Salem County Improvement Authority
Regular Meeting
Finlaw Building, Lower Level Conference Room
August 27, 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 Eimer Timed newspapers circulated in Salem County and by posting notice in the Salem County Clerk’s Office.”

Roll Call:
Burke, Michael Present
Schneider, Lew Absent
Howard, Ron Absent
Ober, John Present
Voros, Pete Present

Attendance:
Executive Director, Deborah Turner-Fox
Division Manager, SWD, Melinda Williams
Division Manager, EDD, James Smith
Staff Treasurer, Dawn Ebinger
Engineer, David Munion
Solicitor, Adam Telsey
Freeholder Liaison, Dale Cross

Approval of Minutes:
(M) M. Burke(S) J. Ober to approve the minutes of the following Meeting:
(M) M. Burke (S) J. Ober to approve the minutes of the following Meeting:
Executive Session July 23, 2012-3/0

Adoption of the Budget:
Chairman Ober provided a brief discussion on 2012 Budget Adoption process. He explained that the Division of Local Government Services will not permit SCIA to proceed with their budget adoption until the County of Salem provides payment to SCIA for 2 years of bond administration costs ($40,000) or the CFO certifies payments will be made.

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SOLID WASTE DIVISION

- **Solid Waste Division Report dated August 17, 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 August 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 12-89 Authorizing Transfer of Line Item Adjustments in SWD 2012 Temporary Budget.** (M) P. Voros, (S) M. Burke to adopt resolution, all approved motion passed. 3/0

- **Resolution 12-90 Authorizing payment of bills for the Solid Waste Division.** (M) P. Voros (S) M. Burke to adopt resolution, all approved, motion passed. 3/0

ECONOMIC DEVELOPMENT DIVISION

- **Economic Development Report dated August 27, 2012** was presented by Jim Smith, Division Manager. Copies of this report were distributed to all Board members prior to meeting.
  - Freeholder Cross inquired about the condominiums being constructed on Broadway in Salem. Division Manager Smith stated this project is on target but the SCIA is not involved in financing the project.
  - Chairman Ober without objection ordered the Economic Development’s Report be received and filed, hearing no objections, so ordered.

- **Resolution 12-91 Authorizing Payment of Bills for the Economic Development Division** (M) P. Voros (S) M. Burke to adopt resolution, all approved, motion passed. 3/0

NURSING HOME DIVISION

- **Resolution 12-92 Authorizing Payment of Bills for the Nursing Home Division** (M) M. Burke (S) R. Howard to adopt resolution, all approved, motion passed. 3/0
Executive Director Deborah Turner-Fox reviewed the Nursing Home Division Final Independent Accounting Audit which was completed by Petroni & Associates (M) P. Voros, (S) M. Burke to receive and file raw data that has been reviewed. All approved, motion passed.

EXECUTIVE COMMITTEE (John Ober)
Chairman Ober reported that this committee has spent time reviewing the data from the Independent Nursing Home Audit and inquired if SCIA received an agenda for the special meeting with the Freeholders on August 28, 2012. Executive Director Turner-Fox read the Public Notice which lists subjects to be discussed at the meeting and stated that SCIA has prepared the agenda for use.
Chairman Ober without objection ordered the Executive Committee’s Report be received and filed, hearing no objections, so ordered.

PERSONNEL COMMITTEE (Ron Howard)
Executive Director Turner-Fox briefly discussed what the Personnel Committee reviewed at its meeting, position vacancies, policies and procedures and safety audit and program.
Chairman Ober requested the Executive Director review the list of all retirees collecting from the PERS system to make sure these are correct and that all listed are from the Nursing Home.
Chairman Ober without objection ordered the Personnel Committee’s Report be received and filed, hearing no objections, so ordered.

ECONOMIC DEVELOPMENT COMMITTEE (Michael Burke)
This committee was unable to meet this month but participated in several project meetings.

SOLID WASTE COMMITTEE (Peter Voros) –
Chairman Voros stated that the employees at the Landfill are doing an exceptional job and he wanted to congratulate all. He stated that the Landfill is running smoothly and everything is on schedule with the construction of the new cell thanks to the Solid Waste Division Manager and Engineer.
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)
No report was available for this committee as they were unable to meet this past month.
EXECUTIVE DIRECTOR’S REPORT
- Executive Director’s Report to the Board dated August 27, 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
No Consultant’s Report was provided for this meeting.

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 12-82 Authorizing Merchant Service Agreement
  Tabled from July 23rd meeting and this meeting; to be continued tabled.

NEW BUSINESS
- Resolution 12-93 Rejexting Bids for Horizontal Bailer
  Executive Director Turner-Fox provided the equipment selection committee's recommendation to reject the bids on this equipment due to exceptions taken by all bidders. She recommended the bid specification be revised and submitted for bid again. (M) M. Burke (S) P. Voros to approve resolution. All approved, motion passed. 3/0

- Resolution 12 - 94 Authorizing Transfer of Funds
  (From Solid Waste Division Operating to Capital Construction Reserves $3,500,000
  From Solid Waste Division Operating to Equipment Reserves $1,500,000)
  (M) P. Voros (S) M. Burke to approve resolution. All approved, motion passed. 3/0

- Resolution 12-95 Authorizing Closure of Bank Accounts (Nursing Home Division)
  (M) M. Burke (S) P. Voros to approve resolution
  All approved, motion passed. 3/0

- Resolution 12-96 Adopting Policy and Procedure for Special Leave
  (M) P. Voros (S) M. Burke to approve resolution.
  All approved, motion passed. 3/0

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• Resolution 12-97  Adopting Amendment to Solid Waste Management Plan- Flow Control
Chairman Ober indicated that more time would be needed to evaluate this matter. Vice Chairman Burke inquired about contacting the Board of Freeholders to see what direction they would like to see this matter take.
  (M) P. Voros (S) M. Burke to table resolution.
  All approved, motion passed. 3/0

CORRESPONDENCE

External Correspondence
• Letter Dated August 1, 2012 from Hardenbergh Insurance RE: Schedule of Insurance
• Letter Dated August 6, 2012 to Superior Court RE: SCIA vs. Thomas F. Corbett Associates
• Letter Dated August 6, 2012 to Superior Court RE: SCIA vs. Corbett Aggregates
• E-Mail Dated August 4, 2012 from Ta-Neshia Harris transmitting unsigned and undated letter on behalf of Freeholder Director Acton RE: Form of Minutes
• E-Mail Dated August 17, 2012 from Conner Strong RE: 2013 Rate Changes for State Health Benefits
• Letter Dated August 20, 2012 to Salem County Board of Chosen Freeholders transmitting Economic Development Mission and Record of Accomplishments.
• E-Mail Dated August 22, 2012 from D. Rhone, NJ Government Records Counsel RE: Statement of Information
• Letter Dated July 30, 2012 from Myers and Stauffer, CPA RE: Delinquent 2011 Medicaid Cost Report and follow up e-mail from Lancaster Group
• Letter Dated August 22, 2012 from Gluck Walrath RE: Salem County Nursing Home Remittance Advice from Medicaid Program withholdings
• NJDEP Certification of the February 28, 2012 Amendment to the Atlantic County District Solid Waste Management Plan

Executive Director Correspondence
• Letter Dated August 3, 2012 to Salem County Administrator transmitting 2011 SCIA Audit
• Letter Dated August 3, 2012 to SBA Communications transmitting Assumption of Lease
• Letter Dated August 6, 2012 to GCIA transmitting Shared Services Agreement

Other Informational Materials
• Public Notice for Special Joint Meeting with SCIA and SCBOCF August 28, 2012 at 6:00 pm.
• New Jersey Manufactures Insurance Group Informational Flyer
• Economic Development Pamphlet
• SCIA Marketing Ads for July and August
Chairman Ober without objection ordered the correspondence be received and filed, hearing no objections, so ordered.
PUBLIC COMMENT
(M) M. Burke (S) P. Voros to open the meeting of the Salem County Improvement Authority to the public. All in favor, motion passed.

Tim Mangold asked if the $3.3 million dollars reported in the Special Nursing Home Audit was the cost to SCIA. John Ober stated it was the loss and it accounted for and included the monies from the sale of the Nursing Home.

Anne Sullivan: inquired about bill #2616 SAMR. Melinda Williams Manager of the Solid waste Division explained that this is for white good recycling.
Ms. Sullivan inquired if Resolution 12-82 was the credit card services from last month. Executive Director Turner-Fox stated that the merchant services proposal was still tabled and that this invoice was not for the credit card processing.
Ms. Sullivan inquired about bill # 2589 Fulton Financial Advisors and what the $23,366.68 entails. Executive Director Turner-Fox explained that this is an invoice for other bonds and financing. Subsequent to the meeting Turner-Fox clarified with Ms. Sullivan that this payment was for SCIA rent for the Finlaw Building for the months of July and August 2012.

John Ford Evans, asked if $20,000 of the $23,366.68 is for rent what is the remainder for? Executive Director Turner Fox stated she did not have invoice in front of her but would get him the information. Subsequent to the meeting Turner-Fox clarified with Mr. Ford Evans that this payment was for SCIA rent for the Finlaw Building for the months of July and August 2012.
Mr. Evans inquired who are SCIA Managers and/or non-managers. Vice Chairman Burke responded that the Solid Waste Division Manager is Melinda Williams; the Economic Development Manager is Jim Smith. Mr. Evans stated the Audit refers to “Management” and asked for clarification on who that referred to. Chairman Ober stated that the audit finding referred to the former Finance Officer who is no longer employed by SCIA.

Tim Mangold stated that last meeting he inquired about taking a TV to the landfill and he wished to report it was very easy and user friendly.

Anne Sullivan inquired about the Audit that and stated that a payment of approximately $26,000 was due for taxes. She wanted to know if this was due to the state or Alloway Township. Chairman Ober explained that the computer program was incorrect and Alloway Township as the Host Community and NJDEP for Sanitary Landfill Taxes both will be receiving an amended payment. Alloway’s payment was signed off on at this meeting. However the problem with the computer program was discovered prior to the audit being concluded and is now correct.
John Ford Evans asked the amount due to the state. It was explained that there are two portions that the computer program was to take the taxes from, tonnage and landfill taxes and calculate both; however the calculations were wrong and once this mistake was discovered it was corrected. The NJDEP reports are being reconciled and once the reviews of all the audit findings are complete than the correct amount of monies due to the state will be available.

Anne Sullivan asked what the easy pass ($35.00) was used for. Executive Director Turner-Fox indicated it was for the Ford Escape, the SCIA Car that is used for offsite meetings, etc.

(M) M. Burke (S) P. Voros to close the meeting of the Salem County Improvement Authority to the public. All in favor, motion passed.

(M) M. Burke (S) P. Voros to enter into Executive Session of the Salem County Improvement Authority. All in favor, motion passed.

EXECUTIVE SESSION

Resolution 12- 98 Authorizing Executive Session
(M) M. Burke (S) R. Howard to adopt resolution, all approved, motion passed 3/0.
RE: Personnel – Discussion on issues surrounding the employment of the SCIA Equipment Operator and Human Resources Coordinator pursuant to N.J.S.A. 10:4-12b(8).

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

(M) M. Burke (S) P. Voros to open meeting of the SCIA.
All approved, motion passed. 3/0

(M) M. Burke (S) P. Voros to adjourn meeting.
All approved, motion passed. 3/0

The meeting was adjourned at 6:29 pm

Respectfully submitted:

Joan M. Cole
Recording Secretary