

**MINUTES OF THE REGULAR MEETING OF
THE SALEM COUNTY IMPROVEMENT AUTHORITY
SOLID WASTE DIVISION CONFERENCE ROOM
286 Welchville Road, Alloway, NJ
Thursday, December 10, 2020, at 4:30 pm**

Chairman Cordy Taylor called the meeting to order at 4:30 pm and the Pledge of Allegiance was recited by all. Chairman Taylor then read the Open Public Meetings Act statement.

ROLL CALL

Taylor, Cordy	Present
Davis, Barry	Present
Schneider, Lewis	Present
Bestwick, Susan	Present
DiMatteo, Steven	Present

Julie Acton, Executive Director, Lodie van Tonder, Landfill Manager, Florence Beckett, Recording Secretary, and Michael Aimino, Esquire, were present.

MINUTES

Regular meeting of November 12, 2020 – (M) Bestwick (S) Davis to approve minutes. Motion carried by voice vote of 5-0.

CORRESPONDENCE

The letter to the engineer for Giordano's was briefly discussed.

EXECUTIVE DIRECTOR'S REPORT

Copies of this report were distributed to all members prior to the meeting. Executive Director Acton advised that the leachate collection system was found to be blocked and there is a resolution on the agenda that will authorizing cleaning of system in cells 1-7. The gas compressor and pipes were delivered and are being worked on. It is estimated that the work will take two weeks. There is a resolution on the agenda to authorized advertising for the 2021 professional contracts. There is a motion on the agenda regarding a revised holiday schedule to correct closing for New Year's Day.

SOLID WASTE REPORTS

Landfill Statistical Report. The Statistical Report was reviewed and it was noted that this month's landfill tonnage was up and convenience center revenue is down. Rainfall is 15 inches over what it was in 2019 which in turn is reflected in the increased leachate expense. Executive Director thanked the SCIA employees who worked overtime when the emergency phone line was disconnected by Verizon and regarding the blockage issue in the leachate collection system pipe. Executive Director Acton advised that soil is coming in but it is not of a quality that can be used for the working face so there is some cover being purchased. Landfill density is up due to where employees are working on the landfill. Both the DEP and the Health Department have inspected the landfill regarding odor complaints. An illegal dumping site was discovered along Mowers Station Road and the Health Department has been notified and is investigating.

Landfill Engineer's Report dated December 7, 2020. Copies of this report were distributed to all Board members. With regard to the paragraph about the closure/post-closure section of the report, Board member Bestwick asked if SCIA had been in contact with the NJDEP regarding the procedure for use of the funds for the exposed geomembrane cover and Executive Director Acton advised that she had talked with Janice Hottinger at the NJDEP.

STANDING COMMITTEE REPORTS

Solid Waste Committee (Barry Davis) – Committee Chairman Davis advised that with regard to the Performance Bond with Advance Scale, they have agreed to extend same until September 4, 2021. Attorney Aimino was authorized to write a confirming letter making sure that no rights are relinquished. Committee Chairman Davis advised that the exposed geomembrane cover is proceeding and there is a resolution on the agenda that provides for an extension of time due to conditions such as wind, temperature, and weather. It is estimated that the project will be completed by May 29, 2021 and two weeks later the NJDEP will complete their portion so that the project will be finished by June 13, 2021. Resolution 99 is on the agenda which allows SCIA to advertise for quality assurance services for exposed geomembrane cover job and same should be awarded at the Board meeting on January 14, 2021; however, the prep work can begin. The flare flowmeter was installed and the flare blower is being rebuilt. There is still no movement on the stormwater discharge permit. The Landfill Engineer is drafting a letter to the NJDEP and the Freeholder Board will be kept in the loop regarding this permit.

Ad Hoc Committee (Steven DiMatteo) – Committee Chairman DiMatteo advised that the work on the vehicle charging station in Carneys Point will begin on December 14, 2020.

Personnel Committee (Lewis Schneider) – Committee Chairman Schneider advised that there is a Motion on the agenda to hire a part time temporary employee to fulltime permanent status.

Executive Committee (Susan Bestwick) – Vice Chair Bestwick advised that everything on the committee's agenda has been or will be covered during the meeting.

Chairman Taylor, without objection, ordered the Executive Director's report, landfill statistical report, Engineer's report and the committee reports be received and filed.

UNFINISHED BUSINESS

With regard to the Finlaw Building, it was noted that Attorney Aimino sent a letter to Stand Up for Salem on December 1, 2020. In addition, there was discussion about the bill for new carpet that was installed on floors 1-5. SCIA's basement area was not included in the installation.

NEW BUSINESS

RESOLUTION 2020-96 Authorizing Payment of Bills

(M) Davis (S) Bestwick to adopt Resolution 2020-96 authorizing payment of bills
Executive Director Acton highlighted some payments such as Ingersoll Rand regarding the compressor, Suburban Propane, Uline for shelving, C&H regarding leachate hauling and the payment to ALCO.
Motion carried 5-0.

RESOLUTION 2020-97 Resolution Authorizing Change Order #2 for Cell 10

(M) Bestwick (S) Davis to adopt Resolution 2020-97 authorizing Change Order #2 for Cell 10

Motion carried 5-0.

RESOLUTION 2020-98 Resolution Authorizing Change Order #3 to the contract for Construction and Installation of Expansion of the Methane Gas Collection System
(M) Bestwick (S) Davis to adopt Resolution 2020-98 authorizing Change Order #3 for construction and installation of expansion of the methane gas collection system
Motion carried 5-0.

RESOLUTION 2020-99 Authorizing Advertising for Bids for Quality Assurance Engineering Services for Construction and Installation of an Exposed Geomembrane Cover
(M) Bestwick (S) Davis to adopt Resolution 2020-99 authorizing advertising for bids for QA services for the exposed geomembrane cover
Motion carried 5-0.

RESOLUTION 2020-100 Authorizing Change Order #1 to the Contract for Construction and Installation of the Exposed Geomembrane Cover
(M) Bestwick (S) Davis to adopt Resolution 2020-100 authorizing Change Order #1 to the contract for construction and installation of the exposed geomembrane cover
Board member Bestwick requested to know if this change order had been reviewed by the landfill attorney and he advised that he had. He advised that the change order was reasonable and legally sound.
Motion carried 5-0.

RESOLUTION 2020-101 Authorizing the Entry into an Employment Agreement with Part Time Executive Director
(M) Bestwick (S) Schneider to adopt Resolution 2020-101 authorizing entry into an employment agreement with part-time executive director
Board Member Davis advised he would like discussion in Executive Session
Motion to table to Executive Session **(M) DiMatteo (S) Davis**
Motion to table carried 5-0.

RESOLUTION 2020-102 Authorizing Leachate Collection System Cleaning
(M) Davis (S) Bestwick to adopt Resolution 2020-102 authorizing leachate collection system cleaning
Motion carried 5-0.

RESOLUTION 2020-103 Establishing a Fair and Open Process for the Awarding of Professional Services Contracts
(M) Bestwick (S) Davis to adopt Resolution 2020-103 establishing a fair and open process for the awarding of professional service contracts
Motion carried 5-0.

RESOLUTION 2020-104 Authorizing SCIA to Enter into a Sublease with the Salem County Board of Health and Human Services
(M) Bestwick (S) Davis to adopt Resolution 2020-104 authorizing SCIA to enter into a sublease with the Salem County Board of Health and Human Services
Discussion was conducted regarding a monthly rental amount. It was decided that the monthly rental amount and the payment schedule would be negotiated by the Executive Director. In addition, it was noted that the attorney should be authorized to obtain consent from the landlord and to draft a sublease.

Recorded Vote

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

Motion carried 5-0.

Motion carried 5-0 with the above noted change regarding monthly rental.

MOTION to approve revised 2021 holiday schedule

(M) Bestwick (S) Davis to approve MOTION to adopt the revised holiday schedule

Motion carried 5-0.

MOTION to hire Joseph LeDrew as a permanent full-time employee

(M) Schneider (S) Bestwick to approve MOTION to hire Joseph LeDrew as a permanent full-time employee

Motion carried 5-0.

MOTION to authorize the attorney to obtain consent from the landlord and to draft a sublease for the basement space at the Finlaw Building.

(M) Bestwick (S) Davis to approve MOTION to authorize the attorney to draft correspondence to the landlord for authorization to sublease the basement space at the Finlaw Building and to draft a sublease.

Motion carried 5-0.

PUBLIC COMMENT

None.

EXECUTIVE SESSION

RESOLUTION 2020-105 Authorizing Executive Session

(M) Bestwick (S) Davis to adopt Resolution 2020-105 authorizing Executive Session

Motion carried 5-0.

A **MOTION** was made by **(M) Davis (S) Bestwick** to bring Resolution 2020-101 off the table.

It was decided to amend the contract attached to Resolution 2020-101 to reflect that beginning in 2021, the employee shall be entitled to the same yearly percentage salary increase granted by the SCIA Board to the other employees of SCIA.

(M) DiMatteo (S) Bestwick to adopt Resolution 2020-101 Authorizing the Entry into an Employment Agreement with Part Time Executive Director with the above-described change to the attached contract.

Recorded Vote

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

Motion carried 5-0.

Chairman Taylor asked if there was any further business for the Board. Hearing none, Chairman Taylor adjourned the meeting at 5:53 p.m. on Motion by **DiMatteo** and a Second by **Bestwick**. Motion carried 5-0.

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