

MINUTES OF THE REGULAR MEETING OF THE SUSSEX COUNTY MUNICIPAL UTILITIES AUTHORITY HELD ON JUNE 19, 2013 AT THE AUTHORITY'S ADMINISTRATION BUILDING, LAFAYETTE, NEW JERSEY

1. CALL TO ORDER; ROLL CALL; PLEDGE OF ALLEGIANCE

The Chairman called the meeting to order at 3:00 p.m.

The following were present: Commissioners Madsen, Petillo, Dietz, Cocula and Drake, Administrator Hatzelis, Chief Engineer Varro, Solid Waste Superintendent Sparnon, Wastewater Superintendent Nugent, Attorney Matthew Giacobbe, Wastewater Consulting Engineer John Scheri, Special Counsel Prol and Recording Secretary Kronski

Absent: Commissioners Meyer and Sowden

Public: Linda Masson, Sussex Borough Liaison

2. PUBLIC STATEMENT

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. There was no public comment. Chairman Petillo closed the meeting to public comment.

4. AGENDA APPROVAL

Chairman Petillo suggested moving the Executive Session to the end of the Agenda to accommodate the public present and stated that there may be actions taken after Executive Session. He asked for a motion to approve the Agenda, Commissioner Drake moved the approval of the Agenda, Commissioner Madsen seconded. On voice vote (5) Ayes, (0) Nays, 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 Drake. No discussions. On voice vote (5) Ayes; (0) Nays, the motion carried.

6. MINUTES

Chairman Petillo requested a motion to approve the distribution of the June 5, 2013 Pending Action Summary Sheet, which was emailed to the Freeholder Board on June 6, 2013. Commissioner Dietz moved to approve the June 5, 2013 Pending Action Summary Sheet, seconded by Commissioner Cocula. On voice vote: (5) Ayes; (0) Nays. The motion carried.

Chairman Petillo asked for a motion to approve the Open & Closed Meeting Minutes for the May 1, 2013 Regular Authority Meeting. Commissioner Drake moved approval of the minutes, seconded by Commissioner Dietz. No comments/discussions. On Roll Call: Ayes (4) Commissioner Petillo, Dietz, Cocula and Drake; Nays (0); Abstain (1) Commissioner Madsen (absence at that meeting).

Chairman Petillo asked for a motion to approve the Open & Closed Meeting Minutes for the May 15, 2013 Regular Authority Meeting. Commissioner Cocula moved approval of the minutes, seconded by Commissioner Madsen. No comments/discussions. On voice vote: (5) Ayes; (0) Nays. The motion carried.

The Chairman stated that the Open & Closed Meeting Minutes for the June 5, 2013 Authority Meetings have been emailed to the Commissioners for their review/comment.

7. BUSINESS

a. Executive Session (moved to the end of Agenda)

b. Wastewater Program

**Superintendent's Report**

Chemical Bid Report (discussion to be held after Executive Session)

**Chief Engineer's Report**

Mr. Varro updated the Commissioners regarding a needs assessment to be done at the Upper Wallkill Facility for Sludge Management which has been reported on at a previous Authority Meeting. He introduced John Scheri of Hatch Mott MacDonald (HMM) to report on a scope of work proposal for exploring 2 or 3 different options for Sludge Management. Mr. Scheri indicated that a full condition assessment will be performed and a technical memorandum will be prepared. He will address the anaerobic/aerobic processes along with dewatering or hauling options. A short-list of 3 options with cost estimates will be provided for Commissioners' consideration. Mr. Scheri noted that the cost estimates will include Capital Outlays for future and short term options. The assessment Study has a not to exceed amount of \$49,000 based on the approved Rate Schedule for HMM. Discussions ensued regarding details of potential options and narrowing down options to two as a cost saving measure. Consideration of a medium term sludge hauling contract was also discussed. Commissioner Cocula motioned to authorize Hatch Mott MacDonald to proceed with a Sludge Management Study for Upper Wallkill Water Pollution Control Facility, Commissioner Drake seconded. On voice vote: Ayes (5); Nays (0). The motion passed.

c. Solid Waste Program

**Chief Engineer's Report**

Mr. Varro reported on the recent SWAC Meeting and stated that the Solid Waste Management Plan Amendment is set to go before the Freeholder Board and the public hearing will be held at their second meeting in July. The other issue that was discussed was the Sussex County Health Departments indication that they will no longer perform recycling inspections and SWAC disagreed and requested a letter explaining why. Mr. Varro indicated that NJDEP had previously requested that the County Planning Department send semi-annual reports to the NJDEP indicating what is being done to increase recycling efforts in Sussex County.

## **Administrator's Report**

Mr. Hatzelis stated that the deadline has passed for the submittal for the Financial Disclosure Forms and it appears that all have been submitted, however some are duplicates and non-affiliated. Corrections shall be made when we receive more information from DCA.

Commissioners discuss their schedules for the next meeting and agree to cancel the July 3, 2013 Authority Meeting. Commissioner Cocula motioned to cancel the July 3, 2013 Authority Meeting, seconded by Commissioner Dietz. On voice vote: Ayes (5); Nays (0). The motion passed.

### e. Personnel Matters

Mr. Hatzelis presented a Declaration of Appreciation for Solid Waste Employee Larry Crown who is retiring after 25 years of service to the Authority. Commissioner Cocula moved the resolution, seconded by Commissioner Madsen. On voice vote: Ayes (5); Nays (0). The resolution passed.

#13-082      DECLARATION OF APPRECIATION OF LAWRENCE CRAWN

## 8. FINANCIAL TRANSACTIONS

### a. Payment of Bills

FINANCIAL CONSENT AGENDA – Chairman Petillo asked for a motion to approve the Financial Consent Agenda and with the removal of PO#68504 & PO#68417 for the Solid Waste Operating Fund Overtime vouchers. Commissioner Cocula moved the approval of bill paying resolution, as amended seconded by Commissioner Drake. No discussions. On roll call, the vote was as follows: Ayes (5) Commissioners Madsen, Petillo, Dietz, Cocula and Drake; Nays (0); Abstain (0). The resolution passed.

#13-083      RESOLUTION RE: AUTHORIZING PASSAGE OF FINANCIAL CONSENT AGENDA

Chairman requested a motion to approve Solid Waste Operating Fund, Voucher #68417 & #68504 for overtime portion of payroll. Commissioner Dietz moved, seconded by Commissioner Madsen. On roll call the Ayes (4) Commissioners Madsen, Petillo, Dietz and Drake; Nays (1) Commissioner Cocula; Abstain (0). The motion was approved.

## 9. PUBLIC COMMENT

The Chairman opened the meeting to Public Comment and Ms. Linda Masson thanked the SCMUA for posting the Preliminary Agenda on the SCMUA website as she previously requested. Chairman Petillo closed the meeting to public comment.

At: 3:32 p.m. Chairman Petillo called for a five minute recess before going into Executive Session.

The public left the meeting at this time.

Executive Session

At 3:43 p.m. Commissioner Cocula moved the adoption of the following resolution authorizing a Closed Executive Session seconded by Commissioner Drake. On voice vote (5) Ayes, (0) Nays, the motion carried.

#13-084 RESOLUTION RE: AUTHORIZING CLOSED EXECUTIVE SESSION

At 4:23 p.m. Commissioner Cocula moved to adjourn the Closed Executive Session and reconvene the Open Session seconded by Commissioner Madsen. On voice vote, the motion passed.

Chairman Petillo indicated that in Closed Executive Session items discussed as specifically set forth in the resolution were negotiations and/or litigations re: U.W. Contract No. 13-06; Anthony Franco Sewer Connection; FMI Property Acquisition; Grinnell Collection Matters; and Vernon Service Agreements Consolidation and Personnel Matters. When the need for confidentiality of these matters no longer exists they will be opened to the public.

Mr. Nugent presented award resolutions for Contracts #13-05; 13-06; 13-07; 13-08 Chemical Bids for U.W. Wastewater Plant. Discussions held in Executive Session. Commissioner Cocula moved the resolutions as presented to the lowest responsive/responsible bidders for award of two year contracts. Commissioner Dietz seconded. On roll call: Ayes (5) Commissioners Madsen, Petillo, Dietz, Cocula and Drake; Nays (0). The resolutions passed.

#13-085 AUTHORIZATION TO AWARD SCMUA CONTRACT #13-05 FERRIC CHLORIDE SOLUTION

#13-086 AUTHORIZATION TO AWARD SCMUA CONTRACT #13-06 POTASSIUM PERMANGANATE POWDER

#13-087 AUTHORIZATION TO AWARD SCMUA CONTRACT #13-07 LIQUID SODIUM HYPOCHLORITE SOLUTION

#13-088 AUTHORIZATION TO AWARD SCMUA CONTRACT #13-08 HYDROGEN PEROXIDE 50% SOLUTION

Mr. Sparron presented 2 resolutions regarding Personnel Matters as discussed in Executive Session for the appointment of Solid Waste Heavy Equipment Operator I, Kenneth Lambert and the critical staffing needs of the Solid Waste Facility. Commissioner Cocula moved the resolution for the hiring of Kenneth Lambert as a Solid Waste Heavy Equipment Operator I, Commissioner Drake seconded. On roll call: Ayes (5) Commissioners Madsen, Petillo, Dietz, Cocula and Drake; Nays (0). The resolutions passed.

#13-089 APPOINTMENT OF SOLID WASTE HEAVY EQUIPMENT OPERATOR I, KENNETH A. LAMBERT

Commissioner Madsen moved the resolution for certain staffing recommendations for the Solid Waste Facility, Commissioner Drake seconded. On roll call: Ayes (5) Commissioners Madsen, Petillo, Dietz, Cocula and Drake; Nays (0). The resolutions passed.

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#13-090      SOLID WASTE FACILITIES CRITICAL STAFF NEEDS

Commissioner Cocula moved to give an excused absence to Commissioners Meyer and Sowden, seconded by Commissioner Dietz. On voice vote: Ayes (5); Nays (0). The motion passed.

10      COMMISSIONERS' COMMENTS/REQUEST

Commissioners wished all a Happy 4<sup>th</sup> of July Holiday. Commissioner Dietz commended Administrator Hatzelis on his well prepared and useful information at the earlier meeting with Sparta Township representatives regarding wastewater allocation. Commissioners also gave congratulations to Mr. Larry Crown on his retirement.

11.      ADJOURN

Commissioner Cocula moved to adjourn the meeting, seconded by Commissioner Drake. On voice vote, the motion passed. The meeting was adjourned at 4:26 p.m.

Respectfully submitted,

Andrea Cocula, Secretary