Chairman Robert Widdifield called the meeting to order at 4:31 PM.

Chairman 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 of this meeting will be posted on SCIANJ.COM.” Video recording of the SCIA meetings will no longer be taken.

**Member Voros** stated it was a violation of Robert’s Rules to cease taking and posting video of the meetings within two (2) days of the meeting. He stated there is a SCIA resolution requiring video is taken of the meetings.

**Chairman Widdifield** stated there was not a resolution that could be found stating video is required to be taken of the meetings.

**Member Voros** stated there is a resolution stating such.

**Motion To Discontinue Video Taping Of SCIA Meetings.**

(M) S. Bestwick, (S) L. Schneider to discontinue videotaping SCIA meetings.

After the following discussion the motion was approved by Roll Call Vote 3-2-0.

- Member Bestwick Yes
- Member Howard Nay
- Member Schneider Yes
- Member Voros Nay
- Chairman Widdifield Yes

**Discussion of the motion**

Member Voros asked Member Bestwick why she did not want to have a video of the meetings appear on the website.

Member Bestwick responded she could not find a resolution that required videotaping of the meetings and stated they had checked with Solicitor Chetney to see if there was a legal requirement to video tape the meetings. She further stated it is her understanding there is only a requirement to have good minutes of the meetings. She further stated they have decided to audio record the meetings for a back-up but it is not
required. The meetings are open to the public and the public is welcomed to attend. In any case, video of the meetings is not necessary.

**Member Voros** asked **Member Schneider** why he did not want videotaping of the meetings.

**Member Schneider** stated he did not believe videotaping of the meetings was necessary. He stated he believes the audio recording with a tape recorder will provide better audio quality than the video tape. He further stated he did not think it important to record hand gestures or facial expressions.

**Member Voros** asked **Solicitor Chetney** if she had discussed the legalities of videotaping the meetings with the other Board members.

**Solicitor Chetney** responded she had discussed the legalities of videotaping the meetings with the Board Members. She further stated she had researched the matter and there is no legal requirement to videotape the meetings.

**Member Voros** responded it is a law, I believe.

**Solicitor Chetney** responded there is no law requiring videotaping of the meetings and she is not aware of nor can find a SCIA resolution requiring the videotaping of the meetings. She stated if a motion by the Board is made to cease videotaping then the meeting can continue without a video being recorded. She further stated there is no legal requirement it is videotaped. In the absence of a resolution, the Chairman has the discretion to proceed without a video recording of the meeting. She stated it is appropriate at this time to decide on a motion.

**Member Howard** stated he would like to see a video taken at every meeting for transparency.

**Member Voros** asked **Executive Director David Sparks** if he was aware no video would be taken of the meeting.

**Executive Director Sparks** responded he was not part of the discussion pertaining to the videotaping of meetings.

**Member Voros** asked **Executive Director Sparks** if something like this were to happen again where some of the Board members made a decision on a matter would he communicate the decision to the other Board members.

**Executive Director Sparks** stated no, it would not be his place to speak for the Board members.

**End of Discussion. The motion to cease videotaping the SCIA meetings was approved by roll call vote 3-2-0 as reported above.**
Pledge of Allegiance was recited by all present.

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

MINUTES

Regular Meeting of November 12, 2014 – (M) S. Bestwick, (S) L. Schneider to approve minutes. Motion carried by voice vote 5-0.

Executive Sessions of September 22, 2014 and November 12, 2014 – (M) S. Bestwick, (S) L. Schneider to approve the minutes. Motion carried by voice vote 5-0.

SOLID WASTE DIVISION

Solid Waste Division report dated December 9, 2014, was presented by Solid Waste Division Manager Melinda Williams. Copies of this report along with statistical landfill report were distributed to all Board members prior to this meeting. Manager Williams stated she has developed and included new statistical reporting using current actual numbers which may be easier to reference than the current charts. She further stated the Landfill tonnage is down from this time last year, Convenience Center tonnage is up and the leachate has tripled. The cause of the jump in leachate is the new cell and approximately 5 ½ inches of rain recently. The cost to process the leachate is $0.01 to treat and $0.035 to transport. Member Schneider asked why the leachate cost was so high for the additional gallons. Manager Williams responded the numbers were no accurate due to using figures from paid invoices rather than current numbers. This results in carry over from previous months or years. In the future, they will be calculated on a current basis.

Chairman Widdifield asked if the electrical problem was corrected with the water pumps. Manager Williams responded that the problem has been solved in the short-term but may need to be adjusted during the summer months when electrical load is greater. It has not been fully resolved but is currently working. Member Howard asked if a load could be put on the pumps to see where they will cut-off. Manager Williams stated a load was put on the pumps and they are cutting out at 506 volts. The pumps are not adjustable so Atlantic City Electric will need to tweak them when the power demand increases.

Landfill Engineers Status Report dated December 2, 2014. Copies of this report were distributed to all Board members prior to this meeting. Chairman Widdifield asked if there were any questions pertaining to the engineers report. There were no questions. Chairman Widdifield, without objection, ordered the Solid Waste Division Report and the Engineers Report be received and filed.
(M) P. Voros, (S) R. Howard to adopt the resolution to pay bills in the amount of $185,873.12 by regular check, $50,205.29 by electronic payment and $0 by manual check. The resolution was adopted by voice vote 5-0.

NURSING HOME DIVISION REPORT

No Report or Action

STANDING COMMITTEE REPORTS

EXECUTIVE COMMITTEE (Susan Bestwick) - Member Bestwick reported the committee has been busy. A transition meeting was attempted with out-going Executive Director Turner-Fox on November 25, 2014 but she did not want to stay for the meeting. A transition meeting was held with new Executive Director Sparks on Monday December 8, 2014 and lasted approximately 5 ½ hours. Member Bestwick stated the Escrow Audit is still progressing. Member Bestwick reported the RFP’s have been advertised and released. They will be opened at the Finlaw Building on January 22, 2015.

PERSONNEL COMMITTEE (Ron Howard) - Member Howard asked what changes have been made to the wage increases tabled last meeting. Chairman Widdifield replied the lump sum payments were eliminated.

Member Voros asked if he could review the resumes of the Executive Director candidates. He further asked if the Board usually hires employees without going through the Personnel Committee.

Chairman Widdifield responded there were six (6) candidates that were either asked if interested or interviewed for the position. Chairman Widdifield further stated he does not want to release the names of those asked or interviewed as they are employed and it may adversely affect their employment if the information was released.

Member Voros asked why the candidates were not interviewed through the Personnel Committee.

Chairman Widdifield responded the interviews were conducted by the Executive Committee and reminded the Board members there was a resolution last Board meeting to hire David Sparks and it was adopted.

SOLID WASTE COMMITTEE (Peter Voros) – Member Voros reported there was a meeting December 4, 2014 pertaining to Landfill operations. The reason for the meeting
was to check on the status of current filings and permits and to ensure the people responsible for filing the permits are aware of their responsibilities. He further stated the plastic recycling program is doing well and said a good job was being done by all.

INNOVATION AND TECHNOLOGY COMMITTEE (Lew Schneider) - Member Schneider stated there is nothing to report. 
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 December 10, 2014 was presented by Executive Director David Sparks. 
Copies of this report were distributed to all members prior to this meeting. Executive Director Sparks reported he was hired as a part-time employee on December 1, 2014. He has been spending time at both the Finlaw Building and the Landfill meeting everyone and learning what they do. He reported everyone he has interacted with seems to be “top notch” and engaged in their work. He further believes the workplace is friction-free and everyone is working well together. Executive Director Sparks further stated he will be reaching out to the professionals in the near future to see if any communication improvements need to be made. He further thanked the Board and the rate payers. He will provide more detailed reports in the future as he has a chance to settle into the position.

Member Voros asked Executive Director Sparks if he had spoken to the Solicitor Chetney about a possible conflict of interest and if he wanted to go into closed session.

Chairman Widdifield stated the Board was not going to discuss the matter at this time.

Member Voros asked Solicitor Chetney if she was aware of his concerns.

Solicitor Chetney stated she was aware of Member Voros’s concern of a conflict of interest with the new Executive Director. Solicitor Chetney explained Executive Director Sparks was involved in a civil matter and not a criminal matter so there is no conflict of interest.

Member Voros stated he thought it was a conflict of interest as the member who made a motion to hire Executive Director Sparks was also a party to the civil suit.

Solicitor Chetney again stated there is no conflict of interest.

Chairman Widdifield, without objection, ordered the Executive Director’s Report be received and filed. Hearing no objections, so ordered.
UNFINISHED BUSINESS

Resolution 2014-109 To Authorize Change of Dental Provider From Aetna to Principal.
(M) S. Bestwick, (S) L. Schneider to adopt the resolution to change dental providers. The resolution was adopted by voice vote 5-0.

Resolution 2104-110 To Adopt the 2015 Budget of $5,556,647.
Chairman Widdifield stated there was one item changed as it was not entered in the form in the correct format. Member Voros asked what the item was. Chairman Widdifield responded it has been fixed and it was just a format issue and not a monetary change. (M) L. Schneider, (S) S. Bestwick to adopt the 2015 Budget. Member Howard asked what the total budget was and Executive Director Sparks replied it was approximately $5.6 Million.
Roll Call Vote
S. Bestwick Yes
R. Howard Yes
L. Schneider Yes
P. Voros Yes
Chairman Widdifield Yes

The resolution was adopted by roll call vote 5-0-0.

Host Community Proposal

Chairman Widdifield stated since the last meeting a counter-proposal was received from Alloway Township regarding the Host Community Benefit. The counter-proposal is for $2.60 per ton of Type 10 municipal waste and every three years it will be increased by the same rate of increase by SCIA. The first year there is no effect as it will be increased after year 2018. He thanked both Member Schneider and Mayor McKelvey for working on the proposal.

Motion – To Approve The Host Community Benefit.
(M) P. Voros, (S) L. Schneider to approve the motion for Host Community Benefits. The motion was approved by voice vote 5-0.

Member Schneider asked if including the benefit inside of the budget would affect the payment to the County.

Chairman Widdifield stated the Freeholders are not the host community and that the State requires 5% of the budget be available for payment to the County.

Member Bestwick stated the original contract from 1988 has never been reviewed except for the financial aspects. She asked Solicitor Chetney if it would be a good idea to review and update the contract.
Chairman Widdifield stated it would be a good idea for Solicitor Chetney and Alloway Solicitor John Hoffman to review and update the contract.

Motion – To Authorize Solicitor Chetney To Review And Update The Host Community Contract.
(M) S. Bestwick, (S) L. Schneider to approve the motion. The motion was approved by voice vote 5-0.

Motion – To Approve The Wage Increases.
(M) R. Howard, (S) S. Bestwick to approve the scheduled wage increases. The motion was approved by voice vote 4-1-0 with Member Schneider voting Nay.

NEW BUSINESS

Resolution 2014-111 Appointing Executive Director David Sparks As Fund Commissioner.

Member Voros pointed out there was an error as the resolution appoints the Executive Director as Fund Commissioner and Alternate Commissioner.

After a brief discussion it was decided to keep the Alternate Commissioner the same as last year and will change if necessary at a later date. The resolution is amended to strike the section appointing the Executive Director as Alternate Commissioner.
(M) R. Howard, (S) L. Schneider to adopt the resolution to appoint the Executive Director as Fund Commissioner. The resolution was adopted by voice vote 5-0.

Resolution 2014-112 To Appoint Executive Director David Sparks As Records Custodian For SCIA.
(M) S. Bestwick, (S) L. Schneider to adopt the resolution to appoint the Executive Director as records custodian.
The resolution was adopted by voice vote 5-0.

Resolution 2014-113 Authorizing The Application For Recycling Grant.
(M) P. Voros, (S) R. Howard to adopt the resolution for the preparation of the recycling grant by Manager Williams. The resolution was adopted by voice vote 5-0.

(M) P. Voros, (S) R. Howard to adopt the resolution to purchase stone from Quinton Stone and Gravel. The resolution was adopted by voice vote 5-0.

Member Bestwick asked if this was the normal price and if it was usually purchased from Quinton Stone and Gravel. Landfill Supervisor Lodie vanTonder responded he has purchased from other companies on occasion in the past. Chairman Widdifield stated Quinton Stone and Gravel was the only bidder and their price is usually the best due to the short hauling distance being reflected in the transportation costs.
Resolution 2014-115 To Authorize The Purchase Of John Deere Excavator From JESCO for $186,000.00. 
(M) P. Voros, (S) R. Howard to adopt the resolution to purchase the excavator from JESCO. The resolution was adopted by voice vote 5-0.

Member Schneider asked who was JESCO and if they were the outfit from Pole Tavern. Chairman Widdifield responded it was John Deere Corporate and we received a 15% discount as this was the third piece of equipment SCIA purchased from them this year. He further stated it was the only bid received.

Member Voros asked what SCIA was going to do without a certified purchasing agent and it is required by law to have one.

Chairman Widdifield responded it is not required by law.

Solicitor Chetney stated it depends on thresholds but right now there is nothing on the horizon needing a purchasing agent.

Chairman Widdifield responded one is not needed but if it becomes necessary he can use his certification.

Solid Waste Division Manager Williams interjected they realize anything over $10,000 must be approved by the Board.

Correspondence

Chairman Widdifield stated there is a letter from former Executive Director Turner-Fox requesting $19,690.04 in accumulated unused sick time and compensatory time.

Member Voros asked Member Howard if he reviewed the letter in the Personnel Committee.

Member Howard said no and stated he believes the previous Executive Director received the same when he left.

Chairman Widdifield asked if it was in his contract.

Member Howard responded he did not think it was in the contract.

Solicitor Chetney stated she had sent a confidential memo to the Board members on November 28, 2014 about the legality of making the payment. She stated she had checked with Constance Garton in Human Resources to confirm the hours accumulated
by the former Executive Director. She further stated she has reviewed the employment contract and there are no requirements to pay for this time. She further recommended the Board be guided by the policy for all employees who were terminated. According to the policy, unused sick time can be paid up to $15,000. She stated the Board has discretion as to if they will pay the sum as it is not required to be paid by the employment contract.

Solicitor Chetney further stated there is no policy for compensatory time for salaried employees and it is not addressed in the employment contract. She stated nothing states it cannot be paid but there is no requirement to pay. Both parties had a chance to freely negotiate the contract at its inception. She stated the Board has the authority and discretion to pay or not to pay; it is perfectly legal either way. She recommends that the Board treat all similar employees similarly.

Member Voros asked if the previous Executive Director was paid when he left.

Solicitor Chetney responded she does not know what his contract stated.

Motion – To Pay The Former Executive Director Debra Turner-Fox $19,690.04 Of Unused Sick Time and Compensatory Time.
(M) P. Voros, (S) R. Howard to approve the motion to pay the requested amount. The motion was defeated by voice vote 2-3-0 with Members Bestwick, Schneider and Chairman Widdifield voting Nay.

Motion – To Pay The Former Executive Director Debra Turner-Fox One-Half The Amount Requested Or $9,345.02.
(M) R. Howard, (S) P. Voros to approve the motion to pay the former Executive Director half of the requested sum. The motion was defeated by voice vote 2-3-0 with Members Bestwick, Schneider and Chairman Widdifield voting Nay.

Member Schneider stated if we pay the former Executive Director unused sick time and compensatory time then she would have been treated differently than the former Economic Development Director who was only paid accrued vacation time.

Chairman Widdifield commented treating her differently could be a problem.

Solicitor Chetney stated nothing prevents the Board from treating her differently but it would be discoverable in any court proceedings.

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

PUBLIC COMMENT

Alloway Township resident Anne Sullivan welcomed the new Executive Director David Sparks and agreed with his assessment there was no friction in the SCIA workplace. She asked how the cell tower deal was progressing. Chairman Widdifield stated at the last meeting the Solicitor was authorized to offer SBA $300,000 for the
easement and they rejected the offer. **Solicitor Chetney** interjected they are still negotiating and the Board may have action on the proposal at the next Board meeting.

**Anne Sullivan** shared her concern with the closure of the glass plant in Salem City, if Salem Community College would abandon the Glass Training Facility next door. If it were to close how would it affect the voiceover project? **Chairman Widdifield** stated the project would continue.

**Anne Sullivan** asked if the phone system has been changed over yet. **Executive Director Sparks** replied it has been tested and it worked very well but the changeover has not been initiated yet.

**Anne Sullivan** asked about the vendor CONXX who appeared on the bill list and was paid $1130.40. **Solid Waste Division Manager Williams** replied they are a vendor who supplied internet connection equipment.

**Freeholder Liaison Dale Cross** thanked everyone for their hard work at SCIA and wished them a Happy Holiday Season.

**Motion** – To Have The Entire Board Consulted When Any Decisions Are Being Made. (M) R. Howard. No action was taken on the motion.

Chairman Widdifield asked if there was any further public comment or business for the Board. Hearing none, Chairman Widdifield adjourned the meeting at 5:38 P.M.

Respectfully Submitted:

Scott R. Kramme
Recording Secretary