REGULAR MEETING
OF THE SALEM COUNTY IMPROVEMENT AUTHORITY

SOLID WASTE DIVISION CONFERENCE ROOM

52 McKillip Road, Alloway, NJ

Thursday, May 14, 2015 @ 4:30 pm

Chairman Widdifield called the meeting to order at 4:30 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
Brooks, Michael Present
Howard, Ronald Present

MINUTES

Regular meeting of April 9, 2015 – (M) S. Bestwick (S) R. Howard to approve minutes. Motion carried by voice vote 5-0.

SOLID WASTE DIVISION

Solid Waste Division report dated May 11, 2015 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 indicated the landfill revenue is up almost $40,000 from April of last year. She also indicated that most every revenue item is up including the convenience center. Leachate is up compared to last year at this time. There is only one customer on the Outstanding Customer list. Manager Williams mentioned their meeting with the DEP, she indicated the DEP understands the landfill’s situation and wants to work with them as much as possible.

Landfill Engineer’s Report dated May 4, 2015. Copies of this report were distributed to all Board members prior to this meeting. The engineer is working on several things. Mr. McKelvie updated the Environmental and Health Impact Statement needed for permit renewal. He is also amending the Closure/Post Closure Plan. He is working on finalizing Cell 11 plans. Manager Williams asked the engineer to look at the possibility of taking off the corner of Cell 10. This may enable SCIA to not have to move the office building.

Chairman Widdifield, without objection, ordered the Solid Waste Division’s and engineer’s reports be received and filed.

Resolution 2015-040 authorizing payment of Solid Waste Division bills. (M) R. Howard (S) M. Brooks to adopt the resolution to pay bills in the amount of $390,156.57 by regular check, $114,610.39 by electronic payment and $0 by manual check. The resolution was adopted by voice vote 5-0.
STANDING COMMITTEE REPORTS

Executive Committee (Susan Bestwick) – Member Bestwick indicated their priority is financing for the next cell. They will be speaking with the Freeholders to update them on issues they are having. The audit is complete. There were no findings, but had a couple of recommendations. Chairman Widdifield asked if the audit would be presented to the Board at the next meeting.

Personnel Committee (Ron Howard) – Member Howard indicated they need to hire three part-time summer help employees. There was a general discussion regarding the promotion of part-time administrative assistant to full-time receptionist secretary relating to job responsibilities, wages and benefits. Solicitor Chetney reminded the Board to follow the policy manual with respect to hiring of employees. There was a general discussion about going into closed session.

Member Howard would like to see something in the policy manual regarding employees immediately reporting an injury suffered while at work. Solicitor Chetney indicated this was already in the policy manual and she was working on new language for that section.

Solid Waste Committee (Michael Brooks) – The committee talked about the landfill operations and Cell 11 design. They discussed changing the rate on the Leachate hauling. The committee also discussed the equipment that needs to be worked on and the DEP inspector who came out to inspect the cover. They anticipate there may be a fine assessed due to erosion on the sides of the landfill. Lodie van Tonder gave an update regarding his progress regarding the cover.

The committee also talked about changing the tipping fees for next year. There was a general discussion regarding the number of categories for tipping fees and changes in the contract for the municipalities.

Facility Expansion and Finance Committee (Bob Widdifield) – covered under the Executive Committee report; looking to expand Cell 11 and money to pay for it.

Finance Committee (Lew Schneider) – no report

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

EXECUTIVE DIRECTOR’S REPORT

Copies of this report were distributed to all members prior to this meeting. Most issues were covered under the Standing Committee reports.

There were no OPRA requests for April.

Meeting attendance – four standing committees, staff and employee meetings. Director Sparks, members of the Board and professionals met with the DEP and New Jersey Environmental Infrastructure Trust. This meeting was to give the DEP and Trust an understanding of SCIA’s financing ability using their criteria to pay off a loan for a new cell as opposed to repaying a loan over the life of the landfill. A general discussion regarding the time payment of a loan and loans in general were discussed.
SCIA policies and procedures are circulating for review.

Moved a couple CDs from Harvest Bank to Franklin Savings & Loan.

Joined National IPA which allows SCIA to purchase equipment that is not covered under a State bid. A general discussion how this could save SCIA money was discussed.

Chairman Widdifield, without objection, ordered the Executive Director’s report be received and filed.

UNFINISHED BUSINESS

SBA cell tower – waiting out the option period that will expire on July 14, 2015.

There was a general discussion regarding the review of the policy and procedures manual.

Gateway Business Park water tower – SCIA is to transfer ownership of water tower to American Water by end of year. Solicitor Chetney is working on exactly what is to be transferred.

NEW BUSINESS

Resolution 2015-041 approving closure of Fulton Bank account
(M) L. Schneider (S) M. Brooks to approve closure of Fulton Bank equipment reserve account and construction reserve account and transfer funds to operating fund.
Director Sparks discussed the reasoning for closing these accounts.
The resolution was adopted by voice vote 5-0.

Resolution 2015-042 authorizing write off of account balance due to SCIA
(M) L. Schneider (S) S. Bestwick to authorize the write off of Five County Carting’s outstanding balance due to SCIA. The resolution was adopted by voice vote 5-0.

Motion to hire three seasonal summer laborers
(M) R. Howard (S) M. Brooks to hire three seasonal summer laborers.
The motion was approved by voice vote 5-0.

Motion to promote part-time administrative assistant to full-time receptionist secretary
(M) M. Brooks with removal of 90 day probationary period (S) R. Howard to promote part-time administrative assistant to full-time receptionist secretary.
There was a general discussion regarding the probationary period, wage increase after probationary period, job responsibilities, benefits and performance reviews.
Chairman Widdifield put the motion to a roll call vote.
The motion was approved by roll call vote 4-1.

Motion to approve contract with Green Technology Services
(M) R. Howard (S) M. Brooks to approve contract with Green Technology Services for managed IP services.
There was a general discussion regarding the contract and equipment to be managed.
The motion was approved by voice vote 5-0.
CORRESPONDENCE

From Casie Garton, Human Resources regarding SCIA retiree health benefit payment

PUBLIC COMMENT

No members of the public were present.

Chairman Widdifield asked if there was any other business for the Authority. Member Howard inquired about the status of full-time employee who was hurt on the job. Director Sparks indicated he will need to have an MRI, but is back to work. Chairman Widdifield adjourned the meeting at 5:40 pm.

Respectfully submitted,

Diane B. Plymale
Recording Secretary

SCIA/May 2015 minutes