

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

Tuesday, December 20, 2022, at 10:00 am

Cordy Taylor called the meeting to order at 10:00 am and read the Open Public Meetings Act statement. The Pledge of Allegiance was recited by all present.

ROLL CALL

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

Julie Acton, Executive Director, Parker Smith, Landfill Manager, and Florence Beckett, Recording Secretary, were present. Terry Dennen, Esquire was present via telephone. Also present was Casie Garton of Alloway via Zoom.

MINUTES

Regular meeting of November 10, 2022
(M) Schneider (S) Bestwick to approve minutes.
Motion carried by voice vote of 5-0.

CORRESPONDENCE

Executive Director Acton advised that correspondence from Phoenix Advisors dated December 14, 2022, regarding the bonding fee schedule was received.

UNFINISHED BUSINESS

Chairman Taylor advised that in November there was a request for additional compensation for additional safety-related duties that were being performed by the Human Resources Generalist. It was decided at the November Board meeting that the safety job duties would be carefully looked at and a job description would be created. Vice Chairman Bestwick advised that the Board had realized over the past few weeks that the Human Resources position requires quite a bit of time and the job needs careful attention and needs to be done well. It was determined that adding safety to the Human Resources position was not the appropriate and the safety duties would be removed so the Human Resources person can focus on Human Resources only. Chairman Taylor advised that some duties that are in connection with Human Resources, but also related to safety such as initial safety training, would stay with the Human Resources person. The duties are outlined in the Human Resources Generalist job description.

Vice Chairperson Bestwick reiterated that Human Resources is important, and the Board relies on the Human Resources Generalist. It has become apparent that there is a need to look at the policy manual in careful detail and revise as needed, and this job will fall on the Human Resources Generalist. The compensation time issue

could have been prevented if the Human Resources Generalist had been able to focus on Human Resources and not be pulled in many different directions.

MOTION to remove additional safety duties from the Human Resources Generalist and salary to remain the same

(M) Schneider (S) Bestwick to remove additional safety duties from the Human Resources Generalist and the salary to remain the same

Motion carried 5-0.

NEW BUSINESS

RESOLUTION 2022-108 Authorizing Closure of the Landfill to Haulers on Saturdays

(M) Schneider (S) Bestwick to adopt Resolution 2022-108 authorizing the closure of the landfill to haulers on Saturdays

Board member Davis advised that he was in favor of the landfill closing to haulers, but the Convenience Center needed to stay open and it was confirmed that was the case. Board member Schneider noted that a safety concern noted previously by an employee is now resolved since the landfill will be closed to haulers on Saturdays. Executive Director Acton advised that in addition to resolving the safety concern, review of the use of the landfill on Saturdays showed that it did not make fiscal sense to remain open as some Saturdays there were only 2-3 haulers bringing in waste. She also noted that she contacted the main haulers and they were all in agreement that closing the landfill to haulers on Saturday did not materially affect their business. Landfill Attorney Dennen advised the Executive Director to be sure that the tariff is updated and the Executive Director advised she will also update the Operations and Maintenance Manual.

Motion carried 5-0.

RESOLUTION 2022-109 Authorizing Liquidation of Unused Compensation Time

(M) Bestwick (S) Schneider to adopt Resolution 2022-109 authorizing liquidation of unused compensation time

Board member Schneider requested to know if there would be any compensation time or overtime going forward and Executive Director Acton advised that it would be managed in such a way that employees would flex their time. It was confirmed that compensation time is either paid out or used, but in no event is it ever lost. Board member Bestwick asked when the compensation time had to be paid out, i.e. if it is monthly, quarterly or yearly. Landfill Attorney Dennen advised that it would be up to the Board within reason, but he thought quarterly seemed to be the most reasonable. It was noted that it is important that employees be kept up to date on the status of their comp time and these amounts must be made available to the Board members at monthly meetings. Executive Director Acton advised that the Human Resources Generalist is working on a compensation time request form.

Motion carried 5-0.

RESOLUTION 2022-98-A Amending Resolution 2022-98 Authorizing the Entry into an Employment Agreement with an Executive Director

(M) Bestwick (S) Schneider to adopt Resolution 2022-98-A authorizing the entry into an employment agreement with an Executive Director

Board Chairman Taylor advised that this amended resolution is necessary because there were two corrections to the previous contract approved under Resolution 2022-98. First, in the event of termination, the Executive Director would not receive more than one year's salary. Second, language has been added to the contract that

states that compensation time would have to be approved by one of the Executive Committee members prior to it being earned and compensation time is earned at a rate of one hour for one hour.
 Motion carried 5-0.

Recorded Vote

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

RESOLUTION 2022-110 Authorizing SCIA to Issue and Sell up to \$17,000,000 Aggregate Principal Amount of the Authority’s County Guaranteed Lease Revenue Bonds (County Radio System Upgrade Project)
(M) Schneider (S) Bestwick to adopt Resolution 2022-110 Authorizing SCIA to Issue and Sell up to \$17,000,000 Aggregate Principal Amount of the Authority’s County Guaranteed Lease Revenue Bonds (County Radio System Upgrade Project)

Board member Davis requested to know exactly what this resolution refers to and Vice Chairperson Bestwick advised that it permits SCIA to issue a bond for financing updating the emergency communication system in the county. She advised that SCIA is a “pass through” for the county and the county is the guarantor on the bond.
 Motion carried 5-0.

Recorded Vote

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

MOTION authorizing the Chairman to sign a Termination Agreement
(M) Schneider (S) Bestwick to authorize the Chairman to sign a Termination Agreement
 Executive Director Acton noted that there was a change in the agreement as compensation time to be paid out was reduced from 103 hours to 102 hours.
 Motion carried 5-0.

PUBLIC COMMENT

Casie Garton asked what the timeline was for hiring a new safety person. She was advised that the Executive Director is to begin work on this as soon as possible. Vice Chairman Bestwick advised that she wanted to be informed regarding precisely what the safety officer's duties are and she advised that she wants the position to be part time.

EXECUTIVE SESSION

Chairman Taylor asked if there was any further business for the Board. Hearing none, Chairman Taylor adjourned the meeting at 10:35 a.m. on Motion by **DiMatteo** with a Second by **Bestwick**. Motion carried 5-0.

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