

## MINUTES OF THE REGULAR MEETING

JANUARY 9, 2018

The Regular Meeting of the Morris County Municipal Utilities Authority was held on January 9, 2018 at 7:00 p.m. in the First Floor Conference Room at the MCMUA Offices located at 214A Center Grove Road, Randolph, New Jersey. The necessary notice of this meeting was published according to the law.

Chairwoman Szwak requested a roll call.

PRESENT: Mr. William Hudzik, Mr. Christopher Dour, Mr. Frank Druetzler, Mr. Fletcher Platt, and Ms. Laura Szwak

Dr. Arthur Nusbaum entered the meeting at 7:10 p.m.

ABSENT: Mr. James Barry and Dr. Dorothea Kominos

Also present was Larry Gindoff, Executive Director; Andrew Holt, MCMUA Water Consulting Engineer and Michael McAloon, P.E., Suburban Consulting Engineers; Larry Kaletcher, Treasurer; Marilyn Regner, Secretary; Brent Carney, Esq., Maraziti Falcon LLP; Kathleen Hourihan, District Recycling Coordinator; James Deacon, Solid Waste Coordinator; and Christine Myers, Freeholder-liaison.

Marilyn Regner informed the Board that a list of the proposed meeting dates for 2018-2019 is in their packets for their review and asked them to inform her of any conflicts prior to the February meeting.

Chairwoman Szwak asked for the Board's approval of the Minutes and Closed Session Minutes of the Regular Meeting dated December 12, 2017.

MOTION: Mr. Dour made a Motion to approve the Minutes and Closed Session Minutes of the Regular Meeting of December 12, 2017 and Mr. Hudzik seconded the Motion.

ROLL CALL: AYES: 5 NAYES: NONE ABSTENTIONS: NONE

### TREASURER'S REPORT:

Mr. Kaletcher presented the Treasurer's Report for the Capital Account for the month of December 2017. Mr. Kaletcher informed the Board effective January 3<sup>rd</sup> of this year, this Capital Account has been closed. This account was used to capture the financial activity of the properties in Washington Valley. Since that activity has ceased, there was no need to keep the account open any longer.

Mr. Kaletcher presented the Treasurer's Report for the Solid Waste Operating and Water Operating Accounts for the month of December 2017. Also included are the Comparative Balance Reports for both the Solid Waste and Water Divisions for the month of December 2017, and an investment report that shows no new investments for the month of December 2017. These reports have been incorporated in these Minutes.

Chairwoman Szwak asked where is the balance of the Capital Account going to go? Mr. Kaletcher replied that the balance of the Capital Account will be rolled into our Water Division Account. Chairwoman Szwak asked is there any reason why it wasn't split? Mr. Kaletcher replied historically the Water Division helped fund the Capital Account when it needed replenishment because the income that we received from the properties were not enough to keep up with the

expenses so the Water Division funded the Capital Account so we gave the remaining balance back.

Mr. Druetzler also replied before Solid Waste became part of this organization, Washington Valley was supposed to be a reservoir and the houses were located there; then Mendham wanted that area as open space.

Chairwoman Szwak asked the Board for a Motion to accept the Treasurer's Report:

MOTION: Mr. Platt made a Motion to accept the Treasurer's Report and Mr. Hudzik seconded the Motion.

ROLL CALL: AYES: 5 NAYES: NONE ABSTENTIONS: NONE

Mr. Kaletcher asked for the Board's approval of the vouchers:

### **BILL RESOLUTION NO. 18-01**

**BE IT HEREBY RESOLVED** that the bills as shown on the SCHEDULE OF WARRANTS all having been approved by the Board of officials where legally required, be and the same are hereby paid. The SCHEDULE OF WARRANTS designated as Bill Resolution No. 18-01 containing 7 pages for a total of \$3,264,728.29 dated and made a part hereof by reference.

### **SUMMARY**

#### **CHECK NUMBERS**

CAPITAL FUNDS		\$ 0.00
WATER OPERATING FUNDS	3997-4035	141,872.18
SOLID WASTE OPERATING	8254-8345	<u>3,122,856.11</u>
		<b>\$ 3,264,728.29</b>

#### **CERTIFICATION**

I hereby certify that all vouchers listed above have been reviewed and found to be in proper form for payment, and I have compared the SCHEDULE OR WARRANTS to the vouchers for payment and have determined it to be correct.

DATE: January 9, 2018

BOARD CHAIRWOMAN APPROVAL

\_\_\_\_\_  
Laura Szwak, Chairwoman

SIGNED: \_\_\_\_\_  
Marilyn Regner, Secretary

#### **TREASURER'S CERTIFICATION**

I hereby certify that there are sufficient funds in the appropriations charged, or accounts listed to cover the expenditures included in the SCHEDULE OF WARRANTS dated: January 9, 2018

DATE: January 9, 2018

\_\_\_\_\_  
Larry Kaletcher, Treasurer

MOTION: Mr. Dour made a Motion that the vouchers be approved for payment and Mr. Hudzik seconded the Motion.

Mr. Dour asked if it is going to be an ongoing thing with Steve Trimboli, Esq. and Mr. Gindoff replied that we put out an RFP for the Personnel and HR Counsel for next year as we anticipated retaining one in case we need him. Chairwoman Szwak mentioned that there is correspondence that she received from Steve Trimboli regarding follow-up on personnel policies for renting properties to employees, which she would like to discuss later in the meeting.

(Dr. Arthur Nusbaum entered the meeting at 7:10 p.m.)

ROLL CALL: AYES: 5 NAYES: NONE ABSTENTIONS: Dr. Nusbaum

**CORRESPONDENCE:**

Mr. Gindoff mentioned that Item No. 2 of correspondence regarding the transfer trailer storage area will be addressed in closed session under attorney-client privilege information regarding property acquisition. Secondly, there is an additional piece of correspondence in the packet tonight. This is a positive letter from DEP dated January 3<sup>rd</sup> where in essence they are saying that we no longer have to monitor our water system as a distribution system. This was a nice allowance that we got out of DEP, thereby eliminating quite a bit of the sampling. Mr. McAloon added that previously Tony Milonas took a significant amount of samples based on the population that we serve. Through extended communication with NJDEP, we were actually being treated as the bulk wholesale system that we are. Several of the samples were not necessary for our system, so we were able to get NJDEP to accept that and reduce the required samples. Mr. Druetzler asked about how many samples and Mr. McAloon replied that Tony was doing 37 bacteriological samples in a month and it was reduced down to eight and there is a whole other list of parameters that he was sampling that he longer needs to.

Mr. Dour questioned the decommissioning of the Novartis incinerator and asked do we have a feel for how many other facilities, like some of the hospital do. Mr. Gindoff replied that this is the last remaining incinerator that we approved at the solid waste level in the late 80's. He added that there use to be incinerators at Dover General, St. Clares and Morristown Memorial hospitals and doesn't believe that any of them are operating anymore.

Email dated December 19, 2017 to Laura Cummings, Executive Director, and Southeast Morris County M.U.A. from Larry Gindoff regarding the Water System Evaluation and Valve Exercising Equipment Shared Services Agreement.

Memorandum dated December 28, 2017 to Larry Gindoff from Christopher J. Warren, P.P., Associate, Alamo Group, regarding Transfer Trailer Storage Area, Par-Troy Transfer Station.

Letter dated December 6, 2017 to Glenn Schweizer, Executive Director, from Karen Kloo, Chief, Bureau of Recycling & Hazardous Waste Management, NJDEP, regarding clarification to daily versus annual capacity issues at the Parsippany-Troy Hills Recycling Center.

Letter dated December 11, 2017 to Glenn Schweizer, Executive Director, from Karen Kloo, Chief, Bureau of Recycling & Hazardous Waste Management, NJDEP, issuing the Class B&C Recycling Center General Approval Renewal for the Mt. Olive Recycling Center.

Letter dated December 14, 2017 to Anthony Fontana, Chief, Bureau of Solid Waste Permitting, Division of Solid & Hazardous Waste, NJDEP, from Hassan Enkai, REM, Novartis, submitting written request for the termination of the Solid Waste Facility Permit for the Novartis Pharmaceuticals Corporation East Hanover Facility and notification of permanent shutdown of the facility.

Letter dated January 3, 2018 to Secretary, Board of Public Utilities, from Anthony Milonas, Chief Water Operator, regarding the annual Quarterly Report of Damaged Underground

Facilities of the Morris County Municipal Utilities Authority for the year ending 2017.

Letter dated January 3, 2018 to New Jersey Department of Environmental Protection from Anthony Milonas, Water Superintendent, regarding the Disinfectant Residuals Report for M.U.A. for the month of December 2017.

Letter dated January 3, 2018 to New Jersey Department of Environmental Protection from Anthony Milonas, Water Superintendent, regarding T1 Reports for the Morris County M.U.A. for the month of December 2017.

### **ENGINEER'S REPORT:**

Mr. McAloon gave the following updates: (1) As Larry Gindoff just mentioned, we received favorable news from NDEP with regard to required samples, so we can anticipate savings of approximately \$10,000 a year for this reduction. ; (2) Markewicz Pump Station Electrical Upgrades Project- Unfortunately due to the weather recently, we had electrical failures at the Markewicz Electrical Substation on the first of the year. Tony Milonas was able to get Longo Electrical Mechanical Sales & Service Company; they are the qualified personnel to operate on the medium unit substation which we have there. They were able to identify the issue with the vacuum breaker. They were able to get in there, clean everything up, replace the grease and return it to service. Mr. Hudzik asked if we have a contractor on call and Mr. McAloon replied yes. We have EMR Power, which we contract with and they do the generator maintenance. However, whenever Tony has an issue like this, Longo is the first call.; (3) We have also been in touch with Southeast Morris County M.U.A. with regard to their Water Supply Master Plan. We are looking to set up another meeting and discuss the termination of Clyde Potts. We were prepared to discuss this at the Water Committee Meeting but that was postponed until we reschedule that date. Mr. Platt commented that discussing termination is a bit premature until the Committee meets and makes that decision. Mr. Platt commented on the statement in the Engineer's Report under General System; the word "anticipate" is a little strong; suggested "possible" or "potential" is better until we make a decision. Related to that, Mr. Platt mentioned that Andrew Holt was to prepare a list of model runs to be done, which would benefit the MCMUA, do you know if that has been done yet? Mr. McAloon replied the they are working on doing evaluations on preparing that. He mentioned that the biggest thing is understanding their hydraulic system, which we are still waiting on the figures to see what their elevation of their distribution system is compared to our system and see if there is a way we can tie in without having booster stations or anything like that, that would be ideal.

Mr. Druetzler mentioned that years ago, we supplied water to Mendham Borough without a booster station and it did go with gravity. Mr. McAloon replied yes, that is through the PRV chamber and we are still set up to do that. Whenever Clyde Potts Pump Station is out-of-service, we feed through the PRV into Mendam; we have enough elevation from our Dover Chester Tank. The reason why we have the Clyde Potts Booster Station is when we purchase from the reservoir, we need to lift it and get it into the 875 gradient of Mendham. The Clyde Potts Reservoir did not supply water to Mendham by gravity. Mr. Platt said it is too low; it has to be pumped. Mr. Druetzler asked where do we supply Mendham Borough from? Mr. McAloon replied from the Woodland Drive PRV. Mr. Platt added that is up on the hillside and is higher elevation. Mr. Druetzler asked why would we want to buy 1MG of water from Southeast again and Mr. McAloon replied that is part of the discussion we need to have and evaluate as part of the Water Committee. If we do pursue and find that it is beneficial, we eliminate N.J. American as a customer, we still have rights to water which we would want to bring into our system for potential to bring on new customers and find ways that we could sell that to the distribution system. We have rights to .5MG or 1MG a day and we would not want to forfeit that up to Southeast. We want to keep as much allocation as possible. Mr. Druetzler asked do we have rights or do we have to pay for those rights. Mr. McAloon replied we would buy it from Southeast. The contract expires in 2020 and we would have to renegotiate our contract with Southeast. Mr. Platt commented that is the topic he wanted to discuss at the Water Committee Meeting and Andrew Holt's input is important to that.; (4) Flanders Valley Wellhouses 1 and 2 – Mr. McAloon mentioned that their schedule is anticipated for 2018 to rebid the roof scuppers for Flanders Valley 1&2 and Mt. Arlington Booster.; (5) We held the Project Kick-off Meeting with Mott McDonald before we broke for vacation. It was a very

productive meeting. Mott McDonald has begun their existing condition surveys, including topo boundary, 3D scanning of the interior of the facility and they plan on next month to do the Exterior 3D scanning, digitizing of drawings, and complete the interior 3D model. The Basis of Design Report is anticipated in April.; (6) Well #5 – We performed the CCTV inspection on the well casing on December 3<sup>rd</sup>. Based on that CCTV footage, we believe that the well casing and everything meets the standards. We don't have cause for concern. We are still waiting for the formal report on pump and motor on what caused that failure.; (7) Alamatong Well #8 – We put Alamatong Well #8 into service the 1<sup>st</sup> of the year. Right now we are seeing an average of about 15 minutes to initial blow-off, which is significant reduction in what we were seeing when it was last in operation. We are prepared to further evaluate this the first quarter and advise on the results.

Mr. Gindoff mentioned that Randolph recently reached out to us and Andrew Holt got a letter from the Township of Randolph. We had a meeting with them about a month ago about the availability of water for them with respect to their new developments. Their Engineer reached out to Andrew Holt last week asking can we have a follow-up to that meeting just to make sure that we are on the same page so we are going to try to coordinate that with Suburban and Randolph in the very near future. Mr. Carney asked if their Counsel is coming to that meeting and Mr. Gindoff replied, he believes so.

Chairwoman Szwak asked when the Water Committee would like to reschedule their meeting. Mr. Gindoff replied sooner than later and asked everyone of their availability. Messrs. Platt and Druetzler replied that their schedules are flexible. Mr. Gindoff asked if they could meet during the day, as we are looking to meet with Randolph on potentially one of the next Tuesdays and maybe since he has the two Suburban guys here, we could do it at the same time. Mr. Gindoff recommended doing a luncheon meeting and if you want to, join in on the Randolph meeting afterwards. Mr. McAloon commented that we met with Randolph before and we were very clear and on the same page as to what it is and where we are at with the water sales, but Mr. Gindoff commented that we met with their Planner and Attorney and this is with their Engineer. Mr. Platt commented that this is to meet their COHA needs and Andrew said that we had enough water to meet their needs. Chairwoman Szwak asked how is January 16<sup>th</sup> at noon for the Water Committee Meeting? Messrs. Druetzler and Platt will let Larry know if that is good for them.

## **PROJECT STATUS**

### **1. General System**

A. On January 1, 2018 the Markewicz electrical sub-station experienced an electrical failure. MCMUA personnel were able to successfully place the standby generator in operation to prevent loss of water service. On Wednesday January 3<sup>rd</sup>, Longo Electrical-Mechanical Sales and Service Company qualified personnel performed a field visit and was able to identify the point failure at the vacuum breaker in the medium voltage, 13.47kV/2.4kV unit substation. Due to the sub-freezing temperatures the grease installed on the breaker failed causing a separation. Longo was able to properly clean all of the breakers, replace the grease, and return the sub-station to service at approximately 2:00pm.

B. We have been in communication with SMCMUA with regard to the Water Supply Master Plan project and system evaluations. We are prepared to further discuss long-term options for water purchase from SMCMUA following the anticipated termination of the Clyde Potts agreement by MCMUA. We are prepared to discuss timing and options with the Water Committee in further detail.

C. We anticipate perform the re-solicitation of proposals to complete the installation of waterproof material and flashing of the existing overflow scuppers at Flanders Valley #1, #2 and the Mt. Arlington Booster in April 2018. We have been in regular communication with Superintendent on continued maintenance to prevent further damage.

### **2. Markewicz Pump Station Electrical Upgrades Design Project**

The project kick-off meeting was held on December 14<sup>th</sup> at 1:30 PM with the Mott MacDonald project team, MCMUA, and SCE. At the meeting, we discussed the project goals, basis of design, preferred equipment, and the project schedule. Mott MacDonald has begun the exterior topography and boundary survey, as well as the building interior 3D scanning. They also began

the Electrical Survey documenting all of the existing electrical and mechanical equipment. As-built drawings, shop drawings, and the hydraulic model were furnished to Mott MacDonald, MCMUA is currently trying to locate the deed information for the property. Exterior 3D scanning, digitizing of drawings, and interior 3D model are anticipated to be completed next month. The Basis of Design Report is currently anticipated 4/5/18.

### **3. Alamatong Well #5**

*AC Schultes, Inc.* performed the CCTV inspection on the well casing on December 3<sup>rd</sup>. We are currently in the process of reviewing the CCTV footage information to confirm acceptable well conditions, although preliminary evidence does not suggest a failure of the well.

### **4. Alamatong Well #8**

The staged evaluation for the ongoing performance evaluation of Well #8, utilizing the newly installed VFD has been initiated. Upon review of the performance data over the first quarter, we will advise on the results and prepare a report for the department. NJDEP.

### **SOLID, HAZARDOUS & VEGETATIVE WASTE REPORT:**

Mr. Gindoff introduced James Deacon to the Board and they welcomed him. Mr. Gindoff mentioned that James started with the M.U.A. on January 2, 2018 and looks forward to working with him. He has worked with him in the past for many years and he is going to be a great asset to us. Mr. Gindoff advised the Board that he prepared the Solid Waste Report, but hopefully in the near future, James will be assuming the duties that he performed.

Mr. Gindoff reported that we finished up the year in Solid Waste with approximately 396,000 tons and we haven't hit a tonnage figure like that since 2008. Regarding the Air Pollution Control System (APC), we had a meeting last Friday with our Engineers at the Transfer Station going over some of the closing out of this project. We are targeting the end of January at this point. We are 78% done with project. We were evaluating potentially removing some non-structural scaffolding that has been at the transfer station for 30 years and now that is no longer needed. With the installation of the APC System, we removed these big tampers that were situated at the facility and these were the stanchions that held them up that we would like to remove. We initially thought that we would be able to include this as part of a Change Order under the APC Contract, but the more we looked at it, we think that we could remove these items in-house between us and J.P. Mascaro people, so we will be doing that.

With respect to the Mt. Olive house, it is now demolished. It came down between Christmas and New Years. Mr. Gindoff said the debris weighed 33 tons and was four transfer trailers loads.

Mr. Gindoff mentioned, that was not mentioned in his report, a Resolution for the renewal of a contract for recycling of fluorescent bulbs. This is a renewal for our second one-year and final one-year renewal.

Mr. Dour asked if stores still have bins for recycling of CFL's. Mr. Gindoff replied that he believes that they do. These bins are usually in disarray and would feel more confident if you brought your bulbs to us.

Chairwoman Szwak asked James Deacon to tell the Board about himself. Mr. Deacon informed the Board of his background and job experience. Mr. Gindoff mentioned that we have been working on the CEHA Solid Waste Enforcement issues that our employee, Mike Flora, who does the Solid Waste Enforcement around the County, the M.U.A. subcontracts him to the Health Department and for the most part, James has been supervising Mike and all those enforcement activities at the Solid Waste level in Morris County. He oversaw various facilities that were non-compliant, haulers that were non-compliant, as well as the recycling inspection program that we do at our transfer station. As you see, Kathy is going to be talking about our 50% recycling rate that we reached for 2015 and it is not all coming out of the M.U.A. and the Public, but also some of the enforcement activities that the County has undertaken has really helped recycling in Morris County and James has been a big part of that making sure that everyone is doing what they are required to do. Mr. Gindoff mentioned that James has excellent experience in hazardous waste, hazmat, compliance, safety

training that is certainly going to be a tremendous help for us. Chairwoman Szwak commented that we look forward to working with you.

Mr. Gindoff advised that he had two Resolutions. He mentioned that we did a rebid on the Hazardous Waste Material Storage Unit after getting no bids last month. This month we had good interest in it, even though we only received two bids. Mr. Gindoff asked for the Board's approval of the following Resolution:

**RESOLUTION NO. 18-02  
RESOLUTION AWARDING CONTRACT NO. SW-13 (REBID)  
“FURNISH, DELIVER & INSTALL ONE (1) PREFABRICATED  
HAZARDOUS MATERIAL STORAGE UNIT”  
TO WILLIAM KOHL CONSTRUCTION CORP.**

**WHEREAS**, the Morris County Municipal Utilities Authority (MCMUA) rebid “Contract No. SW-13 Furnish, Deliver & Install One (1) Prefabricated Hazardous Material Storage Unit “ pursuant to Resolution No. 17-64 after having received no bids on December 6, 2017; and

**WHEREAS**, as a result of the rebid, the MCMUA received two (2) bids on January 5, 2018 (after the postponement of the receipt of bids on January 4, 2018 due to inclement weather) from the companies listed below at the bid price shown for Contract No. SW-13 (Rebid) to “Furnish, Deliver and Install One (1) Prefabricated Hazardous Material Storage Unit” (including removal of the current hazardous material storage unit and removal and reinstallation of existing fire suppression system):

	<u>Bid Amount</u>
William Kohl Construction Corp. Lincroft, NJ	\$147,400.00
Brunswick Builders, LLC East Brunswick, NJ	\$179,124.00

**WHEREAS**, the bid submitted by William Kohl Construction Corp. does not contain any material defects; and

**WHEREAS**, the MCMUA's Treasurer certifies that funds are available from the Household Hazardous Waste budget line item 01-1-600-800-726 in order to award “Contract No. SW-13 (Rebid) Furnish, Deliver & Install One (1) Prefabricated Hazardous Material Storage Unit” to the lowest responsible bidder in the bid amount of \$147,400.00.

**NOW, THEREFORE, BE IT RESOLVED** by Morris County Municipal Utilities Authority as follows:

1. The Authority exercises its discretion to waive all immaterial defects, if any, with respect to the bid of William Kohl Construction Corp., received on January 5, 2018.

2. The Authority awards the “Contract No. SW-13 (Rebid) Furnish, Deliver & Install One (1) Prefabricated Hazardous Material Storage Unit” to William Kohl Construction Corp. having a business address at 523 Newman Springs Road, Lincroft, New Jersey 07738, as the lowest responsible bidder, in the amount not to exceed the bid price of \$147,400.00 and the Executive Director is authorized to execute said contract.
3. The contract awarded herein to William Kohl Construction Corp. shall commence after the full execution of the contract, the submission of the performance guarantees and all required insurance certificates required by the contract, in a form acceptable to the Risk Manager of Morris County, and after the issuance of a notice to proceed.
4. The bid security of Brunswick Builders, LLC shall be returned within three days, Sundays and holidays excepted, after the full execution of Contract No. SW-13 by and between the MCMUA and William Kohl Construction Corp. and approval of the contractor’s performance bond.
5. A copy of this Resolution shall be provided to all bidders and it shall be submitted to the MCMUA’s Treasurer and kept on file in the offices of the MCMUA.
6. The MCMUA’s staff and consultants are hereby authorized to take all other actions necessary or desirable to effectuate the terms and conditions of this Resolution
7. This Resolution shall take effect as provided by law.

**CERTIFICATION**

I hereby certify that the foregoing Resolution was adopted by the Morris County Municipal Utilities Authority at the Regular Meeting held on January 9, 2018.

MORRIS COUNTY MUNICIPAL  
UTILITIES AUTHORITY

By: \_\_\_\_\_  
Laura Szwak, Chairwoman

ATTEST:

\_\_\_\_\_  
Marilyn Regner, Secretary

**MOTION:** Mr. Platt made a Motion to award Contract No. SW-13 (REBID) to William Kohl Construction Corp. in an amount not to exceed \$147,400.00 and Dr. Nusbaum seconded the Motion.

Mr. Dour asked if the price falls in the range that we expected. Mr. Gindoff replied that it is a little bit more than we expected, but we need to do this at this point and recommend that we move forward.

ROLL CALL: AYES: 6 NAYES: NONE ABSTENTIONS: NONE

Mr. Gindoff asked for the Board's approval of the following Resolution:

**RESOLUTION NO. 18-03  
RESOLUTION AWARDED EXTENSION OF CONTRACT  
FOR THE MARKETING OF UNIVERSAL WASTE MATERIALS  
(FLUORESCENT LIGHT BULBS)**

**WHEREAS**, on Tuesday, December 8, 2015, the Morris County Municipal Utilities Authority ("MCMUA") awarded a Contract for the Marketing of Universal Waste Materials (Fluorescent Light Bulbs) to AERC.com, Inc., 3 Gold Mine Road, Flanders, NJ, 07836, for a term of one (1) year, with an option to extend the terms of the contract, to be exercised at the discretion of the MCMUA, for two (2) additional one-year periods; and

**WHEREAS**, the MCMUA executed the original contract with AERC.com, Inc. on February 11, 2016; and

**WHEREAS**, the MCMUA authorized the first of two potential one-year extensions to the AERC contract on January 10, 2017; and

**WHEREAS**, the MCMUA had determined the contractual performance of AERC has been to the satisfaction of the MCMUA; and

**WHEREAS**, the MCMUA seeks to extend the terms of the original contract for the second and final one-year period; and

**WHEREAS**, the Executive Director of the MCMUA is authorized and directed to extend the terms of the original contract with AERC.com, Inc., for an amount not to exceed \$21,375.54 for a term of one (1) year; and

**WHEREAS**, the MCMUA Treasurer has certified that funds are available in line item - Household Hazardous Waste 6-01-1-600-800-726 to pay the entire contract amount.

**NOW, THEREFORE, BE IT RESOLVED**, by the Morris County Municipal Utilities Authority as follows:

1. The MCMUA has made a determination that AERC.com, Inc. has been performing the contract to be extended in a satisfactory manner.
2. The MCMUA awards the second one (1) year extension of the original contract for the Marketing of Universal Waste Materials, as more specifically defined herein, to AERC.com, Inc., for an amount not to exceed \$21,375.54 for a term of one (1) year.
3. The original contract executed on December 8, 2015 between the MCMUA and

AERC.com, Inc. shall remain legal and binding in all respects for the second one (1) year extension period.

4. A copy of this Resolution and applicable contracts shall be available for public inspection at the offices of the Morris County Municipal Utilities Authority, 214A Center Grove Road, Randolph, New Jersey 07869.

5. A copy of this Resolution is being forwarded to the MCMUA Treasurer and AERC.com, Inc., 3 Gold Mine Road, Flanders, NJ, 07836.

6. This Resolution shall take effect immediately.

### **CERTIFICATION**

I hereby certify that the foregoing Resolution was adopted by the MCMUA at its Regular Meeting held on Tuesday, January 9, 2018.

MORRIS COUNTY MUNICIPAL  
UTILITIES AUTHORITY

By: \_\_\_\_\_  
Laura Szwak, Chairwoman

ATTEST:

\_\_\_\_\_  
Marilyn Regner, Secretary

**MOTION:** Mr. Dour made a Motion to award extension of contract for marketing of Universal Waste Materials to AERC.com, Inc. in an amount not to exceed \$21,375.54 for the term of one year and Mr. Platt seconded the Motion.

**ROLL CALL:** AYES: 6            NAYES: NONE            ABSTENTIONS: NONE

### **TRANSFER STATIONS**

**Tonnage** - For the month of December 2017, the tonnage of solid waste accepted at the two transfer stations was 30,033 tons. This monthly tonnage for December 2017 was 6.08% less than the 31,979 tons accepted a year ago in December 2016. For the 4<sup>th</sup> quarter of 2017, the tonnage was 1.67% more than the tonnage accepted in the 4<sup>th</sup> quarter of 2016. For the year 2017, the annual total tonnage was 396,139 tons, which was 2.67% more than the 385,849 tons accepted in 2016. This is the largest quantity of solid waste accepted annually since 2008. Please refer to the Transfer Station Disposal Report by Month for additional information.

**Air Pollution Control System and Permitting – Parsippany Transfer Station** – Work continued on the installation of the Air Pollution Control system at the Parsippany transfer station. On January 5, 2018 staff is meeting with Alaimo Engineers to discuss removing some non-structural steel components located in the loading tunnels of the transfer stations as unanticipated work which may be addressed as part of the APC contract. There is scaffolding situated in the middle of the loading bays of the transfer station, which make maintenance and operations difficult in that one has to navigate around these structures when driving into and cleaning the loading bays. This has resulted in trailers hitting doors and walls, which have now been repaired, to avoid this scaffolding. We are investigating the concept to remove these non-structural support beams as a change order to the APC contract to prevent damage in the future.

**Mt. Olive Transfer Station House Demolition** – The Budd Lake Fire Company and County SWAT Team performed their final training sessions at the house at the Mt. Olive transfer station prior to it being demolished at the end of December 2017. The Morris County Mosquito

Commission assisted the MCMUA in demolishing the house. The contents of the demolished facility were loaded into transfer trailers which were tipped at the Mt. Olive transfer station and landfilled.

## **SOLID WASTE MANAGEMENT PLAN**

**Novartis Incinerator Shut Down** – For almost three decades Sandoz, now Novartis, operated a small scale solid waste incinerator to destroy the solid waste generated at its East Hanover site. New regulations would require a retrofit of the incinerator to keep it in compliance with current rules and Novartis has determined it is not feasible to perform such a retrofit. As such, in a letter dated December 14, 2017, which has been included with the correspondence, Novartis provided notification that they will cease using the incinerator and will be requesting termination of its NJDEP permit for the incinerator. The non-hazardous, non-recyclable solid waste generated at Novartis will now be disposed of at the Parsippany transfer station.

**KDS Aggregates Plan Inclusion Request** – On December 13, 2017, a request for solid waste management plan (Plan) inclusion of a proposed class “B” recycling facility to be located on Waterloo Valley Road in Mt. Olive, was forwarded to the MCMUA by KDS Aggregates, LLC. This site was formerly used as a concrete plant and KDS intends to redesign and reopen the concrete plant and equip it to store and process up to 500 tons per day of concrete, brick, block and asphalt. A class “B” recycling center, such as the one proposed by KDS, requires the full plan inclusion process including SWAC review and Freeholder approval. Additionally, the host municipality of Mt. Olive will also be requested to review the proposed facility within three months and provided its position with respect to the request for Plan inclusion back to the County. The SWAC should be reorganizing in January and start the review process them.

## **HOUSEHOLD HAZARDOUS WASTE MANAGEMENT**

**Program Participation** – During December 2017, a total of 211 residents and businesses delivered waste to the permanent household hazardous waste (HHW) facility in Mount Olive. This is up from December 2016 levels when 182 participants used the facility and is also up from November 2017’s participation when 133 participants used the facility. Annually, the facility processed 1,999 participants in 2017 which is just below the 2008 participants in 2016 and 2,126 in 2015. The MCMUA has established 2018’s permanent site appointment schedule and is constantly booking appointments to drop off hazardous materials. For 2018, the MCMUA will be adding one additional one-day event, which will include three (3) disposal days at the Public Safety Academy, and one (1) event at Chatham High School.

Rebids for the replacement of the larger of the two prefabricated hazardous waste storage units at the permanent HHW facility are due to the MCMUA on January 5. The bids were delayed by a day due to the snow on January 4, the original due date. The MCMUA first attempted to receive bids for this project on December 6 but no bids were submitted and this rebid was issued. This hazardous waste storage unit is the primary unit at the HHW facility and needs to be replaced. The MCMUA plans on using a portion of its Recycling Enhancement Grant to pay for this replacement unit.

## **VEGETATIVE WASTE MANAGEMENT**

**Facility Report** – The leaf season for the most part has come and gone for 2017 and December 2017 was very busy. The Parsippany facility is almost full and leaves have stopped coming in. The Mt. Olive site still has additional room and the Towns of Dover and Washington continue to deliver leaves through the new year. Additionally, both sites are now accepting clean Christmas trees for grinding. Due to the auctioning and removal of all the unscreened compost stockpiles this past fall, the vegetative sites have been thoroughly cleaned and staff has used the opportunity to groom the sites. A copy of the Vegetative Waste Report will be provided to the Board at the upcoming meeting.

## **RECYCLING REPORT:**

Mr. Dour asked for an update on ReCommunity. After reading your report, there seems to be a lot of issues with ReCommunity with their equipment or their personnel or both. Ms. Hourihan replied that in fairness to the previous Operations Manager, it wasn't that he wasn't operating the facility efficiently, but we could have had better communication between him and myself. We had been told that due to the stricter national sort requirements, China is putting bans on importing a lot of materials. We were told by one of the regional managers that the sorting lines needed to be slowed down in order to remove a lot of the contaminants because the new requirements on paper require 0.3% contamination. We started hearing from our drivers that they were having long wait times at ReCommunity and that the material was really piling up on their tipping floor. She mentioned that the wait times got to be an hour and our contract requires a twenty minute turnaround for offloading. The manager was only telling us that they were having heavy volumes.

The new manager was hired in the middle of December and he was only there for two weeks before the Mayor of Mine Hill showed up and said he was going to shut them down because they have a pile of material out the door. After hearing about that, we got on the phone with one of the Regional Managers who said he apologized and the wait times should have never gotten this bad. They were going to be transferring material out of the facility up to their Beacon, New York facility, which is 1½ hours away and this is typically their back-up plan. They started doing some transferring right before Christmas and the wait times got a little better, but then they had some down time at the facility where some of the equipment broke down. Due to the fact that their tipping floor was already maxed out, they had nowhere to go with the material and the transfers they were doing, weren't keeping up with the inbound material. The way they work their pile down is by either processing it or transferring it out. So once their line went down, and it went down for two days, December 28<sup>th</sup> and 29<sup>th</sup>, we realized we weren't going to be able to offload those trucks. We made some arrangements to offload them on Friday morning at our Parsippany Transfer Station and we had transfer trailers come in to take the material directly to the Beacon, New York Facility. There were two days that we had to handle the material ourselves. This is the heaviest time of the year and it compounded what was going on at the facility; they were just getting inundated with material.

Mr. Hudzik asked if ReCommunity mentioned anything about having weather problems? Ms. Hourihan replied the cold weather probably exacerbated everything and it also prevented them from running extra shifts. Mr. Gindoff replied that the only time they mentioned the weather being a factor was when they couldn't run a second shift because it was so cold and the facility is not heated. Ms. Hourihan mentioned that they are also having problems keeping the line fully staffed. They are trying to hire additional pickers to be on the sorting line and they are having a hard time, as it is a minimum wage position, so they are having a hard to get people to be their normal staff, let alone to hire additional pickers to be on the line to meet these new standards for quality material.

Dr. Nusbaum asked if it is a state-of-the-art facility? Do they have the mechanical separation so they don't have to depend on the human? Ms. Hourihan replied it is a combination of both mechanical and manual. Ms. Hourihan mentioned some of the mechanical separation equipment that ReCommunity has. Actually the newest thing that they are coming out with is robotic arms that are going to optically scan the conveyor belt and they are going to hover above the conveyor belt and pick things off the conveyor belt and put them in the proper bunker, so that is the next phase and some of these positions may be getting replaced. Mr. Druetzler commented that they are very modern, but you are still going to get debris in there; you can't get everything out, it's impossible.

Chairwoman Szwak asked if things are improving and are they back to normal. Ms. Hourihan replied things are improving, but they are not back to normal. The wait times are not terrible; they have been pretty good this week around a half hour. The current manager had been let go two years ago and he was someone that worked in our region as one of their sales managers. He got re-hired back and is the facility manager and he jumped into the fire and he is doing a really good job and communicating very well with us.

Mr. Druetzler mentioned that this is the new company, is that the problem? Ms. Hourihan replied that they have had a lot going on. Their regional manager who was servicing our region resigned in March before the company bought them out and the Sales Manager was let go. Those were our two prime contacts that we had for our contract in addition to the Facility Manager. Our primary

contract contact has not been replaced. They had all the integration into Republic and they have a lot of challenges. All this is happening at the peak season of the year, plus all the restrictions from China have been hitting at the same time.

Ms. Hourihan gave an update on the pricing, which took a pretty good downturn in December. This is the third month this year that it is negative. We had -\$13/ton in October, when up to a -\$0.99/ton in November and in the month of December, it is -18.31/ton. The primary reason for the steep decline was the paper prices. That price dropped and brought our price down by \$15/ton.

Ms. Hourihan does not know for sure what's the indicator or what is driving that so she will follow-up with ReCommunity for more information about that. That is a preliminary price so that is not finalized yet. So far for the full year of 2017, our overall average single stream price per ton was +\$4.38/ton.

Dr. Nusbaum asked are there any trends in the United States as we see business, friendly environment and less regulations, that you anticipate that there is going to be more markets for recyclables as raw materials in the United States or it all has to go to China? Ms. Hourihan replied that it does not all go to China, but she is not sure that she can answer his question about environmental regulations being reduced and allowing recycling to be increased. Mr. Gindoff mentioned that he heard quite a bit of those answers from the regional manager where he was mentioning that they are seeing tremendous issues with newspaper in America, in that no one buys newspaper anymore. Apparently, there are no newspaper mills in America to buy, purchase and create paper and that still happens overseas. It is still a potential market in the third world. Cardboard is a little different. There is still a market here in the United States. But so much of that happens in China and at this point in China, they are having trouble getting the cardboard that they need. The government is preventing them from getting this material that they need. They are importing pulp in order to make cardboard. It is all an attempt to keep the environment clean.

One other comment on Art's question, Ms. Hourihan mentioned that because of China putting all these restrictions and bans on importing the recyclable materials, a lot of other markets have opened in other countries but it doesn't answer your question about domestic. A lot of the countries are picking up the surplus material that is out there and the restrictions are not as strict as China.

Dr. Nusbaum asked if we have to do anything as far as a recycling hub to change what the towns are doing? Do we have to change the process at all or its not the process? Ms. Hourihan replied that we are probably going to revisit the acceptable list of materials and see how we are going to change that going forward. We had started advertising when we switched over to single stream in 2011 that we would start taking additional types of plastics. We had originally only been taking plastics 1&2 and then we expanded it to 4, 5 & 7. We may eliminate 4 & 7 if there seems there is no markets for them. No. 5 (propylene) has very strong markets.

Ms. Hourihan passed out a handout entitled "2015 Morris County Municipal Solid Waste (MSW) – "50% Goal" Recycling Rates by Municipality". She mentioned that when the DEP releases the recycling rates, they do it on a County-wide basis. While they do track recycling tonnage by towns, they don't track disposal tonnage by towns any longer. We combine our transfer station data with their recycling data and put together a table where we can let the towns know where they are on achieving their 50% recycling goal.

Ms. Hourihan mentioned that we came to the end of our contract for purchasing stationary compactors. The Resolution that we passed originally allowed us to buy up to two compactors. We wanted to take advantage of buying the second compactor because we had a compactor at the County Administration Building that is 20 years old and still working, but we want to replace it before it dies because it takes a while for a contract to procure and we wanted to take advantage of this one. We already placed the order, so this Resolution is to ratify the changes to the order that was placed. Chairwoman Szwak mentioned that the Executive Committee did review this and approved it. Ms. Hourihan asked for the Board's approval of the following Resolution:

**RESOLUTION NO. 18-04**  
**RESOLUTION AUTHORIZING AND RATIFYING CHANGE ORDER TO THE**  
**CONTRACT BY AND BETWEEN THE MCMUA AND RUDCO PRODUCTS, INC. FOR**  
**THE PURCHASE OF ONE OR MORE STATIONARY COMPACTOR SYSTEM(S)**  
**(REBID)**

WHEREAS, the Morris County Municipal Utilities Authority (MCMUA) executed an agreement dated June 14, 2018 with Rudco Products, Inc entitled "Agreement to Furnish, Deliver and Install One or More Stationary Compactor System(s)" with an end date of for the placement of orders by December 31, 2017 (the "Contract"); and

WHEREAS, Resolution No. 17-49 approved on June 6, 2017, authorized MCMUA staff to purchase a maximum of two stationary compactor systems at the bid price of \$20,130.00 each; and

WHEREAS, thereafter the MCMUA ordered and received one stationary compactor system; and

WHEREAS, the MCMUA desires to order a second stationary compactor system with two modifications to the Contract as follows:

- 1) The MCMUA desires an enclosed hopper instead of an open hopper for an additional cost of \$1,446.00.
- 2) The MCMUA desires to extend the delivery time beyond the 5 week deadline due to the winter weather and the need to build a concrete pad at the site; and

WHEREAS, the MCMUA Treasurer has certified that sufficient funds are available in line item 01-3-300-800-151 for the purchase of the second stationary compactor system with the above changes; and

WHEREAS, the MCMUA staff placed the order with these two changes with Rudco on December 27, 2017 as further explained in the monthly recycling report prepared by Kathleen Hourihan.

NOW THEREFORE, BE IT RESOLVED by the Morris County Municipal Utilities Authority as follows:

1. The MCMUA hereby ratifies placement of the second order for the stationary compactor unit with the two changes listed above in the amount of the bid price of \$20,130.00 plus \$1,446.00 as a Change Order.
2. The Authority's staff and consultants are hereby authorized to take all other actions necessary or desirable to effectuate the terms and conditions of this Resolution.
3. A copy of this Resolution shall be submitted to the Authority's Treasurer and kept on file in the offices of the Authority.
4. This Resolution shall take effect in accordance with the law.

**CERTIFICATION**

I hereby certify that the foregoing Resolution was adopted by the Morris County Municipal Utilities Authority at the Regular Meeting held on January 9, 2018.

MORRIS COUNTY MUNICIPAL  
UTILITIES AUTHORITY

By: \_\_\_\_\_  
Laura Szwak, Chairwoman

ATTEST:

\_\_\_\_\_  
Marilyn Regner, Secretary

**MOTION:** Mr. Dour made a Motion to authorize and ratify Change Order to the Contract by and between the MCMUA and Rudco Products for Purchase of One Or More Stationary Compactor System(s) (REBID) and Mr. Platt seconded the Motion.

**ROLL CALL:** AYES: 6            NAYES: NONE            ABSTENTIONS: NONE

### **Recycling Operations**

**Revenue and Tonnage** – The preliminary November contract statement was received on December 6 in the amount of -\$2,156.54 and was finalized on December 27 in the amount of -\$2,112.97 owed to ReCommunity. The December statement has not been received as of the writing of this report.

Tonnage collected by the MCMUA for recycling during December was 1,329.2 tons. The monthly tonnage is shown by material and by customer on the attached report.

**Operational Problems at ReCommunity** – Back in late October, staff started asking ReCommunity questions about the noticeably longer wait times. Right after Thanksgiving, and into the start of December, staff asked the now retired operations manager for a meeting to discuss the wait times and the requests went unanswered. The response from the manager was that there were no problems at the plant, just heavy volume. The week before Christmas, ReCommunity’s brand new operations manager, Eric Gabrielson, called to let us know that the mayor of Mine Hill came by the facility and “shut them down” due to the pile of material outside the building. At this point, staff talked to a ReCommunity regional manager who let us know they were having staffing problems and they have had to slow the lines down due to the restrictions imposed by China. The ReCommunity regional manager let us know they were going to start transferring material to their Beacon NY facility and took full responsibility for the long wait times and said it should never have gotten that bad. They said that from now on, the wait times should go back to normal and to let them know if they get excessive. That lasted for a few days.

At 8:00am on Thursday, December 28, staff received a phone call from Eric Gabrielson, stating the facility was not running and asking if could we not send any trucks for about an hour. Eric said they were dealing with a mechanical problem. As it turned out, the facility did not get back up and running until about 1pm and they stopped running at their normal 4pm closing time. They said they could not run extra hours due to the very cold weather regarding the workers. The wait times on Thursday, were one to two hours for the few loads the we did get unloaded that day. ReCommunity was loading transfer trailers to send to their Beacon NY facility, but the tip floor at the facility was completely full and the outbound trailers barely made a dent with the line of trucks waiting to unload getting to 10 to 12 trucks long most of the day.

On Friday, December 29, staff called Eric at about 10am to see how the facility was running. Eric said they were having “fits and starts”. At about 11am, Eric called to say the facility was down again for a different mechanical reason. The facility wound up being down for the rest of the day. Eric notified staff about 7:00pm that they made the necessary repair and that the facility would be running for Saturday, December 30. The MUA needed the facility to be able to accept the material we were collecting on Saturday in Pequannock, a scheduled holiday make-up collection.

As a result of the ReCommunity facility not operating most of the day on Thursday and Friday, the MCMUA was unable to unload most of our curbside vehicles there. Therefore, we implemented our back-up plan, which is to unload trucks at the MCMUA’s Parsippany Transfer Station. The material from Thursday was 6 truckloads, just under 40 tons, and Friday was 9 truckloads, just under 70 tons for a total of about 110 tons from both days.

Staff scrambled to make arrangements with two transfer trailer haulers. Olexion provided 4 trailer loads on Friday and Saturday and Mascaro provided 2 trailers loads on Saturday. The 6 trailer loads are being delivered to the ReCommunity Beacon NY facility. Staff is grateful to Olexion and Mascaro for providing those trailer loads on such short notice, since the transfer stations cannot store material on the ground overnight. One complication is that trailers that Mascaro typically use at the transfer stations need to be tipped to be unloaded. We needed walking-floor trailers to deliver the material to a ReCommunity facility. So the day-to-day trailers used by Mascaro at the MUA transfer stations were incompatible. Mascaro had to bring in walking-floor trailers for this purpose.

MCMUA staff has a meeting with ReCommunity planned for Friday, January 5 to discuss what has been happening and ReCommunity’s plans for getting the tipping floor cleaned out to avoid this from happening again in the event the facility has more unexpected downtime.

**Purchase of Second Stationary Compactor** – Staff placed a second order for a stationary compactor with Rudco on December 27 which needed to be placed before the December 31, 2017 expiration date for the placement of orders. This compactor is ordered to replace an old, almost 20 year old, unit which is located at the County Administration Building. The order needed to two revisions: 1) an enclosed hopper (in place of an open hopper) for an additional cost of \$1,446.00 and 2) an extension to the 5 week delivery deadline since a concrete pad will need to be installed at the location and therefore the delivery and installation need to wait until after the winter months. Staff has prepared a resolution for the January meeting to ratify the above changes to the order which had to be placed before December 31, 2017.

**Purchase of New Roll-off Containers** – Staff placed a second order for another four 30 cubic yard open-top containers with Conshohocken on December 27 under our contract which needed to be placed before the December 31, 2017 expiration date for the placement of orders.

**MCMUA Contracts with the County of Morris for Garbage and Recycling Services for Morris View** – The signed addenda for these contracts were received by the MCMUA on January 3.

**Proposals to Continue Current Services and to Provide New Services** – Below is an update on the following contract work:

- Roll-off transport and marketing services for the Borough of Mount Arlington – This contract was received signed in the mail from the Borough on January 2.
- Garbage collection services for the County of Morris – This contract was received signed in the mail from the County with a letter dated December 18.
- Roll-off transport and marketing services for the Township of Washington – The MCMUA has been providing these services to the Township since 1996. There is no current contract in place. Staff met with the Township’s recycling coordinator on September 7 to discuss a new contract and pricing. Staff still needs to prepare a draft contract to send to the Township for their review and plans to prepare and send this proposal to the Township soon.

**Events/Education/Miscellaneous**

**Clean Communities** – Educational Programs: The MCMUA did not fund any educational programs in December. Road Clean-up: There were two road clean-ups done in December on the 1<sup>st</sup> on Berkshire Valley Road in Jefferson and the 19<sup>th</sup> which continued on Berkshire Valley Road on Dewey Ave in Wharton.

**2015 Municipal Recycling Rates** – After the release by the DEP on December 1 of the County recycling rates, staff requested from the DEP the MSW recycling totals by town, so that we can compute the MSW recycling rates by town for Morris County municipalities. Staff received this data from the DEP later in December, but also was told by the DEP that the totals by County were revised slightly. Staff is waiting for the revised numbers from the DEP before releasing the municipal numbers so that they relate to each other correctly. The DEP expects the revised county rates to be posted on their website by January 5.

**REA Grant Education Portion Spending** – Under the MCMUA’s 2016 REA Grant Spending Plan, staff had until December 31, 2017 to finish spending the funds. Since we were not able to fully spend that total amount by December 31, 2017, staff submitted a six month extension request to the NJDEP on December 23. Approval from NJDEP was received on December 29. The table below shows a summary of the spent and the remaining funds:

	Total 2016 <u>Allocation</u>	Amount <u>Spent</u>	Amount <u>Remaining</u>
Solid Waste Activities (Task 1)	\$274,685.68	\$239,686.00	\$35,000.00
<u>Public Info &amp; Education (Task 2)</u>	<u>\$54,950.32</u>	<u>\$22,963.04</u>	<u>\$31,986.96</u>
Total	\$329,636.00	\$262,649.04	\$66,986.96

The remaining project for Task 1 is the Hazardous Material Storage Unit, which was rebid with the bid opening scheduled for January 4. The remaining projects for Task 2 are the printing of the newsletter at about \$22,000 and an order of bags for multi-family complexes at about \$10,000.

**Recycling Inspections/Outreach** – During December, a total of 13 transfer station loads suspected of improperly containing mandated recyclable materials were photographed and written-up by MCMUA tipping floor inspectors and recycling staff.

**Event Containers** – The MCMUA's event containers for recycling and garbage were not borrowed by any organizations during December:

**Miscellaneous Presentations/Meetings/Conference Calls/Correspondence**

- On Monday, December 4, staff did curbside inspections in Pequannock and mailed 24 follow-up letters with photos as a result.
- On Tuesday, December 5, staff met with Roxbury and then with Chatham Borough at the request of company called Curb My Clutter, so that the company could explain an offer for a one-year pilot program for curbside collection of textiles.
- Also on Tuesday, December 5, staff attended an ANJR Board meeting in Elizabeth at a Waste Management transfer station, part of which is being renovated to become a food waste facility. There was supposed to be a tour of the new facility which unfortunately had to be cancelled due to the construction.
- On Monday, December 11, staff, along with the Roxbury Recycling Coordinator, spoke at the annual meeting of the Willows condo association. There were about 35 residents in attendance.
- On Thursday, December 14, staff attended a webinar offered by the EPA titled *Technology Innovation – Reducing Food Going to Waste*.
- On Friday, December 15, staff attended a webinar/conference call hosted by the DEP to present the County Coordinators with information about Recycle Coach, a new recycling application and web site that the DEP has paid for subscriptions for all of the counties and municipalities in the state under a new one year.
- On Tuesday, December 18, staff, along with the County Public Information Officer, issued a press release regarding holiday recycling.

**ATTORNEY REPORT:**

Brent Carney, Esq. mentioned that he would provide his report in closed session.

There being no further comments from the Attorney, this portion of the meeting was closed.

**PUBLIC PORTION:**

There being no comment from the Public, this portion of the meeting was closed.

**OLD BUSINESS:**

Chairwoman Szwak mentioned to the Board that this is a follow-up to what the Prosecutor asked us to do about having a policy for rentals and leasing. She mentioned that Steve Trimboli, Esq. sent her the policies of the Park Commission because they have quite a number of facilities that they rent out and they have a list of job titles that are appropriate to have housing and they actually tier the houses by the number of rooms and quality of the house. One of the stipulations in their policy is annual review of the rental units and functions and maintenance assessment. They don't do any rent free units and the rent is taken from their monthly pay. The rent is approximate and tries to get to market rate. No family members can rent on their own. Steve Trimboli said there are things that we can take from their experience or we can adopt a policy to not lease to any employees at all, but there is a tax issue for the employee.

Mr. Druetzler commented that a long time ago the Park Commission had a big issue about that. I think what they did was those people that were in it, they kept that and when they re-rented it, they had the policy and eventually you work your way out to having everyone rent. Mr. Druetzler

commented that we only have one house and how do you adjust it when it is part of his income to be there and keep an eye on the place so maybe we should have a policy if we rent it to somebody else down the road. This is just a suggestion. You should have a policy so if he leaves, there is a policy. He is grandfathered for now; don't know if that's the way to go, but it's a thought. Dr. Nusbaum said what you are saying is we should streamline it, have it in the works in case we have another renter there as opposed to knocking it down. Mr. Platt commented that in his view there should be a policy and the policy could include a grandfathering provision. That is the decision of the Board. Chairwoman Szwak commented that it should come up to the Board every year that this is how things stand.

Freeholder-liaison Christine Myers commented that it is just good business to have a policy and the renter should know what that is. Mr. Gindoff said that there is a lease and Mr. Platt commented that is the beginning of a policy. Mr. Platt suggested Larry draft the policy. Mr. Druetzler suggested that you go out and look at the house and decide what you are going to do, draft it and run it by the Executive Committee here. The Board concurred that Larry should draft the policy and give it to the Executive Committee and we will work out the terms. Chairwoman Szwak commented that then the full Board will have a look at it.

Mr. Platt mentioned that he was of the understanding that Steve Trimboli was also working on other policies related to Board responsibilities. Is he doing that? Chairwoman Szwak replied that she is not sure. I thought he was looking at other personnel policies. Mr. Gindoff replied that we adopted all the County personnel policies based on Steve's suggestions six or seven months ago. Mr. Platt mentioned that a few months ago I distributed some documents to defining what the Board responsibilities were and we need to follow-up on that. Larry should draft that also and Fletch and Laura agreed to work with him on that. Chairwoman Szwak commented that then we will run it by Steve if the Board agrees.

There being no further Old Business, this portion of the meeting was closed.

**NEW BUSINESS:**

There being no New Business, this portion of the meeting was closed.

Chairwoman Szwak asked for a Motion for the meeting to go into closed session. Mr. Carney mentioned that we need a Resolution to go into closed session for purposes of attorney client privilege related with property acquired by the MCMUA as to the Par-Troy Transfer Station and easement access. Mr. Platt made a Motion to go into closed session at 8:15 p.m. Mr. Dour seconded the Motion and it was carried unanimously.

Mr. Platt made a Motion for the meeting to go into open session at 8:28 p.m. Mr. Dour seconded the Motion and it was carried unanimously.

Mr. Carney asked the Board for a Motion to authorize Chris Warren to perform metes and bounds survey on property at a cost not to exceed \$5,000 as set forth in his proposal. Mr. Druetzler made a Motion to authorize Chris Warren to perform metes and bounds survey on property at a cost not to exceed \$5,000 as set forth in his proposal. Mr. Dour seconded the Motion and it was carried unanimously.

There being no further Business, Chairwoman Szwak asked for a Motion to adjourn the meeting at 8:30 p.m.

**MOTION:** Mr. Hudzik made a Motion to adjourn the meeting at 8:30 p.m., seconded by Mr. Dour and carried unanimously.

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Marilyn Regner  
Secretary

/mr