SALEM COUNTY IMPROVEMENT AUTHORITY

Annual Reorganization Meeting
Monday, February 18, 2013
Finlaw Building, Lower Level
199 East Broadway
Salem, New Jersey

Meeting was called to order by Chairman John Ober at 5:00 pm.

Pledge of Allegiance was recited by all present.

ROLL CALL:
Howard, Ron Present
Ober, John Present
Schneider, Lew Present
Voros, Pete Present

OPEN PUBLIC MEETINGS ACT STATEMENT:
Chairman John Ober read the following statement: “In compliance with the Open Public Meetings Act, I, John Ober, Chairperson of the Salem County Improvement Authority, and presiding officer at this Reorganization Meeting, state that adequate notice of this Reorganization 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 known as Today’s Sunbeam and the Elmer Times, newspapers circulated in Salem County, and by posting notice in the Salem County Clerk’s Office and Clerk of the Board’s Office and posting on SCIANJ.com website all having been done at least forty-eight (48) hours in advance of this meeting.

Brief discussion, initiated by Lew Schneider, occurred regarding how new members are notified of appointment and meeting dates and times. Chairman Ober indicated that SCIA had not received notification from the County of Salem regarding the new member’s appointment as had been done in the past. He indicated that SCIA made a call to the Clerk of the Board’s office on Thursday to confirm whether an appointment had indeed been made. Lew Schneider indicated that last year he didn’t recall getting a letter from the Freeholder’s office but was told of the appointment and simply came to the SCIA meeting in February.

ELECTION OF OFFICERS:

Solicitor Adam Telsey presided over the nominations for Chair. (M) P. Voros (S) R. Howard to nominate John Ober. All approved, motion passed. Chairman Ober thanked the Board members for their vote of confidence.
**Vice-Chairman:** J. Ober requested nominations for the post of Vice-Chairman for SCIA. (M) P. Voros (S) L. Schneider to nominate **R. Howard.** All approved, motion passed.

**Secretary/Treasurer** J. Ober requested nominations for the post of Secretary/Treasurer for SCIA. (M) J. Ober (S) R. Howard to nominate **P. Voros.** All approved, motion passed.

J. Ober requested separate nominations for the post of Alternate Secretary and Alternate Treasurer for SCIA. (M) P. Voros (S) R. Howard to nominate **L. Schneider** for **Alternate Treasurer** and **Susan Bestwick** (upon her taking Oath of Office) as **Alternate Secretary.** All approved, motion passed.

**APPOINTMENTS OF CHAIRPERSONS TO STANDING COMMITTEES:**

Chairman Ober stated that there will be discussions on these standing appointments in the future with each Board member and that action is expected to be taken at the next regular meeting of SCIA.

- a) Administration and Personnel
- b) Executive and Finance
- c) Solid Waste
- d) Economic Development
- e) Innovation and Technology

**NEW BUSINESS:**

**Resolution 13-01 Fixing Dates for Regular Meetings.** (M) P. Voros, (S) R. Howard to adopt resolution, Three yea’s –Ober, Voros and R. Howard; one No-Lew Schneider 3/1

**Resolution 13-02 Designing Fulton Financial as the Authority’s Bank.** (M) P. Voros, (S) R. Howard to adopt resolution. All in favor, motion to adopt passed. 4/0

**Resolution 13-03 Resolution Approving Cash Management Plan.** (M) P. Voros, (S) R. Howard to adopt resolution. All in favor, motion to adopt passed. 4/0

**Resolution 13-04 Designating Official Newspapers (South Jersey Times (formerly Today’s Sunbeam) and Elmer Times).**
(M) P. Voros, (S) R. Howard to adopt resolution. All in favor, motion to adopt passed. 4/0

**Resolution 13-05 Appointing Recording Secretary**
(M) P. Voros, (S) R. Howard to adopt resolution. All in favor, motion to adopt passed. 4/0

**Resolution 13-06 Appointing Public Agency Compliance Officer (PACO).**
(M) P. Voros, (S) R. Howard to adopt resolution. All in favor, motion to adopt passed. 4/0

**Resolution 13-07 Appointing Qualified Purchasing Agent (QPA)**
(M) P. Voros, (S) R. Howard to adopt resolution. All in favor, motion to adopt passed. 4/0
Resolution 13-08 Authorizing The Purchase of Materials, Supplies and Equipment Through New Jersey State Contracts
(M) P. Voros, (S) R. Howard to adopt resolution. All in favor, motion to adopt passed. 4/0

Resolution 13-09 Appointing Records Custodian
(M) P. Voros, (S) R. Howard to adopt resolution. All in favor, motion to adopt passed. 4/0

Resolution 13-10 Authorizing Cash Reserve Investment Management Plan (CRIM)
(M) P. Voros, (S) R. Howard to adopt resolution. All in favor, motion to adopt passed. 4/0

(M) P. Voros, (S) R. Howard to adopt resolution. All in favor, motion to adopt passed. 4/0

Resolution 13-15 Authorizing Interim Change in Purchasing Approvals.
(M) P. Voros, (S) R. Howard to adopt resolution. All in favor, motion to adopt passed. 4/0

(M) P. Voros, (S) R. Howard to hire an Administrative Assistant in accordance with the Executive Director's recommendation. All approved, motioned passed. 4/0

MINUTES:
(M) P. Voros, (S) R. Howard to approve the minutes from the Regular Meeting of January 28, 2013.

SOLID WASTE DIVISION:
- Solid Waste Division report dated February 8, 2013 was presented by Melinda William, Division Manager. Copies of this report along with graphical landfill charts were distributed to all Board members prior to this meeting. A brief discussion occurred on the use of Credit Cards at the Landfill. 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 February 7, 2013 was presented by Dave Munion, 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 Solid Waste Division Report be received and filed. Hearing no objections, so ordered.

- Resolution 13-12 Authorizing Payment of Bills for the Solid Waste Division.
(M) P. Voros, (S) R. Howard to approve resolution for payment of bills. All in favor, motion to approve passed. 4/0
ECONOMIC DEVELOPMENT DIVISION:

- Economic Development Division Report dated February 18, 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 Report be received and filed. Hearing no objections, so ordered.

- Resolution 13-13 Authorizing Payment of Bills for the Economic Development Division.
(M) P. Voros, (S) R. Howard to approve resolution for payment of bills. All in favor, motion to approve passed. 4/0

NURSING HOME DIVISION:

- Resolution 13-14 Authorizing Payment of Bills for the Nursing Home Division.
(M) P. Voros, (S) R. Howard to approve resolution for payment of bills. All in favor, motion to approve passed. 4/0

STANDING COMMITTEE REPORTS:

EXECUTIVE COMMITTEE (John Ober)
Chairman Ober briefly discussed the meeting with Fulton Bank for Cash Reserve Management Investment Plan and the wage increases set for this year. He also discussed a possible Shared Services project to consolidate the collection all solid waste in Salem County. The project would start with a request for proposal to conduct a needs evaluation and feasibility study for all municipalities. Lew Schneider indicated that he didn’t see a significant cost savings in this project. Ron Howard inquired if the County would be able to share in the cost of the study. Dale Cross indicated that with the budget deficit the County would not be interested in sharing in the cost of the study.
(M) P. Voros (S) R. Howard to authorize the preparation of a request for proposal to conduct the study. Three approved-Ober, R. Howard, P. Voros and one opposed Lew Schneider 3/1

PERSONNEL COMMITTEE (Ron Howard) – stated that this committee has been working on filing the administrative assistant position and overseeing the new on line time and attendance system for PayChex.

ECONOMIC DEVELOPMENT COMMITTEE- Executive Director Deborah Turner Fox stated that SCIA is preparing the Economic Forecast for review. It is in draft form at this time.

SOLID WASTE COMMITTEE (Pete Voros) briefly discussed the hauling of the Leachate from the Landfill to the City of Salem and is waiting to have a meeting with SWAC to discuss flow control.
INNOVATION & TECHNOLOGY (Lew Schneider) Reported on the IT support agreement from the County ends on 3/31/2013. There are a few issues clarifying equipment ownership between SCIA the County. Four vendors have responded to this RFP and will be finalizing their proposals on March 1.

Chairman Ober without objection ordered that all Committee Reports be received and filed. Hearing no objections, so ordered.

EXECUTIVE DIRECTOR’S REPORT:

- Executive Director’s Report dated February 18, 2013 was presented by Executive Director Deborah Turner Fox. Copies of this report were distributed to all members prior to this meeting. Chairman Ober asked for an update regarding the condominium project planned for Washington Hall and Nelson House. Jim Smith provided a brief update on the project which is due to go to settlement in early March. 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, 2011 meeting and this meeting; to be continued tabled.

  Tabled from the December 17, 2012 meeting and this meeting; to be continued tabled.

CORRESPONDENCE:

External Correspondence

- Letter dated February 6, 2013 to Mr. Thomas Neff, State of New Jersey. Division of Local Government Services, and Bureau of Authority Regulation RE: SCIA 2012 Amended Capital Budget.
• Letter dated February 6, 2013 to Waste management Service Center, Inc. Accounts Payable RE: Change of address on tax related correspondence.
• Letter dated February 1, 2013 to Mrs. Dawn Ebinger RE: SCIA Board acceptance of resignation, transition and cross training, return of keys, parking pass, Finlaw Building swipe card, SCIA ID badge, go ID, flash drives, etc.
• Letter dated February 1, 2013 to Mrs. Dawn Ebinger RE: Funds due SCIA
• Letter dated January 31, 2013 to Mr. Earl Gage, Clerk of the Board RE: SCIA 2013 Adopted Budgets.
• Letter dated January 31, 2013 to Julie Acton, Freeholder Director, and RE: SCIA Shared Services Agreement-Information Technology Services.
• Letter dated January 29, 2013 to Mr. Thomas Neff, State of New Jersey, Division of Local Government Services, and Bureau of Authority Regulation RE: SCIA 2013 Amended and Adopted Budgets.

Executive Director Correspondence

• Memo dated February 11, 2013 to Denis Seneca RE: SCIA Information Technology Migration.

Chairman Ober without objection ordered that 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 Re-Organization Meeting to the public. All in favor, motion passed. 4/0

Freeholder Dale Cross asked if the Executive Director could find out what the protocol is to notify a new member of their appointment to SCIA. He stated he would also check with the Clerk of the Board’s Office regarding notifications.

Freeholder Cross asked about the “surplus” monies in the 2013 SCIA budget. Executive Director Turner Fox stated that these funds are unrestricted assets that are being designated in the 2013 budget for new equipment and capital construction improvements such as cell #9 and the leachate tank. These are reserve funds being designated for specific projects.

Freeholder Cross inquired about a live shooter drill at the Landfill that is being discussed with the Prosecutor’s Office. Executive Director Turner Fox stated that it has been quite a while since law enforcement and emergency management officials visited the SWD. A brief meeting on site in November with OEM, Prosecutor’s Office and NJ State Police representatives to discuss their need for site maps and site visits. SCIA has initiated a request with our risk management professionals to plan a table top exercise before conducting any live drill at the site.
(M) P. Voros, (S) R. Howard to close this portion of the SCIA Re-Organization Meeting to the public. All in favor, motion passed. 4/0

(M) P. Voros, (S) J. Ober to adjourn meeting. All in favor, motion passed. 4/0
Meeting adjourned at 6:10 pm.

Respectfully Submitted;

[Signature]

John M. Cole
Recording Secretary