

POLLUTION CONTROL FINANCING AUTHORITY  
OF WARREN COUNTY

MINUTES OF REGULAR MONTHLY MEETING

February 27, 2017

Chairman James Cannon called the regular monthly meeting of the Pollution Control Financing Authority of Warren County to order at approximately 9:30 am.

Mr. Cannon stated that the first order of business is the Oath of Office.

Mr. Joseph Pryor took Oath of Office of the Pollution Control Financing Authority of Warren County.

Authority Members present: Bud Allen, Marc Pasquini, Joseph Pryor, Richard Mach and James Cannon.

ROLL CALL:	Mr. Allen	-	Present
	Mr. Pasquini	-	Present
	Mr. Pryor	-	Present
	Mr. Mach	-	Present
	Mr. Cannon	-	Present

Also present: James Williams, Director of Operations; Brian Tipton, General Counsel; Prentiss Shaw, Cornerstone; Matt Beebe, Cornerstone; Jamie Banghart, Administrative Supervisor; Crystal Gild, Recording Secretary.

The Pledge of Allegiance was led by Chairman Cannon.

Mr. Cannon read the following statement: "Adequate notice of this meeting of February 27, 2017 was given in accordance with the Open Public Meetings Act by forwarding a schedule of regular meetings of the Pollution Control Financing Authority of Warren County (PCFAWC) to the Warren County Clerk, the Warren County Board of Chosen Freeholders, the Express Times, and by posting a copy thereof on the bulletin board in the office of the PCFAWC. Formal action may be taken by the PCFAWC at this meeting. Public participation is encouraged".

ANNUAL REORGANIZATION OF THE AUTHORITY

Mr. Williams assumed the Chair and asked for Nominations and Election of Officers for Chairman of the Authority.

**Mr. Allen** nominated Mr. James Cannon as Chairman, seconded by **Mr. Pryor**.

ROLL CALL:	Mr. Allen	-	Yes
	Mr. Pasquini	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes
	Mr. Cannon	-	Yes

Mr. Cannon was elected as Chairman.

Mr. Cannon, the newly elected, assumed the Chair for the remainder of the meeting.

**Mr. Allen** nominated Mr. Richard Mach as Vice Chairman, seconded by **Mr. Pasquini**.

ROLL CALL:	Mr. Allen	-	Yes
	Mr. Pasquini	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes
	Mr. Cannon	-	Yes

Mr. Mach was elected as Vice Chairman.

**Mr. Pasquini** nominated Mr. Joseph Pryor as Secretary, seconded by **Mr. Allen**.

ROLL CALL:	Mr. Allen	-	Yes
	Mr. Pasquini	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes
	Mr. Cannon	-	Yes

Mr. Pryor was elected as Secretary.

**Mr. Pasquini** nominated Mr. Bud Allen as Treasurer, seconded by **Mr. Pryor**.

ROLL CALL:	Mr. Allen	-	Yes
	Mr. Pasquini	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes
	Mr. Cannon	-	Yes

Mr. Allen was elected as Treasurer.

## MINUTES

Mr. Cannon presented the regular monthly meeting minutes from January 23, 2017.

Mr. Pasquini referenced page 3 of 14 of the meeting minutes from January 23, 2017 which referred to the waiver of Oxford Township's clean-up fees going forward. He stated that the board has not come up with a solution yet and that he would like the board to make a decision in the future.

Mr. Cannon stated that the board just needs to approve the minutes and not have a discussion right now. Mr. Pasquini responded that in the future he would like to make this an agenda item or topic of discussion so that the board can come to a resolution regarding the clean-up fee waiver for Oxford Township.

Mr. Cannon stated that he believed the board had asked Mr. Tipton to look into whether or not the Authority can make a direct donation to the Oxford Township EMS and Fire Department during January's meeting.

Mr. Cannon referred to page 1, paragraph 2 of the January 23, 2017 meeting minutes. He stated that the couple of sentences regarding the "key" from Cornerstone do not really make any sense. He noted that he meant that the schedule of the leachate generation that the board had been given needed some sort of key to help to understand the information provided.

Mr. Cannon and Mr. Williams discussed the wording needed to correct the minutes. Mr. Williams suggested to end the first sentence in paragraph 1 at "December" and to remove the rest of the first sentence and all of the second sentence. Mr. Williams suggested that the minutes be corrected to read "Mr. Cannon stated that the board could not understand the work produced by cornerstone". Mr. Cannon agreed to the suggested corrections to the minutes.

Mr. Cannon then referenced the last paragraph on page 1 of the minutes regarding the landfill being able to generate its own fuel after the leachate evaporator system is installed. Mr. Cannon stated that the board was not discussing fuel but that they were discussing reducing the amount of leachate that the Landfill would generate if the evaporator system was installed.

Mr. Williams suggested to replace the words "can generate its own fuel" in the minutes with "we may be able to generate our own fuel" and Mr. Cannon agreed.

**Mr. Pasquini** made a motion to approve the regular monthly minutes of January 23, 2017 as presented, seconded by **Mr. Pryor**.

ROLL CALL:	Mr. Allen	-	Yes
	Mr. Pasquini	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes
	Mr. Cannon	-	Yes

Mr. Cannon presented the executive session meeting minutes from January 23, 2017.

**Mr. Allen** made a motion to approve the executive session minutes from January 23, 2017 as presented, seconded by **Mr. Pasquini**.

ROLL CALL:	Mr. Allen	-	Yes
	Mr. Pasquini	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes
	Mr. Cannon	-	Yes

### ANNUAL RESOLUTIONS

Mr. Cannon presented the series of annual resolutions.

Mr. Cannon asked if the board could approve the annual resolutions as a group? Mr. Williams said yes, that resolutions R-02-01-17 thru R-02-10-17 could all be approved together.

Mr. Mach asked that resolution R-02-09-17 not be approved with the rest of the resolutions because he would like to have a discussion regarding this resolution.

Mr. Cannon called for a motion to approve all of the annual resolutions except for resolution designating the Express Times as the official newspaper for the PCFA.

**Mr. Allen** made a motion to approve the following resolutions as a group, Resolution Authorizing Signatures Fiscal Year 2017 (R-02-01-17), Resolution Authorizing the Chief Financial Officer's Office to Maintain a Petty Cash Fund in the Amount of \$100.00 for Fiscal year 2017 (R-02-02-17), Resolution Authorizing the Chief Financial Officer's Office to Maintain a Petty Cash Fund in the Amount of \$200.00 for the Scale House for the Fiscal year 2017 (R-02-03-17), Resolution Designating a Public Agency Compliance Officer (R-02-04-17), Resolution Designating Custodian of Records (R-02-05-17), Resolution to participate in the State of New Jersey's Distribution and Support Service for the Fiscal Year 2017 (R-02-06-17), Resolution Adopting Cash Management Plan (R-02-07-17), Resolution Adopting An Identity Theft Policy (R-02-08-17), Resolution Adopting the 2017 Pollution Control Financing Authority of Warren County Monthly Meeting Schedule (R-02-10-17) seconded by **Mr. Pasquini**.

ROLL CALL:	Mr. Allen	-	Yes
	Mr. Pasquini	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes
	Mr. Cannon	-	Yes

On a motion by **Mr. Allen**, seconded by **Mr. Pasquini**, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *February 27, 2017*.

**RESOLUTION**  
**R-02-01-17**  
**AUTHORIZING SIGNATURES**  
**FOR FISCAL YEAR 2017**

BE IT RESOLVED, by Authority of the Pollution Control Financing Authority of Warren County that the following are hereby authorized to sign checks or withdrawal slips where a combination of two signatures is required and;

BE IT FURTHER RESOLVED that where two signatures are required, one of the signatures must be the Chairperson or Treasurer and the second signature must be the Director of Operations or the Chief Financial Officer;

CHAIRPERSON  
TREASURER  
DIRECTOR OF OPERATIONS  
CHIEF FINANCIAL OFFICER

BE IT FURTHER RESOLVED, that signature cards with the signatures of the persons authorized to sign be forwarded to all Depositories.

ROLL CALL: Mr. Allen - Yes  
Mr. Pasquini - Yes  
Mr. Pryor - Yes  
Mr. Mach - Yes  
Mr. Cannon - Yes

Dated: *February 27, 2017*

I hereby certify the above to be a true copy of a resolution adopted by the Pollution Control Financing Authority of Warren County on the date above mentioned.

Crystal Gild, Recording Secretary

On a motion by *Mr. Allen*, seconded by *Mr. Pasquini*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *February 27, 2017*.

## **R E S O L U T I O N** **R-02-02-17**

### **AUTHORIZING THE CHIEF FINANCIAL OFFICER'S OFFICE TO MAINTAIN A PETTY CASH FUND IN THE AMOUNT OF \$100.00 FOR FISCAL YEAR 2017**

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund for the Chief Financial Officer's office for the Pollution Control Financing Authority of Warren County; and

WHEREAS, said Petty Cash Fund was established by resolution dated February 2, 1994, by the Pollution Control Financing Authority of Warren County; and

WHEREAS, said Petty Cash Fund received approval from the Director of Local Government Services; and

NOW THEREFORE, be it resolved on this **Twenty seventh** day of **February, 2017**, by the members of the Pollution Control Financing Authority of Warren County, that;

1. During the year 2017, the Chief Financial Officer, be and is hereby authorized and permitted to establish a Petty Cash Fund in the amount not to exceed \$100.00 pursuant to the provisions of N.J.S.A. 40A:5-21. Said Petty Cash Fund will be used by such office or department to pay claims for small miscellaneous expenses.

2. The Chief Financial Officer, having been bonded, will have custody of the Petty Cash Fund in accordance with the laws and regulations governing its operation.

ROLL CALL:     Mr. Allen                 -     Yes  
                  Mr. Pasquini           -     Yes  
                  Mr. Pryor                 -     Yes  
                  Mr. Mach                 -     Yes  
                  Mr. Cannon           -     Yes

Dated: *February 27, 2017*

I hereby certify the above to be a true copy of a resolution adopted by the Pollution Control Financing Authority of Warren County on the date above mentioned.

Crystal Gild, Recording Secretary

On a motion by *Mr. Allen*, seconded by *Mr. Pasquini*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *February 27, 2017*.

## **Resolution R-02-03-17**

### **AUTHORIZING THE CHIEF FINANCIAL OFFICER'S OFFICE TO MAINTAIN A PETTY CASH FUND DESIGNATED FOR SCALE HOUSE USE FOR FISCAL YEAR 2017**

WHEREAS, N.J.S.A. 40A:5-21 designated a Petty Cash Fund for the Pollution Control Financing Authority of Warren County for Scale House use; and

WHEREAS, said Petty Cash Fund was established by resolution dated February 2, 1994, by the Pollution Control Financing Authority of Warren County and approved by the Director of Local Government Services; and

NOW THEREFORE, be it resolved on the **Twenty seventh** day of **February 2017** by the members of the Pollution Control Financing Authority of Warren County, that;

1. During the year 2017, the Chief Financial Officer be, and is, hereby authorized and permitted to maintain the current Petty Cash Fund at the scale House in the amount not to exceed \$200.00

pursuant to the provisions of N.J.S.A. 40A:5-21. Said Scale House Petty Cash Fund is designated for use by the Scale House operator to make change for residents using the convenience center.

2. The Chief Financial Officer, having been bonded will have custody of the Petty Cash Fund in accordance with the laws and regulations governing its operation.

ROLL CALL:     Mr. Allen             -     Yes  
                  Mr. Pasquini         -     Yes  
                  Mr. Pryor             -     Yes  
                  Mr. Mach             -     Yes  
                  Mr. Cannon           -     Yes

Dated: *February 27, 2017*

I hereby certify the above to be a true copy of a resolution adopted by the Pollution Control Financing Authority of Warren County on the date above mentioned.

Crystal Gild, Recording Secretary

On a motion by *Mr. Allen*, seconded by *Mr. Pasquini*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *February 27, 2017*.

## RESOLUTION

**R-02-04-17**

### DESIGNATING A PUBLIC AGENCY COMPLIANCE OFFICER (P.A.C.O.)

WHEREAS, there exists a need for a designated public agency compliance officer (P.A.C.O.) for the Pollution Control Financing Authority of Warren County in order to meet its responsibilities under the law;

NOW THEREFORE, be it resolved by the Pollution Control Financing Authority of Warren County that the Authority's Chief Financial Officer, *Daniel Olshefski*, be appointed as the designated Public Agency Compliance Officer (P.A.C.O.) to insure that all contracts have Affirmative Action language incorporated.

ROLL CALL:     Mr. Allen             -     Yes  
                  Mr. Pasquini         -     Yes  
                  Mr. Pryor             -     Yes

Mr. Mach - Yes  
Mr. Cannon - Yes

Date: *February 27, 2017*

I hereby certify the above to be a true copy of a resolution adopted by the Pollution Control Financing Authority of Warren County on the date above mentioned.

Crystal Gild, Recording Secretary

On a motion by *Mr. Allen*, seconded by *Mr. Pasquini*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *February 27, 2017*.

## RESOLUTION

R-02-05-17

### DESIGNATING A CUSTODIAN OF RECORDS

WHEREAS, there exists a need for a designated Custodian of Records for the Pollution Control Financing Authority of Warren County in order to meet its responsibilities under the law;

NOW THEREFORE, be it resolved by the Pollution Control Financing Authority of Warren County that the Authority's **Director of Operations**, be appointed as the designated Custodian of Records in accordance with the Open Public Records Act (OPRA) (P.L. 2001, c. 404).

ROLL CALL: Mr. Allen - Yes  
Mr. Pasquini - Yes  
Mr. Pryor - Yes  
Mr. Mach - Yes  
Mr. Cannon - Yes

Date: *February 27, 2017*



I hereby certify the above to be a true copy of a resolution adopted by the Pollution Control Financing Authority of Warren County on the date above mentioned.

Crystal Gild, Recording Secretary

On a motion by *Mr. Allen*, seconded by *Mr. Pasquini*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *February 27, 2017*.

## RESOLUTION

R-02-06-17

### **TO PARTICIPATE IN THE STATE OF NEW JERSEY'S DISTRIBUTION AND SUPPORT SERVICE FISCAL YEAR 2017**

WHEREAS, in the past, the Pollution Control Financing Authority of Warren County has availed itself to the right to purchase materials, supplies and equipment under contracts for such materials, supplies and equipment entered into on behalf of the State of New Jersey by the Division of Purchase and Property in the Department of the Treasury pursuant to N.J.S.A. 40A:11-12; and

WHEREAS, it is contemplated that it will be necessary or desirable to obtain materials, supplies or equipment under such contract or contracts entered into on behalf of the State of New Jersey by said Division during the year 2017;

NOW, THEREFORE, be it resolved by the Pollution Control Financing Authority of Warren County, that it is hereby authorized to purchase such materials, supplies and equipment from the Division of Purchase and Property in the Department of the Treasury, pursuant to N.J.S.A. 40A:11-12 and N.J.S.A. 40A:11-3, as it may from time to time deem necessary or desirable.

ROLL CALL:	Mr. Allen	-	Yes
	Mr. Pasquini	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes
	Mr. Cannon	-	Yes

Dated: *February 27, 2017*

I hereby certify the above to be a true copy of a resolution adopted by the Pollution Control Financing Authority of Warren County on the date above mentioned.

Crystal Gild, Recording Secretary

**POLLUTION CONTROL FINANCING AUTHORITY  
OF WARREN COUNTY**

**R-02-07-17**

**RESOLUTION ADOPTING A CASH MANAGEMENT PLAN DESIGNATING  
OFFICIALS AUTHORIZED TO INVEST AND DISBURSE FUNDS, AUTHORIZED  
DEPOSITORIES, PERMITTED INVESTMENTS AND REPORTING  
REQUIREMENTS FOR THE POLLUTION CONTROL FINANCING  
AUTHORITY OF WARREN COUNTY**

BE IT RESOLVED, by the Pollution Control Financing Authority of Warren County that from February 27, 2017 the following shall serve as the cash management plan.

The Chief Financial Officer is directed to use this cash management plan as the guide in depositing and investing the Pollution Control Financing Authority of Warren County's funds.

**CASH MANAGEMENT PLAN FOR THE  
POLLUTION CONTROL FINANCING  
AUTHORITY OF WARREN COUNTY**

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 investments ("Permitted Investments"), pursuant to NJSA 40A:5-15.1, of certain public funds of the Pollution Control Financing Authority of Warren County (PCFAWC), 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, to the extent practicable, or otherwise invested in 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 so 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 and to minimize the 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 AND OFFICIAL DEPOSITORIES.

The Plan is intended to cover the deposit and/or investment of authority owned funds of the PCFAWC in authorized institutions which are GUDPA certified pursuant to the provisions of NJSA 17:9-44; (the "Official Depositories").

The following banks and financial institutions and / or their successors are hereby designated as Official Depositories for the deposit of all public funds, including any certificates of deposit, referred to in the plan which are not otherwise invested in Permitted Investments as provided for in this plan: Bank of America, TD Bank, First Hope Bank, IRCO Credit Union, Morgan Stanley Smith Barney, Investors Bank, Lakeland Bank, Public Financial Management (PFM), PNC Bank, Fulton Bank of NJ/Fulton Financial, Santander Bank, Provident Bank, Visions Federal Credit Union, Valley National Bank, Unity Bank, and Wells Fargo.

All such depositories shall acknowledge in written receipt of this Plan by sending a copy of such acknowledgement to the Chief Financial Officer.

Additionally, pursuant to NJSA 40A:5-14g, any official involved in the designation of depositories or in the authorization for investments as permitted pursuant to section 8 of PL 1977, c396 (C.40A:5-15.1), or any combination of the preceding, or the selection of an entity seeking to sell and investment to the Authority who has a material business or personal relationship with that organization shall disclose that relationship to the governing body of the Authority.

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

Upon consultation with the Finance Committee members and Director of Operations, the Chief Financial Officer (the Designated Official) of the PCFAWC is hereby authorized and directed to deposit and/or invest the funds referred to in the Plan. Prior to making any such Deposits or any Permitted Investments, such officials of the PCFAWC are 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 officials.

## IV. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIAL MAY DEAL.

The following brokerage firms and/or dealers and other institutions and / or their successors are hereby designated as firms with whom the Chief Financial Officer of the PCFAWC may deal for the purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits: TD Bank NA, First Bank,

First Hope Bank, Provident Bank, Lakeland Bank, Valley National Bank, PNC Bank, Fulton Bank of NJ, Santander Bank, Investors Savings Bank, Unity Bank, PPFM Asset Management LLC, Visions Federal Credit Union and IRCO Credit Union.

All such brokerage firms and/or dealers shall acknowledge in writing the receipt of this Plan by sending a copy of such acknowledgment to the Chief Financial Officer.

Pursuant to NJSA 40A:5-15.1 and as disclosed in Section V below, the securities dealers' retained by the Authority will comply with said statute and Section V when acting on behalf of the Authority in any and all financial transactions.

## V. AUTHORIZED INVESTMENTS.

Except as otherwise specifically provided for herein, the Chief Financial Officer, upon consultation with the Finance Committee and Director of Operations of the PCFAWC, is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- A. Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- B. Government Money Market Mutual Funds;
- C. Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which 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;
- D. Bonds or other obligations of the Authority;
- E. 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;
- F. Local Government Investment Pools;
- G. 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
- H. Agreements for the repurchase of fully collateralized securities if:
  - 1. the underlying securities are permitted investments pursuant to paragraphs 1 and 3 of this subsection a;
  - 2. the custody of collateral is transferred to a third party;
  - 3. the maturity of the agreement is not more than 30 days;
  - 4. the underlying securities are purchased through a public depository as defined in section 1 of P.L. 1970, c.236 (C.17: 9 - 41); and
  - 5. a master repurchase agreement providing for the custody and security of collateral is executed.
- I. Any investment instruments in which the security is not physically held by the Authority shall be covered by a third party custodial agreement which shall provide for the designation of such investments in the name of the Authority and prevent unauthorized use of such investments;
- J. Purchase of investment securities shall be executed by the "delivery versus payment" method to ensure that the securities are either received by the Authority or a third party custodian prior to or upon release of the Authority's funds;

- K. 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 nation or State bank located within the 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. 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 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; 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,” 15 U.S.C. sec. 80b-1 et seq., with experience investing in U.S. Government securities for at least the past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool. An investment pool:

- a. which has 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;
- 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 the disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of 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 State or national 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.

#### IV. 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 PCFAWC, 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 PCFAWC 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 ensure that such Permitted Investments are either received by the PCFAWC or by a third party custodian prior to or upon the release of the PCFAWC's funds.

Pursuant to NJSA 40A:5-15, all Authority funds shall be deposited within 48 hours of receipt.

To assure that all parties with whom the PCFAWC 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 Chief Financial Officer.

#### VII. REPORTING REQUIREMENTS.

The Chief Financial Officer shall supply to the governing body of the PCFAWC a written report each month listing all 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 PCFAWC as a Deposit or Permitted Investment.
- B. The type and amount of securities or certificates of deposit purchased or sold during the immediately preceding month.
- C. The book value at month end of such Deposits or Permitted Investments.
- D. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity.
- E. The fees incurred to undertake such Deposits or Permitted Investments.
- F. All other information which may be deemed reasonable from time to time by the governing body of the PCFAWC.

#### VIII. TERM OF PLAN

This plan shall be in effect from February 27, 2017 until such time as it is amended or superseded by a subsequent plan. Attached to this Plan is a resolution of the governing body of the PCFAWC approving the Plan.

#### IX. INVESTMENT STRATEGIES

In order to ensure liquidity to meet the Authority's daily, ongoing cash needs as well as allow longer term investments to gain enhanced returns on our monies the following strategies will be employed. Additionally, all invested funds must be maintained to comply with the provisions of NJSA 40A:5-15.1 ("Securities which may be purchased by local units").

The Chief Financial Officer of the PCFA of Warren County will implement the following procedures on behalf of the PCFA:

- A. In order for the PCFAWC to meet all of its operational obligations including payroll, accounts payable and pension contributions, a minimum of 10% of the current fiscal year's adopted budget will be reserved to meet the operational cash flow requirements. These funds must provide sufficient liquidity for the daily operations of the Authority.
- B. A Capital & Construction account shall be maintained to segregate and reserve funds needed to meet the financial requirements of large scale capital improvement and/or construction projects. Typically these expenditures are large scale, non-recurring projects that have a useful life of greater than one year. The balance maintained in the account will be determined by the five year capital improvement plan included in the Authority's Annual Budget submitted to the New Jersey Department of Community Affairs, Division of Local Government Services. The balance in this account shall be sufficient to meet the projected expenditures incurred during the current fiscal year and to minimize the need to issue debt to finance future year capital projects.
- C. A Haulers account shall be maintained at an amount equal to or greater than 25% of the operating budget. This account will be used to retain funds to insure sufficient finances exist if a drastic change in the solid waste disposal market should occur. Specifically, this account will provide a safety net should there be a shortfall in revenue that would materially impair the Authority's ability to operate on a daily basis. If

operations at the Authority cease, any remaining funds in this account will be transferred to the Supplementary Closure Account.

- D. State law requires the creation of a trust fund specifically dedicated to the maintenance of the Warren County District Landfill Closure and Post-Closure care. The estimate for the closure/post-closure maintenance of the landfill is contained in the most recent Closure/Post-Closure Maintenance Plan approved by the New Jersey Department of Environmental Protection. There are currently two funds in existence, the Warren County Landfill Closure Escrow Trust Fund and the Warren County Landfill Alternate Closure Escrow Trust Fund. Both funds are controlled by the New Jersey Department of Environmental Protection. The Closure/Post-Closure Maintenance Plan must be updated bi-annually, all changes in anticipated costs associated with the closure are reviewed and the funding level in the closure investments is adjusted to reflect these changes. Investments in the Funds are administered in accordance with NJSA 7:26-2A.9(b) and the NJDEP standard escrow agreements which permits investments up to 10 years in duration.
  
- E. The Authority Board authorized a third closure trust fund called the Supplementary Closure Account to be used for the Warren County District Landfill Closure and Post-Closure care. These funds are maintained in a separate account under the control of the Authority and will be used to supplement the Landfill Closure Escrow Trust Fund and the Landfill Alternate Closure Escrow Trust Fund. Investments in the Funds are administered in accordance with NJSA 7:26-2A.9(b) and the NJDEP standard escrow agreements which permits investments up to 10 years in duration. The funds may be used to finance improvements in connection with the Landfill Closure and Post-Closure care at the Authority Board's discretion.

On motion by **Mr. Allen**, seconded by **Mr. Pasquini**, the following resolution was adopted by the Pollution Control Financing Authority of Warren County on *February 27, 2017*.

Recorded Vote:	Mr. Allen	-	Yes
	Mr. Pasquini	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes
	Mr. Cannon	-	Yes

I hereby certify the above to be a true copy of a resolution adopted by the Pollution Control Financing Authority of Warren County on the date indicated.

Joseph Pryor, Secretary  
Crystal Gild, Recording Secretary



**CASH MANAGEMENT PLAN FOR THE  
POLLUTION CONTROL FINANCING AUTHORITY  
OF WARREN COUNTY, NEW JERSEY**

**ACKNOWLEDGEMENT**

I hereby declare that I have received a copy of the CASH MANAGEMENT PLAN FOR THE POLLUTION CONTROL FINANCING AUTHORITY OF WARREN COUNTY, NEW JERSEY or amendment thereto and that I have reviewed the document and understand the terms and conditions stated therein.

Institution:

Signature:

Title:

Date:

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On a motion by *Mr. Allen*, seconded by *Mr. Pasquini*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *February 27, 2017*.

**RESOLUTION  
R-02-08-17**

**A RESOLUTION ADOPTING AN IDENTITY THEFT POLICY**

WHEREAS, the Fair and Accurate Credit Transactions Act of 2003, an amendment to the Fair Credit Reporting Act, required rules regarding identity theft protection to be promulgated; and

WHEREAS, those rules became effective December 31, 2010, and require municipal utilities to implement an identity theft program and policy, and

WHEREAS, the Pollution Control Financing Authority of Warren County in the county of Warren has determined that the following policy is in the best interest of the Authority and its citizens.

NOW, THEREFORE, BE IT RESOLVED by the Pollution Control Financing Authority of Warren County that the Authority's Administrative Supervisor be appointed as the designated administrator of the Identity Theft Policy annexed hereto and hereby approved:

This resolution will take effect immediately upon its passage, the public welfare requiring it.

ROLL CALL:	Mr. Allen	-	Yes
	Mr. Pasquini	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes
	Mr. Cannon	-	Yes

Date: *February 27, 2017*

I hereby certify the above to be a true copy of a resolution adopted by the Pollution Control Financing Authority of Warren County on the date above mentioned.

Crystal Gild, Recording Secretary

# **Identity Theft Policy of the POLLUTION CONTROL FINANCING AUTHORITY OF WARREN COUNTY**

## **SECTION 1: BACKGROUND**

The risk to the Authority, its employees and customers from data loss and identity theft is of significant concern to the Authority and can be reduced only through the combined efforts of every employee and contractor.

## **SECTION 2: PURPOSE**

The Pollution Control Financing Authority of Warren County adopts this sensitive information policy to help protect employees, customers, contractors and the Authority from damages related to the loss or misuse of sensitive information.

This policy will:

1. Define sensitive information;
2. Describe the physical security of data when it is printed on paper;
3. Describe the electronic security of data when stored and distributed; and
4. Place the Pollution Control Financing Authority of Warren County in compliance with state and federal law regarding identity theft protection.

This policy enables the Authority to protect existing customers, reducing risk from identity fraud, and minimize potential damage to the Authority from fraudulent new accounts. The program will help the Authority:

1. Identify risks that signify potentially fraudulent activity within new or existing covered accounts;
2. Detect risks when they occur in covered accounts;
3. Respond to risks to determine if fraudulent activity has occurred and act if fraud has been attempted or committed; and
4. Update the program periodically, including reviewing the accounts that are covered and the identified risks that are part of the program.

## **SECTION 3: SCOPE**

This policy and protection program applies to employees, contractors, consultants, temporary workers, and other workers at the Authority, including all personnel affiliated with third parties.

## **SECTION 4: POLICY**

### **4.A: Sensitive Information Policy**

#### **4.A.1: Definition of Sensitive Information**

Sensitive information includes the following items whether stored in electronic or printed format:

**4.A.1.a:** Tax identification numbers, including:

1. Social Security number
2. Business identification number
3. Employer identification numbers

**4.A.1.b:** Payroll information, including, among other information:

1. Paychecks
2. Pay stubs

**4.A.1.c:** Medical information for any employee, including but not limited to:

1. Doctor names and claims
2. Insurance claims
3. Prescriptions
4. Any related personal medical information

**4.A.1.d:** Other personal information belonging to any customer, employee or contractor, examples of which include:

1. Names
2. Address
3. Customer number
4. Phone numbers
5. Maiden name
6. Date of birth

**4.A.1.e:** Authority personnel are encouraged to use common sense judgment in securing confidential information to the proper extent. Furthermore, this section should be read in conjunction with the Open Public Records Act. If an employee is uncertain of the sensitivity of a particular piece of information, the employee should contact their supervisor. In the event that the Authority cannot resolve a conflict between this policy and the Open Public Records Act, the Authority will contact the Government Records Council.

#### **4.A.2: Hard Copy Distribution**

Each employee and contractor performing work for the Authority will comply with the following policies:

1. File cabinets, desk drawers, overhead cabinets, and any other storage space containing documents with sensitive information will be locked when not in use.
2. Storage rooms containing documents with sensitive information and record retention areas will be locked at the end of each workday or when unsupervised.
3. Desks, workstations, work areas, printers and fax machines, and common shared work areas will be cleared of all documents containing sensitive information when not in use.
4. Whiteboards, dry-erase boards, writing tablets, etc. in common shared work areas will be erased, removed, or shredded when not in use.

5. When documents containing sensitive information are discarded they will be placed inside a locked shred bin or immediately shredded using a mechanical cross cut or Department of Defense (DOD)-approved shredding device. Locked shred bins are labeled “*Confidential paper shredding and recycling.*” Authority records, however, may only be destroyed in accordance with the Authority’s records retention policy.

#### **4.A.3: Electronic Distribution**

Each employee and contractor performing work for the Pollution Control Financing Authority of Warren County will comply with the following policies:

1. Internally, sensitive information may be transmitted using approved e-mail. All sensitive information must be encrypted when stored in an electronic format.
2. Any sensitive information sent externally must be encrypted and password protected and only to approved recipients. Additionally, a statement such as this should be included in the e-mail: “*This message may contain confidential and/or proprietary information and is intended for the person/entity to whom it was originally addressed. Any use by others is strictly prohibited.*”

### **SECTION 5: ADDITIONAL IDENTITY THEFT PREVENTION PROGRAM**

If the Authority maintains certain covered accounts pursuant to federal legislation, the Authority may include the additional program details.

#### **5.A: Covered Accounts**

A covered account includes any account that involves or is designed to permit multiple payments or transactions. Every new and existing customer account that meets the following criteria is covered by this program:

1. Business, personal and household accounts for which there is a reasonably foreseeable risk of identity theft; or
2. Business, personal and household accounts for which there is a reasonably foreseeable risk to the safety or soundness of the Pollution Control Financing Authority of Warren County from identity theft, including financial, operational, compliance, reputation, or litigation risks.

#### **5.B: Red Flags**

**5.B.1:** The following red flags are potential indicators of fraud. Any time a red flag, or a situation closely resembling a red flag, is apparent, it should be investigated for verification.

1. Alerts, notifications or warnings from a consumer reporting agency;
2. A fraud or active duty alert included with a consumer report;
3. A notice of credit freeze from a consumer reporting agency in response to a request for a consumer report; or
4. A notice of address discrepancy from a consumer reporting agency as defined in § 334.82(b) of the Fairness and Accuracy in Credit Transactions Act.

**5.B.2:** Red flags also include consumer reports that indicate a pattern of activity inconsistent with the history and usual pattern of activity of an applicant or customer, such as:

- A recent and significant increase in the volume of inquiries;
- An unusual number of recently established credit relationships;
- A material change in the use of credit, especially with respect to recently established credit relationships; or

- An account that was closed for cause or identified for abuse of account privileges by a financial institution or creditor.

### **5.C: Suspicious Documents**

**5.C.1:** Documents provided for identification that appear to have been altered or forged.

**5.C.2:** The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.

**5.C.3:** Other information on the identification is not consistent with information provided by the person opening a new covered account or customer presenting the identification.

**5.C.4:** Other information on the identification is not consistent with readily accessible information that is on file with the Authority, such as a signature card or a recent check.

**5.C.5:** An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

### **5.D: Suspicious Personal Identifying Information**

**5.D.1:** Personal identifying information provided is inconsistent when compared against external information sources used by the Authority. For example:

- The address does not match any address in the consumer report;
- The Social Security Number (SSN) has not been issued or is listed on the Social Security Administration's Death Master File; or
- Personal identifying information provided by the customer is not consistent with other personal identifying information provided by the customer. For example, there is a lack of correlation between the SSN range and date of birth.

**5.D.2:** Personal identifying information provided is associated with known fraudulent activity as indicated by internal or third-party sources used by the Authority. For example, the address on an application is the same as the address provided on a fraudulent application.

**5.D.3:** Personal identifying information provided is of a type commonly associated with fraudulent activity as indicated by internal or third-party sources used by the Authority. For example:

- The address on an application is fictitious, a mail drop, or a prison; or
- The phone number is invalid or is associated with a pager or answering service.

**5.D.4:** The SSN provided is the same as that submitted by other persons opening an account or other customers.

**5.D.5:** The address or telephone number provided is the same as or similar to the address or telephone number submitted by an unusually large number of other customers or other persons opening accounts.

**5.D.6:** The customer or the person opening the covered account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.



**5.D.7:** Personal identifying information provided is not consistent with personal identifying information that is on file with the Authority.

**5.D.8:** When using security questions (mother's maiden name, pet's name, etc.), the person opening the covered account or the customer cannot provide authenticating information beyond that which generally would be available from a wallet or consumer report.

## **5.E: Unusual use of, or suspicious activity related to, the covered account**

**5.E.1:** Shortly following the notice of a change of address for a covered account, the Authority receives a request for new, additional, or replacement goods or services, or for the addition of authorized users on the account.

**5.E.2:** A new revolving credit account is used in a manner commonly associated with known patterns of fraud patterns. For example, the customer fails to make the first payment or makes an initial payment but no subsequent payments.

**5.E.3:** A covered account is used in a manner that is not consistent with established patterns of activity on the account. There is, for example:

- Nonpayment when there is no history of late or missed payments;
- A material change in purchasing or usage patterns.

**5.E.4:** A covered account that has been inactive for a reasonably lengthy period of time is used (taking into consideration the type of account, the expected pattern of usage and other relevant factors).

**5.E.5:** Mail sent to the customer is returned repeatedly as undeliverable although transactions continue to be conducted in connection with the customer's covered account.

**5.E.6:** The Authority is notified that the customer is not receiving paper account statements.

**5.E.7:** The Authority is notified of unauthorized charges or transactions in connection with a customer's covered account.

**5.E.8:** The Authority receives notice from customers, victims of identity theft, law enforcement authorities, or other persons regarding possible identity theft in connection with covered accounts held by the Authority.

**5.E.9:** The Authority is notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

## **SECTION 6: RESPONDING TO RED FLAGS**

**6.A:** Once potentially fraudulent activity is detected, an employee must act quickly as a rapid appropriate response can protect customers and the Authority from damages and loss.

**6.A.1:** Once potentially fraudulent activity is detected, gather all related documentation and write a description of the situation. Present this information to the designated authority for determination.

**6.A.2:** The designated authority will complete additional authentication to determine whether the attempted transaction was fraudulent or authentic.

**6.B:** If a transaction is determined to be fraudulent, appropriate actions must be taken immediately. Actions may include:

1. Canceling the transaction;
2. Notifying and cooperating with appropriate law enforcement;
3. Determining the extent of liability of the Authority; and
4. Notifying the actual customer that fraud has been attempted.

## **SECTION 7: PERIODIC UPDATES TO PLAN**

**7.A:** At periodic intervals established in the program, or as required, the program will be re-evaluated to determine whether all aspects of the program are up to date and applicable in the current business environment.

**7.B:** Periodic reviews will include an assessment of which accounts are covered by the program.

**7.C:** As part of the review, red flags may be revised, replaced or eliminated. Defining new red flags may also be appropriate.

**7.D:** Actions to take in the event that fraudulent activity is discovered may also require revision to reduce damage to the Authority and its customers.

## **SECTION 8: PROGRAM ADMINISTRATION**

### **8.A: Involvement of management**

1. The Identity Theft Prevention Program shall not be operated as an extension to existing fraud prevention programs, and its importance warrants the highest level of attention.
2. The Identity Theft Prevention Program is the responsibility of the governing body. Approval of the initial plan must be appropriately documented and maintained.
3. Operational responsibility of the program is delegated to the **Administrative Supervisor**.

### **8.B: Staff training**

1. Staff training shall be conducted for all employees, officials and contractors for whom it is reasonably foreseeable that they may come into contact with accounts or personally identifiable information that may constitute a risk to the Authority or its customers.
2. **The Administrative Supervisor** is responsible for ensuring identity theft training for all requisite employees and contractors.
3. Employees must receive annual training in all elements of this policy.
4. To ensure maximum effectiveness, employees may continue to receive additional training as changes to the program are made.

### **8.C: Oversight of service provider arrangements**

1. It is the responsibility of the Authority to ensure that the activities of all service providers are conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.
2. A service provider that maintains its own identity theft prevention program, consistent with the guidance of the red flag rules and validated by appropriate due diligence, may be considered to be meeting these requirements.
3. Any specific requirements should be specifically addressed in the appropriate contract arrangements.

On a motion by *Mr. Allen*, seconded by *Mr. Pryor*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *February 27, 2017*.

## **RESOLUTION**

**R-02-10-17**

### **ADOPT THE 2017 POLLUTION CONTROL FINANCING AUTHORITY OF WARREN COUNTY MONTHLY MEETING SCHEDULE**

WHEREAS, this Pollution Control Financing Authority of Warren County Monthly Meeting Schedule is prepared pursuant to the direction of the Pollution Control Financing Authority of Warren County (PCFAWC) (the “Authority”);

WHEREAS, the attached Monthly Meeting Schedule is published and posted, to inform the public as to when the monthly meeting will be schedule for the year 2017;

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Pollution Control Financing Authority of Warren County, at an open public meeting held on February 27, 2016, the 2017 Monthly Meeting Schedule (attached) is hereby adopted.

ROLL CALL:	Mr. Allen	-	Yes
	Mr. Pasquini	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes
	Mr. Cannon	-	Yes

I hereby certify the above to be a true copy of a resolution adopted by the Pollution Control Financing Authority of Warren County on the date above mentioned.

Dated: *February 27, 2017*

Crystal Gild, Recording Secretary

**POLLUTION CONTROL FINANCING AUTHORITY  
OF WARREN COUNTY**

**A-1**

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Director

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***2017 MEETING SCHEDULE***

January 23 <sup>rd</sup>	9:30 AM	July 24 <sup>th</sup>	9:30 AM
February 27 <sup>th</sup>	9:30 AM	August 28 <sup>th</sup>	9:30 AM
*March 20 <sup>th</sup>	9:30 AM	September 25 <sup>th</sup>	9:30 AM
April 24 <sup>th</sup>	9:30 AM	October 23 <sup>rd</sup>	9:30 AM
May 22 <sup>nd</sup>	9:30 AM	*November 20 <sup>th</sup>	9:30 AM
June 26 <sup>th</sup>	9:30 AM	*December 18 <sup>th</sup>	9:30AM

***2018***

*January 22, 2018* 9:30 AM *February 26, 2018* 9:30 AM

**Regular meetings will be held  
the fourth Monday of the Month,  
unless noted by \* above, at the  
PCFA Administration Building  
Lower Level Meeting Room  
500 Mt. Pisgah Avenue  
Oxford, New Jersey 07863-0587**

\* March 20<sup>th</sup>, November 20<sup>th</sup> and December 18<sup>th</sup> meeting will be on the  
3<sup>rd</sup> Monday

*If additional meetings or changes are necessary, notification will be forthcoming.*

Mr. Cannon directed Mr. Mach to start the discussion regarding Resolution R-02-09-17. Mr. Mach stated that he did not necessarily want a discussion but that he would like for Mr. Cannon to call for a vote.

Mr. Pryor asked if there is an alternate newspaper to vote on? Mr. Mach proposed that the board entertain using The Star Ledger for advertising because there is a larger circulation of this paper in Warren County. Mr. Pasquini asked if Mr. Mach thought that changing newspapers would change meeting attendance? Mr. Mach answered no, not a bit but that the information would be out there for the general public to see. He noted that The Express Times really only covers up to the Route 46 area and that areas north are covered by The New Jersey Herald. He stated that The Star Ledger has a more general circulation that covers all of the areas mentioned. He noted that yes, The Star Ledger is more costly but that he feels it would reach more people.

Mr. Pryor asked Mr. Tipton which notices must be published other than bids? Mr. Tipton answered that special meeting notices, DEP items, and the audit need to be published. Mr. Tipton asked Mr. Williams which other items are published? Mr. Williams answered that the meeting schedule is printed once a year in the paper and that other than what Mr. Tipton said that it is not very often that something is published in the newspaper.

Mr. Cannon stated that he believes that both papers are run by the same people. He also mentioned that he thinks that the majority of people are reading their newspaper online. He noted that there are classifieds and articles posted reciprocally in both papers. He also stated that he does not think that there is much of a difference between the papers for people who are reading online and that the only difference may occur when a press release is done, which is not too often. He noted that the same information is offered in other places such as NJ.com and the Warren County website as well.

Mr. Pryor asked Mr. Tipton about the laws regarding newspapers and stated that he believes that they still read that notices need to be made in circulated papers? Mr. Tipton answered that there is currently a flaw with respect to all of Warren County with the way the statute reads because there is not a newspaper that is published in Warren County. He stated that technically no one satisfies this law and that it is an issue everywhere. He noted that unless the legislature is going to act, something needs to be picked and that in picking either The Express Times or The Star Ledger, neither satisfies the letter of the law.

Mr. Cannon asked if the possibility of changing the state law as far as advertising requirements are concerned is currently under consideration? Mr. Tipton said that he does not know what is being talked about right now but that this issue should be being discussed. Mr. Cannon mentioned that this is what Governor Christie is talking about. Mr. Tipton said that there really is no answer and that Mr. Mach has been dealing with this for fifty years and that Mr. Mach knows what he is talking about. Mr. Tipton said that he can only advise his public entities on how to handle this and that it is even an issue in his own town but there is not much to be done about it.

Mr. Pryor asked what the expense is? Mr. Cannon stated that The Star Ledger is considerably more expensive than The Express Times. Mr. Williams stated that he does not know the exact cost off of the top of his head. Mr. Cannon stated that he does not know that there is a justified "bang for the buck". Mr. Cannon noted that he thinks that most people that are looking for something about Warren County are going to check The Express Times before the checking The Star Ledger. Mr. Cannon stated that he has found that The Star Ledger has not had any Warren County coverage for years and that he has

even stopped his own subscription to the paper. Mr. Cannon stated that he does not think the additional cost of The Star Ledger would be worth it.

Mr. Pryor interjected and stated that on the bidding side most guys do not go to the newspaper anymore and that they all have subscription services that notify them right away when a bid is listed. He said it is the public that is really the issue and that he really does think that people are getting away from hard copy. He stated that he goes to NJ.com and LehighValleyLive.com and gets his news there. He noted that if we are not going to be in compliance in either instance that he would rather not comply for the least cost possible.

Mr. Mach stated that he appreciates all of the comments but that there is still a segment of the population that does not go to the computer for their news and that it is a large segment of the population. He noted that it is usually the residents that actually pay attention to things that are going on in the county such as the landfill and governmental business. He stated that yes, the younger population, those of us who have become more “technically astute”, get their news via the internet, however there is a large portion of the population in Warren County that does not.

Mr. Williams offered the option to have The Star Ledger used as an alternate when it comes to the bidding process, cell construction and those types of things to get the word out further.

Mr. Cannon stated that the Authority is not restricted to only using The Express Times by selecting them as the primary newspaper but that we just need to name a primary newspaper.

Mr. Cannon stated that he felt there has been enough discussion and called for a motion to designate The Express Times as the official newspaper advertising public notices with the knowledge that we are able to advertise in other newspapers as well if we wish.

On a motion by *Mr. Allen*, seconded by *Mr. Pasquini*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *February 27, 2017*.

## **R E S O L U T I O N**

**R-02-09-17**

### **DESIGNATING THE EXPRESS TIMES AS THE OFFICIAL NEWSPAPER FOR ADVERTISING PUBLIC NOTICES - 2017**

WHEREAS, there exists a need for the advertising of Public Notices for the Pollution Control Financing Authority of Warren County in order to meet its responsibilities under the law;

NOW THEREFORE, be it resolved by the Pollution Control Financing Authority of Warren County that the **EXPRESS TIMES** is hereby designated as the official newspaper of the Pollution Control Financing Authority of Warren County for all Public Notices.

ROLL CALL:	Mr. Allen	-	Yes
	Mr. Pasquini	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	No
	Mr. Cannon	-	Yes

Dated: *February 27, 2017*

I hereby certify the above to be a true copy of a resolution adopted by the Pollution Control Financing Authority of Warren County on the date above mentioned.

Crystal Gild, Recording Secretary

CORRESPONDENCE

Mr. Cannon stated that the correspondence (Letter dated February 6, 2017 from James Williams, PCFA Director, to Ms. Prentiss Shaw, Cornerstone RE: Invoices) would be discussed later with Cornerstone.

PUBLIC COMMENTS (AGENDA ITEMS ONLY)

None

FINANCE

Mr. Williams stated that as everyone was aware Mr. Olshefski is not present at the meeting. He noted that Mr. Olshefski did not have anything to report on but that he did send Mr. Williams an email stating that the January report had nothing out of the ordinary. He stated that the email also said that the unrestricted cash for January was a little lower than the prior month but that this is because the Authority paid all of its insurances in advance for the entire year.

Mr. Williams stated that regarding billings with consultants that everything is in line and that nothing has been over billed or over payed.

Mr. Williams noted that considering it was January, that the Authority really had a healthy month.

Mr. Cannon noted that the leachate was down considerably again.

Mr. Cannon asked if all of the hauler contracts came in and if there was still one more to come in? Mr. Williams answered that there are 3 or 4 hauler contracts that need to be approved today.

Mr. Cannon asked if there was going to be an application coming up for the electronics recycling from the state? Mr. Williams stated that he has not heard anything else regarding the matter. He noted that the state is calling around and looking for information but there have not been any moves made in Trenton yet regarding the electronics.

Mr. Cannon called for a motion to adopt Resolution R-02-11-17 to pay bills in the amount of \$461,862.12.

On a motion by *Mr. Pryor*, seconded by *Mr. Allen*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *February 27<sup>th</sup>, 2017*.

**RESOLUTION**  
**R-02-11-17**  
**To Pay Bills – February 27, 2017**

WHEREAS, the Pollution Control Financing Authority of Warren County has been presented with invoices for services, supplies and other materials rendered to it or on its behalf;

NOW, THEREFORE, be it resolved by the Pollution Control Financing Authority of Warren County that the following bills be paid:

*See Attached*

ROLL CALL:	Mr. Allen	-	Yes
	Mr. Pasquini	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes
	Mr. Cannon	-	Yes

We hereby certify Resolution to Pay Bills in the amount of \$461,862.12 to be a true copy of a resolution adopted by the Pollution Control Financing Authority of Warren County on the *27<sup>th</sup>* day of *February, 2017*.

James Williams, Director  
Crystal Gild, Recording Secretary



## PERSONNEL

## PRESENTATIONS

Mr. Cannon stated that the presentation by Cornerstone is to be held after the regular agenda items have been gone over.

## REPORTS

## FACILITIES/RECYCLING

Mr. Cannon stated that he and Mr. Williams have been discussing the recycling numbers and the fact that they have drastically reduced over the years and that they will be looking into this over the next few months. Mr. Cannon noted that recycling is not “mandatory” and that some people recycle and some people do not. Mr. Cannon stated for the boards’ purposes that he spoke to Mr. Williams about trying to research what the county is doing about the recycling issues.

Mr. Cannon stated that the monies given to the towns for recycling come through us and then go to the towns. He noted that the monies are being spent on various categories but that he does not know if we are getting the right “bang for the buck”. He asked if we are the entity that receives the money and if the Authority is the facility that decides how the money is to be spent? Mr. Williams answered that the Authority receives grant money which includes a conglomerate of different things and that a piece of that is recycling.

Mr. Williams stated that when the recycling report is generated and dispersed to the different municipalities that the state takes the numbers from the report and pays the municipalities a small portion of money for the recycling that was collected within their municipality based off of the recycling report we provide.

Mr. Allen stated that he believes there is an incentive that the DEP put on the counties to force recycling. Mr. Williams noted that there are mandatory goals that not only the municipalities are supposed to be achieving, but the county as a whole. He stated that the recycling numbers were getting better for a little bit but that they seemed to have dropped over the last year. He noted that this is really an issue for the municipal and county recycling coordinators to work on because the more recycling a municipality or county brings in, the more money they receive.

Mr. Cannon stated that he feels the recycling amounts coming from the municipalities are inflated somewhat. Mr. Mach asked which numbers Mr. Cannon believes to be estimated? Mr. Cannon responded with general recyclables.

Mr. Williams stated that the numbers produced on the PCFAs recycling report reflect the recycling that is brought into our facility and that they are not estimated numbers. He noted that it is a small chunk of money that the municipalities get and that the intent is for the municipalities to take the funds they

receive and use it towards recycling and promoting recycling but that he cannot say that this is actually done.

Mr. Pryor stated that there used to be a recycling incentive for individuals to recycle because residents were charged by the size of the container used for household garbage. He noted that a small container was a cheaper monthly fee as opposed to a larger container. Mr. Pryor also stated that he has lost the definition of what is actually recyclable. He noted that originally recycling consisted of aluminum and paper and now steel cans and wax cardboard is acceptable. He reiterated that he does not know what qualifies as recyclable.

Mr. Cannon stated that he thinks that a lot of things end up on the floor of the incinerator that actually qualify as recyclable. He noted that the incinerator wants to “run at full tilt” so they are not holding back any recyclables that come through.

Mr. Pryor stated that if homeowners had more knowledge of what was recyclable, possibly from the PCFA website, that more recyclable items would be recycled. He noted that he is on the board and does not know what is and is not recyclable.

Mr. Cannon stated that the PCFA has held recycling events here and that events such as the tire recycling event were successful and that he believes that people do want to recycle but that they need to be better educated as to what is recyclable.

Mr. Williams stated that the PCFAs website has all of the recyclables listed and that we receive a lot of phone calls from residents who go to their municipals websites and cannot find recycling information.

Mr. Mach stated that when recycling is picked up it goes from the residents home to a sortation facility where pizza boxes and other things are pulled out which then results into two streams, one for trash such as pizza boxes and the other for recyclables.

Mr. Cannon stated that maybe the PCFA should send out press releases regarding recycling once in a while, possibly quarterly.

Mr. Mach asked if Mr. Cannon was talking about creating a recycling education program and if he wanted to encourage recycling? Mr. Cannon answered that of course he wants to encourage recycling and that the reason we are involved is because we are involved with the recycling grant money.

Mr. Pasquini mentioned that Oxford Township is looking into putting out a recycling flyer and that instead of putting it on the website they are going to post it on social media and mail a flyer. He noted that he knows that the county sends out a recycling flyer. He asked if Oxford Township sending out a quarterly flyer would help? Mr. Cannon answered that he does not see why Oxford Township should have to pay to publish a recycling flyer when the PCFA receives grant money to fund recycling in local municipalities.

Mr. Pasquini stated that he has been working with Art Charleton to “piggyback” on some of the publication items.

Mr. Cannon stated that he just wants to start the process of getting the word out regarding recycling.

Mr. Mach suggested bringing in David Dech and Victor Camporine from the planning department to meet with the board regarding recycling. Mr. Cannon stated that this would be a good starting point.

Mr. Williams stated that treatment plant operations are running smoothly.

Mr. Williams noted that regarding the TDS evaluation just last week he spoke to Jim Peebles and Jeff Winegar from T&M. He stated that the reason for the conversation was that Mr. Williams received an additional invoice from T&M for the work that should have been performed from the beginning of the project. He noted that at this point the PCFA has paid T&M a little over \$23,000 and he has \$28,000 worth of submitted invoices. He stated that T&M is getting close to the end of the project and that there was a scope of services that they were supposed to provide us with.

Mr. Williams noted that when T&M was at the November meeting that the board gave them a path for going forward. This included moving forward with bench testing which has not been done yet and that he discussed this with them during the call last week. He stated that he felt that the board was very clear with T&M with what they were looking for when telling them to move forward with bench testing so that they could then move forward with the evaluation of different systems to see what would work in our facility.

Mr. Williams stated that T&M is in the process of putting together a revised report that the board should receive in the next week or so. He noted that the board would have the report well in advance of the March meeting and that T&M would be present at the March meeting to discuss the report and how they plan on moving forward.

Mr. Williams stated that there are no issues with the H2S removal system and that everything is running smooth.

Mr. Williams stated that there was no update on the solar panel project. He noted that a locksmith came in and rekeyed the DCO building to match the PCFAs keys. He also noted that he had someone come in to work up a price to put in an overhead door in the DCO building. Mr. Cannon asked what the specs were for the door and suggested that we put in as large of an opening as we could. Mr. Williams stated that we wanted to make sure that we have enough room for our loader to fit inside so they will be putting in a large enough door.

Mr. Williams presented schedule A-3 the Waste Disposal Schedule. He noted that there were new contracts that came in for approval and that these should be the last contracts to come in. He noted that the contracts that are highlighted in red need to be approved which are: All American Carting, National Transfer, Sanico, Franklin Township, Harmony Township, Washington Township and Stony Brook.

Mr. Williams notified the board that the PCFA would not be renewing their contract with DJM. Mr. Mach pointed out that it looks like Gaeta will not be renewing their contract either. Mr. Williams stated that Gaeta Interior Demolition would have to get their signed contract in by tomorrow February 28, 2017. Mr. Cannon asked if Gaeta Interior usually brought in a lot of money for us? Mr. Williams answered, yes. Mr. Mach noted that the amount was half a million dollars. Mr. Williams stated that losing Gaeta was not a big issue due to where the PCFA is with the landfill expansion and that it would not hurt to cut back on waste intake but reiterated that they do have until tomorrow to get their contract in.

Mr. Williams stated that he needs the board's approval for the contracts highlighted in red on schedule A-3.

Mr. Cannon called for a vote to approve the contracts presented in red on schedule A-3.

**Mr. Mach** made a motion to approve the currently signed 2017 hauler contracts presented in Schedule A-3 and authorizing Mr. Cannon and Mr. Williams to execute the contracts, seconded by **Mr. Allen**.

ROLL CALL:

Mr. Allen	-	Yes
Mr. Pasquini	-	Yes
Mr. Pryor	-	Yes
Mr. Mach	-	Yes
Mr. Cannon	-	Yes

Mr. Williams stated that he had two final items to present.

Mr. Williams presented the 2016 collected tires report to the board and stated that 1,401 tires were brought in and that this report does not include the tire amnesty days which brought in around 1,300-1,400 tires. Mr. Cannon stated that this was double the amount brought in the year prior. Mr. Williams stated that these are all tires that the residents and local business have paid to dispose of here and that they were not covered under the grant funds. He noted that it was a pretty good year and hopes that 2017 will bring in similar numbers.

Mr. Williams presented the application from Page-Mueller Engineering Consultants on behalf of Tilcon dated, February 16, 2017. He noted that this is a follow up to their previous application submittal. He stated that he has not had a chance to review the application yet to see if it includes all of the necessary information. He also noted that he had emailed David Dech at the planning department, requesting for him to let the Authority know if this will be getting put on the agenda for the planning department meeting. He stated that once David Dech gets back to him with an answer that he will notify the board.

Mr. Cannon reiterated that if there are any updates from the planning department that Mr. Williams would let the board know in case they want to attend the meeting. Mr. Cannon noted that there was no information requested from the Authority before the application was resubmitted.

Mr. Williams stated that there were also drawings sent with the application and said that they were available if anyone on the board wanted to look at them.

Mr. Allen asked when the planning board will have their meeting? Mr. Williams stated that he is trying to get that information from David Dech and that the meeting is usually the same day as the PCFAs meetings but at night. Mr. Williams said that he will find out when the meeting is.

### GENERAL COUNSEL'S REPORT

Mr. Tipton reflected on the request for him to look into whether or not the Authority can make a direct donation to the Emergency Medical Services or Fire Department during January's meeting. Mr. Tipton stated that although the Constitution of New Jersey prohibits donations being made directly, that there are provisions to that fact and that there is case-law regarding donations being made from public bodies for public purposes. He concluded that the Authority can make a direct donation to EMS or fire companies providing that there is a public purpose behind it, which obviously there would be.

Mr. Tipton stated that it is also ethical to waive or excuse disposal fees and that this is specifically permitted in the Solid Waste Act.

Mr. Tipton summarized that either option could be done.

Mr. Pryor stated that there are also other options that were discussed such as a mini host fee or something to that effect. He stated that he did not really object to compensating Oxford Township but that he was questioning the reasoning for the waiver that was set forth in the letter.

Mr. Pasquini stated that he did a lot of research on the topic regarding finding out how and where the waiving of the clean-up fees for Oxford Township started. He noted that the committees in Oxford have changed several times over the past 9 years since this waiver process began. He stated that if there is another form that needs to be submitted to simply let him know.

Mr. Cannon stated that he really thinks the question the board wanted answered was regarding directly making donations to the entities providing the services to the public as opposed to giving the money to Oxford Township to pass to the entities.

Mr. Pasquini stated that Oxford Township supports the first aid squad and fire department.

Mr. Cannon stated that he thought the board wanted to clarify if the money was being used as an offset or pass thru.

Mr. Pryor stated that the Emergency Squad and Fire Department are both private organizations.

Mr. Pasquini stated that they are both volunteer organizations.

Mr. Pryor stated that if you went to one of their websites it said that they were self-supporting. He stated that he does not want to get into the details again and that the board would work it out.

Mr. Pryor suggested possibly creating a sub-committee to discuss the matter consisting of himself, Mr. Pasquini and Mr. Williams. Mr. Cannon and the board agreed to have a sub-committee address the matter.

#### NEW BUSINESS

Mr. Williams stated that he met with a vendor last week regarding the leachate evaporator system. He noted that if everything works out the vendor would be willing to come to the April meeting to give a small presentation of the different types of leachate evaporators that they have and possibly set up a “field trip” to one of their locations.

Mr. Cannon stated that the board would move to Executive Session briefly before the Cornerstone presentation began.

#### OTHER BUSINESS

None

#### CLOSING PUBLIC COMMENT

None

#### PRESS COMMENTS & QUESTIONS

None

#### EXECUTIVE SESSION

Executive Session was entered at 10:24 am for purpose of Cornerstone Negotiations and Wetlands issues.

# RESOLUTION

**R-02-12-17**

## AUTHORIZING EXECUTIVE SESSION

WHEREAS, the Authority has a need to discuss the following matter(s) in Executive Session:

It is not possible, at this time, for the Authority to determine when and under what circumstances the above-referenced item(s), which are to be discussed in Executive Session, can be publicly disclosed;

NOW, THEREFORE, Pursuant to N.J.S.A. 10:4-1 et. seq., BE IT RESOLVED by the Pollution Control Financing Authority of Warren County that the matter(s) as noted above will be discussed in Executive Session.

Moved By: **Mr. Pryor**

Seconded By: **Mr. Mach**

ROLL CALL:	Mr. Allen	-	Yes
	Mr. Pasquini	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes
	Mr. Cannon	-	Yes

I hereby certify the above to be a true copy of a resolution adopted by the Pollution Control Financing Authority of Warren County on the date above mentioned.

Recording Secretary  
Crystal Gild

Dated: February 27, 2017

**Mr. Pasquini** made a motion to come out of Executive Session, seconded by **Mr. Pryor**.

ROLL CALL:     Mr. Allen           -     Yes  
                  Mr. Pasquini       -     Yes  
                  Mr. Pryor            -     Yes  
                  Mr. Mach            -     Yes  
                  Mr. Cannon         -     Yes

Mr. Cannon stated that there would be a brief break prior to the presentation by Cornerstone.

Regular session resumed at 10:31 am.

No action was taken in Executive Session.

Ms. Prentiss Shaw and Mr. Matt Beebe from Cornerstone were present to provide a PowerPoint presentation to the board.

Ms. Shaw thanked the board for allowing Cornerstone the extra month they needed to get the permit application together.

Ms. Shaw stated that she and Mr. Beebe were here today to give the board a quick overview of the permit application.

Ms. Shaw stated that the second slide in the presentation is going to show that what she and Mr. Beebe are presenting today are not new concepts. She noted that the M.S.E Berm may be a new concept to the board but that it is not new to the DEP and that the DEP regularly sees and approves this.

Mr. Cannon asked Ms. Shaw to provide the definition of M.S.E Berm.

Ms. Shaw stated that M.S.E Berm stands for Mechanically Stabilized Earth and Berm. She noted this allows the landfill to be built vertically as opposed to laterally and results in gaining more space while using less land.

Ms. Shaw stated that the drainage system being used under the liner is unique but that the DEP has approved it before.

Ms. Shaw stated that the DEP is not going to be seeing anything new or out of the ordinary in our permit application.

Ms. Shaw stated that she and Mr. Beebe are going to present the board with the steps that will be taken to go forward. She noted that they would focus on the Environmental Impact Statement which is the only document that is incomplete in the permit application. She also noted that Cornerstone has imputed their proposed draft language regarding the Wetlands issue into the Environmental Impact Statement and that if the board approves the proposed language that the permit application would be complete and ready for submission.

Ms. Shaw stated that the DEP would find the permit application administratively complete and then begin their technical review of the application. She noted that they may have some questions regarding the Wetlands but that the board and Cornerstone should hopefully have the answers needed by the time the DEP gets to the technical review of the Environmental Impact Statement.



Ms. Shaw stated that the sooner the permit application is submitted, the sooner it will be approved and the sooner construction of the expansion can begin.

Ms. Shaw also stated that she and Mr. Beebe will be discussing the scheduled timeline with the board.

Mr. Cannon stated regarding the Wetlands that Freeholder Deputy Director Smith is still currently working on two avenues to clear up the current Wetlands issue. He also stated that Freeholder Deputy Director Smith is currently at a meeting regarding this issue today which is why he is not present at today's board meeting.

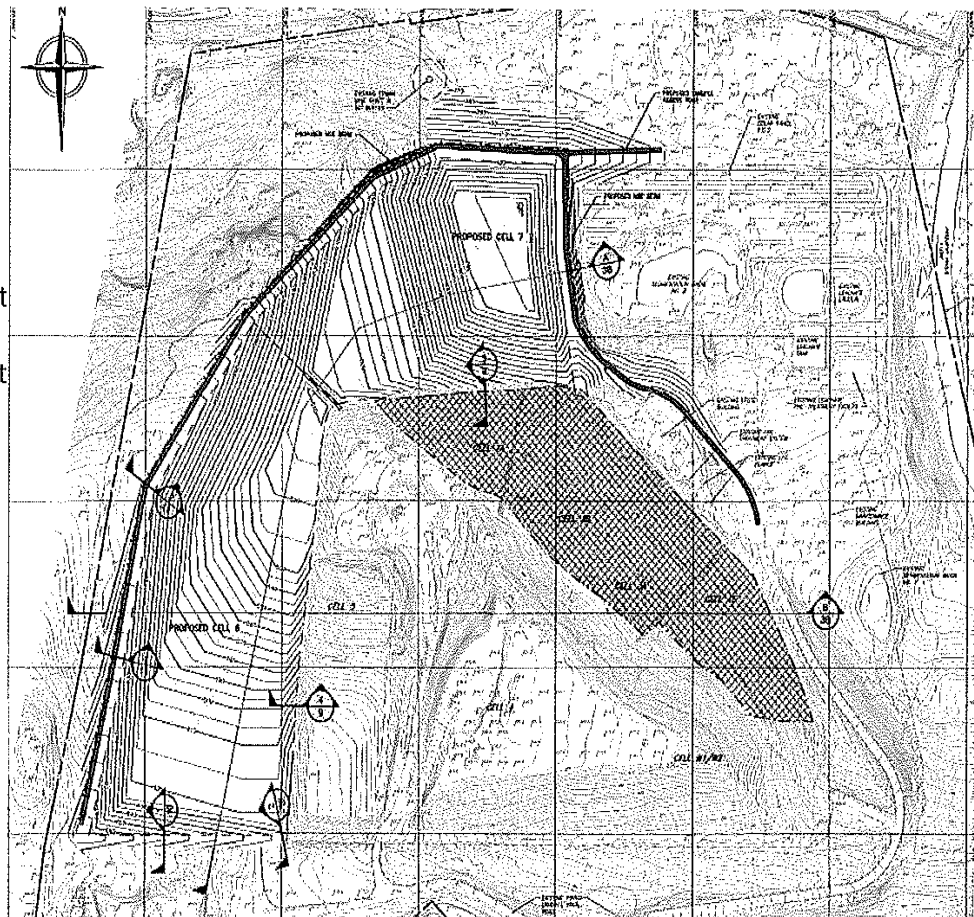
Ms. Shaw gave the floor to Mr. Beebe to continue the presentation.

Mr. Beebe also thanked the board for the extra time given to complete the permit application.

Mr. Beebe presented to the board based on PowerPoint slide number one.

## Submission

- Major Modification Permit Application Form
- Engineering Design Report
- Engineering Design Plans
- Technical Specifications
- Hydrogeologic Report
- Closure/Post Closure Plan
- Operations and Maintenance Manual
- EHIS Addendum – Not Completed Pending Wetlands Information



Mr. Beebe listed the breakdown of the information of what was sent to the board prior to today's presentation. He stated that the items sent to the board were as follows: major modification permit application asking for more air space; the engineering design report which is the written language describing the expansion; the engineering design plans which are the visual designs of the expansion; the technical specifications which present the technical merit of the design; the hydrogeologic report which

provides the basis of stability, groundwater elevation and the different set parameters that will be worked within; the closure/post closure plan which is the financial plan stating that the PCFA can financially support the expansion and closure; the operations maintenance manual which is an update of the current manual which had language inserted regarding the expansion, the new leachate evaporator system and other changes that will occur during the expansion.

Mr. Beebe stated that there is also an EHS addendum which was not included in the packet sent to the board. He stated that this was not sent because it is not completed due to the Wetlands issues.

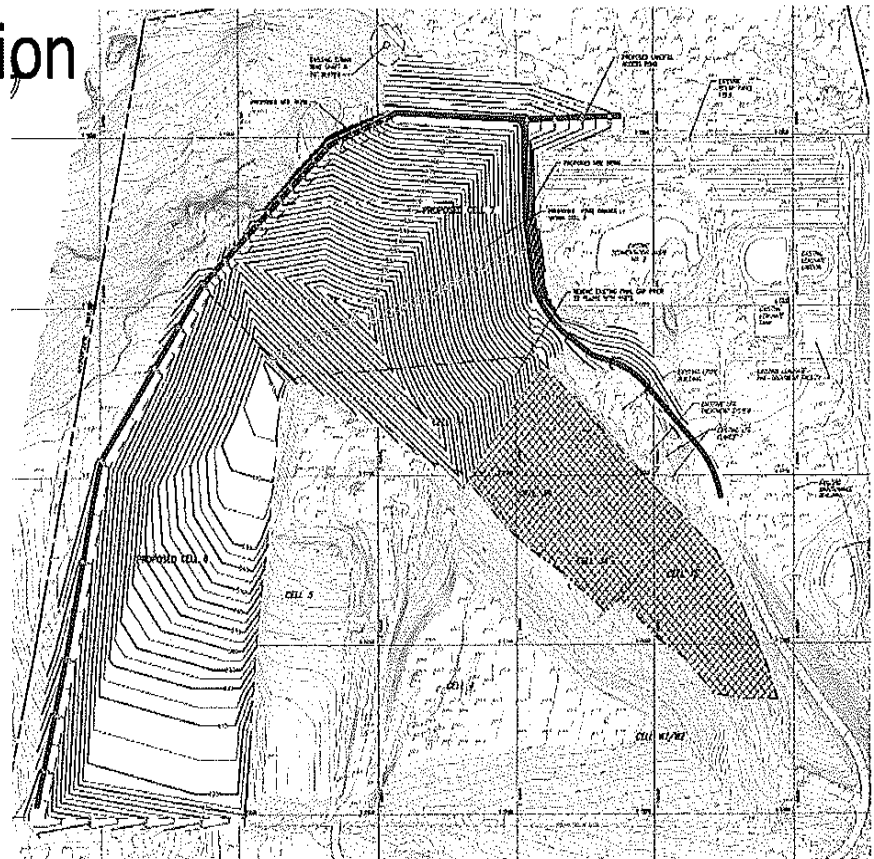
Mr. Beebe asked if there were any questions regarding the information that had been sent to the board?

Mr. Allen stated that he was not on the board when the expansion was originally being discussed. He stated that he believed that the landfill was being expanded for “X” number of years. He noted that the application being submitted says that the expansion will last 40 years. Mr. Allen asked if this is what the board had asked for?

Mr. Beebe presented PowerPoint presentation slide two and answered that there was not a year that was asked for but the board simply asked for an expansion so the landfill would be able to continue operations.

## Project Description

- **Location & Area of Disturbance**
- **Capacity**
  - 8,400,000 CY, ± 40 years
- **Stormwater**
- **Leachate**
- **Landfill Gas**
- **Construction**
  - Cell 7
  - Cell 6



Mr. Cannon stated that there was a formula based upon the additional footprint creating “X” amount of space or “X” amount of waste.

Mr. Allen noted that he does not want to spend a lot of time discussing this. He asked if the DEP is approving the landfill being open for another 40 years when approving this permit application.

Mr. Beebe answered, no, that the DEP is approving the geometry of the landfill which gives the airspace needed for the expansion. Mr. Beebe provided an example stating that if there were 8.4 million cubic yards of airspace given, but the amount of airspace being used is reduced say due to an increase in recycling that the airspace could go from lasting for 40 years to 50 years. He stated conversely, as an example that if New Jersey does away with its recycling law or Covanta shuts down and all of the waste comes in as MSW instead of ash that more airspace will be used and the airspace may only last for 20 years as opposed to 40 years. He reiterated that it is the geometry that the DEP would be approving, not the length of operation and Ms. Shaw stated her agreement with Mr. Beebe's explanation and answer.

Mr. Allen re-asked if this permit application was going to grant a license for another 40 years of operations.

Mr. Beebe answered, no, that the license is based on the submittal of a solid waste permit every 5 years which was just renewed last year and that it would not need to be submitted again until 2021.

Mr. Allen stated that there is really no significance then to the number 40 years and Mr. Beebe agreed.

Mr. Williams stated that the significant number is the 8.4 million cubic yards of airspace.

Ms. Shaw noted that the DEP does like to see the life expectancy in the application.

Mr. Allen asked if there was some math behind getting to the 40 years even though it is a variable number?

Mr. Beebe answered that the 40 years is based off an estimation as to how much waste is going to be taken in.

Mr. Pryor reflected on Mr. Beebe's example of Covanta shutting down and the amount of municipal solid waste increasing. He asked if the expansion would accommodate this happening?

Mr. Beebe answered that the permit allows for municipal solid waste.

Mr. Williams answered yes as well.

Mr. Allen stated that he believed that there were some waste options on the permit application that were not checked off as acceptable to our facility.

Mr. Beebe responded that there are wastes that we do not take in such as asbestos waste.

Mr. Williams stated that we do not accept asbestos or sludge.

Mr. Beebe stated that we do not take in hazardous waste. Mr. Beebe noted that our facility does take in industrial waste, ash and municipal waste.

Mr. Allen asked if certain waste types required special licensing or approval?

Mr. Beebe answered not necessarily, it is more about checking of the box and that since we are a MSW landfill that we can accept all types of waste except for hazardous waste.

Mr. Williams stated that asbestos was previously accepted in our permit to accept even though we never accepted it and that maybe five to ten years ago we had it removed from our permit because we simply did not want to deal with asbestos.

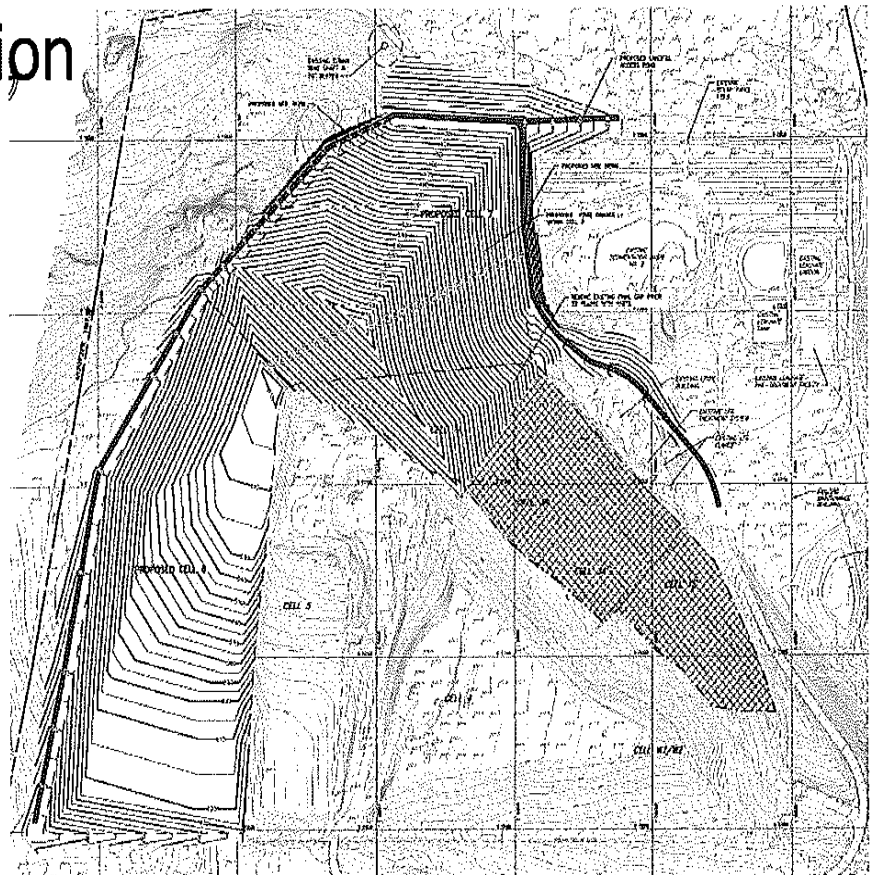
Mr. Beebe stated as an aside that if the PCFA checked off that they would only accept construction demolition debris that the landfill would not need the current liner system but then if we wanted to change to accepting MSW the liner system would not be approved.

He noted that as far as asbestos goes that there is special handling that needs to be done but that our current liner system would work but we would need to track where the asbestos was placed within the landfill.

Ms. Shaw asked Mr. Beebe to go over slide number two again regarding how Cornerstone is planning to have the landfill filled.

## Project Description

- **Location & Area of Disturbance**
- **Capacity**
  - 8,400,000 CY,  $\pm$  40 years
- **Stormwater**
- **Leachate**
- **Landfill Gas**
- **Construction**
  - Cell 7
  - Cell 6



Mr. Beebe referred to slide number two. He stated that this was essentially the base liner layout of the landfill and the grading for the base liner and that it also showed access roads. He noted that this also shows where the M.S.E Berms will be placed.

Mr. Mach asked if the area in the northeast corner, the upper right hand corner was the lowest spot or the highest spot?

Mr. Beebe answered that it was the lowest spot.

Mr. Mach asked if we would be building high on the left and right sides then?

Mr. Beebe answered that building this way helps to contain the leachate.

Mr. Cannon stated that one of the original designs had it tapering down more towards the north.

Mr. Beebe stated that the Berm was used to build up higher and to gain more stability. He also stated that the leachate will collect in the low area of Cell 7 and that there will be two primary pumps and a secondary pump to remove the leachate. He noted from there that the leachate would be pumped up the hill and go thru a series of manholes and gravity drains to the holding tank.

Mr. Cannon reiterated that the DEP has no control over where we put our roads and that we could change our road locations at our discretion. Mr. Beebe agreed and said that the DEP permit application only concerns the limit of the base liner, the geometry of the base liner, the geometry of the final cover, the airspace and how the leachate and landfill gas is controlled.

Mr. Beebe stated that the leachate in Cell 6 would be gravity draining in the same manner as all of the current cells are gravity draining. He also noted that once they get to the Cell 7 limit there will be a primary and secondary pipes that go thru Cell 7 and come out to the manholes. He also noted that only Cell 7 leachate will have to be pumped which will reduce costs.

Mr. Beebe stated that in the construction of the Berm they are going to install storm water handling which will be a perimeter ditch in the Berm that will take water off of the Landfill and run it down to the existing basin. He also noted that under the channel in the Berm that they are going to install a storm water pipe system and that this will minimize how much storm water is on the surface and will also minimize erosion.

Mr. Beebe stated that there will be a series of flaps built into the base liner of Cells 6 and 7 that go out into a pipe and lead to the basin just as was done in Cell 5.

Mr. Beebe stated that storm water and leachate will be separated which leaves less to be treated.

Mr. Mach asked where the storm water pond would be?

Mr. Beebe answered Mr. Mach's question by referring to the proper area on PowerPoint presentation slide number two.

Mr. Mach asked if it was going to be the same size as before? Mr. Beebe answered, yes.

Mr. Mach asked where the leachate pond would be?

Mr. Beebe answered Mr. Mach's question by referring to the proper area on PowerPoint presentation slide number two.

Mr. Beebe stated that the only change made since the original construction plan provided to the board is the M.S.E Berm height.

Mr. Cannon asked for clarification regarding the Berm increase.

Mr. Mach stated that it was the original design and Mr. Beebe stated that the Berm height was simply increased.

Mr. Beebe summarized the presentation that he had given so far.

Mr. Cannon asked Mr. Beebe to go over the leachate information for Cells 6 and 7 again.

Mr. Beebe stated that there is going to be a Berm between Cells 6 & 7. The Berm will prevent water from running into Cell 7.

Ms. Shaw stated that in the drawings on 5-A and 5-B it shows a Landfill phasing plan which basically shows how Cell 7 is going to be filled while Cell 6 is being constructed.

Mr. Mach asked if the pipe going from the catch basin in Cell 6 over to the leachate ponds would be buried in the existing Landfill or if it is going to lay on top of the existing Landfill? Mr. Beebe answered that the storm water pipe will go underneath the baseliner system and the leachate pipes will fall in the same route that they are in currently. He also noted that the secondary leachate pipe will be between the secondary and primary liner systems in Cell 7.

Mr. Mach asked if any of the existing Landfill would have to be unearthed to put in these pipe systems? Mr. Beebe answered, no. Ms. Shaw noted that the system is within Cell 7 and not the existing footprint of the Landfill.

Mr. Beebe touched on the subject of Landfill gas and stated that they are not expecting to generate very much Landfill gas at all. He speculated that we would probably stay at the current gas generation rate that we are at now, give or take a little.

Mr. Beebe stated that the Landfill gas system for the new construction is going to basically follow the same system currently being used.

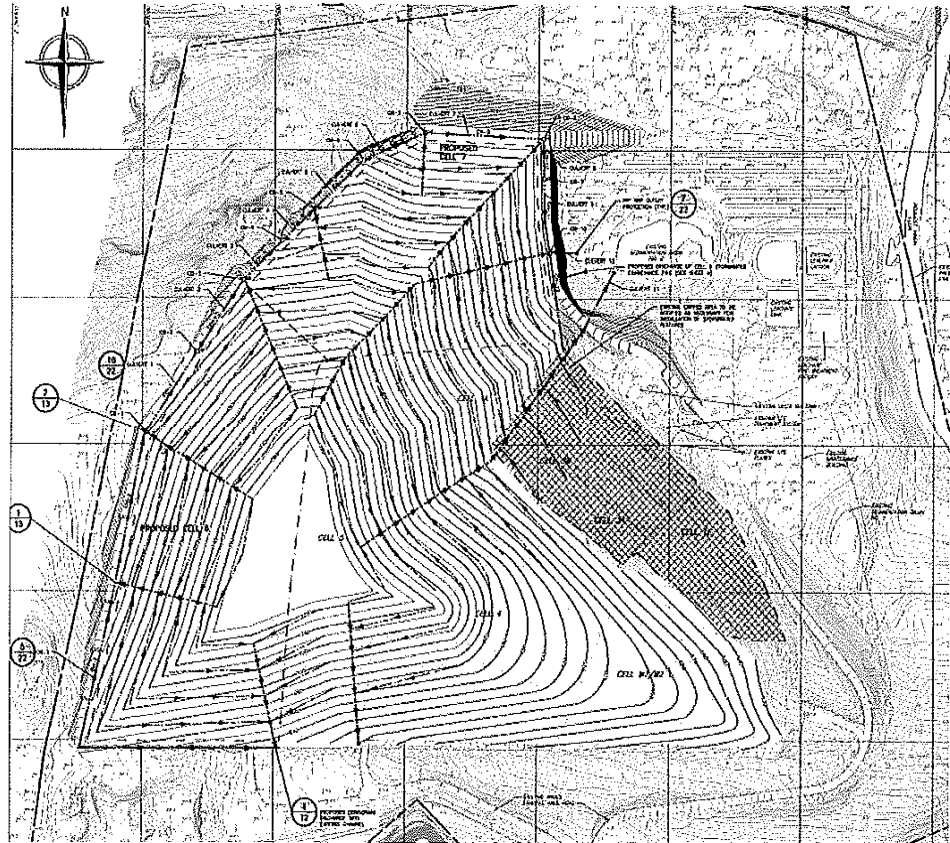
Mr. Beebe presented the construction plan. He stated that construction will begin in Cell 7 as described and then move to the construction of Cell 6.

Ms. Shaw referred to the documents that were sent to the board, specifically the Engineering Report and stated that this report included all of the calculations demonstrating the plans and the technical specs for the facility. She and Mr. Beebe stated that these are not final and that they are not construction level but that they are used to prove to the DEP that cornerstone has done the calculations and that the design is feasible.

Ms. Shaw asked Mr. Beebe to present slide number three.

## Next Step

- Submission to NJDEP
- NJDEP Administratively Complete



Mr. Beebe stated that slide three shows the final build out. He noted that it shows the storm water plan. He also noted that all of the pipes going down are the pipe down shoots. He noted that for the new design there will be large plastic pipes handling the water which leads to less erosion, more flexibility and lower costs and that they are quicker to install. He also noted that said pipes go down to catch basins which are placed around the Landfill. He stated that all of the storm water will be directed to sub basin 2.

Mr. Cannon asked if all of the water from the entire footprint will go to that basin and not flow into the Pequest River? Mr. Beebe answered, no that it would not, except for the already permitted overflow.

Mr. Mach asked where the storm water goes? Mr. Beebe answered that anything that does not go to the outflow to the Pequest just infiltrates into the ground.

Mr. Beebe stated that no more water will be being added to storm water basin number 1.

Mr. Cannon asked how much life was left in the current working Cells? Mr. Williams answered, spring of 2021. Mr. Beebe stated that he believes it will be somewhere between the years 2020-2021 depending on waste intake.

Mr. Beebe stated that if the permit application is approved there will be extra space permitted to be used, not a lot of space, but some.

Ms. Shaw referred to the memorandum given to the board regarding the revised timeline. She stated that this timeline reflected the permit application being submitted in March. She noted that it is hard to predict what the DEP is going to do or how long they are going to take to approve the application. Ms. Shaw stated that she believes that the application is standard and should fall into the DEP's typical 12-14 month review timeframe. She also stated that the permit application could become administratively complete per the DEP and go right into technical review if we could agree to the wording regarding the Environmental Impact Statement.

Mr. Cannon asked if the total time frame for the entire process would still be 2.8-4 years? Ms. Shaw answered, yes. Mr. Beebe stated that once the application is submitted the board could try to expedite the approval process by speaking to the state reps and asking them to reach out to the DEP.

Ms. Shaw stated that she hopes the application can be submitted after this meeting today. Mr. Cannon stated that he believes that the board will have an answer after the March 20, 2017 meeting. Ms. Shaw noted that she believes that every month counts and that she suggests completing the Environmental Impact Addendum which would allow Cornerstone to submit the application as is and have the application become administratively complete per the DEP.

Mr. Cannon stated that the next PCFA meeting is in only 3 weeks and that he feels it is only fair for the board to have more time to look over the box of information that they received from Cornerstone before coming to a decision.

Ms. Shaw stated that it would be beneficial to decide which wording would be used in the Environmental Impact Statement Addendum today. Ms. Shaw read the proposed Addendum: "Construction work for the proposed Landfill expansion is limited to Upland and portions of the project site that have been previously disturbed. The Authority is currently in discussions with the DEP regarding a proposed Landfill expansion and a determination of how existing regulation regarding Wetlands will be applied to the Landfill site. The outcome of this discussion will be provided as a supplement to this document at such time as it becomes available."

Ms. Shaw noted that by including this Addendum that the permit application would be administratively complete and that there would still be a few months to resolve the Wetlands issue before the technical review begins.

Mr. Cannon stated that he still wants three weeks before coming to a decision and that this will also give Freeholder Deputy Director Smith more time and we could possibly then have an actual answer regarding the Wetlands issue.

Ms. Shaw reiterated again that the documents other than the EHIS Addendum are ready to go and that as soon as it is ready to go Cornerstone can just turn around and submit the permit application.

Mr. Cannon reiterated that he still wants the board and himself to have more time to review the information that Cornerstone provided. Ms. Shaw stated that she hopes today's presentation helps the board understand the documents that they received. Mr. Beebe noted that there is nothing groundbreaking in this design and that it is typical to what we have done before except for the M.S.E Berm. Ms. Shaw stated that the DEP typically pushes for precedent, something that has been done before.



Mr. Allen stated that he does not want to seem pessimistic but that he wants to know if there is anything looming within the Wetlands issue that may impact the design of the new construction? Mr. Beebe answered, no, noting that if Freeholder Deputy Director Smith is successful there will be no issues and the construction can go on as planned. Mr. Beebe noted that if Freeholder deputy Director Smith is unsuccessful that the Authority would have to go through mitigation and buy Wetlands credits from a Wetlands bank. Mr. Beebe stated that the only impact would be a delay in the timeline of construction and completion.

Mr. Mach stated that he is not really sure that there will be any effect on the timeline since we are only talking about delaying the application submittal by three weeks. Mr. Beebe stated that it would be a three week delay across the whole timeline.

Mr. Mach asked for clarification regarding the statement Mr. Beebe made regarding the approval of the application permit. Mr. Mach noted that Mr. Beebe said that once the permit is approved that waste could start being put in the new area of the Landfill. Mr. Beebe stated that if you are working on a new area of the Landfill, where which the new geometry was approved that the waste could be piled higher due to having more air space. Mr. Beebe stated that this only gives a little extra time. Mr. Williams stated that us having extra space really depends on how long it takes for the permit to be approved and where the Landfill is regarding waste intake at the time of the approval. He noted that this is really an unknown and not a guarantee.

Mr. Cannon stated that he wants to bring up a separate issue as to the actual footprint of the Landfill. He referred to a neighboring company that is looking to expand their site next to our packing lot. He noted that there will possibly be blast issues in the future due to this company's site expansion.

Mr. Cannon asked where the seismograph that tracks the seismic blasting is currently located? Mr. Williams answered that it is located near the scale and that the other is located at the base of the Landfill.

Ms. Shaw stated that she has been working on a similar issue regarding quarry blasting and landfill liner impacts. She stated that the energy from a quarry blast is not as strong as a seismic event and that the schematics of the design has incorporated seismic activity within the analysis of the design.

Mr. Cannon asked if we should consider putting in another seismic monitor?

Ms. Shaw stated that she does not know if the administrative building can handle the possible blasting but that the Landfill can.

Mr. Beebe stated that as Ms. Shaw said, the current design has been set up to be able to handle an earthquake which creates much more seismic activity than a quarry blast.

Mr. Cannon stated that an earthquake is typically a one-time event and that the quarry blasts would be repetitive. Mr. Cannon stated that he wants to be reassured that the Landfill can handle this. Mr. Beebe reiterated that the Landfill can handle it.

Mr. Pryor stated that he thinks that having more seismic monitoring would be more prudent and Mr. Cannon agreed.

Mr. Williams addressed Mr. Cannon and stated that in the past, regarding Tilcon's blasting, the Authority approached Tilcon directly and asked them to install the monitors at their own cost, to which

Tilcon complied. Mr. Williams stated that it may be a good idea to have a seismic monitor put in closer to the Administration Building.

Mr. Cannon stated that the blasting may also affect our groundwater monitoring. Mr. Williams stated that the groundwater monitoring is on our higher ground and should not be affected and Mr. Beebe agreed with his assessment.

Mr. Cannon mentioned possibly putting in groundwater monitoring wells in different locations. Mr. Beebe stated that most of the monitoring wells are being put in downstream from Tilcon. Ms. Shaw asked if there were currently monitoring wells on site? Mr. Williams answered that there are twenty groundwater monitoring wells.

Mr. Beebe and Ms. Shaw stated that the groundwater monitoring wells would most likely not be affected by Tilcon's expansion.

Ms. Shaw stated that the Cornerstone presentation to the board was complete.

Mr. Williams stated that he would like to have questions from the board regarding the information provided Cornerstone submitted by March 13, 2017 and that if anyone did not have any questions to let him know that as well.

Mr. Pryor stated that he has a question that really does not pertain to Cornerstone's work.

Mr. Pryor asked in terms of closure, do we close in phases or wait until the end? Mr. Beebe answered that the closure would occur in phases. Mr. Williams pointed out the areas that have already been closed and capped.

Mr. Allen asked that if the DEP were to have an issue with the application if Cornerstone would help us to resolve that issue. Ms. Shaw stated that if there is an issue with the application then no one at Cornerstone did their job right. Mr. Cannon stated that the contract with Cornerstone is for them to submit a permit application that the DEP will accept and approve.

Ms. Shaw stated that if there is transparency within the application that there should not be too many questions from the DEP and that if there are it would only take Cornerstone a few hours to answer the questions and that Cornerstone has no issue doing this.

Mr. Cannon stated that there would be a two minute break before the regular meeting resumed.

Break ended and the meeting resumed at 11:53 pm.

Mr. Cannon stated that the board had promised Ms. Shaw that there would be a discussion regarding the billing issues.

Mr. Cannon stated that during January's meeting the board spent a considerable amount of time discussing the bills from Cornerstone and that the board's decision did not come easily. He also stated that the board's decision was sent to Cornerstone.

Ms. Shaw addressed the board and stated that she would have preferred that these billing issues would have been addressed in November when the changeover request was made to the board. She noted that

she appreciates that the board took the time to contemplate their decision but that basically the letter that they sent was something that could have been decided in November. She also noted that she thought that there would be an actual negotiation between Cornerstone and the board and that the board was actually going to consider the changeover request.

Ms. Shaw stated that Cornerstone really did put in a lot of work while compiling the changeover request. She noted that she knows that some of the issues were regarding the Wetlands but that there was still a lot of work put into the changeover request. She stated that the twelve thousand dollars was for real effort and that Cornerstone had written of a lot of other expenses but that she knows that this was not the board's issue and that it was Cornerstone's way of trying to repair their relationship with the board.

Ms. Shaw reiterated that she thought that there would be an actual negotiation where she could present documentation to support the billings. She stated that after receiving the letter from the board which essentially said, in her opinion, that Cornerstone owed the board six hundred dollars and that she realized upon reading that letter that the board had no intention on negotiating the billings.

Mr. Cannon stated that he felt that the board did their due diligence in discussing the billings before coming to their decision and that it was not an easy decision to come to. He stated that in the end the board made their final decision and were all in agreement and not open to further negotiations.

Ms. Shaw stated that she does not understand why the board is bringing up the twenty-five thousand dollars that was originally budgeted for Wetlands and the cultural activity studies.

Mr. Cannon stated that the members of the board have changed since that original budget was approved. Mr. Cannon stated that the current board members spent a lot of time discussing this issue and felt that the work that was done did not justify a twenty-five thousand dollar payment.

Mr. Cannon stated that he and the board feel that their decision was fair and just.

Ms. Shaw stated that Cornerstone did use the twenty-five thousand dollars on the work that was required to be done.

Mr. Cannon stated that in one update from Cornerstone that most of the twenty-five thousand dollars was still left and then suddenly the money was gone. Mr. Cannon stated that he gave Cornerstone representatives the opportunity to correct the minutes regarding the amount of money that was used.

Ms. Shaw asked if the board knew that there was going to be a Cultural Phase 1-A completed for the facility?

Mr. Pryor answered that they thought it was possibility but only if Land Use got involved and that no one ever discussed the need for the 1-A with the board and that it was simply just launched without the knowledge or authorization of the board.

Ms. Shaw asked again if no one on the board authorized the 1-A? Mr. Beebe answered that this was not his recollection, that he recalls coming in front of the board several times and discussing that the 1-A was going to be necessary due to the Wetlands permit issues.

Mr. Pryor responded that there were contradicting assessments regarding whether or not there was a Wetlands issue.

Ms. Shaw stated that we are currently only discussing the twenty-five thousand dollars which is for the EHIS and requires the determination of whether or not there are wetlands. Ms. Shaw stated that there was a presence absence completed which was nine thousand dollars. She stated that a letter needed to be submitted to S.H.P.O. which cost two thousand dollars. Mr. Beebe stated that the cultural research consultant came to the PCFA Workshop Meeting which cost seven hundred dollars.

Mr. Cannon and Mr. Pryor stated the 1-A is only required if a Land Use Permit is required.

Mr. Beebe stated that he recalls addressing the board and notifying them that the Phase 1-A needed to be completed.

Mr. Cannon stated that it is the boards' belief is that the 1-A was not necessary.

Mr. Pryor stated that the board did compromise and decided to give Cornerstone seventy-five percent of the twenty-five thousand dollars and fifty percent of the twelve thousand dollars and that they are asking Cornerstone to take a twelve thousand two hundred and fifty dollar hit.

Mr. Pryor stated that the feeling of the board is that the contract administration was very sloppy and that the Wetlands S.H.P.O. was presented in a very confusing fashion.

Mr. Pryor stated that if Cornerstone agrees to the twelve thousand two hundred and fifty dollar discount that the board is ready to "shake hands and move forward".

Ms. Shaw apologized for the confusion and promised that it will not happen again.

Mr. Cannon asked if Cornerstone was in agreement with the payment proposal from the board? Ms. Shaw answered, yes, that Cornerstone would accept the boards' terms.

Mr. Cannon invited Cornerstone to join the board and PCFA employees for lunch.

#### ADJOURNMENT

With no other business to discuss, **Mr. Pryor** motioned to Adjourn, seconded by **Mr. Allen**, at 12:12 pm.

ROLL CALL:	Mr. Allen	-	Yes
	Mr. Pasquini	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes
	Mr. Cannon	-	Yes

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Respectfully submitted by:  
Crystal Gild, Recording Secretary

Approved: 03/20/2017