SALEM COUNTY IMPROVEMENT AUTHORITY

Annual Reorganization and Regular Meeting

Thursday, February 12, 2015
4:30 p.m.
Solid Waste Division
PO Box 890, 52 McKillip Road
Alloway NJ 08001

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AGENDA

I. OATH OF OFFICE Administered to New SCIA Board Member

II. CALL TO ORDER-Executive Director, Presiding Protem

III. PLEDGE OF ALLEGIANCE-Executive Director, Presiding Protem

IV. OPEN PUBLIC MEETING STATEMENT-Executive Director, Presiding Protem

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 and the Elmer Times, newspapers circulated in Salem County, and by posting notice in the Salem County Clerk’s Office. Copies of the Board minutes will be posted on SCIANJ.COM.

V. ROLL CALL- Executive Director, Presiding Protem

VI. ELECTION OF OFFICERS - Executive Director, Presiding Protem

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<tr>
<th>OFFICER</th>
<th>NAME</th>
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<td>Chairman</td>
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<td>Vice-Chair</td>
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<tr>
<td>Secretary</td>
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<td>Treasurer</td>
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<td>Alternate Secretary/ Treasurer</td>
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VII. APPOINTMENTS OF CHAIRPERSON TO STANDING COMMITTEES- 2015 Chairman

SCIA Chairman is an ex officio on all committees

<table>
<thead>
<tr>
<th>COMMITTEE</th>
<th>CHAIRPERSON</th>
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<tr>
<td>Executive</td>
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<td>Personnel</td>
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<td>Solid Waste</td>
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<td>Facility Expansion</td>
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<td>Finance</td>
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VII. NEW BUSINESS – RESOLUTIONS (Tab 1A)

a. **Resolution 2015** - Rules to Govern Meetings of the Salem County Improvement Authority

b. **Resolution 2015** - Fixing Dates for Regular Meetings

c. **Resolution 2015** - Designating Banking Institution(s)

d. **Resolution 2015** - Authorizing Cash Management Plan *(Roll Call Vote)*

e. **Resolution 2015** - Designating Official Newspapers

f. **Resolution 2015** - Appointing Recording Secretary

h. **Resolution 2015** - Authorizing The Purchase of Materials, Supplies and Equipment Through New Jersey State Contracts

i. **Resolution 2015** - Authorizing Member Participation in Cooperative Pricing System With County Of Salem

j. **Resolution 2015** - Appointing Records Custodian

k. **Resolution 2015** - Establishing A Fair and Open Process For the Award of Professional Service Contracts *(Solid Waste Engineer)*

VIII. MINUTES (Tab 1)

(a) Regular meeting of January 8, 2015
(b) Executive Session of January 8, 2015

IX. SOLID WASTE DIVISION (Tab 2)

a. Solid Waste Division Manager’s Report
b. Approval of Engineer’s Report
   c. **Resolution** Approval of Solid Waste Division Bills

X. OPERATIONS DIVISION (Tab 3)

XI. STANDING COMMITTEES (Tab 4)
XII. EXECUTIVE DIRECTOR’S REPORT (Tab 5)

a. EXECUTIVE COMMITTEE (Bestwick)
   i. Meeting weekly on Tuesdays at 2:30 pm

b. PERSONNEL COMMITTEE (Howard)
   i. Meeting held Wednesday, January 28th @ 11:00am
   ii. Part Time Laborer Hire
   iii. Full Time Laborer to Equipment Operator Promotion (conditional on CDL obtained by May 1, 2015)
   iv. Promotion of Senior Administrative Assistant to Office Manager/Assistant to Division Manager, Effective March 1, 2015 with 90 Day Probationary Period
   v. Promotion of one Part-Time Administrative Assistant to Full-Time Receptionist/Secretary (on hold till after April)
   vi. Retirement of Full Time Equipment Operator on Special Leave

c. SOLID WASTE COMMITTEE
   i. Monthly progress meeting was cancelled in January
   ii. Next meeting Thursday, February 5, 2015 @ 9:30am

d. INNOVATION AND TECHNOLOGY COMMITTEE (Schneider)
   i. No meeting held this month
   ii. VOIP currently on hold

XIII. UNFINISHED BUSINESS (Tab 6)

a. Cell Tower Agreement Discussion and Possible Contract

   Resolution 2015- Authorizing The Salem County Improvement Authority To Enter Into An Option Agreement with SBA Monarch Towers I, LLC To Enter Into An Exclusive, Perpetual Communications Easement

XIV. NEW BUSINESS (Tab 7)

a. Resolution 2015- Awarding Fair and Open Contract to Provide Auditing Services (Bowman and Company)

b. Resolution 2015- Awarding Fair and Open Contract to Provide Legal Services (Jean Chetney, Esq.)

c. Resolution 2015- Awarding Fair and Open Contract to Provide Bond Counsel Services (Parker McCay, P.C.)
d. **Resolution 2015** - Awarding Fair and Open Contract to Provide Financial Advisor Services (Phoenix Advisors)

e. **Resolution 2015** - Awarding Fair and Open Contract to Provide Risk Management Consultant Services (AJM Insurance)

f. **Resolution 2015** - Awarding Fair and Open Contract to Provide for a Professional Engineer for Topographical Engineering (Fralinger Engineering, P.A.)

g. **Resolution 2015** - Awarding Fair and Open Contract for Fee Accountant (Petroni and Associates)

h. **Resolution 2015** - Awarding Fair and Open Contract for Health Benefits Broker (AJM Insurance)

i. **Resolution 2015** - Declaring Surplus Equipment (List Attachment A)

j. **Resolution 2015** - Approval (Authorization) to Liquidate Declared Surplus Equipment on GovDeals.Com (List Attachment A)

k. **Resolution 2015** - To Transfer Economic Development Depository Account in the amount of $131,628.72 to SCIA Depository Account Equipment Reserve in Fulton Bank

l. Motion to Approve The Expenditure in excess of $10,000 to Upgrade of the Microsoft Exchange Server/Backup/Archive (no longer supported since April 2014) Purchase in Excess of $10,000 (not to exceed $17,000) with PCN

m. Motion to Approve Waste Management Contract for Disposal of SOLVAY Material (2 year contract) (attach draft).

n. Motion to Approve Hire of Part-time Laborer

o. Motion to Approve Promotion of Full-time Laborer to Full-time Equipment Operator (conditional on obtaining CDL by May 1\(^{st}\), 2015)

p. Motion to Approve Promotion of Senior Administrative Assistant to Office Manager/Assistant to Division Manager (Effective March 1\(^{st}\) with no raise increase for 90 day probationary period).

q. Motion to Approve Carcasses for No Charge Disposal by Municipalities

r. Motion to Approve Landfill Supervisor Training & Overnight Accommodations in New Orleans March 15-19, 2015 for Landfill Gas Management SWANA
XV. CORRESPONDENCE (Tab 8)

a. Retirement of Full Time Equipment Operator (on Special Leave)
b. E-mail Between Dave Sparks, Dave Crescenzi and Chris Davenport (Finlaw Bldg Charges)
c. SHBP February 2015 NH Retiree Benefits Invoice Letter to Ms. Coleman

XVI. PUBLIC COMMENT

XVII. EXECUTIVE SESSION (Tab 9)

a. 2015- Resolution Authorizing Executive Session

XVIII. ADJOURN

REMINDER
The Next Regular Meeting of the SCIA is scheduled for
Thursday, March 12, 2015 @ 4:30 pm
SCIA Solid Waste Division Conference Room