Salem County Improvement Authority
Finlaw Building, Lower Level Conference Room
Regular Meeting
December 3, 2012

The regular meeting of the Salem County Improvement Authority was called to order by Chairman John Ober at 5:00 p.m.

The Pledge of Allegiance was recited by all present.

Chair John Ober 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 South Jersey Times (Formerly Today’s Sunbeam) and the Elmer Times newspapers circulated in Salem County and by posting notice in the Salem County Clerk’s Office.” He also noted that the SCIA minutes and meeting videos are posted on SCIANJ.com

ROLL CALL:
Burke, Michael Present
Schneider, Larry Absent
Howard, Ron Present
Ober, John Present
Voros, Pete Absent

ATTENDANCE:
Executive Director, Deborah Turner-Fox
Division Manager, SWD, Melinda Williams
Division Manager, EDD, James Smith
Engineer, David Muroian
Solicitor, Adam Telsey
Freeholder Liaison, Dale Cross
Consultant, Phil Rowan

APPROVAL of MINUTES:
(M) M. Burke (S) R. Howard to approve the minutes of the following meeting:
Regular Meeting of October 22, 2012
All approved, motion passed: 3/0

SOLID WASTE DIVISION
- Solid Waste Division Report dated November 13, 2012 presented by Melinda Williams, Division Manager. Copies of this report along with the customer aging report and statistical landfill report were distributed to all Board members prior to this meeting.
Chairman Ober without objection ordered the Solid Waste Division Report be received and filed, hearing no objections, so ordered.

- Landfill Engineer's Status Report dated November 20, 2012 was presented by Dave Munion, Vice President of T & M Associates. Copies of this report were distributed to all Board members prior to this meeting. Chairman Ober without objection ordered the Engineer's Report be received and filed, hearing no objections, so ordered.

- Resolution 12-121 Authorizing Transfer of Line Item Amounts in the 2012 Solid Waste Division Adopted Budget.
  {M} M. Burke (S) R. Howard to adopt resolution all approved, resolution adopted. 3/0

- Resolution 12-122 Authorizing payment of bills for the Solid Waste Division
  {M} M. Burke (S) R. Howard to adopt resolution all approved, resolution adopted. 3/0

ECONOMIC DEVELOPMENT DIVISION

- Economic Development Report dated December 3, 2012 was presented by Jim Smith, Division Director. Copies of this report were distributed to all Board members prior to meeting. Chairman Ober without objection ordered the Economic Development's Report be received and filed, hearing no objections, so ordered.

- Resolution 12-123 Authorizing Transfer of Line Item Amounts in the 2012 Economic Development Adopted Budget.
  {M} M. Burke (S) R. Howard to adopt resolution, all approved, resolution adopted. 3/0

- Resolution 12-124 Authorizing Payment of Bills for the Economic Development Division
  {M} M. Burke (S) R. Howard to adopt resolution, all approved, resolution adopted. 3/0

NURSING HOME DIVISION

- Resolution 12-125 Authorizing Payment of Bills for the Nursing Home Division
  R. Howard questioned why the bill was more than the prior month. Executive Director Turner-Fox indicated that they were paying two months of health benefit invoices for the retirees due to the meeting date being changed.
  {M} M. Burke (S) J. Ober to adopt resolution, all approved, resolution adopted. 3/0
STANDING COMMITTEE REPORTS

EXECUTIVE COMMITTEE (John Ober)
Chair John Ober gave a brief explanation on what this committee has done since the last meeting. They have been working to formulate a revenue and expense strategy which will enable SCIA to be self-sustaining with the goal for 2013 to increase tonnage from 80,000 tons to 100,000 tons. Great progress has been made in 2012 to reduce expenses with cover material usage and he explained that the rain cover would help in the limit of leachate production. He also commented that the pilot project with the City of Salem beginning to receive SW leachate may yield some savings.
Chairman Ober without objection ordered the Executive Committee's Report be received and filed, hearing no objections, so ordered.

PERSONNEL COMMITTEE (Ron Howard)
Chair Ron Howard briefly discussed that this committee has been reviewing staff issues, policies and procedures, and defining who essential personnel are in case of storms, emergencies etc... He also noted that they have reviewed benefit plan expenses and will be remaining with Horizon for Dental but selected new vendors for prescription and disability plans.
Chairman Ober without objection ordered the Personnel Committee's Report be received and filed, hearing no objections, so ordered.

ECONOMIC DEVELOPMENT COMMITTEE (Michael Burke)
Chair Michael Burke reported that this committee will meet after the Micro-loan Meeting.
Chairman Ober without objection ordered the Personnel Committee's Report be received and filed, hearing no objections, so ordered.

SOLID WASTE COMMITTEE (Pete Varas)
In the absence of Chair Varas, Executive Director Turner Fox briefly discussed the Wetland Mitigation Project and the Draft Flow Control Plan.
Chairman Ober without objection ordered the Solid Waste Committee's Report be received and filed, hearing no objections, so ordered.

INNOVATION AND TECHNOLOGY COMMITTEE (Lew Schneider)
In the absence of Chair Schneider, Executive Director Turner-Fox briefly discussed the meeting with the County IT Department and SCIA. The next meeting has been rescheduled to December 14, after proposals are received.
Chairman Ober without objection ordered the Personnel Committee's Report be received and filed, hearing no objections, so ordered.

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EXECUTIVE DIRECTOR’S REPORT
• Executive Director’s Report to the Board dated December 3, 2012 was presented by Executive Director Debby Turner-Fox. Copies of this report were distributed to all Board members prior to the meeting. She advised the Board that there has been no movement on the MOU sent to the County and noted that the OGLS may request that again with this year’s budget document. She noted that the 2013 Nursing Home Division will be a standalone budget with OGLS approval.
Chairman Ober without objection ordered the Executive Director’s Report be received and filed, hearing no objections, so ordered.

CONSULTANT’S REPORT (Phil Rowan)
• Consultant’s Report to the Board dated November 28, 2012 was presented by Phil Rowan. Copies of this report were distributed to all Board members prior to meeting.
Chairman Ober without objection ordered the Executive Director’s Report be received and filed, hearing no objections, so ordered.

OLD BUSINESS
• Resolution 11-151 Authorizing Charge Offs for NHD (Private Pay Residents)
  Tabled from November 28th meeting and this meeting; to be continued tabled.

• Resolution 12-97 Approving Amendment to Salem County Solid Waste Management Plan.
  (M) M. Burke (S) R. Howard to adopt resolution, all approved, resolution adopted. 3/0

NEW BUSINESS
• Resolution 12-126 Late Adoption of Budgets
  (M) M. Burke (S) R. Howard to adopt resolution, all approved, resolution adopted following
  a roll call vote. 3 in favor, 0 against, 0 abstained, 2 absent.

• Resolution 12-127 Settling HealthCare Waiver Compensation for Cy
  (M) M. Burke (S) R. Howard to adopt resolution, all approved, resolution adopted. 3/0

• Resolution 12-128 Authorizing SCIA to enter Into the NJ State Health Benefits Plan for
  Employee Prescription Services Plan.
  (M) M. Burke (S) R. Howard to approve resolution. All approved, motion passed. 3/0

• Resolution 12-129 Authorizing SCIA to change Short Term Disability Carrier
  (M) M. Burke (S) R. Howard to adopt resolution, all approved, resolution adopted. 3/0

• Resolution 12-130 Adopting Policy Against Workplace Violence
  (M) M. Burke (S) R. Howard to adopt resolution, all approved, resolution adopted 3/0
• Resolution 12-131 Authorizing Release of Bids for Goods and Services 2012
  (M) M. Burke (S) R. Howard to adopt resolution. all approved, resolution adopted. 3/0

• Resolution 12-132 Authorizing Amendment to Lease
  (M) M. Burke (S) R. Howard to adopt resolution. all approved, resolution adopted. 3/0

• Resolution 12-133 Change Order # 1 SWD Landfill Expansion Cell # 8
  Chairman Ober noted that this will decrease the overall cost of the contract and therefore the project have come in under budget.
  (M) M. Burke (S) R. Howard to adopt resolution. all approved, resolution adopted. 3/0

• Resolution 12-134 Change Order # 1 SWD Landfill Geosynthetic Rain Cover
  (M) M. Burke (S) I. Ober to approve resolution. All approved, motion passed. 3/0

• Resolution 12-135 Change Order # 2 SWD Landfill Geosynthetic Rain Cover
  (M) M. Burke (S) R. Howard to adopt resolution. all approved, resolution adopted. 3/0

• Resolution 12-136 Authorizing Shared Services Agreement with City of Salem for Leachate Treatment Demonstration Testing Project
  (M) M. Burke (S) R. Howard to adopt resolution. all approved, resolution adopted. 3/0

  Motion to approve return of interns for Winter Break (SWD & EDD)
  (M) M. Burke (S) R. Howard to adopt resolution. all approved, resolution adopted. 3/0

CORRESPONDENCE
External Correspondence

• Letter dated November 7, 2012 from T. Gant RE: Salem City Demonstration Testing for Leachate Treatment
• E-Mail Dated November 28, 2012 from C. Davenport RE: Finlaw building Maintenance
• E-Mail Dated November 26, 2012 from NIDFP RE: Assistance on Debris Removal from Super Storm Sandy
• Letter Dated October 26, 2012 from R. Bannister RE: Groundwater Master General Permit Renewal

Executive Director Correspondence

• Public Notice December 3, 2012 SCIA Board Meeting
• Legal Notice November 5, 2012 Extension of Return Date for Request for Information- Regional Sewer Project
• E-Mail Dated November 26, 2012- Press Coverage of Regional Sewer Project
Letter Dated November 5, 2012 - J. Wright State Health Benefit Payment November 2012
Letter Dated November 19, 2012 - Ms Rutherford-Horst Community Benefits
Confidential Letter Dated October 19, 2012 Medical Benefits Nursing Home
Confidential Letter Dated October 19, 2012 Disability Benefits Nursing Home
Confidential Letter Dated November 19, 2012 Unemployment Benefits

Other Informational Materials

- SCA 2012 Dental Renewal
- PBM Express Scripts Annual Drug Brand Report

Chairman Ober without objection ordered the Correspondence be received and filed, hearing no objections, so ordered.

PUBLIC COMMENT

(M) M. Burke (S) R. Howard to open the meeting of the Salem County Improvement Authority to the public, All in favor, motion passed.

John F. Evans asked why the employment of Executive Assistant was being held in a Closed Session. Solicitor Telsey commented that it was a personnel matter.
Anne Sullivan asked about Check #1763 U.S. Bank for $3,000.00. Executive Director Turner-Fox stated it was for Trustee fees for the County Correctional Facility Board. This payment is $1000.00 a year and covers 2010, 2011 and 2012, and is being paid now that the county finally paid SCA for the administration fees for those years.
Ms. Sullivan inquired about Check #1755 Dell Marketing for $960.60; Executive Director Turner-Fox explained that this was for computer hardware.
Freeholder Dale Cross asked about a small business not being paid. He was told if the bills were for SUES, SCA has nothing to do with the timing of the payment being issued. SUES must authorize the bills to be approved and paid. Executive Director Turner-Fox also advised that the Salem County Freeholder Director has held up payment for SCA bills because until the Director has signed off on the minutes for approval or until the statutory 10 day waiting period has lapsed, SCA cannot release the bills. The Freeholder Director has not taken affirmative action on any SCA minutes since she assumed this position.
Freeholder Cross asked what Check #2775 Fulton Financial Advisors was for and what variable rent was. He was told that is rent for common area in the building and this payment is for 3 months. (Nov. Dec. 2012 and one prior years bill for May 2011)
John Evans asked what the $280,000 payent to the Pollution Control was for. Chairman Ober explained that it was a payment for the monies borrowed by the SCA to improve and construct infrastructure at the Gateway Business Park. It is being paid back through revenues from the Solid Waste Division.
Anne Sullivan asked about Check #1752 Cereza Studios. She was told that this is for SCIA Web Design, updates etc. and covers all divisions. The SCIA is charged on an hourly basis so each monthly amount can change.

Ms. Sullivan asked where she could find the information on the Sewer Project. Executive Co-Director Turner-Fox told her she could call or to come see her at the SCIA Office.

[M] M. Burke (S) R. Howard to close the meeting of the Salem County Improvement Authority to the public. All in favor, motion passed.

[M] M. Burke (S) R. Howard to enter into Executive Session of the Salem County Improvement Authority. All in favor, motion passed.

EXECUTIVE SESSION

Resolution 12-137 Authorizing Executive Session

(M) M. Burke (S) R. Howard to adopt resolution, all approved, motion passed 3/0.

- Matters Relating to Contract negotiations and Attorney Client Privilege Pursuant to N.J.S.A. 10:4-12b(7) Discussion of Support Agreement with Stand Up for Salem
- Matters Relating to Potential Litigation and Attorney-Client Privilege- Pursuant to N.J.S.A. 10:4-12b(7)
  (a) Discussion of Administrative Order and Civil Administrative Penalty- NJDEP
  (b) Discussion of Health Benefit Claim for former Nursing Home Employee
  (c) Discussion of Disability Claim for former Nursing Home Employee
- Matters Relating to Personnel and Attorney Client Privilege-Pursuant to N.J.S.A. 10:4-13(b)
  (a) Discussion of Employment of Executive Assistant
  (b) Discussion of Wages Rate

With no further business to discuss in Executive Session, on [M] M. Burke (S) R. Howard the regular meeting of the SCIA was open. All approved, motion passed 3/0.

(M) M. Burke (S) J. Ober to authorize the Executive Director to hire a temporary Executive Assistant for approximately 60 days and not to exceed salary paid to current employee in same position.

[M] M. Burke (S) R. Howard to adjourn meeting. All approved, motion passed 3/0
Meeting was adjourned at 6:34

Respectfully submitted:

[Signature]

Joan M. Cole
Recording Secretary