

SALEM COUNTY IMPROVEMENT AUTHORITY

RESOLUTION 2025-13

February 13, 2025

RESOLUTION OF THE SALEM COUNTY IMPROVEMENT AUTHORITY
AUTHORIZING CASH MANAGEMENT PLAN

WHEREAS, N.J.S.A. 40A:5-14 requires the Salem County Improvement Authority (SCIA) to adopt a Cash Management Plan, attached hereto as “Exhibit A”; and

WHEREAS, the purpose of the Cash Management Plan is to provide a guide to the SCIA officials and employees in carrying out their duties concerning the receipt and disbursement of all funds of the SCIA;

NOW THEREFORE, BE IT RESOLVED by the SCIA that for the year of 2025 and until the next reorganization of the SCIA, Exhibit A shall serve as a Cash Management Plan; and

BE IT FURTHER RESOLVED that the Executive Director and Fee Accountant are directed to use this Cash Management Plan, identified as Exhibit A, as a guide in the depositing and investing of funds of the SCIA; and


BE IT FURTHER RESOLVED that the Cash Management Plan be adopted by resolution of the SCIA annually at its reorganization meeting; and

BE IT FURTHER RESOLVED by the SCIA that the following individuals shall have the authority to sign checks, or any other document or negotiable instrument related to the accounts set forth on Exhibit A:

Susan Bestwick, Chairperson
Lew Schneider, Vice Chairman
Barry Davis, Secretary
Laura Crane, Treasurer
Richard Warner, Alternate Secretary/Treasurer
Julie Acton, Executive Director

BE IT FURTHER RESOLVED by the SCIA that the Cash Management Plan is hereby adopted and shall forthwith be followed by SCIA officials and employees.


ATTEST:


Barry Davis, Secretary


Susan Bestwick, Chairperson

CERTIFICATION

I hereby certify the above to be a true copy of a resolution adopted by the SCIA at a regular meeting held on February 13, 2025.


Barry Davis, Secretary

RECORDED VOTE

	Moved	2 nd	Yes	No	Absent	Abstain
Bestwick			X			
Schneider			X			
Davis			X			
Crane	X		X			
Waner		X	X			



CASH MANAGEMENT PLAN OF
THE SALEM COUNTY
IMPROVEMENT AUTHORITY

FEBRUARY 13, 2025

**CASH MANAGEMENT PLAN OF THE
SALEM COUNTY IMPROVEMENT AUTHORITY,
COUNTY OF SALEM, STATE OF NEW JERSEY**

I. STATEMENT OF PURPOSE

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain Public Funds of the Salem County Improvement Authority, (the "Authority") pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to insure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments. All investments shall be made on a competitive basis insofar as practicable.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

A. The plan is intended to cover the deposit and/or investment of the following funds and accounts of the Authority.

Solid Waste Division:

Operating

Closure/Post Closure-Escrow and Non-Escrow

Unemployment

Payroll

Electronic Funds Transfer Account

III. DESIGNATION OF OFFICIALS OF THE AUTHORITY AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN

The Executive Director and Fee Accountant of the Authority as the "Designated Officials" are hereby authorized and directed to deposit and/or invest the funds referred to in the Plan and shall thereafter be relieved of any liability for loss of such moneys due to insolvency or closing of any depository designated by, or the decrease in value of any investment authorized, by the Cash Management Plan. Prior to making any such Deposits or any Permitted Investments, such official of the Authority is directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such official.

IV. DESIGNATION OF DEPOSITORIES

The following banks and financial institutions are hereby designated as official depositories for the deposit of all public funds referred to in the Plan, including any

Certificates of Deposit which are not otherwise invested in Permitted Investments as provided for in this Plan:

- Century Savings Bank
- First National Bank of Elmer
- Fulton Bank of New Jersey
- Franklin Savings Bank
- Investors Savings Bank
- Pennsville National Bank
- Ocean First Bank (f/k/a Cape Bank)
- Regal Bank
- TD Bank
- US Bank
- State of New Jersey Cash Management Fund

V. **DESIGNATION OF BROKERAGE FIRMS, INVESTMENT ADVISORS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL**

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Officials of the Authority referred to in this Plan may deal for purposes of buying and selling securities identified in the Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgement to the Designated Officials referred to in Section III above.

- Fulton Financial Advisors
- Phoenix Advisors

VI. **AUTHORIZED INVESTMENTS**

A. Except as otherwise specifically provided for herein, the Designated Official(s) are hereby authorized to invest in public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Interests bearing bank accounts and Certificates of Deposits as listed above in authorized banks within the State of New Jersey with (GUDPA) Protection;
- (2) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (3) Government money market mutual funds;
- (4) Any obligation that a federal agency or federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (5) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;

- (6) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by Local Units;
 - (7) Local government investment pools;
 - (8) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or
 - (9) Agreements for the repurchase of fully collateralized securities if:
 - a. the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection a;
 - b. the custody of collateral is transferred to a third party
 - c. the maturity of the agreement is not more than 30 days
 - d. the underlying securities are purchased through a public depository as defined in sections 1 of P.L. 1970, c.236 (C.17:9-41); and
 - e. a master repurchased agreement providing for the custody and security of collateral is executed.
- B. Any investments not purchased and redeemed directly from the issuer, government money market mutual fund, local government investment pool, or the State of New Jersey Cash Management Fund, shall be purchased and redeemed through the use of a national or State bank located within this State or other financial intermediary through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1997, c.93 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities

For the purposes of the above language, the terms “government money market mutual fund” and “local government investment pool” shall have the following definitions:

Government Money Market Mutual Fund. An investment company or investment trust:

- a. which is registered with the Securities and Exchange Commission under the “Investment Company Act of 1940,” 15 U.S.C. sec. 80a-1 et seq., and operated in accordance with 17 C.F.R. sec. 270.2a-7.
- b. the portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec.270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; in which direct investment may be made pursuant to paragraphs

(1) and (3) of subsection (a) of this section and

c. which has:

- i. attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or
- ii. retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940", 5 U.S.C. sec.80b-1 et seq., with experience investing in U.S. months and with assets under management in excess of \$500 million.

d. which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value.

Local Government Investment Pool. An investment pool:

- a. which is managed in accordance with 17 C.F.R. sec. 270.2a-7;
- b. which is rated in the highest category by a nationally recognized statistical rating organization;
- c. which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities. Same as Money Market;
- d. which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;
- e. which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and
- f. which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this State, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or

through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

Any official involved in the designation of depositories or in the authorization for investments as permitted pursuant to section 8 of P.L. 1977, c.396 (C.40A:5-15.1), or any combination of the preceding, or the selection of any entity seeking to sell an investment to the local unit who has a material business or personal relationship with that organization shall disclose that relationship to the governing body of the local unit and to the Local Finance Board or a county or municipal ethics board, as appropriate.

VII. SAFEKEEPING CUSTODY PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the Authority, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the Authority to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to insure that such Permitted Investments are either received by the Authority or by a third party custodian prior to or upon the release of the Authority's funds. To assure that all parties with whom the Authority deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official.

VIII. REPORTING REQUIREMENTS

On the first day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the Authority a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the Authority as Deposit or Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments.
- F. The fees incurred to undertake such Deposits or Permitted Investments.

- G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.
- H. All other information which may be deemed reasonable from time to time by the governing body of Authority.

EFT Policy

An EFT method shall allow for the designation of separate initiation and authorization roles, with these roles password-restricted and/or subject to other security controls appropriate to the technology. The initiation and authorization role shall be segregated with the Chief Financial Officer or equivalent generally responsible for authorizing an electronic funds transfer. The governing body designates the Executive Director to authorize transfers initiated by the CFO.

The following individuals are authorized to Initiate EFT's
Michele Gamber, Accounts Payable
Casie Garton, Payroll
Julie Acton, Executive Director
Fee Accountant

The following individuals are authorized to authorize EFT's
Julie Acton, Executive Director
Fee Accountant

On no less than a weekly basis, activity reports on all EFT-based transactions shall be reviewed by the CFO or another individual under the supervision of the CFO. Any CFO-generated activity reports on EFT-based transactions must be reviewed by the Executive Director. Reconciliation of the actual EFT transactions to the accounting records shall be performed at least on a monthly basis and maintained for audit. Each bill list approved or ratified by the governing body shall indicate the type of technology utilized in each EFT transaction.

The chief financial officer or equivalent shall ensure that the controls set forth above are in place and adhered to.

IX. TERM OF PLAN

This Plan shall be in effect from February 13, 2025, until the next annual reorganization meeting of the SCIA. Attached to this Plan is a resolution of the governing body of the Authority approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the Authority, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.