Salem County Improvement Authority
Regular Meeting
Finlaw Building, Lower Level Conference Room
July 23, 2012

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

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 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:
Burke, Michael Present
Schneider, Lew Present
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
Staff Treasurer, Dawn Ebinger
Consultant, Phil Rowan
Engineer, David Munion
Solicitor, Adam Telsey
Freeholder, Robert Vanderslice

Chairman Ober noted that later in the agenda was a policy for consideration regarding posting of information to the SCIA website. He noted that the meeting would be recorded and if the policy to post the entire, unedited meeting video on the SCIA website was not approved then the recording would be destroyed. At that point, the meeting was recorded.

APPROVAL OF THE MINUTES:
(M) M. Burke(S) R. Howard to approve the minutes of the following Meeting: Regular meeting June 25, 2012, 2012 – 4/0
(M) R. Howard (S) M. Burke to approve the minutes of the following Meeting: Executive Session June 25, 2012-4/0
Chairman Ober and Executive Director Turner-Fox provided a brief discussion on Resolution 12-72 to Amend the 2012 Economic Development Division. (M) L. Schneider, (S) M. Burke to amend EDD Budget pending the receipt of $60,000 in outstanding invoices for the bond administration for the County Correctional Facility Bonds from CY 2010, 2011, 2012 ($20,000 per year) or receipt of certification from the CFO of the County of Salem affirming timeline for payment thereof.

Roll Call Vote:
- M. Burke: Yea
- L. Schneider: Yea
- R. Howard: Yea
- J. Ober: Yea
- P. Voros: Absent

SOLID WASTE DIVISION
- Solid Waste Division Report dated July 14, 2012 was 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 July 13, 2012 was presented by Dave Munyon, 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 12-73 Authorizing Transfer of Line Item Adjustments in SWD 2012 Temporary Budget.
  (M) M. Burke, (S) R. Howard to approve Resolution, all in favor, motion passed 4/0

- Resolution 12-74 Authorizing payment of bills for the Solid Waste Division.
  (M) R. Howard (S) M. Burke to adopt resolution, all approved, motion passed. 4/0

ECONOMIC DEVELOPMENT DIVISION
- Economic Development Report dated July 23, 2012 was presented by Jim Smith, Division Manager. Copies of this report were distributed to all Board members prior to meeting. Division Manager Jim Smith also presented the Salem County Improvement Authority Economic Division Mission and Record of Accomplishment. Chairman Ober stated that SCIAs can also aide in purchasing equipment for public entities and municipalities.
- Chairman Ober without objection ordered the Economic Development’s Report be received and filed, hearing no objections, so ordered.
Resolution 12-75 Authorizing Payment of Bills for the Economic Development Division
(M) M. Burke (S) R. Howard to adopt resolution, all approved, motion passed. 4/0

NURSING HOME DIVISION
• Resolution 12-76 Authorizing the Transfer of Funds Between Divisions.
(M) M. Burke (S) R. Howard to adopt resolution, all approved, motion passed. 4/0

• Resolution 12-77 Authorizing Transfer of Line Item Adjustments in the 2012 Nursing Home Division Temporary Budget
(M) M. Burke (S) R. Howard to adopt resolution, all approved, motion passed. 4/0

• Resolution 12-78 Authorizing Payment of Bills for the Nursing Home Division
(M) M. Burke (S) R. Howard to adopt resolution, all approved, motion passed. 4/0

• Resolution 12-79 Authorizing Payment of Bills for the Nursing Home Division to Salem County Board of Chosen Freeholders. Release of these payments are subject to the approval of the SCIA 2012 Budgets by NJDCA.
(M) M. Burke (S) R. Howard to adopt resolution, all approved, motion passed. 4/0

EXECUTIVE COMMITTEE REPORT —Chairman Ober provided an update from this committee which recently has focused on resolving the 2012 Budget issues. He reported that no further action has yet been taken with regards to the Alloway Township Host Community Benefits Agreement and stated that SCIA is still looking to meet with the Freeholder Board to discuss several open matters. The initial request for a meeting was made in April and several meeting dates were offered and a few meetings confirmed and then cancelled.

Chairman Ober without objection ordered the Executive Committee’s Report be received and filed, hearing no objections, so ordered.

PERSONNEL COMMITTEE—Secretary Howard stated that this committee has not met in July but will be meeting in early August

Chairman Ober without objection ordered the Personnel Committee’s Report be received and filed, hearing no objections, so ordered.

ECONOMIC DEVELOPMENT COMMITTEE—Vice Chairman Burke provided an update from the meeting held July 17, 2012. He stated that the business outreach was being done and is very effective and noted that there has been one successful Micro Loan recipient in Salem County.

Chairman Ober without objection ordered the Economic Development Committee’s Report be received and filed, hearing no objections, so ordered.
SOLID WASTE COMMITTEE: Executive Director Deborah Turner Fox provided an update from this committee due to the absence of Treasurer Voros. She reported that bi-weekly meetings continue and focus on the Landfill Expansion Project. She noted that great progress has been made to complete the Closure/Post Closure Plan Update with work continuing on the Ground Water Protection Plan Update, Wetlands Mitigation Project proposal and Flow Control Documents. She noted that the Request for Expression of Interest has been released as has the Ag Plastic Bailer Bid; with action ready for the Board at this meeting to award the contract for the Rain Cover.

Chairman Ober without objection ordered the Solid Waste Committee’s Report be received and filed, hearing no objections, so ordered.

INNOVATION AND TECHNOLOGY COMMITTEE – Board Member Lew Schneider provided a report on the meeting held July 19th, 2012. The PC Scale Upgrade is complete; the Fortis upgrade will be done in August. SCIA was advised by the County that they would be receiving a shared services agreement for consideration and that SCIA would look to other vendors for a proposal to provide IT support. He stated that there is a Resolution on the agenda regarding Merchant Services for the Solid Waste Division but that he was against offering those services as in his opinion the benefits did not outweigh the costs despite. He noted that offering customers the option to pay by credit card will not increase business at the landfill but would give SCIA their money sooner.

Chairman Ober without objection ordered the Solid Waste Committee’s Report be received and filed, hearing no objections, so ordered.

EXECUTIVE DIRECTOR’S REPORT

• Executive Director’s Report to the Board dated July 23, 2012 was presented by Executive Director Debby Turner-Fox. 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.

CONSULTANT’S REPORT

• Phil Rowan, President of Economic Development Associates, discussed Consultant’s report dated July 23, 2012. Copies of this report were distributed to all Board members prior to meeting.

Chairman Ober without objection ordered the Consultant’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; continues to be tabled.
NEW BUSINESS

- Resolution 12-80 to Adopt 2011 Audit
  (M) M. Burke (S) R. Howard to approve resolution.
  All approved, motion passed. 4/0

- Resolution 12 - 81 to Accept Corrective Action Plan
  (M) R. Howard (S) M. Burke to approve resolution.
  All approved, motion passed. 4/0

- Resolution 12-82 Authorizing Merchant Services Agreement.
  Following discussion on Merchant Services, benefits, monthly and variable costs (M) M.
  Burke (S) R. Howard to table resolution until further research can be completed to
  determine how to charge the fees directly back to the individual customer.
  All approved, motion passed. 4/0

- Resolution 12-83 Awarding Contract for Temporary Geosynthetic Cover
  (M) R. Howard (S) M. Burke to approve resolution.
  All approved, motion passed. 4/0

- Resolution 12-84 To Execute Shared Services Agreement with Gloucester County
  Improvement Authority
  (M) R. Howard (S) M. Burke to approve resolution.
  All approved, motion passed. 4/0

- Resolution 12- 85 Cancelling a Resolution to Support Development, Construction and
  Operations of a New and Emerging Waste Processing Facility.
  (M) R. Howard (S) M. Burke to approve resolution.
  All approved, motion passed. 4/0

- Resolution 12-86 Adopting Policy and Procedure for OPRA Requests.
  (M) R. Howard (S) M. Burke to approve resolution.
  All approved, motion passed. 4/0

- Resolution 12-87 to Adopt Policy and Procedures for Website Postings
  (M) R. Howard (S) M. Burke to approve resolution.
  All approved, motion passed. 4/0

Chairman Ober noted that in addition to the meeting agenda being made available to the
public at the meeting 4 copies of the bill list are also available. He also noted that one extra
copy of the meeting packet is available for Public Inspection at the meeting. He commented
that a video camera has been purchased to record SCIA Board meetings and SCIA will then
have the video posted on SCIA Website. L. Schneider commented that he was concerned that videos posted to the internet and websites could be copied and edited to fit one needs and statements being taking out of context.

(M) M. Burke to authorize taping of meetings (S) R. Howard. Majority in favor, motion passed. 3/1 Lew Schneider voting against.

CORRESPONDENCE

External Correspondence
- Notice of Rehabilitation Order 401265-2012 Dated July 16, 2012 and E-Mail same date from Parker McCay regarding same subject.

Executive Director Correspondence
- Letter Dated July 11, 2012 to County Administrator E. Ford transmitting License Agreement to OEM Equipment at Gateway Water Tower.
- Letter Dated July 6, 2012 to Freeholder Cross RE: Outstanding payments due to SCIA from County of Salem.
- Letter Dated July 3, 2012 to NJDEP transmitting-Report Maximizing the Life of New Jersey’s Active Landfills.
- Letter Dated July 3, 2012 to Freeholder Director Acton transmitting- Report Maximizing the Life of New Jersey’s Active Landfills.
- E-Mail dated July 2, 2012 to NJDEP RE: Request to extend operating hours of the SCIA SWD convenience center to handle storm clean up debris from June 29 storms.
- Letter Dated June 27, 2012 to John Ford-Evans RE: OPRA Request of June 8, 2012 Vice Chairman Burke mentioned the June 28 letter received from the Freeholder Board and noted that as soon as he received that document he made a call to Freeholder Liaison Cross asking about the letter. Freeholder Cross replied that he didn’t know anything about the letter. M. Burke noted that he then contacted Freeholders Bobbitt and Ware and that others contacted Freeholder Timberman and again no one knew about the letter that said it was sent by the Board of Chosen Freeholders. M. Burke inquired of Freeholder Vanderslice on the letter. M. Burke noted that public officials out of courtesy for one another need to keep an open dialogue between them and that very little is served by having attorneys send letters back and forth to each other. He reminded Freeholder Vanderslice that SCIA has reached out to request a meeting with the Freeholder Board on several occasions and yet no meeting has yet been held. M. Burke stated that he welcomed good dialogue from the Freeholders about their thoughts and ideas on Economic Development. Freeholder Vanderslice noted that the letter was sent in response to the fact that the Freeholders were not going to fund SCIA to do Economic Development and that they didn’t need SCIA. He did offer to take the
request for a meeting up at this week’s Administration Committee meeting and get back
to SCIA. Chairman Ober commented that, while he was unable to attend the last
Freeholder meeting, that Freeholder Director Acton admitted to asking the County
Solicitor to send the letter and did not advise or copy other Freeholders beyond Deputy
Director Laury. He said she also noted that the letter was sent in order to advise that the
County would not be funding Economic Development efforts but noted that is not how
the letter read.
(M) M. Burke, (S) R. Howard to receive and file correspondence. All approved, motion
passed.

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. 4/0
At this time the meeting was open to the public.

Anne Sullivan- Asked if the ventilation in the Finlaw Building is broken. Deborah Turner Fox
replied there was a problem with the system, but that repairs were made that afternoon.
Ms. Sullivan asked whether the SCIA is the landlord of the Finlaw Building. Deborah Turner Fox
stated the SCIA is not the landlord that Stand Up For Salem is. SCIA has a support agreement to
assist SUFS with processing of expenses and bills for the facility, and maintain documents in
order to help Stand Up for Salem to keep costs under control.

Tim Mangold- Inquired if the SCIA had given any thought about approaching the State of New
Jersey for relief on some of the fees that are charged.
Chairman Ober stated he didn’t think that the State would reduce any of the fees since most
are regulatory in nature.
Executive Director Turner-Fox stated that the fees from the State are increasing and that SCIA is
actually receiving fewer services for more cost. She noted that during a recent meeting with the
NJDEP SCIA did request they consider reducing or eliminating some fees and protect trust funds
monies that are returned to the County and Municipalities to assist them with solid waste and
recycling efforts. She noted that although SCIA is a tax exempt entity, SCIA continues to pays
taxes to municipalities for some property the organization owns.

John Ford Evan- Expessed his concerns regarding availability of the Checks. It was explained
that a copy of the bill list provided to the public is that which is provided to the Board. He
expressed an interest in having an extra copy of the Board packet made in hard copy for the
Salem County Watch Dog. A question arose about whether the meeting packet was a public
record. Solicitor Telsey stated that the Board packet, once finalized is a public record. Executive
Director Turner-Fox stated that one extra copy of the meeting packet will be made available at
each meeting and that a hard copy of the meeting packet could be obtained the morning after
the meeting.
Anne Sullivan - Inquired on how the appeal to NJDEP was going for the odor complaint and how much the fine is. Executive Director Turner-Fox stated that there had been no further problems with odor at the landfill and the SCIA had filed a request with the NJDEP to settle this matter. The fine levied $16,000.00 and SCIA filed an updated corrective action report to the NJDEP for their consideration.

Tim Mangold - Inquired what the charge was to bring a TV to the landfill. Melinda Williams, Division Manager for Solid Waste Division stated there is no charge to drop off a TV, which are processed through an electronics recycler. She noted that convenience center hours are on Wednesday and Saturday.

John Ford Evans - Asked about the line item that was transferred for the Nursing Home. Chairman Ober stated that this was for The Lancaster Group working on billing optimization and certification for Medicare and Medicaid processing to determine what was owed, how to collect be sure that all back bill were paid in the proper amount.

Anne Sullivan - Spoke on highly about the Energy Symposium hosted by the SCIA and how much information was received and how this was a benefit to all the people that attended. She received several grants after attending the Symposium and learning about new programs available. Ms. Sullivan inquired what the life expectancy was for the Rain Cover. Chairman Ober stated that the life expectancy was typically 5-6 years however it depends on the care and maintenance of the cover. If is treated correctly it could last longer. Ne noted that this cover was going to be placed on Cell 7 only.

Lew Schneider - Spoke on the Merchant Services and the percentages various cards charge for their use. He noted that in his opinion, the prices provided by Fulton were not favorable, even for a new customer.

John Ford Evans - Asked about the hourly charge that would be applied if during an inspection of records a monitor would be needed and this inspection would be longer than 120 minutes. He stated that he felt that this was unfair. Solicitor Telsey indicated that this fee was not for compiling documents or copies, only if these documents need a monitor to insure the integrity of the records being inspected. Telsey noted that special service charges would be applied to excessive efforts to compile documents.

Shirlee Manahan - Asked whether the letter received from the Freeholders stemmed from the Interlocal Agreement that expired in 2011 and why the letter was sent. Chairman Ober stated that was a good question and he could not answer for the Freeholders. He stated that as far as he recalled there was never a contract and none that could be located.
Member Burke stated that SCIA is an independent entity from County Government and is directed by statute to perform various duties including development. The resolution creating SCIA specifically charged the organization to do this. Chairman Ober stated the only contract he recalls regarding Economic Development was the one for the Industrial Park (Gateway) when SCIA took over and marketed the site. Solicitor Telsey stated that is why the SCIA send a follow up inquiry to the Freeholder Board and requested further clarification and a copy of the contract that the Freeholders are referring to.

Shirlee Manahan asked if the 2007 document that brought SCIA, SCUA and the Nursing Home together what is being referred to. Solicitor Telsey stated that that was a transitional document and it would NOT have an expiration date on it. He also noted that the Government Consolidation Agreement was done in 2008.

Anne Sullivan-Asked if the Audit finding #1 meant that the reconciliation must be done more frequently. Executive Director Turner-Fox stated that the general ledger would be reconciled on a monthly basis.

(M) R. Howard (S) M. Burke to close the meeting of the Salem County Improvement Authority to the public. All in favor, motion passed. 4/0
EXECUTIVE SESSION

- Resolution 12-88 Authorizing Executive Session
  (M) M. Burke (S) R. Howard to adopt resolution, all approved, motion passed 4/0.

  RE: Personnel – Discussion on issues surrounding the employment of the SCIA Human
Resources Assistant pursuant to N.J.S.A. 10:4-12b(8).

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. 4/0

(M) R. Howard, (S) L. Schneider to adjourn meeting. All approved, motion passed. 4/0

Meeting was adjourned at 7:19 pm

Respectfully submitted:

Joan M. Cole
Recording Secretary