MINUTES OF THE REGULAR MEETING
THE SALEM COUNTY IMPROVEMENT AUTHORITY
286 Welchville Road, Alloway, NJ 08001
Thursday, September 10, 2026 - 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

Bestwick, Susan – present
Crane, Laura – present
Davis, Barry – present
Schneider, Lewis – present
Warner, Richard – present

Michael Aimino, Esquire; Julie Acton, Executive Director; Parker Smith, Landfill Manager; Edward Ramsay, Commissioner Liaison; and Sandra Kearney, Recording Secretary, were also in attendance.

MINUTES

The Regular meeting minutes of August 13, 2026, were distributed to all members prior to the meeting for their review.

Chairperson Bestwick recommended and asked for a motion to approve the regular meeting minutes of August 13, 2026, as submitted.

(M) Schneider **(S)** Warner
Motion carried by voice vote of 5-0.

CORRESPONDENCE

- Humdinger Equipment: acknowledged and thanked SCIA and Landfill Manager Smith for an excellent working relationship. Executive Director noted that the mutually beneficial relationship is due to the work that Parker has executed and fostered throughout the years.
- NJDEP Stack Emission Testing – indicated compliance with the standards stated in the Permit. Stack test protocol receipt was late; this was a new interpretation and was never communicated.
- PKF O'Conner Davies Audit Letter: The 2025 Audit is complete with NO findings. A copy of the Audit report has been emailed to all Board members for online review, and copies are available for review at tonight's meeting. A positive result from an Audit discussion item – SCIA now has an updated equipment/asset list.

EXECUTIVE DIRECTORS REPORT

- Attended scheduled meetings:
  SWANA – Turning Waste into Financial Intelligence: Aug 18
  Personnel Committee: Aug 17 & 31
  Executive Committee: Aug 31
  Solid Waste Committee: Aug 26 & 31
  Statewide Insurance Fund: Aug 20

NJ DEP: Aug 26
Ad Hoc Committee: Sep 1
Prime Point Webinar: Sep 2 & 9
Delcora Annual Inspection: Sep 9

- Reviewed/contacted customers with aging past due accounts:
  - Bellco Demo: $194.18
  - ENR Environmental Services: $41,292.532 (pending litigation)
  - Municipal Maintenance: $684.08
  - RJM Construction Services Inc.: $2,348.19
  - T & J Construction: $28.78

- OPRA Request: X. Coleman - Smart Procure, requesting purchasing records

Items on tonight's agenda include:

- (Resolution 2026-60) Updates the Personnel Policy and Procedures Manual to align with **NJ Family Leave Act changes**. These updates include lower thresholds for employee, company size, work history, and required hours worked.

- (Resolution 2026-62) SCIA will initiate an RFP for IT services. There are exceptions which would allow the winning bidder to be contracted for five (5) years.

- Motion to approve SCS (Engineers) for NSPS Tier II gas sampling and reporting application filings.

- Motion to accept the resignation/retirement of Laborer Joseph Griffith, effective 10/31/2026. Executive Director Acton is sad to see him leave after 25 years but wish him the best in retirement. Joe joined SCIA after retiring from a lengthy career at DuPont.

- **2027 Budget Timeline:** The 2027 Budget is currently being prepared. Due to ongoing **Union negotiations**, it will be introduced at the November meeting and approved in December. This is one month later than normal, and the Finance Board will be formally notified.

- In accordance with the new AI policy, AI training is being scheduled for SCIA employees.

SOLID WASTE REPORTS:

Statistical

- Tonnage = Down slightly (it has been visibly slower, not sure what is the cause, possibly fuel prices and other economic conditions. Typically, Autumn tends to be a slower period anyway, so it is still within the average range)
- Convenience Center Revenue = Down
- Avg Price/Ton = Up
- Rainfall = Up (August totaled 4.16" – NWS Draught Status = Abnormally Dry/Warning)
- Leachate Gallons, Hauling and Treatment Costs = Up – July and August rain (but still much lower than 2025 YTD totals.
- OT = Down
- Cover Use = Up (NJ DEP and continued slope work)

- Cover Expense = remains at $0 for this year.
- Cover Revenue = Up (Excellent. We have surpassed 2025 total revenue!)
- Density = Up
- Elevation = Down

Landfill Manager's Report

- Dirt – still accepting from BSS and Delaware job.
- Sand – N. Wildwood project totaled 3,000 – 4,000 yards. Great for cover work, not so much slope work. Great to mix with clay for other landfill work, impacts density numbers favorably.
- Equipment – one of the two dozers is down. SCIA has rented a smaller dozer to keep up with operations and slope work. Repair work is scheduled, but currently, there are significant delays with all equipment vendors. The rented dozer is reserved for approximately a month at a rate of ~$8000. Landfill Manager Smith will monitor the rental agreement and modify as needed to ensure repairs to the SCIA unit are successful before returning the rental dozer.

STANDING COMMITTEE REPORTS

- **Executive Committee** (Lewis Schneider) – Advance Scale has made a second demo presentation. Advance Scale will be arranging a tour for SCIA Management and Board Members to visit a much larger, non-government facility in PA to observe inbound/outbound traffic. CWA Union Agreement proposal was emailed to all board members.
- **Personnel Committee** (Laura Crane) – NJ Family Leave Act and Joseph Griffith's resignation/retirement already covered by Executive Director Acton.
- **Ad Hoc Committee** (Richard Warner) – Plans, specifications, and estimates were submitted to the NJDEP and H2Loans on April 23, 2026. Executive Director Acton followed up with the NJDEP on August 23, 2026, and confirmed that the plans are currently under active review.
- **Solid Waste** (Barry Davis) – NJDEP meeting – re: stormwater – follow up items and further discussions are needed.

Chairperson Bestwick, without objection, ordered the Executive Director, Statistical, Landfill Manager, Engineers, and Committee Reports to be approved.

UNFINISHED BUSINESS

Finlaw Building – nothing to report.

NEW BUSINESS:

- **RESOLUTON 2026-59 - RESOLUTION OF THE SALEM COUNTY IMPROVEMENT AUTHORITY AUTHORIZING PAYMENT OF BILLS**

  (M) Warner **(S)** Davis
  Motion carried by voice vote of 5-0.

- **RESOLUTON 2026-60 - RESOLUTION OF THE SALEM COUNTY IMPROVEMENT AUTHORITY AMENDING THE PERSONNEL POLICY AND PROCEDURES MANUAL REGARDING NEW JERSEY FAMILY LEAVE ACT POLICY**

  (M) Schneider **(S)** Warner
  Motion carried by voice vote of 5-0.

- **RESOLUTON 2026-61 - RESOLUTION OF THE SALEM COUNTY IMPROVEMENT AUTHORITY ACCEPTING AND ACKNOWLEDGING THE 2025 AUDIT REPORT AND AUTHORIZING THE RELASE OF THE AUDIT REPORT TO THE STATE OF NEW JERSEY**

  (M) Schneider **(S)** Warner
  Motion carried by voice vote of 5-0.

  Recorded Vote:

Name	Motion	Second	Yes	No	Absent	Abstain
Bestwick			X			
Crane			X			
Davis			X			
Schneider	X		X			
Warner		X	X			

- **RESOLUTON 2026-62 - RESOLUTION AUTHORIZING THE USE OF COMPETITIVE CONTRACTING FOR MANAGED INFORMATION TECHNOLOGY, DATA PROCESSING, CYBERSECURITY, AND RELATED TECHNOLOGY SERVICES**

  (M) Schneider **(S)** Warner
  Motion carried by voice vote of 5-0.

- **MOTION: NSPS TIER II SAMPLING AND REPORTING**
  Discussion: Services to be provided by SCS not to exceed $9600.

  (M) Warner (S) Schneider
  Motion carried by voice vote of 5-0.

- **MOTION: LABORER RESIGNATION**
  Discussion: Effective 10/31/2026. Joe Griffith chose this date to finish the seasonal Monday, Wednesday and Saturday Convenience Center schedule. Executive Direction Acton noted that this reflects Joe's excellent work ethic and that he will be sorely missed at SCIA.

  (M) Schneider (S) Warner
  Motion carried by voice vote of 5-0.

PUBLIC SESSION

Chairperson Bestwick opened the meeting for public comment at 5:03 pm. Hearing no one, Chairperson Bestwick questioned whether the Board had a need for Executive Session this evening. The Board confirmed the need for an Executive Session. Executive Session is required for discussions involving contract negotiations, potential or existing litigation, and attorney/client privilege.

- **RESOLUTON 2026-63 - RESOLUTION AUTHORIZING EXECUTIVE SESSION**

  (M) Crane (S) Warner
  Motion carried by voice vote of 5-0.

EXECUTIVE SESSION

Executive session began at 5:04 pm. Commissioner Liaison Ramsay was excused from Executive Session.

- **MOTION – TO CLOSE EXECUTIVE SESSION** (5:45 pm)

  (M) Crane (S) Davis
  Motion carried by voice vote of 5-0.

ADJOURNMENT

Commissioner Liaison Ramsay returned to the meeting upon completion of the Executive Session. Chairperson Bestwick requested a motion to adjourn.

- **MOTION – TO ADJOURN MEETING** (5:46 pm)

  (M) Schneider (S) Davis
  Motion carried by voice vote of 5-0.

Respectfully submitted,

Sandra S. Kearney

Recording Secretary

The next meeting will be held on
October 8, 2026, 4:30 pm