MINUTES OF THE REGULAR MEETING OF
THE SALEM COUNTY IMPROVEMENT AUTHORITY
SOLID WASTE DIVISION CONFERENCE ROOM
52 McKillip Road, Alloway, NJ
Thursday, November 9, 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

Melinda Williams, Solid Waste Division Manager, Florence Beckett, Recording Secretary, and Solicitor Mark Shoemaker were present. Julie Acton, Executive Director, and Melissa DeCastro, Freeholder Liaison, appeared by telephone.

MINUTES

Regular meeting of October 12, 2017 – (M) Taylor (S) Davis to approve minutes. Motion carried by voice vote 4-0.

CORRESPONDENCE

The following correspondence was reviewed:

Letter from Meals on Wheels dated October 6, 2017
Letter from Salem County Fair Association dated October 14, 2017
Letter from Christine M. Zapicci, Assistant Director of the Division of Local Government Services regarding the 2016 Audit dated October 20, 2017. It was noted that the Audit was not on time due to the NJEIT figures not being available.
Letter from Anthony Fontana, Chief of the Bureau of Solid Waste Permitting, dated October 27, 2017. It was noted that Cell 11A&B are now approved and accepting waste.

EXECUTIVE DIRECTOR’S REPORT

Copies of this report were distributed to all members prior to the meeting. Executive Director Acton highlighted the following from her report:

The resolution for the abatement of the basement moisture was on the agenda for passage; the customer aging report with regard to customer who are over 120 days was included for everyone’s information; a draft of the letter to customers regarding the 2018 tipping fees was reviewed; the Landfill Manager is researching a GPS device for the compactor which will show where waste can be better compacted for better use of space in the landfill and Executive Director Acton advised that she will be approaching the Salem County Pollution Control Financing Authority for help with financing this purchase; there was an
article regarding Cell 11 and it was noted that this is positive press; the notice to bidders for the scale replacement will be going to the papers on November 9 or 10; the water softener exploded and the cost of the repairs will be submitted to the insurance company; and it was noted that the wetlands were reviewed in person by Alaimo and the DEP. Freeholder Liaison Melissa DeCastro inquired regarding the status of the basement moisture and she was advised by Executive Director Acton that a company had been selected to do the work and there was a resolution on the agenda for passing at this meeting.

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 the new color coding system is in place that shows positive items in green and negative items in red. This change now notes figures related to leachate in red. It was noted that leachate is up due to the new cell, overtime and cover material expense are both down. The amount of rain of 36 inches was noted.

**Landfill Engineer’s Report dated November 2, 2017.** Copies of this report were distributed to all Board members prior to this meeting. Executive Director Acton noted that Alaimo is currently working on the closure/post closure plan, the transformer problem, and a couple of permits. The problems with the transformer were explained by the Landfill Manager Lodi van Tonder. The specifications are ready for the replacement of the inbound scale. Executive Director Acton gave “kudos” to Solid Waste Division Manager Melinda Williams for her excellent and careful review of the scale specifications bid package.

Chairman Widdifield, without objection, ordered the landfill statistical and the engineer’s reports be received and filed.

**STANDING COMMITTEE REPORTS**

**Executive Committee (Cordy Taylor)** – Chairman Cordy Taylor advised that the household hazardous waste event was a success, the additional RAM was installed in the computers, the basement moisture problem is being remedied, and he described the function of the GPS for the compactor. He advised that mediation with Abbonizio is scheduled. At this time SCIA Solicitor, Mark Shoemaker, updated the Board on mediation. He advised that closed session may be necessary at the December meeting. Chairman Widdifield advised that there is one other item and that is they are exploring adding one additional day of operation for the convenience center.

**Personnel Committee (Lewis Schneider)** – Committee Chair Lew Schneider was not present so Chairman Widdifield advised that discussion topics included safety training issues, salaries, and the healthcare waiver compensation, which was on the agenda at this meeting.

**Solid Waste Committee (Susan Bestwick)** – Committee Chair Bestwick advised that discussion topics were the asbestos, wetlands mitigation and the Cornerstone invoice. She advised that all other issues were covered under Executive Director Acton’s report.

**Ad Hoc Committee (Barry Davis)** – Committee member Barry Davis advised that the scale matter is under control.

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

**UNFINISHED BUSINESS**
The Finlaw Building rent was discussed as Chairman Widdifield had a question regarding the tenant expense reimbursement. He advised that he has asked the Accounts Payable Clerk to review this and make sure that it is correct. Executive Director advised that she is currently working on trying to relieve the Improvement Authority of the obligation for the parking spaces.

**NEW BUSINESS**

**Resolution 2017-78** authorizing payment of bills.
(M) **Taylor (S) Bestwick** to adopt the resolution to pay bills in the amount of $307,145.91 by regular check, $115,247.46 by electronic payment and $0 by manual check
The resolution was adopted by voice vote 4-0.

**Resolution 2017-79** of the Salem County Improvement Authority Establishing a Fair and Open Process for the Awarding of Professional Services Contracts
(M) **Taylor (S) Bestwick** establishing a Fair and Open Process for the awarding of professional services contracts
The resolution was adopted by voice vote 4-0.

**Resolution 2017-80** 2018 Adopted Budget Resolution Salem County Improvement Authority
(M) **Taylor (S) Bestwick** adopting the 2018 Budget. Solicitor Mark Shoemaker confirmed for the record that the Affidavit that goes along with the Budget was signed at the October 2017 meeting of the Board.
The resolution was adopted by voice vote 4-0.

**Recorded Vote**

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**Resolution 2017-81** of the Salem County Improvement Authority Setting Healthcare Waiver Compensation for CY 2018. Vice Chairman Cordy Taylor noted that this resolution keeps the Improvement Authority in line with the State.
(M) **Taylor (S) Bestwick** setting the healthcare waiver compensation for CY 2018
The resolution was adopted by voice vote 4-0.

**Resolution 2017-82** of the Salem County Improvement Authority Authorizing the Execution of an Agreement Between the Salem County Improvement Authority and EnviroPro Basement Systems for Remediation of Moisture. Chairman Widdifield advised that all of the conditions for the bids are met as per Lodi van Tonder, Landfill Manager. Committee Member Barry Davis requested information regarding the scope of the work and his questions were answered. Committee Member Sue Bestwick requested to know who the other bidders were.
(M) **Taylor (S) Bestwick** authorizing execution of EnviroPro Basement Systems Agreement
The resolution was adopted by voice vote 4-0.

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Resolution 2017-83 of the Salem County Improvement Authority Authorizing Transfer of Funds From DCRP-Operations to the DCRP-Administration Account

(M) Taylor (S) Bestwick authorizing transfer of funds from DCRP-Operations to the DCRP-Administration Account

The resolution was adopted by voice vote 4-0.

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Resolution 2017-84 of the Salem County Improvement Authority Accepting the Solid Waste Facility Sanitary Landfill Closure Escrow Fund Audit Report and Authorizing Release of Same to the State of New Jersey

(M) Taylor (S) Bestwick accepting the Escrow Fund Audit Report and authorizing release of same to the state.

The resolution was adopted by voice vote 4-0.

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Motion acknowledging an emergency purchase and authorization to repair the water tank/softener in an amount over $10,000, and not to exceed $50,000. (M) Taylor (S) Bestwick acknowledging an emergency purchase and authorization to repair the bulldozer. Solicitor March Shoemaker advised that this motion is subject to a Certification of Funds.

PUBLIC COMMENT

None.
EXECUTIVE SESSION

None.

Chairman Widdifield asked if there was any further business for the Board. Hearing none, Chairman Widdifield adjourned the meeting at 5:05 p.m.

Respectfully submitted,

/S/ Florence E. Beckett
Florence E. Beckett
Recording Secretary