

RESOLUTION OF THE UNION COUNTY UTILITIES AUTHORITY

Resolution No.: 33-2024

Date: July 17, 2024

Approved as to form:

Bianca Vargas, Clerk

Approved as to sufficiency of funds:

John Cuffo Acting Comptroller
[] YES [X] NO [] NONE REQUIRED

RESOLUTION OF THE UNION COUNTY UTILITIES AUTHORITY AUTHORIZING UPDATES TO THE AUTHORITY'S TABLE OF ORGANIZATION.

WHEREAS, pursuant to the Solid Waste Management Act, N.J.S.A. 13:1E-1 et seq. (the "Act"), each county within the State of New Jersey is designated a solid waste management district with responsibility for the development of a solid waste management plan setting forth the solid waste disposal strategy to be applied in the district; and

WHEREAS, in accordance with the Act, the County of Union ("County") has previously developed the Union County District Solid Waste Management Plan (the "County Plan") for the purpose of, among other things, managing the disposal and/or recycling of solid waste generated within the County and has designated the Union County Utilities Authority (the "Authority") as implementing agency for the County Plan, including but not limited to the County Plan's regulatory solid waste flow control; and

WHEREAS, the Authority by and through its agreements with the County of Union and as the implementing agency for the County Plan has developed a solid waste enforcement program aimed at ensuring compliance by all solid waste generators, transporters and facilities with the requirements of the County plan as well as related New Jersey law and regulation governing the collection, transportation and disposal of Union County generated solid waste, all in coordination with the County of Union; and

WHEREAS, the Authority owns the Union County Resource Recovery Facility, a 1540 tons per day waste-to-energy facility, located in the City of Rahway, New Jersey (the "UCRRF") which has been leased to and is operated through a series of contracts with the Authority by Covanta Union, Inc. for which the Authority oversees such contracts and implements programs governing the delivery of, and payment for, Union County generated solid waste delivered to the UCRRF and to other solid waste system facilities pursuant solid waste flow control; and

WHEREAS, at the direction of the Authority's Board of Commissioners Resolution No. R-33-2023, the Authority's administration undertook a review and assessment of the needs of the Authority's solid waste enforcement program and other Authority programs to identify potential areas for improvement, cost-efficiencies and staffing structures while maintaining a robust level of enforcement and continuing to discharge all other Authority responsibilities; and

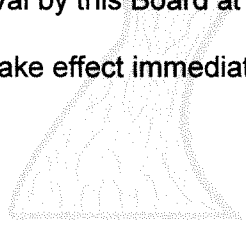
WHEREAS, the Authority's Administration and General Counsel have presented the findings of the above referenced assessment to the Personnel Procurement and Insurance Committee, together with a proposed updated Table of Organization attached hereto which includes modifications to the titles of certain employment positions, reduction in the number constituting the full complement of Solid Waste Enforcement Officers (proposed to be renamed "Solid Waste Compliance Inspectors") from six (6) to three (3), and the total number of Senior Solid Waste Enforcement Officers (proposed

to be renamed "Senior Solid Waste Compliance Inspector" from two (2) to one (1), as well as the renaming of the positions of Director of Solid Waste Enforcement and Chief Enforcement officer to, respectively, Director of Waste Compliance and Assistant Director of Waste Compliance, along with the elimination of certain vacant job titles which are no longer needed for the efficient and effective operation of the Authority, including Deputy Clerk, Office Manager, Secretary and Director of Projects and Planning; and

WHEREAS, upon consultation with Counsel, the Acting Executive Director and the Personnel Procurement and Insurance Committee have recommended that the Authority approve the modifications as set forth above and in the updated Table of Organization attached hereto, along with the attached job descriptions updated to reflect the revised employment position titles and current responsibilities as set forth therein.

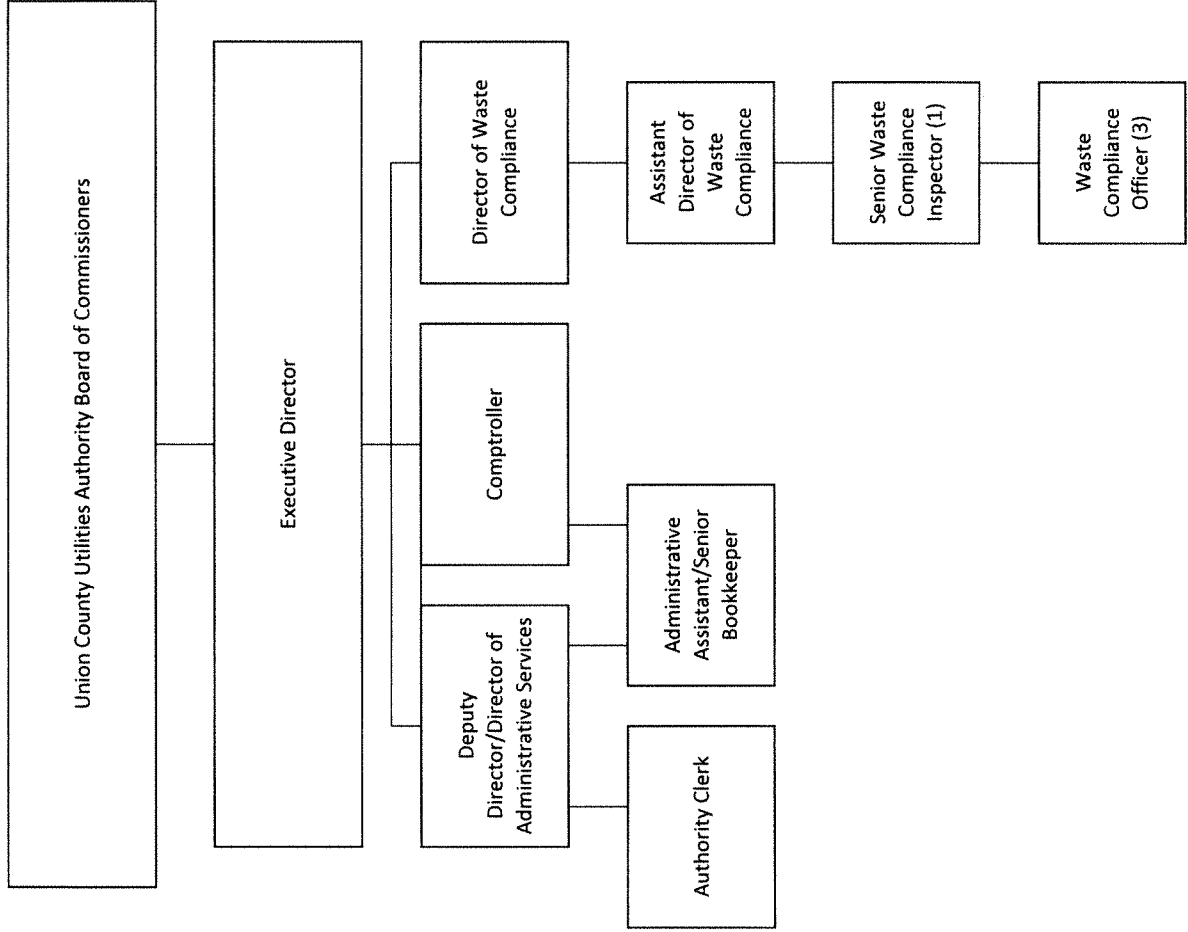
NOW, THEREFORE, BE IT RESOLVED, by the Union County Utilities Authority, as follows:

1. The aforesaid recitals are incorporated herein as though fully set forth at length.
2. The Authority hereby approves the attached revised Table of Organization, including all modifications set forth herein above, along with the referenced job descriptions.
3. The Acting Executive is hereby authorized implement the changes set forth herein above and to oversee the preparation of appropriate updates to the Authority's By-laws that may be necessitated by the changes authorized herein, for review by the By-laws Committee and approval by this Board at a later date.
4. This Resolution shall take effect immediately.



	PRESENT	ABSENT	AYE	NAY	ABSTAIN	MOTION	SECOND
<i>Eastman</i>		✓					
<i>Figueiredo</i>		✓					
<i>Holder</i>	✓		✓			✓	
<i>Jackus</i>	✓		✓				
<i>Kahn</i>	✓		✓				
<i>McManus</i>	✓		✓				
<i>Rachlin</i>	✓		✓				✓
<i>Scutari</i>	✓		✓				
<i>Szpond</i>	✓		✓				
<i>Alma, Alternate No. 1</i>	✓		✓				
<i>Scott-Bey, Alternate No. 2</i>		✓					

Table of Organization



Executive Director

Position Overview:

The Executive Director of the Union County Utilities Authority (UCUA) serves as the Chief Executive and Operating Officer, responsible for executing board-approved policies and resolutions consistent with the Union County District Solid Waste Management Plan. Oversees the UCUA's operations and administration including planning, directing, and coordinating both daily and contractual operations.

Responsibilities:

- Provides leadership and sets strategic goals and long-term plans.
- Oversees day-to-day operations.
- Ensures financial sustainability and responsible budgeting.
- Represents the organization to the public, media, and stakeholders.
- Builds and maintains relationships with partners, agencies, and the community.
- Serves as the Solid Waste Coordinator for Union County.
- Attends all Authority meetings.
- Oversees Board Policies and Procedures.
- Participates in Collective Bargaining negotiations.
- Reports to and works collaboratively with the Board of Commissioners.
- Carry's out all other responsibilities as set forth in the UCUA's By-laws.

Qualifications: A bachelor's degree in business administration, Public Administration, or a related field. Proven senior leadership experience. Strong strategic thinking and decision-making skills. Excellent organizational, budgetary, and financial management abilities. Effective communication and public speaking skills to engage Authority Commissioners and Government Officials. Experience with board relations and governance.

Reports to: Chairperson of Union County Utilities Authority Board of Commissioners

Oversees: Directors and Comptroller

DEPUTY EXECUTIVE DIRECTOR/ DIRECTOR OF ADMINISTRATIVE SERVICES

Position Overview:

The Deputy Executive Director/Director of Administrative Services of the Union County Utilities Authority (UCUA), reports directly to the Executive Director and works collaboratively with the Executive Director to provide essential managerial support for day to day operations as assigned.

Responsibilities:

- In the absence of the Executive Director, the Deputy Executive Director shall perform the administrative duties of the Executive Director and day-to-day operations, in consultation with the UCUA's Chairperson and General Counsel.
- Maintains all personnel records and evaluates employee performance.
- Administers employee paid time off records and leaves of absence.
- Serves as management's representative for collective bargaining issues.
- Designated as the "Certifying Officer" to manage pension administration and certifications, process monthly pension payments and prepare quarterly reports.
- Coordinates and tracks all employee training.
- Coordinates records of new and existing employees.
- Ensures compliance with the Municipal Excess Liability Joint Insurance Fund as Fund Commissioner.
- Coordinates Authority insurance programs and employee health benefits.
- Manages workers' compensation claims.
- As "Custodian of Records", maintains all records/ responds to O.P.R.A. requests.
- In the absence of the Authority Clerk, perform all duties of the Clerk.
- Prepares resolutions and agendas and packets for Authority meetings.
- Attends all Monthly and Special meetings.
- Coordinates conference attendance for both employees and commissioners.
- Oversees IT and telecommunications operations.
- Administers, supervises, and coordinates procurement operations.
- Appointed as the "Affirmative Action/Public Agency Compliance Officer"
- Carry's out all other responsibilities as set forth in the Authority's By-laws.

Reports to: Executive Director

Oversees: Administrative Staff and Clerk of the Authority

Qualifications:

Bachelor's degree in Business Administration, Public Administration, or a related field. A minimum of five years of relevant experience in administrative and personnel management. Knowledge of relevant laws, regulations, and best practices in related areas. Strong communication, negotiation, and leadership skills. Have, or be willing to obtain, a Registered Municipal Clerk certification.

DIRECTOR OF WASTE COMPLIANCE

SUMMARY:

The Director of Waste Compliance is responsible for organizing, directing, and evaluating all solid waste compliance activities for the Union County Utilities Authority (UCUA). This role involves overseeing daily operations and ensuring alignment with the Union County District Solid Waste Management Plan.

DUTIES AND RESPONSIBILITIES:

- Develop, implement, and oversee the solid waste compliance program.
- Establish departmental procedures to ensure regulatory adherence.
- Maintain comprehensive statistical data and records.
- Provide recommendations to the Executive Director for optimizing the division's organizational structure and staffing to achieve UCUA's compliance objectives.
- Contribute to recruitment, training, supervision, and performance evaluations of division personnel.
- Serve as the primary representative of UCUA in interactions with government agencies, personnel, and the public on matters related to solid waste compliance.
- Supervise investigative initiatives.
- Attend quarterly meetings and collaborate with Union County Health Officer, as required by the CEHA (County Environmental Health Act) agreement between the Union County Office of Health Management (UCOHM) and the UCUA.
- Work closely with the Executive Director to implement, coordinate, monitor, and disseminate solid waste enforcement cases to enforcement counsel.
- Issue Notices of Violation (NOVs) to individuals and entities violating the Union County District Solid Waste Management Plan.
- Manage the division's vehicle fleet and issued equipment.
- Execute other duties as delegated by the Executive Director.

Reports to: Executive Director

Oversees: Assistant Director of Waste Compliance and Waste Compliance staff.

ASSISTANT DIRECTOR OF WASTE COMPLIANCE

POSITION OVERVIEW:

Reporting directly to the Director of Waste Compliance, the Assistant Director of Waste Compliance of the Union County Utilities Authority (UCUA) is responsible for ensuring compliance with the Solid Waste Management Act, all solid waste rules and regulations set forth by the NJDEP, and the Union County District Solid Waste Management Plan.

DUTIES AND RESPONSIBILITIES:

- Ensure the staff's adherence to established operational protocols through monitoring and effective communication.
- Accurately input enforcement data into the UCUA computerized "Tracker System."
- Conduct monthly inspections of assigned equipment and designated vehicles.
- Oversee inspections conducted on the tipping floor at authorized facilities.
- Review and analyze the weekly inspection log reports submitted by Compliance Inspectors.
- Compile and prepare a comprehensive monthly summary report encompassing all solid waste inspections.
- Facilitate the orientation process and training for new Compliance Inspector hires.
- Assist in conducting background investigations of prospective employees.
- Collaborate with the Director of Waste Compliance in implementing Grace Period Notice of Violations (NOV) for non-waste flow offenses.
- Collaborate with the Director of Waste Compliance in implementing enforcement actions for waste flow offenses.
- Assist the Director of Waste Compliance in effectively managing case files.
- Conduct briefings/debriefings with Compliance Inspectors at the start/end of their shifts.
- Direct and oversee training in the utilization of the UCUA computerized "Tracker System" as required.
- Monitor and track staff activities within Waste Compliance staff's designated geographic areas, including lunch periods.
- Coordinate all activities and reports related to accidents, injuries, or incidents involving Waste Compliance staff.
- Execute any other tasks as assigned.

Qualifications: High School diploma or equivalent. Proficiency in using office software such as Microsoft Office (Word, Excel, PowerPoint, Outlook) and other relevant software. Strong organizational skills, attention to detail. Interpersonal and communication skills.

Reports to: Director of Waste Compliance

Oversees: Waste Compliance Inspectors/Senior Waste Compliance Inspector

SENIOR WASTE COMPLIANCE INSPECTOR

POSITION OVERVIEW:

The Senior Waste Compliance Inspector acts as the team lead of Waste Compliance Inspectors and is responsible for ensuring solid waste compliance within Union County. This role involves patrolling, inspecting waste containers and vehicles, and acting as the point of contact between the Assistant Director of Waste Compliance and Waste Compliance Inspectors. This is a non-supervisory role.

DUTIES AND RESPONSIBILITIES:

- Disseminate directives and information from the Director of Waste Compliance or their designee.
- Inspect solid waste containers, garbage trucks, waste facilities, and recycling centers for compliance with regulations. Accurately inputting data into the UCUA computerized "Tracker System."
- Train Waste Compliance Inspectors as necessary.
- Ensure maintenance of the Authority Fleet with the Assistant Director of Waste Compliance.
- Prepare reports on accidents, injuries, or incidents during field inspections.
- Serve as the main point of contact during Merchant Waste Inspections at solid waste facilities.
- Investigate non-compliance complaints.
- Conduct field surveillance for potential violators.
- Communicate compliance requirements to haulers, residents, and businesses.
- Maintain familiarity with Union County's geography.
- Maintain an assigned vehicle, uniforms, and issued equipment.
- Assist the Assistant Director of Waste Compliance as needed.
- Assist in prosecuting solid waste violations, including gathering and verifying evidence and providing testimony in court as necessary.
- Perform other tasks as required by the UCUA.

REPORTS TO: Assistant Director of Waste Compliance

Minimum Qualifications:

Mid-entry level position. Demonstrated leadership and organizational skills. High school diploma or equivalent. Proficiency in reading, writing, and speaking in English. Valid NJ Driver's license in good standing. Ability to accurately perform data entry using an iPad and desktop computer. Daily driving, sitting, and some physical activity required. Sustained physical fitness commensurate with job demands.

Salary range: In accordance with Collective Bargaining Wage Schedule.

Senior Waste Compliance Inspector is member of a collective bargaining unit represented by Teamsters Local 125.

WASTE COMPLIANCE INSPECTOR

SUMMARY: Responsible for ensuring solid waste compliance within Union County. This role involves patrolling within a designated zone, inspecting and documenting waste containers and vehicles.

DUTIES AND RESPONSIBILITIES:

- Inspect solid waste containers, garbage trucks, waste facilities, and recycling centers for compliance with regulations. Accurately inputting data into the UCUA computerized "Tracker System."
- Assist in the training of new Waste Compliance Inspectors as necessary.
- Prepare reports on accidents, injuries, or incidents during field inspections.
- Perform Merchant Waste Inspections at solid waste facilities as directed.
- Investigate non-compliance complaints.
- Conduct field surveillance for potential violators.
- Communicate compliance requirements to haulers, residents, and businesses.
- Maintain familiarity with Union County's geography.
- Maintain an assigned vehicle, uniforms, and issued equipment.
- Assist in prosecuting solid waste violations, including gathering and verifying evidence and providing testimony in court as necessary.
- Perform other tasks as required by the Authority.

MINIMUM QUALIFICATIONS:

Entry level Position. Completion of high school diploma or equivalent. Read, write and speak the English language. Possess a valid NJ Driver's license. Ability to operate and engage accurately in basic and moderate data entries utilizing an iPad, and desktop computer. This position requires daily driving, sitting, and frequent physical activity. Sustaining physical fitness commensurate with the demands of the position is required.

Reports to: Assistant Director of Waste Compliance

Salary range: In accordance with Collective Bargaining Wage Schedule.

Waste Compliance Inspectors are members of a collective bargaining unit represented by Teamsters Local 125.

SR. BOOKKEEPER / ADMINISTRATIVE ASSISTANT

Position Overview:

The Bookkeeper/Administrative Assistant will play a pivotal role in maintaining the financial stability of our organization while providing essential support in various accounting, finance, and administrative areas.

Bookkeeping Responsibilities:

- Maintain accurate and up-to-date financial records, including accounts payable, accounts receivable, general ledger, certain journal entries and financial statements reports.
- Oversee payroll functions, including calculating and disbursing salaries, taxes, and deductions, and ensuring compliance with relevant regulations.
- Track and categorize business expenses, verify receipts, process payments, and prepare expense reports for reimbursement.
- Create, track, and distribute invoices to haulers and ensure prompt payment processing.

Administrative Responsibilities:

- Answer phones, welcome visitors, and provide general administrative support to the Authority's Comptroller and Directors.
- Provide customer support, when applicable.
- Enter and update data in various systems, including contact databases, expense tracking software, and HR records.
- Prepare and send letters, documents, and packages via postal or courier services.
- Provide general assistance and support to the Authority for various projects and tasks as required.
- Ensure all office supplies are stocked for staff use.
- Other administrative duties as required.

Qualifications:

Bachelor's degree in finance, accounting, or a related field. Prior Experience may be substituted. Proven experience as a bookkeeper with a strong understanding of financial principles and bookkeeping software. Excellent proficiency in financial software and tools. Exceptional organizational and time management skills. Strong attention to detail and accuracy in financial data entry and reporting. Proficient in Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook). Strong communication and interpersonal skills.

Ability to multitask and prioritize tasks effectively.

Reports to: Deputy Director/Director of Administrative Services & Comptroller

AUTHORITY CLERK

Position Overview: The Role of the Authority Clerk is vital in ensuring the efficient and compliant operation of the Authority's governing body.

Term of Office: Shall be for one year and appointed annually no later than the Authority's reorganization meeting.

Responsibilities:

- Attend all meetings of the Authority's Board of Commissioners and act as recording secretary thereof and record all votes and other proceedings at such meetings.
- Keep a record of the proceedings of the Authority in bound form, in a Minute Book and Resolution Book to be maintained for such purpose.
- Keep the seal of the Authority in safe custody and shall affix such seal to all papers authorized to be executed by the Authority requiring such seal to be affixed.
- Carry's out all other responsibilities as set forth in the Authority's By-laws.

Reports to: Deputy Director/Director of Administrative Services

COMPTROLLER

Description: The Comptroller plays a crucial role in managing and overseeing the financial operations of the Authority. The Comptroller's primary responsibility is to ensure that the Authority's financial activities are conducted in compliance with relevant laws and regulations while also maximizing financial efficiency and performance.

Responsibilities:

- Prepare and oversee the creation of financial statements, including balance sheets, income statements, and cash flow statements.
- Monitor and prepare tonnage financial reports (daily, weekly monthly and annually).
- Ensure that financial reports are accurate, timely, and in accordance with generally accepted accounting principles (GAAP).
- Develop and manage the Authority's annual budget.
- Monitor actual financial performance against budgeted figures.
- Provide financial projections and forecasts to guide strategic decision-making.
- Analyze financial data to identify trends, opportunities, and potential risks.
- Provide insights and recommendations for cost reduction, revenue enhancement, and overall financial improvement.
- Collaborate with auditors to facilitate annual audits.
- Manage the Authority's cash flow to ensure it can meet its financial obligations.
- Optimize working capital and liquidity.
- Establish and maintain internal financial controls to safeguard assets and prevent loss.
- Develop and implement financial policies and procedures.
- Identify and assess financial risks and develop strategies to mitigate them.
- Collaborate with the Executive Director to develop and execute financial strategies aligned with the Authority's goals and objectives.
- Manage the Authority's cash, investments, and banking relationships.
- Implement and maintain financial software and systems to improve efficiency and accuracy.
- Stay updated on industry best practices and emerging financial technologies.
- Communicate financial information and analysis to the Authority's Director and Board of Commissioners.
- Provide regular financial updates to various stakeholders.
- Monitor EQEF deposits and distribution in collaboration with enforcement counsel, as it pertains to UCUA.

Reports to: Executive Director

Oversees: Administrative Assistant / Bookkeeper

Commissioners and Alternate Commissioners

Description: This role demands commitment, integrity, and a focus on the Authority's mission and public interest. Board members play a crucial role in ensuring ethical, effective, and financially sound governance. Our mission is to manage and implement the County's district solid waste management plan, flow control, and disposal program in an environmentally sound manner, contributing to the reduction and abatement of waste for the benefit of public health.

Appointment: Appointed by the Union County Board of County Commissioner for 5-year term beginning February 1 through January 31.

Responsibilities of members as a full governing body.

- Provide effective and ethical management oversight of the Authority's Executive Director and management.
- Understand financial and management controls.
- Adopt policies for Authority Board members, management and staff.
- Ensure adherence to a code of ethics applicable to board members, officers, and employees.
- Adopt and update Authority bylaws regularly.
- Establish various subcommittees in accordance with Authority bylaws.
- Ensure compliance with state laws and regulations.

Responsibilities as an individual

- Perform duties in good faith with diligence and skill.
- Acknowledge duty, loyalty and care to the Authority and its mission.
- Commit to independent judgment and confidentiality.
- Disclose conflicts of interest and certify absence of conflicts.

Compensation: Is set by ordinance of the Union County Board of County Commissioners (*Last amended 2-5-2004 by Ord. No. 587*)

Board Members: \$4,000 per annum.

Chairperson of the Authority: \$5,000 per annum.

Alternate Members: \$1,500 per annum.