

**MINUTES OF THE REGULAR MEETING OF
THE SALEM COUNTY IMPROVEMENT AUTHORITY**

**SOLID WASTE DIVISION CONFERENCE ROOM
52 McKillip Road, Alloway, NJ**

Thursday, August 10, 2017, at 4:30 pm

Chairman Widdifield called the meeting to order at 4:30 pm and read the Open Public Meetings Act statement.

The Pledge of Allegiance was recited by all present.

ROLL CALL

Widdifield, Robert	Present
Taylor, Cordy	Present
Davis, Barry	Present
Schneider, Lewis	Absent
Bestwick, Susan	Present

Also present were Julie Acton, Executive Director, Lodie Van Tonder, Landfill Manager, Melinda Williams, Solid Waste Division Manager, Solicitor Mark Shoemaker, Esquire, Florence Beckett, Recording Secretary, Melissa DeCastro, Freeholder Liaison, James McKelvie, Authority Engineer, and Henry Ludwigsen, Landfill Auditor.

MINUTES

Regular meeting of July 10, 2017 – (M) Taylor (S) Bestwick to approve minutes. Motion carried by voice vote 4-0.

CORRESPONDENCE

EXECUTIVE DIRECTOR'S REPORT

Copies of this report were distributed to all members prior to the meeting. Discussion included Executive Director Acton and Vice Chairman Taylor's attendance at the Salem County Economic Development Council meeting regarding L.O.V.E. Salem County, the MOU with the Health Department, the Flow Control letter regarding Pittsgrove Township, the condition of the Finlaw Building and correspondence that was sent to Freeholder Director Vanderslice regarding the Spitfire Airport.

At this time, the audit was discussed by Henry Ludwigsen, Authority Auditor. He advised that it was a clean opinion with no exceptions. It was noted that there were no GAO Yellowbook findings and all-in-all it was a good year for SCIA. It was also noted that most of the assets of the Authority are tied up in the landfill itself. The Closure/Post Closure accounts were discussed as was the interest rate for those accounts, which is designated by the State.

At this time, Mark Shoemaker, Esquire, requested closed session for a discussion with the Auditor regarding potential litigation. A motion was made by Vice Chairman Taylor and seconded by Board Member Bestwick at 5:00 p.m.

At 5:07, the Board returned to open session via motion by Vice Chairman Taylor and seconded by Board Member Bestwick.

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

SOLID WASTE REPORTS

Landfill Statistical Report. The Statistical Report was reviewed and discussed.

Landfill Engineer's Report dated August 2, 2017. Copies of this report were distributed to all Board members prior to this meeting. Mr. McKelvie was present and presented his report. He noted that the Cell B report has been sent to the State and hopefully their approval should not take too much longer. The timeframe for bidding the new scale job was discussed, as was the cost of the project. Board Member Davis requested more information regarding the condition of the scales and it was determined that the calibration company would be contacted for an analysis of the scales in writing. Division Manager Williams requested to know the status of the renewal of the Solid Waste Permit which expired in 2014. Mr. McKelvie advised that he is in the process of setting a date with the State for a site visit and to review the Plan and Chairman Widdifield and Executive Director Acton requested to be present for that meeting.

Chairman Widdifield, without objection, ordered the Landfill Manager and the engineer's reports be received and filed.

STANDING COMMITTEE REPORTS

Executive Committee (Cordy Taylor) – Chairman Cordy Taylor advised that the discussions that took place are covered in the Executive Director's report.

Personnel Committee (Lewis Schneider) – No discussion took place; however, a phone conference is scheduled for Monday, August 14, 2017.

Solid Waste Committee (Susan Bestwick) – Chairman Widdifield advised that discussions included items as outlined in the Executive Director's report. In addition, it was noted that methane collection was up and well management is improved.

Ad Hoc Committee (Barry Davis) – Discussion included the fact that the solar project is on permanent hold.

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

UNFINISHED BUSINESS

Finlaw Building status was briefly discussed.

NEW BUSINESS

Resolution 2017-60 authorizing payment of bills.

(M) Taylor (S) Bestwick to adopt the resolution to pay bills in the amount of **\$367,694.27** by regular check, **\$108,971.69** by electronic payment and **\$0** by manual check
The resolution was adopted by voice vote 4-0.

Resolution 2017-61 Resolution of the Salem County Improvement Authority Authorizing Release of the 2016 Audit Report to the State of New Jersey
(M) Taylor (S) Bestwick Authorizing release of the 2016 Audit Report to the State of New Jersey
 The resolution was adopted by voice vote 4-0.

Recorded Vote

	Moved	2 nd	Yes	No	Absent	Abstain
Widdifield			✓			
Taylor	✓		✓			
Schneider					✓	
Davis			✓			
Bestwick		✓	✓			

Resolution 2017-62 Resolution of the Salem County Improvement Authority Accepting and Acknowledging the 2016 Audit Report
(M) Taylor (S) Bestwick accepting and acknowledging the 2016 Audit Report
 The resolution was adopted by voice vote 4-0.

Recorded Vote

	Moved	2 nd	Yes	No	Absent	Abstain
Widdifield			✓			
Taylor	✓		✓			
Schneider					✓	
Davis			✓			
Bestwick		✓	✓			

Resolution 2017-63 Resolution of the Salem County Improvement Authority Authorizing the Salem County Improvement Authority to Advertise for Bids for Construction of New Scales was TABLED for further information to be obtained
(M) Taylor (S) Bestwick Motion to TABLE this resolution

Resolution 2017-64 Resolution of the Salem County Improvement Authority Authorizing Execution of a Memorandum of Understanding Between the Salem County Department of Health and Human Services and the Salem County Improvement Authority for Assistance with Flow Control Enforcement
(M) Taylor (S) Bestwick authorizing execution of a Memorandum of Understanding between SCIA and the Salem County Department of Health and Human Services for assistance with Flow Control enforcement
 A short discussion was held regarding if the Salem County Improvement Authority can receive a pro rata refund in the event the contract is terminated prior to the end date.
 The resolution was adopted by voice vote 4-0.

Resolution 2017-65 Resolution to Amend 2017 Solid Waste Division Budget for the REA Grant Program
(M) Taylor (S) Bestwick amending 2017 Solid Waste Division Budget for the REA Grant Program
 The resolution was adopted by voice vote 4-0.

Recorded Vote

	Moved	2 nd	Yes	No	Absent	Abstain
Widdifield			✓			
Taylor	✓		✓			
Schneider					✓	
Davis			✓			
Bestwick		✓	✓			

MOTION approving the 2018 preliminary budget for submission to Bowman and Company with the understanding that there may be some changes to some numbers as Board Member Schneider had not had time to review same.

Discussion included certain line items, the meaning of the “Admin Recommend” column and categories that showed financial savings.

(M) Bestwick (S) Taylor approving the 2018 preliminary budget be submitted to Bowman and Company

PUBLIC COMMENT

None.

EXECUTIVE SESSION

Resolution 2017-66 Authorizing Executive Session regarding potential litigation

(M) Taylor (S) Bestwick authorizing Executive Session

The resolution was adopted by voice vote 4-0.

Executive Session began at 5:34 p.m. and ended at 6:24 p.m.

Chairman Widdifield asked for a Motion to go back into public session, which Motion was moved by **Taylor** and seconded by **Bestwick**.

Chairman Widdifield asked if there was any further business for the Board. Hearing none, Chairman Widdifield adjourned the meeting at 6:35 p.m.

Respectfully submitted,
/S/ Florence E. Beckett
Florence E. Beckett
Recording Secretary