Special Meeting of the Salem County Improvement Authority
Saturday January 28, 2012
Finlaw Building, Lower Level
199 E. Broadway
Salem, New Jersey

The Special Meeting of the Salem County Improvement Authority was called to order by Chairman Michael Burke at 9:00 am.

The Pledge of Allegiance was recited by all present.

Chairman Burke read the following statement: “Notice of this meeting has been provided to the Public in accordance with the New Jersey Open Public Meetings Act by publication in the Today’s Sunbeam and the Elmer Times, newspapers circulated in Salem County, and by posting notice in the Salem County Clerk’s Office.”

Roll Call:

Chairman, Michael Burke Present
Vice Chairman, John Ober Present
Secretary Ron Howard Present (arrived 9:12)
Vice Secretary/Treasurer, Doug Fisher Absent
Member, Peter Voros Present

Attendance:

Executive Director, Deborah Turner-Fox Present
Division Manager, SWD, Melinda Williams Present
Division Manager, EDD, James Smith Present
Staff Treasurer, Dawn Ebinger Present
Freeholder Liaison, Dale Cross Absent

INTRODUCTION to BUDGET WORKSHOP:

Executive Director Debby Turner-Fox briefly went over the consolidated budget summary for the SCIA and described the changes made to the budget process for 2012. She also discussed the Schedule of Cash and Investments for the three divisions. There was a brief discussion on investments, interest rates and money markets.
**BUDGET PRESENTATION:**

*Nursing Home Division Budget* was discussed by Executive Director Debby Turner-Fox. The need for continued funding in 2012 and 2013 for this division was discussed as well as the guidance provided by the Division of Local Government Services. Funding for the following line items are required in 2012: Unemployment Compensation, PERS (Pension); Retirees Health Insurance (Transferring obligation to Salem County NLT 3/1), Legal Fees and General Liability Insurance. John Ober asked if these projections were for one year and if the Financial Advisor has reviewed them and included them in the financial projections for the landfill expansion project. Executive Director Turner-Fox confirmed that these figures are only for CY 2012 and that PERS still needs to be funding into 2013. She also confirmed that the Financial Advisor have included these figures into the financial models.

*Solid Waste Division Budget* was presented by Line Item by Division Manager, Melinda Williams who indicated which line items were new and which ones had increased and decreased from the prior year. Executive Director, Turner-Fox noted that the salary, wage and benefits line item has been adjusted as a result of the recent staff layoffs. John Ober questioned the line item for payroll services and recommended evaluation of in house staff personnel to do this work in house with QuickBooks. Mr. Ober asked about the paying off of the Gas to Glass Bond early in order to save additional money. Executive Director Turner-Fox will research this and report back to Committee. John Ober discussed areas where he thought savings may be realized in this budget and noted that there are some tough decisions to be made.

*Economic Development Division Budget* was presented by Line Item by Division Manager, Jim Smith. This budget is now more reflective of a true Economic Development Division budget and provides for special projects to be undertaken in addition to marketing of various programs and loans. Mr. Ober commented that special projects should only be undertaken upon authorization of the Board and with a defined funding source.

*Capital Budget* was presented by Executive Director Turner-Fox and was reflective of the 5 year plan (2012-2016) as required by statute. The Board discussed the Landfill Expansion Project along with the draft Financing Plan, Financial Summary and Debt Service Costs. The Board also discussed Tipping Fees, Closure/Post Closure funding and the need to institute Flow Control in order to recapture lost waste and revenue.

**NEW BUSINESS:**

SWOT Analysis-Executive Director Turner-Fox facilitated a discussion on Organizational Strengths, Weaknesses, Threats and Opportunities. Board members and staff participated and provided their comments.

Executive Director Debby Turner-Fox wrapped up the meeting by summarizing the budget challenges for 2012 and ahead. She emphasized the need to continue to reduce costs and increase revenues. The Board discussed the need to take prompt action to reduce the cost for
the rent of the Finlaw building and authorized the Executive Director to commence negotiations with Stand Up for Salem.

Annual Reorganization will be February 6, 2012 at 5:00 pm at the Finlaw Building, Lower Level 199 E. Broadway, Salem, New Jersey. All other meetings will be on the 4th Monday of the Month except May and December.

PUBLIC COMMENT

(M) R. Howard, (S) Voros to open meeting to the Public, all approved, motion passed.

No public present.

(M) Ober, (S) R. Howard to close meeting the public, all approved, motion passed.

ADJOURNMENT

(M) R. Howard, (S) Voros to adjourn meeting, all approved, motion passed.

Meeting adjourned 11:59 pm

Respectfully Submitted:

[Signature]

Joan M. Cole
Recording Secretary