ANNUAL REORGANIZATION AND REGULAR MEETING
OF THE SALEM COUNTY IMPROVEMENT AUTHORITY
SOLID WASTE DIVISION CONFERENCE ROOM
52 McKillip Road, Alloway, NJ

Thursday, February 18, 2016 @ 4:00 pm

Solicitor Chetney swears in new members Paul Williams and Virgil (Cordy) Taylor

Executive Director Sparks called the meeting to order at 4:00 pm and read the Open Public Meetings Act statement.

Pledge of Allegiance was recited by all present

ROLL CALL
Schneider, Lewis Present
Bestwick, Susan Present
Widdifield, Robert Present
Williams, Paul Present
Taylor, Cordy Present

ELECTION OF OFFICERS

Executive Director Sparks opened the floor for nominations for Chairman
(M) L. Schneider (S) S. Bestwick nominated Robert Widdifield as Chairman. No other nominations were received.

Executive Director Sparks opened the floor for nominations for Vice Chair
(M) L. Schneider (S) P. Williams nominated Susan Bestwick as Vice Chair. No other nominations were received.

Executive Director Sparks opened the floor for nominations for Secretary
(M) L. Schneider (S) S. Bestwick nominated Paul Williams as Secretary. No other nominations were received.

Executive Director Sparks opened the floor for nominations for Treasurer
(M) R. Widdifield (S) S. Bestwick nominated Lewis Schneider as Treasurer. No other nominations were received.

Executive Director Sparks opened the floor for nominations for Alternate Secretary/Treasurer
(M) P. Williams (S) S. Bestwick nominated Cordy Taylor as Alternate Secretary/Treasurer. No other nominations were received.

All nominations were approved by voice vote 5-0.
Executive Director Sparks turned the meeting over to Chairman Widdifield.

APPOINTMENTS OF CHAIRPERSONS TO STANDING COMMITTEES

Chairman Widdifield indicated some of the standing committees were not used last year. These committees were dropped and a new committee was added.

The following appointments for Chairpersons were announced by Chairman Widdifield.

Executive – Susan Bestwick
Personnel – Lewis Schneider
Solid Waste – Cordy Taylor
Ad Hoc – Paul Williams

NEW BUSINESS

Chairman Widdifield welcomed the new members to the Board.

Resolution 2016-03 Rules to Govern Meetings of the Salem County Improvement Authority – Chairman Widdifield indicated the rules were the same as 2015 with the exception of change in committees.
(M) L. Schneider (S) S. Bestwick to adopt the resolution approving meeting rules. The resolution was adopted by voice vote 5-0.

Resolution 2016-04 Fixing dates for regular meetings – Chairman Widdifield indicated the meeting dates would be the same as 2015 with the second Thursday of each month at 4:30 pm in the Solid Waste Facility conference room which includes the reorganization meeting for 2017.
(M) S. Bestwick (S) L. Schneider to adopt the resolution approving meeting dates. The resolution was adopted by voice vote 5-0.

Resolution 2016-05 Designating Banking Institutions – Chairman Widdifield indicated Fulton Bank would be the banking institution of SCIA.
(M) P. Williams (S) L. Schneider to adopt resolution designating banking institution. The resolution was adopted by voice vote 5-0.

Resolution 2016-06 Authorizing Cash Management Plan – Chairman Widdifield indicated this resolution gives the authority as to who can sign checks on behalf of SCIA.
(M) L. Schneider (S) P. Williams to adopt resolution authorizing cash management plan.
A roll call vote to approve the Cash Management Plan is as follows:

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The Cash Management Plan was approved by roll call vote 5-0.

Resolution 2016-07 Designating Official Newspapers – Chairman Widdifield indicated they were the same newspapers as 2015. 
(M) L. Schneider (S) S. Bestwick to adopt resolution authorizing official newspapers. The resolution was adopted by voice vote 5-0.

Resolution 2016-08 Appointing Recording Secretary. 
(M) P. Williams (S) S. Bestwick to adopt resolution appointing Diane Plymale as recording secretary. The resolution was adopted by voice vote 5-0.

Resolution 2016-09 Appointing Public Agency Compliance Officer. 
(M) S. Bestwick (S) L. Schneider to adopt resolution appointing Jean Chetney, Esquire as Public Agency Compliance Officer. The resolution was adopted by voice vote 5-0.

Resolution 2016-10 Authorizing Purchase of Materials, Supplies and Equipment through NJ State Contracts. 
(M) S. Bestwick (S) L. Schneider to adopt resolution authorizing the purchase of materials, supplies and equipment through NJ State contracts. The resolution was adopted by voice vote 5-0.

Resolution 2016-11 Authorizing Member Participation in Cooperative Pricing System with the County of Salem. 
(M) P. Williams (S) S. Bestwick to adopt resolution authorizing member participation in cooperative pricing system with the County of Salem. The resolution was adopted by voice vote 5-0.

Resolution 2016-12 Appointing Records Custodian. 
(M) L. Schneider (S) S. Bestwick to adopt resolution appointing Dave Sparks, Executive Director as records custodian. The resolution was adopted by voice vote 5-0.
Resolution 2016-13 Appointing a Qualified Purchasing Agent and establishing a bid threshold. 
(M) L. Schneider (S) S. Bestwick to appoint a Qualified Purchasing Agent and establishing a bid threshold.
There was a general discussion on when the QPA gets involved with any bids for purchases by SCIA.
The resolution was adopted by voice vote 5-0.

MINUTES

Regular meeting of January 14, 2016 — (M) L. Schneider (S) S. Bestwick to approve minutes. Motion carried by voice vote 3-0. New Members Williams and Taylor abstained from the vote.

SOLID WASTE DIVISION

Solid Waste Division report dated February, 2016 was presented by Solid Waste Division Manager Melinda Williams. Copies of this report and statistical landfill report were distributed to all Board members prior to this meeting. Manager Williams pointed out on the statistical report that she has averaged the price per ton for each month. Manager Williams stated the landfill revenue for tonnage is down for two reasons. They got rid of origin base pricing and January is usually a slower month. Municipal tonnage is up compared to last year and construction and demolition debris is up from last year. Manager Williams also indicated the average price per ton is higher than last year as well. There was a general discussion regarding the price per ton.

Manager Williams apologized for the length of her written report, but felt is necessary to keep the Board up-to-date with everything that is going on at the landfill. Manager Williams indicated Ranch Hope has brought their account current and she has instituted a limit of $2,500 charge ability to their account. Manager Williams has a request for a deposit refund on a customer’s account who has not come to the landfill for many months.

There was a general discussion regarding Leachate hauling.

Chairman Widdifield, without objection, ordered the Solid Waste Division report be received and filed.

Landfill Engineer’s Report dated February 8, 2016. Copies of this report were distributed to all Board members prior to this meeting. James McKelvie was present at the meeting and mentioned they are going back and forth with the DEP on the landfill plans. The plans are completed and ready to go. Chairman Widdifield indicated that as soon as SCIA gets approval from the State they can go out for bids.

Chairman Widdifield, without objection, ordered the engineer’s report be received and filed.
Resolution 2016-14 authorizing payment of Solid Waste Division bills. (M) L. Schneider (S) S. Bestwick to adopt the resolution to pay bills in the amount of $325,183.71 by regular check, $52,140.28 by electronic payment and $0 by manual check. Member Williams indicated that Williams Auto Parts is no relation to him and asked if they were related to Manager Williams. Manager Williams indicated they are not. The resolution was adopted by voice vote 5-0.

STANDING COMMITTEE REPORTS

Executive Committee (Susan Bestwick) – Member Bestwick stated there was a very important meeting scheduled for February 19, 2016, with the DEP and bond counsel to hopefully finish with the application.

Personnel Committee (Lewis Schneider) – no report

Solid Waste Committee (Cordy Taylor) – Manager Williams indicated they are discussing with Marina Energy the possibility of a gas survey. Meeting with the DEP on February 22, 2016, regarding the air quality flare data.

Ad Hoc Committee (Paul Williams) – no report

Chairman Widdifield, without objection, ordered the Committee reports he received and filed.

EXECUTIVE DIRECTOR’S REPORT

Copies of this report were distributed to all members prior to this meeting.

Director Sparks indicated they are still waiting for a response regarding the cell expansion.

There were no OPRA requests for January.

Policies and Procedures Manual – employees have requested a change to the clothing allowance section. They would like to have the safety shoes section merged with the clothing allowance as safety shoes are more expensive than the allotted amount in the manual.

Met with SWAC regarding the implementation of flow control into the Solid Waste Plan. Flow Control was passed at the combination Solid Waste Advisory Committee and Freeholder meeting on February 17, 2016. There was a general discussion regarding the comments made at the Freeholder meeting.

Investments – DEP has approved the transfer of the escrow account in USBank to Fulton Bank.

Chicken – Director Sparks indicated there is evidence that the Avian Flu is moving in from the western part of the country and could affect the chicken house. DEP has asked if the landfill would be willing to take the euthanized chicken carcasses should it be necessary.
Chairman Widdifield, without objection, ordered the Executive Director’s report be received and filed.

UNFINISHED BUSINESS

None

NEW BUSINESS

Resolution 2016-15 authorizing the award of a Fair and Open contract to provide auditing services.
(M) S. Bestwick (S) L. Schneider to adopt resolution establishing a fair and open process to provide auditing services to Bowman & Company. The resolution was adopted by voice vote 5-0.

Resolution 2016-16 authorizing the award of a Fair and Open contract to provide fee accountant services.
(M) L. Schneider (S) S. Bestwick to adopt resolution establishing a fair and open process to provide fee accountant services to Petroni & Associates. The resolution was adopted by voice vote 5-0.

Resolution 2016-17 authorizing the award of a Fair and Open contract to provide legal services.
(M) P. Williams (S) S. Bestwick to adopt resolution establishing a fair and open process to provide legal services to Jean Chetney, Esquire. The resolution was adopted by voice vote 5-0.

Resolution 2016-18 authorizing the award of a Fair and Open contract to provide bond counsel services.
(M) P. Williams (S) C. Taylor to adopt resolution establishing a fair and open process to provide bond counsel services to Archer & Greiner, PC. There was a general discussion regarding having two firms for bond counsel. The resolution was adopted by voice vote 4-1. Member Bestwick voted against the resolution for bond counsel.

Resolution 2016-19 authorizing the award of a Fair and Open contract to provide financial advisor services.
(M) S. Bestwick (S) P. Williams to adopt resolution establishing a fair and open process to provide financial advisor services to Phoenix Advisors. There was a general discussion as to what role the financial advisor has to the operation of the landfill. The resolution was adopted by voice vote 5-0.

Resolution 2016-20 authorizing the award of a Fair and Open contract to provide risk management consultant services.
(M) P. Williams (S) S. Bestwick to adopt resolution establishing a fair and open process to provide risk management consultant services to AJM Insurance. The resolution was adopted by voice vote 5-0.
Resolution 2016-21 authorizing the award of a Fair and Open contract to provide health benefit consulting services.
(M) P. Williams (S) S. Bestwick to adopt resolution establishing a fair and open process to provide health benefit consulting services to AIM Insurance. The resolution was adopted by voice vote 5-0.

Resolution 2016-22 authorizing the award of a Fair and Open contract to provide topographical engineering services.
(M) S. Bestwick (S) P. Williams to adopt resolution establishing a fair and open process to provide topographical engineering services to Fralinger Engineering, PA. The resolution was adopted by voice vote 5-0.

Resolution 2016-23 authorizing the award of a Fair and Open contract to provide professional engineering services for the Solid Waste Division.
(M) P. Williams (S) S. Bestwick to adopt resolution establishing a fair and open process to provide professional engineering services for the Solid Waste Division to Alaimo Group. The resolution was adopted by voice vote 5-0.

Resolution 2016-24 authorizing the award of a Fair and Open contract to provide professional engineering services for Title V compliance.
There was a general discussion regarding the need for an engineer for Title V compliance.
(M) S. Bestwick (S) P. Williams to adopt resolution establishing a fair and open process to provide professional engineering services for Title V compliance to Cornerstone Environmental. The resolution was adopted by voice vote 5-0.

Resolution 2016-25 authorizing the public sale of surplus equipment
(M) P. Williams (S) S. Bestwick to adopt resolution authorizing the public sale of surplus equipment. The resolution was adopted by voice vote 5-0.

(M) P. Williams (S) S. Bestwick to adopt resolution authorizing the public sale of surplus equipment via govdeals.com. The resolution was adopted by voice vote 5-0.

Resolution 2016-27 authorizing appointing special counsel.
(M) L. Schneider (S) C. Taylor to adopt resolution to appoint Parker McCay, PA as special counsel. The resolution was adopted by voice vote 5-0.

Resolution 2016-28 to make application to the Local Finance Board.
(M) S. Bestwick (S) L. Schneider to adopt resolution to make application to the Local Finance Board.
There was a general discussion with John Cantalupo, esquire regarding the application submitted to the Local Finance Board for the EIT loan and the division of work between bond counsel (Archer & Greiner) and special counsel (Parker McCay). There was also a discussion regarding the timeframe and process for the application before the Local Finance Board and requesting bids.
A roll call vote to make an application to the Local Finance Board is as follows:

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The resolution to make an application to the Local Finance Board was approved by roll call vote 5-0.

Resolution 2016-29 to authorize the execution of professional services contract.
(M) L. Schneider (S) P. Williams to authorize the execution of professional services contract with Aliano Group, Consulting Engineers.
There was a general discussion regarding the need for the contract.

A roll call vote to authorize the execution of professional services contract with Aliano Group, Consulting Engineers is as follows:

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The resolution to authorize the execution of professional services contract with Aliano Group, Consulting Engineers was approved by roll call vote 5-0.

(M) S. Bestwick (S) L. Schneider to authorize the application for the 2015 Recycling Enhancement Act Tax Grant. The resolution was adopted by voice vote 5-0.

Resolution 2016-31 authorizing receipt of 2016 Clean Communities Grant.
(M) P. Williams (S) S. Bestwick to authorize receipt of 2016 Clean Communities Grant.
The resolution was adopted by voice vote 5-0.

Motion to approve deposit refund of $6,984.20 to National Paper.
(M) S. Bestwick (S) P. Williams to approve deposit refund of $6,984.20 to National Paper. Motion was approved by voice vote 5-0.

CORRESPONDENCE

None
PUBLIC COMMENT

Mannington Township resident Tim Mangold questioned whether the application to EIT was a grant or a loan. Chairman Widdifield stated it was a loan. Resident Mangold asked if the loan was declined or not approved and the cell expansion cannot proceed what’s the time clock on the existing cell. Chairman Widdifield indicated that later this year, SCIA would be in the final close of the cell that is operating now. Chairman Widdifield stated that because of the delays, the plans have been modified and SCIA will build half the cell to be opened to shorten some of the time line, but indicated it was critical.

Chairman Widdifield asked if there was any further public comment or business for the Board. Hearing none, Chairman Widdifield closed the public session of the meeting at 4:50 pm and indicated there would not be any action following the Executive Session.

Chairman Widdifield opened up the Executive Session with Resolution 2016-32 authorizing Executive Session regarding matters required by law to be confidential. This is defined as any matter which by express provision of the Federal law or State statute or rule of court shall be rendered confidential or excluded from the provisions of the Open Public Meetings Act. (M) C. Taylor (S) P. Williams authorizing Executive Session. The resolution was adopted by voice vote 5-0.

Chairman Widdifield reopened the public portion of the meeting.

Chairman Widdifield asked if there was any further business for the Board. Hearing none, Chairman Widdifield adjourned the meeting at 5:05 pm.

Respectfully submitted,

Diane B. Plymale
Recording Secretary