requested. On voice vote: Ayes (9); Nays (0). The motion carried.

6. MINUTES

Chairman Drake requested a motion to approve/acknowledge the email distribution of the November 6, 2019 Pending Action Summary Sheets (PASS) to the County Freeholder Board. Commissioner Finkeldie motioned to approve, seconded by Commissioner Meyer. On voice vote: Ayes (9); Nays (0). The motion carried.

Motion to approve the Open and Closed Minutes for the October 2, 2019 Authority Meeting by Commissioner Cocula, seconded by Commissioner Meyer. On voice vote: Ayes (8) Commissioners Petillo, Cocula, Drake, Meyer, Perez, Finkeldie and Dabinett; Nays (0); Abstain (1) Commissioner Dietz. The motion carried.

No minutes distributed at this meeting.

Payment of Bills *(final for FY2019)*

FINANCIAL CONSENT AGENDA – Chairman Drake asked for a motion to approve the Financial Consent Agenda (FCA) and noted there was a supplemental bill distributed.

Res #19- 160 Financial Consent Agenda						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
PETILLO			x			
MADSEN		x	x			
COCULA			x			
DIETZ			x			
DRAKE			x			
MEYER	x		x			
PEREZ			x			
FINKELDIE			x			
DABINETT			x			

#19-160 RESOLUTION RE: CONSENT AGENDA – BILL PAYING LIST

7. BUSINESS

a. Executive Session

At 3:10 p.m. Commissioner Cocula moved the adoption of the following resolution authorizing a Closed Executive Session, motion seconded by Commissioner Meyer. On voice vote: Ayes (9), Nays (0). The motion carried. Chairman Drake noted the Closed Session should be approximately 35 minutes and discussions shall include: Landfill Gas to Energy Contract, Wastewater NOVA Filter Unit Update, and Personnel Items.

#19-161 RESOLUTION RE: AUTHORIZING CLOSED EXECUTIVE SESSION

At 3:40 p.m. Commissioner Perez moved to adjourn the Closed Session, seconded by Commissioner Meyer. On voice vote: Ayes (9), Nays (0). The motion carried.

Chairman Drake confirmed discussions held as specifically set forth in the resolution authorizing Closed Executive Session included: Landfill Gas to Energy Contract, Wastewater NOVA Filter Unit Update, and Personnel Items. When the need for confidentiality of these matters no longer exists, they will be opened to the public.

b. Wastewater Program

Superintendent’s Report

Mr. Baron reported that both SCMUA Contract #20-09 for Liquid Waste Hauling and Disposal, and SCMUA Contract #20-11 for Sludge Cake and Liquid Sludge Hauling & Disposal have been advertised and the bid openings are scheduled for December 4, 2019.

Comptroller’s Report

Mr. Day reported on the Septage, Sludge and Hauled Sewage Volumes for December 1, 2019 through the end of October 2020. Actuals are exceeding the projected budget in all three categories. End of fiscal year is next month, and Connection Fees are currently \$118,308.00.

c. Solid Waste Program

Superintendent's Report

Superintendent Morris gave an update on the Boiler Replacement regarding gas pressure issues, which have been ongoing, and are being addressed by Wilco.

Mr. Morris reported that the last load of stormwater grates has been delivered and installation is ongoing, they are working well.

Mr. Morris reported that the New Landfill Tarpomatic Machine was delivered and installed. He distributed photos, there have been no issues.

Mr. Morris indicated that the Contractor began repairs to the Rental Building (MIC Unit). Cost of the repairs, \$28,500, will go through St. Clare's/Prime insurance and he will follow up to obtain a police report for SCMUA files.

Executive Director Report

Mr. Varro reported on the Status of the Landfill Life Extension/Infrastructure Relocation Projects. He indicated that a meeting has been set up with JCP&L re: electrical line relocations. The Authority's Engineer has been proceeding with substantial work on design and an updated project schedule will be forthcoming. Discussion regarding checking on JCP&L easements on site.

Mr. Varro referred to discussions in Executive Session regarding the Landfill Gas Marketing Plan Supplement, which updated calculations for the collection, processing, sale and marketing of landfill gas. He presented a resolution for approval of supplement to the Agreement with SXLE/DCO. Commissioner Cocula moved the resolution, seconded by Commissioner Madsen. On roll call: Ayes (9) Commissioners Petillo, Madsen, Cocula, Dietz, Drake, Meyer, Perez, Finkeldie, Dabinett; Nays (0); Abstain (0). The resolution passed.

#19-162 RESOLUTION RE: APPROVING A SUPPLEMENT TO THAT CERTAIN MARKETING PLAN UNDER THE JANUARY 20, 2010 LANDFILL GAS-TO-ENERGY BETWEEN SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY AND SXLE LANDFILL ENERGY, LLC

d. General Authority Business

Executive Director's Report

Mr. Varro distributed the draft 2020 holiday schedule, he brought attention to the July 4th Independence Day holiday which lands on a Saturday. In the past, a Saturday Holiday was observed on Friday for the Administration/Wastewater Staff and on Saturday (actual holiday) Solid Waste/Recycling shall be closed.

Mr. Varro opened discussions on whether to hold the December 4th Authority Meeting which is two days after the Thanksgiving Holiday. Commissioners discussed if there were any urgent matters to address, and schedules. Commissioner Dabinett moved to cancel the December 4, 2019 Authority Meeting, seconded by Commissioner Madsen. On voice vote: Ayes (9); Nays (0); Abstain (0). The motion passed. The next Authority Meeting will be held on December 18, 2019.

Comptroller's Report

Mr. Day reported that the Authority's current auditor is changing their name to Wielkotz & Company. A resolution was prepared assign the current contract, with no changes, through February 5, 2020. Commissioner Cocula moved the resolution, seconded by Commissioner Meyer. On voice vote: Ayes (9); Nays (0); Abstain (0). The resolution passed.

#19-163 RESOLUTION RE: AUTHORIZING THE ASSIGNMENT OF FERRAIOLI, WIELKOTZ, CERULLO & CUVA, P.A. AUDITING SERVICE CONTRACT TO WIELKOTZ & COMPANY, LLC

Mr. Day reported that the FY2020 Authority Budget was received back, from the DCA and an Adoption Resolution has been prepared. The resolution will be submitted with the complete budget package back to the DCA for final approval. Commissioner Cocula moved the FY2020 Budget Adoption resolution, seconded by Commissioner Dietz. On roll call: Ayes (9) Commissioners Petillo, Madsen, Cocula, Dietz, Drake, Meyer, Perez, Finkeldie, Dabinett; Nays (0); Abstain (0). The resolution passed.

#19-164 RESOLUTION RE: 2020 ADOPTED BUDGET RESOLUTION – SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY

Mr. Day noted that the budget has now been adopted, and the Rate Hearing was held on November 6, 2019 and there has been no commentary thereon. A resolution has been prepared to hereby adopt the SCMUA's Schedule of Rates, Fees and Charges for FY2020. Commissioner Madsen moved the resolution, seconded by Commissioner Meyer. On roll call: Ayes (9) Commissioners Petillo, Madsen, Cocula, Dietz, Drake, Meyer, Perez, Finkeldie, Dabinett; Nays (0); Abstain (0). The resolution passed.

#19-165 RESOLUTION RE: ADOPTION OF SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY'S SCHEDULE OF RATES, FEES AND CHARGES FOR FY2020

Mr. Day reported on a grant application which was organized by Recycling Coordinator Reenee Casapulla for Staff to observe a webinar on Cyber Security. Statewide Insurance awarded a \$5,000 grant to the Authority.

Mr. Day presented three resolutions regarding Estimated Sewer User Charges for FY2020, which also authorizes the Chairman to issue certificates to the users. Commissioner Cocula moved all three resolutions, one for Upper Wallkill Facility, Paulinskill Facility and Hampton Commons Facility, Commissioner Meyer seconded all three. On roll call: Ayes (9) Commissioners Petillo, Madsen, Cocula, Dietz, Drake, Meyer, Perez, Finkeldie, Dabinett; Nays (0); Abstain (0). The resolution passed.

#19-166 RESOLUTON RE: AUTHORIZATION FOR CHAIRMAN TO ISSUE CERTIFICATES OF ESTIMATED SEWER USER CHARGES FOR FY2020, UPPER WALLKILL SYSTEM

#19-167 RESOLUTON RE: AUTHORIZATION FOR CHAIRMAN TO ISSUE CERTIFICATES OF ESTIMATED SEWER USER CHARGES FOR FY2020, HAMPTON COMMONS SYSTEM

#19-168 RESOLUTION RE: AUTHORIZATION FOR CHAIRMAN TO ISSUE CERTIFICATES OF ESTIMATED SEWER USER CHARGES FOR FY2020, PAULINSKILL BASIN WATER RECLAMATION SYSTEM

Mr. Day reported on outstanding interest charges related to Sewer Connection Fees for FY2019 for Sparta Township and from Vernon Township on the delayed payment of their sewer charges since 2018. Discussion regarding pending meeting between Sparta Township and SCMUA regarding connection fee.

Mr. Day reported that there are two outstanding checks for 2019 that have been deemed uncollectable after all efforts have been exhausted. A resolution has been prepared to write off a total of \$77.05 from the Authority's Solid Waste Revenue Account. Commissioner Cocula moved the resolution, seconded by Commissioner Dabinett. On roll call: Ayes (9) Commissioners Petillo, Madsen, Cocula, Dietz, Drake, Meyer, Perez, Finkeldie, Dabinett; Nays (0); Abstain (0). The resolution passed.

#19-169 RESOLUTION RE: AUTHORIZATION FOR THE TREASURER TO DELETE CERTAIN BAD DEBTS FROM THE SOLID WASTE REVENUE ACCOUNT

e. Personnel Matters

Solid Waste Superintendent's Report

Mr. Morris presented a resolution to extend Official Leave of Absence for Solid Waste Employee, as discussed in Closed Executive Session. Commissioner Dietz moved the authorizing resolution, seconded by Commissioner Meyer. On voice vote: Ayes (9), Nays(0), Abstain (0). The motion passed.

#19-170 RESOLUTION RE: AUTHORIZATION TO EXTEND "OFFICIAL LEAVE OF ABSENCE WITHOUT PAY FOR PERSONAL ILLNESS, FOR AN ADDITIONAL 90 DAY PERIOD" FOR CW0228

Chief Engineer's Report

Mr. Varro prepared a resolution, as per discussions in Closed Executive Session regarding the hiring of a Senior Project Engineer. Commissioner Madsen moved the appointing resolution, seconded by Commissioner Cocula. On roll call: Ayes (9) Commissioners Petillo, Madsen, Cocula, Dietz, Drake, Meyer, Perez, Finkeldie, Dabinett; Nays (0); Abstain (0). The resolution passed.

#19-171 RESOLUTION RE: APPOINTMENT OF JOSEPH SESTO AS SENIOR PROJECT ENGINEER

9. PUBLIC COMMENT

No public comment.

10. COMMISSIONERS COMMENTS/REQUEST

Commissioners wished all a Happy Thanksgiving and Commissioner Dietz thanked Mr. Varro and the Department Heads for their support with the Personnel Meeting earlier today.

11. ADJOURN

At 4:05 p.m. Commissioner Perez moved to adjourn the meeting, seconded by Commissioner Meyer. On voice vote: Ayes (9), Nays (0). The motion carried.

Respectfully submitted,
Andrea Cocula, Secretary