

**MINUTES OF THE REGULAR MEETING**  
**THE SALEM COUNTY IMPROVEMENT AUTHORITY**  
286 Welchville Road, Alloway, NJ 08001  
Solid Waste Division Conference Room  
Thursday, March 13, 2025 - 4:30 pm

Chairperson Bestwick 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**

Susan Bestwick – present (phone)  
Crane, Laura - present  
Davis, Barry - present  
Schneider, Lewis - absent  
Warner, Richard - present

Julie Acton, Executive Director; Parker Smith, Landfill Manager; Sandra Kearney, Recording Secretary; Michael Aimino, Esquire; Commissioner Liaison Edward Ramsey were also present.

**MINUTES**

The regular meeting minutes of February 13, 2025, were distributed to all members prior to the meeting for their review. Chairperson Bestwick recommended and asked for a motion to approve the minutes as submitted.

**(M)** Crane **(S)** Warner  
Motion carried by voice vote of 4-0.

**CORRESPONDENCE:**

SCS's Engineer subcontractor, Arcadia US, Inc. who completed the recent Compliance Stack Test Report for Enclosed Landfill Flare has completed their report and has submitted to NJDEP.

NJDEP has determined to revoke the Permit because Oldmans Township Landfill has submitted a valid request to revoke NJDES-DGW Permit based on the results of the on-going groundwater monitoring at the landfill as well as a statistical analysis performed.

**EXECUTIVE DIRECTORS REPORT:**

Tonight's resolutions include: 2025-43 State Joint Insurance Fund (JIF) – 3-year agreement; and please note that 2025-38 includes payments for the newly delivered TANA Compactor and Komatsu Bulldozer.

The Chamber of Commerce's State of the District meeting is tomorrow, March 14; and the SWAC Public Meeting (to be held here at SCIA) on March 31. Please plan on attending if you can.

Sandie Kearney, Recycle Coordinator, attended the Sustainability in Motion Seminar (SIMS) on March 6. Sandie provided updates on Food Waste/Packaging Reduction session.

Recycle Coordinator Kearney and Landfill Manager Smith have implemented a RESIDENTIAL Brush Amnesty period: April 2 through May 3, 2025. Residents will be able to bring brush on Convenience Center

Days (M, W, & SA), free of charge. A memo has been composed noting the acceptable and unacceptable items, days, times, etc.

Recycle Coordinator Kearney and Landfill Manager Smith will also be implementing Wood Chip Amnesty period for Salem County Municipalities and Tree Services. Timing will likely coincide with the brush amnesty, working on the details now.

March 29 will be the first of our 2025 Shredding Events, print advertising begins next week, details have already been posted on the SCIA website and social media pages.

Reusable shopping bag collection is still in process. Please spread the word that people may bring them during HHW and Shredding Events, Recycle Coordinator Kearney is glad to collect them while greeting our resident/participants.

Recycle Coordinator Kearney also spoke to a vendor at SIMS – investigating potential Li-ION battery recyclers who can provide us with a safe receptacle for storage. A new billboard campaign will begin on May 25, we will use this space for battery safety advertising.

### **SOLID WASTE REPORTS:**

Landfill Manager Smith was pleased to report that the TANA Compactor and Komatsu Bulldozer have arrived and were put into operation this week. Both machines are running well. Very appreciative to the Board for their willingness to approve these Capital expenditures.

Piezometers that were installed in Cells 5 & 7. They are on the bottom layer of the landfill and measure head pressure. SCIA has been advised that the piezometers have obsolete software and hardware, and that the supplier will no longer be able to service or repair them. Piezometers were not installed in Cells 1-4. Landfill Manager Smith has questioned NJDEP whether these are required for our permit. NJDEP is investigating. While these piezometers are underneath the liner and have access tubes and cables, they have never been removed, and it is believed that the tubes and cables are corroded/unusable due to age.

### **Statistical Report**

Tonnage and Revenue = Down

Rainfall = Up

Leachate Gallons, Hauling and Treatment Costs = Down

Cover Use = Up (increasing cover)

Cover Use Revenue = Up

Density = Up but within acceptable range. Before the new grinder and compactor that number was usually <1000.

Elevation = Same

Chairperson Bestwick asked that an invitation be extended to Jim McKelvey to the April meeting to have a thorough review of current metrics.

### **STANDING COMMITTEE REPORTS**

**Executive Committee** (Susan Bestwick) – Resolution at tonight’s meeting includes 2025-39 to Amend the Emergency Closing, Holiday, and Uniform Shoe Eyewear Allowances Policy. And another reminder about the SWAC Public Meeting on March 31.

**Personnel Committee** (Laura Crane) – as Julie mentioned, tonight’s Resolution 2025-39 Policy changes for approval tonight, have been conducting interviews for the full-time Laborer position, and Motions 1) to hire three seasonal laborers and 2) approve the Landfill Technician/Safety Coordinator 90- Day Review Increase.

**Ad Hoc Committee** (Richard Warner) – Landfill Cell 12 application has been submitted.

**Solid Waste Committee** (Barry Davis) – nothing new to report, issues will be discussed in closed session.

Chairperson Bestwick, without objection, ordered the Executive Director’s report, Landfill Manager’s report, landfill statistical report, Engineer’s report and the Committee reports to be received and filed.

**UNFINISHED BUSINESS**

Next Finlaw Building quarterly meeting will be held on March 18<sup>th</sup> at 2:30pm.

**NEW BUSINESS:**

**RESOLUTION 2025-38 - AUTHORIZING THE PAYMENT OF BILLS**

(M) Davis (S) Crane

Motion carried by voice vote of 4-0.

**RESOLUTION 2025-39 – AMENDING THE PERSONNEL POLICY AND PROCEDURES MANUAL REGARDING EMERGENCY CLOSING, HOLIDAY, AND UNIFORM/SHOE/EYEWEAR ALLOWANCE POLICIES**

(M) Crane (S) Davis

Discussion: Emergency Closing - change notification from 7:00am to 6:30am and identified weather-related essential employees.

Holidays – Employees working these days will receive floating holiday to use within the same calendar year.

Uniform/Shoe/Eyewear Allowance – added Landfill Technician/Safety Coordinator’s position.

Motion carried by voice vote of 4-0.

**RESOLUTION 2025-40 – APPROVING AND ADOPTING A CDL MEDICAL EXAMINER’S CERTIFICATE POLICY**

(M) Crane (S) Davis

Landfill Manager explained the purpose of the policy.

Motion carried by voice vote of 4-0.

**RESOLUTION 2025-41 - AUTHORIZING THE AWARD OF A NON-FAIR AND OPEN CONTRACT FOR DIESEL FUEL**

(M) Crane (S) Warner

Discussed the discovery of the current vendor’s contaminated or dirty diesel fuel, Landfill Manager Parker researched and decided Community Fuel was able to provide diesel fuel. Motion carried by voice vote of 4-0.

**RESOLUTION 2025-42 – AUTHORIZING SALEM COUNTY IMPROVEMENT AUTHORITY TO ADVERTISE FOR BIDS FOR SUPPLYING OF DAILY COVER MATERIAL**

(M) Crane (S) Davis

Motion carried by voice vote of 4-0.

**RESOLUTION 2025-43 –TO JOIN THE STATEWIDE INSURANCE FUND**

Governing Body Member	Motion	Second	Aye	Nay	Abstain	Absent
Bestwick, Susan			X			
Crane, Laura	X					
Davis, Barry			X			
Schneider, Lewis					X	
Warner, Richard		X				

Member of the Statewide Insurance Fund for (3) three years January 1, 2025 to January 1, 2028.

Motion carried by voice vote of 4-0.

**MOTION - approve travel request for Executive Director Acton and Landfill Manger Smith for SWANA Conference, April 3 & 4, 2025 in Atlantic City, NJ:**

(M) Crane (S) Warner

Motion carried by voice vote of 4-0.

**MOTION - approve employment for three (3) Seasonal Laborers during Summer 2025:**

(M) Crane (S) Warner

One seasonal laborer has been hired, will begin on March 31<sup>st</sup>.

Motion carried by voice vote of 4-0.

**MOTION - approve 90-day pay increase for Landfill Technician/Safety Coordinator:**

(M) Crane (S) Warner

Executive Director and Landfill Manager stated Jillian Molseu is a hard worker, trusted and value member of the SCIA team

Motion carried by voice vote of 4-0.

**PUBLIC COMMENT:**

Hearing no one, a motion is needed to enter Executive Session.

**EXECUTIVE SESSION:**

**RESOLUTION 2025-44 - AUTHORIZING EXECUTIVE SESSION**

Executive session began at 5:11pm

(M) Davis (S) Crane

Motion carried by voice vote of 4-0.

Executive session ended at 6:05pm

(M) Crane (S) Warner

Motion carried by voice vote of 4-0.

**MOTION – to proceed with NJDEP Settlement as discussed**

(M) Crane (S) Warner

Motion carried by voice vote of 4-0

**MOTION – to authorize Landfill Manager Smith to research drones for possible purchase.**

(M) Crane (S) Warner

Motion carried by voice vote of 4-0

**ADJOURN**

Chairperson Bestwick asked if there was any further business for the Board. Hearing no one, the meeting was adjourned at 6:08 PM.

Respectfully submitted,

***Sandra S. Kearney***

Recording Secretary

