Salem County Improvement Authority
Regular Meeting
Finlaw Building, Lower Level Conference Room
January 28, 2013

The regular meeting of the Salem County Improvement Authority was called to order by Chairman John Ober at 5:00 pm.

The Pledge of Allegiance was recited by all present.

Chair John Ober 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 (Formerly Today’s Sunbeam) and the Elmer Times newspapers circulated in Salem County and by posting notice in the Salem County Clerk’s Office. Copies of the Board agenda, minutes and video of this meeting are posted on SCIANJ.COM”

Roll Call:
Burke, Michael
Howard, Ron
Ober, John
Schneider, Lew
Voros, Peter
Absent
Present
Present
Present

Attendance:
Executive Director, Deborah Turner-Fox
Division Manager, SWD, Melinda Williams
Division Manager, EDD, James Smith
Engineer, David Munion
Solicitor, Adam Telsey
Auditor, David Rollison
Freeholder Liaison, Dale Cross
Consultant, Phil Rowan

Approval of Minutes:
(M) P. Voros (S) R. Howard to approve the minutes of the following meetings: Regular Meeting of December 17, 2012 and Executive Session on December 17, 2012. Also approved were the Budget Workshop Agenda and Summary of January 15, 2013. All approved, motion passed. 4/0

[1]
BUDGET
Executive Director Deborah Turner Fox gave a brief explanation of the amendment to the 2012 Capital Budget for Gateway Boulevard final paving.

Resolution 2012-163 to amend the adopted 2012 Capital Budget
(M) P. Voros, (S) R. Howard to approve Resolution. Motion for adoption passed 4/0
Roll Call Vote:
J. Ober Yea
P. Voros Yea
R. Howard Yea
L. Schneider Yea
M. Burke Absent

Executive Director Deborah Turner Fox gave a brief explanation of the amendments to the 2013 Nursing Home Division Budget as discussed at the Budget workshop.

Resolution 2012-164 to amend Nursing Home Division Budget.
(M) P. Voros, (S) R. Howard to approve Resolution. Motion for adoption passed 4/0
Roll Call Vote:
J. Ober Yea
P. Voros Yea
R. Howard Yea
L. Schneider Yea
M. Burke Absent

Executive Director Deborah Turner Fox gave a brief explanation of the amendments to the 2013 Economic Development Division Budget as discussed at the Budget workshop.

Resolution 2012-165 to amend Economic Development Division Budget.
(M) P. Voros, (S) R. Howard to approve Resolution. Motion for adoption passed 4/0
Roll Call Vote:
J. Ober Yea
P. Voros Yea
R. Howard Yea
L. Schneider Yea
M. Burke Absent

Executive Director Deborah Turner Fox gave a brief explanation of the amendments to the 2013 Solid Waste Budget as discussed at the Budget workshop.
Resolution 2012-166 to amend Solid Waste Division Budget.
(M) P. Voros, (S) R. Howard to approve Resolution. Motion for adoption passed 4/0

Roll Call Vote:
J. Ober Yea
P. Voros Yea
R. Howard Yea
L. Schneider Yea
M. Burke Absent

Executive Director Deborah Turner Fox gave a brief explanation of the amendments to the 2013 Capital Budget as discussed at the Budget workshop.

Resolution 2012-167 to amend 2013 Capital Budget.
(M) P. Voros, (S) R. Howard to approve Resolution. Motion for adoption passed 4/0

Roll Call Vote:
J. Ober Yea
P. Voros Yea
R. Howard Yea
L. Schneider Yea
M. Burke Absent

*note—there is no separate resolution document for this amendment, the amendments to the 2013 capital budgets are contained within the individual budget documents for each division.

PUBLIC HEARING

(M) P. Voros, (S) R. Howard to open this portion of the SCIA meeting to the Public for comments on the budget. No person from the public commented therefore a (M) by P. Voros and (S) R. Howard to close this Public Hearing for the budgets. All in favor, motion passed 4/0

Resolution 2012-168 (M) P. Voros, (S) R. Howard to Adopt 2013 Nursing Home Division Budget.
(M) P. Voros, (S) R. Howard to Adopt Resolution. Motion for adoption passed 4/0

Roll Call Vote:
J. Ober Yea
P. Voros Yea
R. Howard Yea
L. Schneider Yea
M. Burke Absent

Resolution 2012-169 (M) P. Voros, (S) R. Howard to Adopt 2013 Economic Development Division Budget.
(M) P. Voros, (S) R. Howard to Adopt Resolution. Motion for adoption passed 4/0
Roll Call Vote:
J. Ober      Yea
P. Voros     Yea
R. Howard    Yea
L. Schneider Yea
M. Burke     Absent

Resolution 2012-170 (M) P. Voros, (S) R. Howard to Adopt 2013 Solid Waste Division Budget. (M) P. Voros, (S) R. Howard to Adopt Resolution. Motion for adoption passed 4/0

Roll Call Vote:
J. Ober      Yea
P. Voros     Yea
R. Howard    Yea
L. Schneider Yea
M. Burke     Absent

SOLID WASTE DIVISION
- Solid Waste Division Report dated January 11, 2013 presented by Melinda Williams, Division Manager. Copies of this report along with the statistical landfill report were distributed to all Board members prior to this meeting.
  Chairman Ober without objection ordered the Solid Waste Division Report be received and filed. Hearing no objections, so ordered.

- Landfill Engineer’s Status Report dated January 18, 2013 was presented by Dave Munson Vice President of T & M Associates. Copies of this report were distributed to all Board members prior to this meeting.
  Chairman Ober without objection ordered the Engineer’s Report be received and filed. Hearing no objections, so ordered.

- Resolution 12-171 Authorizing Transfer of Line Item Amounts in the 2012 Solid Waste Division Adopted Budget ($500.00)
  (M) P. Voros (S) R. Howard to adopt resolution all approved resolution adopted. 4/0

- Resolution 12-172 Authorizing Payment of Bills for the Solid Waste Division.
  (M) P. Voros (S) R. Howard to adopt resolution all approved resolution adopted. 4/0

ECONOMIC DEVELOPMENT DIVISION
- Economic Development Report dated January 17, 2013 was presented by Jim Smith, Division Manager. Copies of this report were distributed to all Board members prior to meeting.
  Chairman Ober without objection ordered the Economic Development’s Report be received and filed. Hearing no objections, so ordered.
• Resolution 12-173 Authorizing Payment of Bills for the Economic Development Division
  
  ((M) P. Voros (S) R. Howard to adopt resolution; all approved resolution adopted. 4/0

NURSING HOME DIVISION
• Resolution 12-174 Authorizing Payment of Bills for the Nursing Home Division
  
  (M) RP. Voros (S) R. Howard to adopt resolution, all approved, resolution adopted. 4/0

STANDING COMMITTEE REPORTS

EXECUTIVE COMMITTEE (John Ober)
Chairman Ober spoke briefly about the budget and the Alloway Township Host Community Benefit agreement.
Chairman Ober without objection ordered the Executive Committee’s Report be received and filed. Hearing no objections, so ordered.

PERSONNEL COMMITTEE (Ron Howard)
Chairman Ron Howard briefly spoke about the meeting agenda which included discussion of the resignation of the administrative assistant, vacancy for a finance officer and the Policy and Procedure Manual which is still being updated. Executive Director, Deborah Turner Fox explained that following the resignation of the former HR assistant, SCIA conducted a Payroll audit in conjunction with the accountant. The result is that several employees will be receiving a refund for funds that were over-withheld during 2012 such as 401-K and pension.
Chairman Ober without objection ordered the Personnel Committee’s Report be received and filed. Hearing no objections, so ordered.

ECONOMIC DEVELOPMENT COMMITTEE (Michael Burke)
Executive Director, Deborah Turner Fox gave a brief summary of the January 24, 2013 meeting held. She stated that the Committee is preparing the 2013 Economic Forecast and discussed the Economic Development Strategic Plan update for 2013.
Chairman Ober without objection ordered the Personnel Committee’s Report be received and filed. Hearing no objections, so ordered.

SOLID WASTE COMMITTEE (Peter Voros)
Chairman Pete Voros briefly discussed the Salem City Leachate demonstration project, meeting with the NJDEP and flow control.
Chairman Ober without objection ordered the Solid Waste Committee’s Report be received and filed. Hearing no objections, so ordered.
INNOVATION AND TECHNOLOGY COMMITTEE (Lew Schneider)
Chairman Lew Schneider briefly discussed the County shared services agreement and SCIA’s request to extending the IT Agreement until April 30, 2013 which was denied. This committee will be meeting with IT vendors next week.
Chairman Ober without objection ordered the Personnel Committee’s Report be received and filed. Hearing no objections, so ordered.

EXECUTIVE DIRECTOR’S REPORT
• Executive Director’s Report to the Board dated January 28, 2013 was presented by Executive Director, Deborah Turner Fox. Copies of this report were distributed to all Board members prior to meeting.
Chairman Ober without objection ordered the Executive Director’s Report be received and filed. Hearing no objections, so ordered.

OLD BUSINESS
• Resolution 11-151 Authorizing Charge Offs for NHD (Private Pay Residents)
Tabled from November 28th meeting and this meeting; to be continued tabled.

• Resolution 12-157 Appointment of Human Resources and Risk Management Consultant
Tabled from the December 17, 2012 meeting and this meeting; to be continued tabled.

NEW BUSINESS
• Resolution 12-175 Authorizing Refund (Ross Fogg)
(M) P. Voros (S) R. Howard to approve resolution. All approved, resolution adopted. 4/0

• Resolution 12-176 Authorizing the Award of a Contract Pursuant to a Fair and Open Process to Provide Professional Landfill Engineering Services for Resource Recovery, Energy Generation and Solid Waste Facility.
(M) P. Voros (S) R. Howard to approve resolution. All approved, resolution adopted. 4/0

• Resolution 12-177 Establishing Scope of Work for Design, Bidding, Installation and Construction Management of Cell #9 for the Solid Waste Division.
(M) P. Voros (S) R. Howard to approve resolution. All approved, resolution adopted. 4/0

• Resolution 12-178 Authorizing the Award of a Contract Pursuant to a Fair and Open Process to Provide for a Professional Engineer for Topographical Engineering for the SCIA.
(M) P. Voros (S) R. Howard to approve resolution. All approved, resolution adopted. 4/0
• Resolution 12-179 Authorizing the Execution and Delivery of an Extension to the Existing Shared Services Interlocal Agreement between the County of Gloucester and the Salem County Improvement Authority regarding the Regional Wastewater Management Project.
(M) P. Voros (S) R. Howard to approve resolution. Three Yea's / one opposed by Mr. Schneider.

• Resolution 12-180 Authorizing Shared Services Agreement with the County of Salem for Information Technology Services.
(M) P. Voros (S) R. Howard to approve resolution. All approved, resolution adopted. 4/0

• Resolution 12-181 Approving Meeting Rules.
(M) P. Voros (S) R. Howard to approve resolution. All approved, resolution adopted. 4/0

• Resolution 12-182 Authorizing and Approving the Release and Transfer of Part of Certain Mortgaged Property Related to the Finlaw State Office Building Project; Authorizing and Approving the Grant of an Easement by Stand Up for Salem, Inc. on a separate portion of such mortgaged Property; and Authorizing and Approving Certain Actions in Connection therewith; all in Connection with the Completion of the Nelson House/Washington Hall Redevelopment Project
(M) P. Voros (S) R. Howard to approve resolution. All approved, motion passed. 4/0
Roll Call Vote:
J. Ober Yea
P. Voros Yea
R. Howard Yea
L. Schneider Yea
M. Burke Absent

• Motion to accept resignation of Executive Assistant.
(M) P. Voros (S) R. Howard to approve resignation. All approved, motion passed. 4/0

• Motion to authorize the position of confidential administrative assistant to be filled.
(M) P. Voros (S) R. Howard to approve motion. All approved, motion passed. 4/0

Correspondence

External Correspondence

• Letter received January 11, 201 to Donna Summers, NJDEP RE: SCIA Solid Waste Division-Landfill Administrative Order and Notice of Civil Administrative Penalty. Assessment EA-ID # PEA 110001-65582; Date of Violation: October 23, 2011.
Letter Dated January 10, 2013 to Charles Washington, City of Salem RE: Termination of Support Agreement
Letter Dated January 10, 2013 to Chris Davenport, Stand Up for Salem RE: Termination of Support Agreement.
Letter Dated December 28, 2012 to Marianne Harmatz, SBA Communications Corp. RE: Amended Lease Agreement SBA Site ID# NJ41430-A, SBA Site Name: Alloway, SBA Site Address: 52 McKillip road, Alloway, NJ 08001
Letter Dated December 19, 2012 to Julie Acton, Salem County Board of Freeholders RE: Board Packet and Executive Session minutes.
Letter Dated December 18, 2012 to Douglas Wright, County of Salem RE: Check # 002830 for $1,667,543.00 which represents the transfer of funds from the SCIA Solid Waste Division through the County of Salem and back to the SCIA Nursing Home Division to fund the accumulated deficit.
Letter Dated December 18, 2013 to Douglas Wright, County of Salem RE: Invoice #SHBPDECEMBER2012 in the amount of $13,950.83 for the Division of Pensions and Benefits changes for the Health obligation of the Nursing Home Retirees.
Letter Dated December 17, 2012 to Jerry Seneski, State of New Jersey Department of Community Affairs Bureau of Authority Regulation RE: 2013 Division Budgets.

Executive Director Correspondence


Other Informational Materials

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

PUBLIC COMMENT
(M)P. Voros (S) R. Howard to open this portion of the SCIA regular meeting to the Public. All approved, motion passed. 4/0

Ed McKelvey, Alloway, asked about negotiations regarding host community benefits. A proposal has been sent to SCIA and Alloway is waiting for a response. Chairman Ober stated that the Executive Director will set up a meeting with both Alloway and SCIA to continue negotiations.

Anne Sullivan, Alloway; asked if the pay raises provided in January were across the board and for all employees.
Executive Director, Deborah Turner Fox stated that increases were provided based on employee performance on a Case by Case basis and that there was no across the board percentage increase and that not all employees received an increase.

Chairman Ober stated that through the recommendation of the SCIA Executive Director and Division Managers, some employees received raises while others did not.

Ms. Sullivan inquired about the NJDEP response to the odor complaint. Chairman Ober stated that this continues to be discussed with NJDEP. SCIA submitted a proposal to NJDEP suggesting the penalty be directed towards something that would improve air quality in the affected community. SCIA is waiting for a response.

Dale Cross, Freeholder, Pennsville, stated that the radio equipment bills were processed today so that installation of the equipment on the Gateway Water Tower could commence. He asked why the SCIA does not re-organize at the end of the year. He was told by Adam Telsey, Solicitor that the statute states that Improvement Authorities can only re-organize on or after February 1st.

Freeholder Cross then requested a copy of the statute citation regarding that matter. Chairman Ober requested the statutory citation be provided to Freeholder Cross by the Executive Director.

Anne Sullivan, Alloway asked what SHB stood for in the Solid Waste Division bill list. Executive Director, Deborah Turner Fox stated it was State Health Benefits.

She then asked about bill # 1772 in the Economic Development Division regarding Gabel. Executive Director, Turner-Fox explained that that firm was awarded a contract to provide energy conservation advice and has provided evaluations on solar energy projects, co-gen projects and has assisted in the direct install program for SUFS Hires Avenue Parking garage.

(M)P. Voros (S) R. Howard to close this portion of the SCIA regular meeting to the Public. All approved, motion passed. 4/0

(M) P. Voros (S) R. Howard to adjourn meeting. All approved, motion passed. 4/0

Meeting was adjourned at 6:00 pm.

Respectfully submitted:

Joan M. Cole
Recording Secretary