MEETING OF THE SALEM COUNTY IMPROVEMENT AUTHORITY
SOLID WASTE DIVISION CONFERENCE ROOM
52 McKillp Road, Alloway, NJ
Thursday, May 8, 2014 @ 4:30 pm

Chairman Robert Widdifield called the meeting to order at 4:30pm

Chairman Robert Widdifield 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 and the Elmer Times, newspapers circulated in Salem County, and by posting notice in the Salem County Clerk’s Office and SCIA Offices. Copies of the Board minutes and a video of this meeting will be posted on SCIANJ.COM.”

Pledge of Allegiance was recited by all present.

ROLL CALL
Bestwick, Susan       Present
Howard, Ronald        Present
Schneider, Lew        Present
Voros, Peter          Present
Widdifield, Robert    Present

MINUTES

Regular Meeting of April 10, 2014- (M) R. Howard, (S) L. Schneider to approve minutes. No discussion or changes to the minutes. Motion carried by voice vote 5-0.

Executive Session of April 10, 2014 – (M) S. Bestwick, (S) L. Schneider to approve the minutes. No discussion or changes to the minutes. Motion carried by voice vote 5-0.

SOLID WASTE DIVISION

Solid Waste Division report dated May 2, 2014, was presented by Melinda Williams, Division Manager. Copies of this report along with statistical landfill report were distributed to all Board members prior to this meeting. Ms. Williams discussed the collection efforts to collect on past due accounts. Bull Waste & Recycling LLC was specifically mentioned as paying part of their outstanding balance but still owes $4,921.44. Ms. Williams stated they are hard to contact and a letter will be sent to them in accordance with the collections policy. Chairman Widdifield asked Ms. Williams if
customers often get stuck on the dirt road and on the landfill. She responded that some conditions, like heavy rainfall create conditions which cause some haulers to get stuck, but that those customers are pulled out. Member Schneider asked Ms. Williams if there is a ceiling on the of number of days past due before customers are contacted for collection. Ms. Williams stated she watches the aging report and if a customer is 120 days late they are contacted. Chairman Widdifield commented that the customer is charged interest after 45 days late. Executive Director Turner-Fox stated the collections policy states an escalation of effort for delinquent customers and that customers who are habitually late over 120 days or with large balances that remain unchanged are asked to come in for a meeting to discuss the account. Member Voros asked how the Fralinger Engineering invoice compared to the previous vendor and Executive Director Turner-Fox responded she is in the process of reviewing the invoice for the Topographic Survey as it was just received.

**Landfill Engineers Status Report for Alaimo Group, dated April 30, 2014 was present in the package but not presented in person.** Copies of this report were distributed to all Board members prior to this meeting. Chairman Widdifield asked if there were any questions or comments on the Engineers report. There were no questions or discussion.

**Chairman Widdifield without objection ordered the Solid Waste Division Report and the Engineers Report be received and filed.** (M) L. Schneider (S) S. Bestwick. The motion carried by voice vote 5-0.

**Resolution 2014-44 Authorizing Payment of Solid Waste Division Bills.**
(M) P Voros, (S) R. Howard to approve resolution to pay $1,023,966.79 for regular payment by check, and $184,173.20 be approved for electronic payment. The resolution was adopted by voice vote 5-0.

Member Voros inquired if the Engineer was required to attend the SCIA Board meeting. Executive Director Turner-Fox responded the Engineer need only attend when required by the Board and his presence was not required or requested for this meeting.

**ECONOMIC DEVELOPMENT DIVISION**

Economic Development Report dated May 8, 2014 was presented by Jim Smith, Division Manager. Copies of this report were distributed to all Board members prior to meeting. Member Voros asked what time the May 10, 2014 meeting was to be held for the changes to the Salem County Economic Development Strategic Plan. Chairman Widdifield responded the plan was not ready yet. Member Voros asked when the next meeting date would be to review comments to the Plan and Chairman Widdifield responded June 12, 2014.

**Chairman Widdifield, without objection, ordered the Economic Development Report be received and filed. Hearing no objection, so ordered.**

Member Voros stated if help was needed on the Plan it is available and the SCIA Board can’t move forward on economic development until the Plan is adopted. Chairman Widdifield responded it will be completed. Member Voros asked who was working on
the plan and Chairman Widdifield responded Members Bestwick, Schneider and himself are working on the plan with the Freeholders and Executive Director Turner-Fox. Member Voros stated he wants the process to move forward.

**Resolution 2014-45 Authorizing Payment of Bills for the Economic Development Division.**
(M) P. Voros, (S) R. Howard, to approve the payment of $4,563.56 by regular check. The resolution was adopted by voice vote 5-0.

**NURSING HOME DIVISION REPORT**

Executive Director Turner-Fox reported a formal complaint from SKG Realty has been received for the amount of $158,349.14. The County is responsible for just over $6,000.00 of the claim and SCIA the remaining balance. Member Schneider asked why former Solicitor Telsey had an invoice to be paid. Director Turner-Fox stated the invoice was for the transfer of files to current Solicitor Chetney. Member Schneider stated $1,000 to transfer files? Solicitor Chetney explained the invoice was for transferring files and for filing the answer and counter claims in current legal action. Director Turner-Fox stated the invoice was broken down as follows- $200 for a filing fee and $862 for legal representation to answer the complaint.

**Resolution 2014-46 Authorizing Payment of Nursing Home Division Bills.**
(M) R. Howard, (S) S. Bestwick to approve resolution to pay bills totaling $160,127.89 for the Nursing Home Division. Resolution passed by voice vote 5-0.

**AUDIT REPORT CY 2013- Presented by D. Rollison of Bowman and Company.**

Mr. Rollison reported this is the second year in a row there have been no audit findings or recommendations which is a marked improvement over prior years. He noted that there are 4 or 5 discussion items for attention which are already being worked on. Revenue in the Landfill has increased over the prior year by $1 million. The surplus at December 13, 2014 is $6,978,000 and some of the surplus is being used to balance the budget. Of the surplus, $118,000 is attributable to the Economic Division and the rest from the Landfill. Mr. Rollison reported $5 million of surplus has been utilized in the last three years for the new cell, leachate tank and equipment replacement. The Capital project list for 2014 are projected at $7 million. Mr. Rollison suggested the Board consider other ways to fund the capital projects rather than draw down the surplus. Member Schneider asked if there was a requirement for a certain amount of surplus. Mr. Rollison responded there was not; however, it is sound financial practice to have a surplus. He stated the Landfill generates approximately $856,000 of profit per year. Member Schneider mentioned it costs money to borrow and Chairman Widdifield stated the projects cannot be fully funded under the current surplus. Member Howard inquired as to the amount of surplus which should be retained. Mr. Rollison replied his recommendation was to retain between $2.5 to $5 million in surpluses. Executive Director Turner-Fox stated the surplus balance cycles up and down from year to year based on the construction of new cells and equipment replacement. Mr. Rollison stated
approximately $2.5 million should be in unrestricted surplus and then some set aside for construction. Mr. Rollison thanked the Board and stated he was retiring in June.

(M) S. Bestwick, (S) L. Schneider to approve the Audit Report. A roll call vote was asked for by Chairman Widdifield.
S. Bestwick - Yea
R. Howard - Yea
L. Schneider - Yea
P. Voros - Yea
Chairman Widdifield - Yea
The resolution was approved 5-0

(M) S. Bestwick, (S) L. Schneider to approve the resolution. Member Bestwick asked Executive Director Turner-Fox if these were mandatory corrective actions or were they internal checks and balances to be incorporated as best business practices. Director Turner-Fox responded they are best business practices which are used at the SCIA to insure that staff and management are aware of the auditors notations and so they are addressed during the year and do not turn into findings or recommendations. She stated that her staff has worked very hard to achieve this excellent report and thanked the Auditor for his team's effort to streamline the review process. The resolution passed by voice vote 5-0.

STANDING COMMITTEE REPORTS

EXECUTIVE COMMITTEE (Susan Bestwick) – Member Bestwick stated there is a lack of surplus and funding for economic development for the coming year. She further stated there have been discussions with the County Freeholders to possibly consolidate the economic development programs rather than duplicate them. The reason the Salem County Economic Development Strategic Plan is being delayed is lack of funding and discussions of what SCIA will look like in the next few years.

Member Voros stated the Board has not been successful in working together with the Freeholder Board in recent years. He further stated he hopes the SCIA Board is not waiting on the Freeholders to move this forward. Member Bestwick responded the Freehold Board has been very responsive and that both Boards need to work together.

Member Voros agreed the Boards need to work together.

PERSONNEL COMMITTEE (Ron Howard) – Member Howard stated the two candidates for the Scale master position declined the offer of employment as they either wanted a full time position or higher wages. The committee is continuing to interview additional applicants for the position. The new sick leave polices have been finalized.

SOLID WASTE COMMITTEE (Pete Voros) – Member Voros stated the weather has been a challenge and extensions may be needed for the construction work on the new cell. He further stated there are still road issues. Member Voros commended Ms. Williams for doing a wonderful job under tough circumstances.
INNOVATION AND TECHNOLOGY COMMITTEE (Lew Schneider) – Member
Schneider reported Executive Director Turner-Fox met with officials from Salem
Community College in reference to sharing their digital phone system. Director Turner-
Fox stated SCC would like to wait until the end of the school year to move forward and
SCIA is currently compiling information to evaluate the opportunity.

Chairman Widdifield, without objection, ordered the above committee reports be
received and filed. Hearing no objections, so ordered.

EXECUTIVE DIRECTOR’S REPORT

Executive Director’s Report dated May 8, 2014 was presented by Executive
Director Deborah Turner-Fox.
Copies of this report were distributed to all members prior to this meeting.
Director Turner-Fox reported the contractor working on the Leachate Tank #2 project
has requested a 59 day extension and is reserving the right for further extensions due to
more recent weather delays.
Director Turner-Fox reported the contractor, R.E. Pierson, is doing a good job on the
Cell #9 expansion project. She reported the initial estimate was there were 6 inches of
top soil and 12 inches of clay in the expansion area; however, it has been found there
are 12 inches of top soil and only 6 inches of clay. There is a current estimated short fall
of clay of 22,000 cubic yards. Both Pierson and Quinton Sand and Gravel are preparing
pricing for the additional needed clay. Director Turner-Fox stated there will likely need to
be a change order in the approximate amount of $100,000.
Chairman Widdifield asked if the contractor had taken core samples. Director Turner-
Fox responded she believed they did take core samples but not from the area of the site
where the basin is being constructed.
Director Turner-Fox reported there will be a trenching project to try and stem the flow of
surface water run-off from an adjacent site.
Director Turner-Fox reported she met with officials from Atlantic City Electric at the
Camp Pedricktown site in order to determine how the site is powered so it could be
restored.
Member Voros stated the Cumberland County Landfill had tarp problems from the
winter storms and believes the contractor did a good job at the Salem County Landfill.
Director Turner-Fox stated both Cumberland and Gloucester had tarp problems this
winter with their anchoring and sand bag systems. Member Voros stated we had a good
job then. Director Turner-Fox responded yes.
Chairman Widdifield, without objection, ordered the Executive Director’s Report
be received and filed. Hearing no objections, so ordered.

UNFINISHED BUSINESS

Solicitor Chetney reported she spoke to County Solicitor, Michael Mulligan today and
the Freeholders have accepted the settlement. As soon as a release is written and
signed it will be filed with the Court. Executive Director Turner-Fox asked if SCIA would
need to bill the County. Solicitor Chetney responded SCIA will send a check in the full
amount to SKG and then the County will send a check to SCIA for its share. Member Voros asked who guarantees further charges will not arise from a Medicaid audit. Director Turner-Fox responded the Lancaster Group believes the 3 year look-back window will end in June; however, it may be December before SCIA will be in the clear of audit charges since that is the calendar year. Director Turner-Fox stated there are no 100% guarantees on this and that the time period of January to May 31, 2011 is still unaudited.

Chairman Widdifield inquired as to the status of the Mannington Waste Disposal Contract. Solicitor Chetney stated she pointed out the differences and recommends SCIA sign the contract she has worked out with Mannington’s attorney. Director Turner-Fox pointed out Mannington is the only municipality with a different contract and that all other municipalities have signed SCIA contracts. Solicitor Chetney responded the contract with Mannington is essentially the same as the contract signed last year.

Executive Director Turner-Fox reported that action by SCIA on the Camp Pedricktown project is time sensitive. The solicitor sent a memo to the Board and no discussion has occurred. Chairman Widdifield responded he does not see the Board moving on the project. Member Schneider stated we don’t know what direction the Board is going at the moment. Chairman Widdifield stated he does not know how much economic development the Board will be undertaking this year. Councilperson Taylor from Oldmans Township asked to be recognized and was so recognized by Chairman Widdifield. Councilperson Taylor stated he was looking for help from SCIA in negotiating the h puls with the site, specifically with Atlantic City Electric and the NJDEP where SCIA’s expertise would be invaluable. Member Voros asked what Councilperson Taylor proposed. Councilperson Taylor responded SCIA owns the site for 36 months, collecting the rents and then the Township would buy the site back for a dollar. Member Voros inquired as to how quickly an answer was needed and Councilperson Taylor responded a letter now from SCIA would delay the NJDEP from closing the sewer plant. Chairman Widdifield asked what we needed to spend as the Board does not have economic development funds. Member Bestwick asked why the Township doesn’t develop the site and stated that SCIA is not in the business of undertaking economic development. Member Voros states the SCIA charter states they are in the economic development business. Member Bestwick pointed out that the SCIA role in Gateway Business Park was for financing only and not development. Member Voros made a motion to have the SCIA and Oldmans Township solicitors and Executive Director Turner-Fox sit down and discuss liability and money issues. He further stated the development of the site is a win for the County and a Loss for the County if it is not done.

Member Schneider asked if the cost to run the sewer plant was $30,000 per year and the electric was approximately $2,000 to $3,000 per month with higher cost in the winter. Councilperson Taylor responded total cost per year is approximately $60,000 and current rents per year are $66,000. Chairman Widdifield asked who receives the rents now and Councilperson Taylor responded the current owners receive the rents and they are currently in default on the mortgage and delinquent on the taxes and repayment agreement. He further stated the Township is in the process of trying to have the rents paid to the Township and seizing the property. Chairman Widdifield stated the
sewer may be out of certification and Member Bestwick stated the water tower leaks. Councilman Taylor responded it may be possible to bypass the tower and that it is on a separate parcel. The sewer plant needs to be restarted within one year. Member Voros made a motion to have the solicitors; Economic Development Manager Jim Smith and Executive Director Turner-Fox sit down with Oldman’s officials to discuss liability and financial issues. Solicitor Chetney stated she was not clear what Oldmans Township is asking for and it would be a long and complicated procedure. Member Voros asked how long it would take. Solicitor Chetney responded the initial meeting and outline would take at least 3 hours. Member Voros made a motion to limit the time to 4 hours and Member Howard seconded the motion. Further discussion ensued. Member Howard stated he was concerned about liability. Solicitor Chetney stated it would depend on the agreements and she asked if there has been discussion with Salem Community College about the parcel. Councilperson Taylor said there have been discussions and the College would like part of the parcel. Member Schneider stated he has concerns about the water tower. Member Bestwick stated SCIA would still have to take the liability and give the college 1/3 of the property. She stated she does not believe County agencies do well with economic development and would not be in favor of owning this property.

(M) P. Voros, (S) R. Howard for a meeting and limit the time to 4 hours. Chairman Widdifield called for a roll call vote.

S. Bestwick       Nay
R. Howard         Yea
L. Schneider      Nay
P. Voros          Yea
Chairman Widdifield Nay

The motion was not approved.

NEW BUSINESS

Resolution 2014-49 - Issuing Change Order #2 For Leachate Tank #2.
(M) S. Bestwick, (S) R. Howard to authorize the request for a 59 day extension for construction. The resolution was approved by voice vote 4-1-0. Member L. Schneider voted Nay.

Resolution 2014-50 Determining Positions Eligible For The Defined Contribution Retirement Program.
(M) P. Voros, (S) R. Howard to approve the resolution. Member Schneider asked if length of service was not already documented for the plan. Executive Director Turner-Fox responded that in 2007 the State changed the retirement plan and at that time no one employed at SCIA was eligible for the DCRP. She noted that this is a State run, mandatory plan for employees not eligible for the regular pension plan; usually those who are part-time. The resolution passed by voice vote 5-0.
(M) R. Howard, (S) S. Bestwick, to approve the resolution. The resolution was approved by voice vote 5-0.

Resolution 2014-52 To Award Contract To Purchase Model Year 2014 Or Newer John Deere Model 850K Or Equivalent Bulldozer.
(M) P. Voros, (S) R. Howard, to approve the resolution. The resolution passed by voice vote 5-0.

(M) S. Bestwick, (S) R. Howard to approve the resolution to pay SKG Realty LLC $158,349.14. The resolution passed by voice vote 5-0.

Motion To Hire Summer/Seasonal Employees.
(M) P. Voros, (S) R. Howard to approve the motion. The motion was approved by voice vote 5-0.

Motion To Hire Special Counsel George Rosenberger.
(M) L. Schneider, (S) S. Bestwick to approve the motion. Solicitor Chetney stated it makes sense to have back-up counsel in case she cannot attend a meeting. She will miss the July meeting. Member Howard inquired if it was the same fee. Solicitor Chetney responded it is the same fee. Member Bestwick asked if it was a duplicate fee and Solicitor said it was not a duplicate fee. Member Voros asked if there was another attorney to be considered beside George Rosenberger. Solicitor Chetney responded he was her recommendation. The motion was passed 4-1-0. Member Voros voted Nay.

Motion To Hire Part-Time Scale master Steven Finocchiaro.
(M) P. Voros, (S) R. Howard to approve the motion. Member Bestwick asked when he would be available to start and Executive Director Turner-Fox responded he was able to start immediately. The motion passed by voice vote 5-0.

CORRESPONDENCE
- Memo Dated May 2, 2014 to Dale Cross RE: Commercial and Industrial Property Listing
- Memo Dated May 2, 2014 to Jean Chetney RE: Defined Contribution Retirement Plan
- Letter Dated April 28, 2014 to Ms. Coleman, CFO RE: Retiree Health Benefit Payment
- Memo Dated April 24, 2014 to Jean Chetney, Solicitor RE: SKG-Golden Rehabilitation and Nursing Center Remittance Advice for Medicaid Program
- Letter Dated April 23, 2014 to XL Group RE: Broker of Record Letter
• Letter Dated April 23, 2014 to Ms. Coleman, CFO RE: Salem County Correctional Facility Bond Administration Fees
• Letter Dated April 21, 2014 from Dawn K. Snyder RE: Medicaid Remit Advises summary
• Letter Dated April 17, 2014 to Bowman & Company LLP from Jean Chetney RE: Salem County Improvement Authority Audit
• Letter Dated April 17, 2014 to Charles M. Miller RE: Emergency Management planning
• Letter Dated April 17, 2014 to Connie Quather RE: Emergency Management planning
• Letter Dated April 17, 2014 to Ed Dorrell RE: Emergency Management planning
• Letter Dated April 17, 2014 to Jeffrey Pomper- Alloway Township RE: Emergency Management planning
• Letter Dated April 17, 2014 to Jeffrey Pomper- Salem County RE: Emergency Management planning
• Letter Dated April 17, 2014 to William Fox RE: Emergency Management planning
• Letter Dated April 16, 2014 to Julie Acton RE: Regular Meeting Minutes April 10, 2014
• Letter Dated April 15, 2014 from Jennifer A. Jones RE: Appreciation for Chamber’s 47th Annual Spring Banquet
• Letter Dated April 14, 2014 to Jeff Winitsky RE: Extension to existing Shared Services Interlocal Agreement with County of Gloucester
• Letter Dated April 14, 2014 from Paul Molnar RE: Application for Renewal of a General Approval to Operate a Class D Recycling Center
• Memo Dated April 10, 2014 to Jean Chetney RE: SCIA Lease for Finlaw Building Office
• Letter Dated April 8, 2014 to Amy Chipules from Casie Garon RE: Benefit Express Services, LLC-HIPAA Business Associate Agreement
• Letter Dated April 4, 2014 from Anthony Fontana RE: Inflation/Interest Rates Financial Plan- Sanitary Landfill Closure/Post-Closure

Other Informational Materials

• Financial Disclosure Statements and Instructions
• Notice to Property Owners Dated April 8, 2014- Oldmans Township Planning Board to hold public hearing on April 21, 2014
• Notice of Violation Dated March 26, 2014 RE: EA ID#: PEA130001-65582

Chairman Widdifield, without objection, ordered the Correspondence be received and filed. Hearing no objections, so ordered.
PUBLIC COMMENT

Alloway resident Ann Sullivan asked if the Landfill accepts tires and what is the source of the tire chips. Solid Waste Manager Williams responded the Landfill does accept tires for a fee. SCIA can request a free load of tire chips to be delivered each time tires are picked up from the site. Ann Sullivan asked if the tire chips are not as good as they should be and Ms. Williams responded they are good and the Landfill needs more for the bottom of Cell 9.

Ann Sullivan asked when the audit would be available. Executive Director Turner-Fox responded the audit will be on the website after it is sent to the State; before the next Board meeting.

Freeholder Director Julie Acton stated a representative of NJDEP came to the Freeholder workshop session and introduced herself and let it be known she would be the Freeholder’s contact at NJDEP if they should have any questions or concerns.

Chairman Widdifield asked if there was any further public comment or business for the Board. Hearing none, Chairman Widdifield adjourned the meeting at 6:05 pm.

Respectfully Submitted:

Scott R. Kramme
Recording Secretary