

MINUTES OF THE REGULAR AUTHORITY MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON SEPTEMBER 4, 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 3:00 p.m.

The following were present: Chairman Drake, Vice Chairman Meyer, Commissioners Petillo, Cocula, Dietz, Perez, Finkeldie, and Dabinett, Administrator John Hatzelis, 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

Absent: Commissioner Madsen

2. 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.

3. OPEN TO PUBLIC COMMENT

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

4. AGENDA APPROVAL

Chairman Drake asked for a motion to approve the Agenda. Commissioner Dietz approved the agenda, seconded by Commissioner Finkeldie. On voice vote: Ayes (8); Nays (0). The motion carried.

5. APPROVAL OF CONSENT AGENDA

Commissioner Cocula moved the approval of the Consent Agenda, seconded by Commissioner Dietz. No discussions requested. On voice vote: Ayes (8); Nays (0). The motion carried.

6. MINUTES

Chairman Drake requested a motion to approve/acknowledge the email distribution of the August 21, 2019 Pending Action Summary Sheets (PASS) to the County Freeholder Board. Commissioner Perez motioned to approve, seconded by Commissioner Meyer. On roll call: Ayes (8); Nays (0); Abstain (1) Petillo; Absent (1) Commissioner Madsen. The motion carried.

There were no minutes up for approval at this meeting.

Distributed: Open and Closed Minutes for the August 7, 2019

BUSINESS

a. Executive Session

At 3:03 p.m. Commissioner Cocula moved the adoption of the following resolution authorizing a Closed Executive Session, motion seconded by Commissioner Dietz. On voice vote: (8) Ayes, (0) Nays. The motion carried. Chairman Drake noted the Closed Session should be approximately 50 minutes and discussions shall include: *Sparta Township Stop and Shop, Vernon Township/Wallace Property Contaminated Soils and Personnel Items.*

#19-128 RESOLUTION RE: AUTHORIZING CLOSED EXECUTIVE SESSION

At 3:45 p.m. Commissioner Dabinett moved to adjourn the Closed Session, seconded by Commissioner Dietz. On voice vote: Ayes (8), Nays (0). The motion carried.

Chairman Drake confirmed discussions held as specifically set forth in the resolution authorizing Closed Executive Session included: Sparta Township Stop and Shop, Vernon Township/Wallace Property Contaminated Soils 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

Superintendent Baron reported that the one year contract for Upper Wallkill Sludge Cake Hauling is nearing its end and requested authorization to proceed with bid preparation and advertisement. The bid documents will also include an option for hauling UW liquid sludge. With regard to the other SCMUA wastewater treatment plants, Mr. Baron requested authorization to begin the process of RFQs for Liquid Sludge Hauling for those facilities. **Commissioner Cocula moved Authorizing advertisement for Sludge Cake Disposal Bids and Request for Proposals for Liquid Sludge Hauling for Upper Wallkill Facility, seconded by Commissioner Meyer. On voice vote: Ayes (8); Nays (0). The Motion passed.**

c. Solid Waste Program

Superintendent's Report

Mr. Morris gave the floor to Recycling Coordinator Reenee Casapulla to review the 2018 Recycling Report. Ms. Casapulla reviewed the volatile Recycling Marketing Conditions for 2018, as well as the SCMUA tonnage collected for Class A-D recyclables. The report was provided to the Commissioners and showed charts for comparison of 2018 recycling tonnages to previous years. Class A consists of Commingled Container Recyclables and Mixed Fiber, which had a slight, increase and decrease, respectively. Class B includes Metals which are removed by staff from the main waste stream and incoming totals have decreased compared to 2017. Other items in Class B include vehicle tires, household appliances, propane tanks, clean wood/demo and other plastics, which have increase in collection over the years, with AC unit/refrigerators taking a small dip. Ms. Casapulla continued the report on Class C items that contain tonnage for leaves/grass which has declined, however, tree parts and stumps has been declining since 2015. Class D recyclable materials consist of waste oil, antifreeze, consumer electronics and household batteries, and recycling tonnages for all these items collected have remained relatively steady over the past 3 years. Ms. Casapulla updated the Commissioners on other SCMUA recycling related programs, which have significantly increased over the years and attributed their success to the SCMUA Staff, and Sussex County Municipalities, Residents, Businesses and Schools, and thanked the Board for their staunch support for all the Recycling Programs.

Comptroller's Report

Comptroller Day reported on tonnages and revenues for the Solid Waste Facility and from December 1 – August 31. There was an overall increase of 2.5% compared to the same period from 2018. Revenues total \$8.7 million to date for FY2019, exceeding projections.

d. General Authority Business

Executive Director/Chief Engineer's Report

Mr. Varro indicated that certain resolutions need to be amended due to the pending retirement of Administrator Hatzelis at the end of September 2019. The following resolutions have appointed Executive Director Varro and Comptroller Day as replacements for Mr. Hatzelis. **Commissioner Cocula moved all the appointing resolutions, seconded by Commissioner Dietz. On voice vote: Ayes (8) Nays (0); Abstain (0); Absent (1) Madsen.**

#19-129 APPOINTMENT OF MARGUERITE NEMETH AS SCMUA CERTIFYING OFFICER THROUGH FEBRUARY 5, 2020
(Supervisor ED/Comptroller)

#19-130 AUTHORIZING ANNUAL APPOINTMENT OF A PUBLIC AGENCY COMPLIANCE OFFICER (PACO) FOR THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY (SCMUA) FROM SEPTEMBER 4, 2019 THROUGH THE REMAINDER OF 2019

#19-131 APPOINTMENT OF A SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY RECORDS CUSTODIAN

#19-132 APPOINTMENT OF AUTHORITY TREASURER – SEPTEMBER 4, 2019 TO FEBRUARY 5, 2020

#19-133 APPROVING SCMUA CASH MANAGEMENT AND INVESTMENT POLICY

#19-134 AUTHORIZING ISSUANCE OF OFFICERS CERTIFICATES RELATED TO AUTHORITY BONDS – SEPTEMBER 4, 2019 TO FEBRUARY 5, 2020

#19-135 ESTABLISHMENT OF A PURCHASING BOARD IN ACCORDANCE WITH N.J.S.A. 40A:11-9 FOR PERIOD FROM SEPTEMBER 4, 2019 TO FEBRUARY 5, 2020

#19-136 BANKING AND FINANCIAL TRANSACTIONS FROM SEPTEMBER 4, 2019 TO FEBRUARY 5, 2020

#19-137 APPOINTING SCMUA'S QUALIFIED PURCHASING AGENT AND ESTABLISHING THE BID THRESHOLD IN ACCORDANCE WITH N.J.S.A. 40A:11-3C

Mr. Varro reminded the Commissioners of the upcoming scheduled Committee Meetings. Construction Review Committee shall meet on September 9th at 1:30 p.m. and the Budget Committee Meeting for September 11th at 1:00 p.m.

e. Personnel

Executive Director’s Report

Mr. Varro reported that Solid Waste Employee, Mr. Williams, has executed the Settlement Agreement and details were discussed in Closed Executive Session, and a resolution authorizing the execution thereof was prepared for consideration. **Commissioner Meyer moved the resolution, seconded by Commissioner Dietz. On voice vote: Ayes (8); Nays (0); Abstain (0).**

#19-138 RESOLUTION RE: AUTHORIZATION TO EXECUTE SETTLEMENT AGREEMENT

Mr. Varro referred to Executive Closed Session discussions regarding a request from Solid Waste Employee #CW0228. A resolution has been prepared to extend her “Official Leave of Absence for an additional 30 days”. **Commissioner Cocula moved the resolution, seconded by Commissioner Finkeldie. On voice vote: Ayes (8); Nays (0); Abstain (0).**

#19-139 RESOLUTION RE: AUTHORIZATION TO EXTEND “OFFICIAL LEAVE OF ABSENCE WITHOUT PAY FOR PERSONAL ILLNESS, FOR AN ADDITIONAL 30 DAY PERIOD” FOR CW0228

8. Payment of Bills

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

Res #19-127: Financial Consent Agenda						
Commissioner	1st	2nd	Yea	Nay	Abstain	Absent
PETILLO			x			
MADSEN						x
COCULA			x			
DIETZ			x			
DRAKE			x			
MEYER	x		x			
PEREZ			x			
FINKELDIE		x	x			
DABINETT			x			

#19-140 RESOLUTION RE: CONSENT AGENDA – BILL PAYING LIST

9. PUBLIC COMMENT

No public comment.

10. COMMISSIONERS COMMENTS/REQUEST

Commissioners thanked Reenee Casapulla for her informative and thorough presentation of the Annual Recycling Report, and on a job well done. Commissioner Cocula moved to give Commissioner Madsen an excused absence, seconded by Commissioner Dabinett. On voice vote: Ayes (8), Nays (0). The motion carried.

11. ADJOURN

At 4:32 p.m. Commissioner Perez moved to adjourn the meeting, seconded by Commissioner Meyer. On voice vote: Ayes (8), Nays (0). The motion carried.

Respectfully submitted,
Andrea Cocula, Secretary