

POLLUTION CONTROL FINANCING AUTHORITY  
OF WARREN COUNTY

MINUTES OF REGULAR MONTHLY MEETING

February 22, 2016

Vice-Chairman Richard Mach called the regular monthly meeting of the Pollution Control Financing Authority of Warren County to order at approximately 9:00 am.

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

Mr. James Cannon took Oath of Office of the Pollution Control Financing Authority of Warren County.

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

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

Also present: James Williams, Director of Operations; Brian Tipton, General Counsel; Dan Olshefski, Chief Financial Officer; Freeholder Ed Smith; Jamie Banghart, Recording Secretary.

The Pledge of Allegiance was led by Vice Chairman Mach.

Mr. Mach read the following statement: "Adequate notice of this meeting of February 22, 2016 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. Cannon	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes

Mr. Cannon was elected as Chairman.

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

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

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

Mr. Mach was elected as Vice Chairman.

**Mr. Pryor** volunteered and thereby nominated himself as Secretary, seconded by **Mr. Mach**.

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

Mr. Pryor was elected as Secretary.

**Mr. Allen** volunteered and thereby nominated himself as Treasurer, seconded by **Mr. Pryor**.

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

Mr. Allen was elected as Treasurer.

## MINUTES

Mr. Cannon stated that the previous procedure was that the regular monthly meeting minutes would be sent out early for editing by members before the next meeting. He stated that this procedure will no longer be needed because the minutes have been fantastic but we will condense them down a little. Therefore, he stated that we can eliminate this extra mailing. He also stated that the agenda packets will be sent earlier so that the members have more time to review their packets prior to meetings.

Mr. Cannon presented the regular monthly meeting minutes from January 25, 2016.

**Mr. Allen** made a motion to approve the regular monthly minutes of January 25, 2016 as presented, seconded by **Mr. Pryor**.

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

Mr. Cannon presented the executive session meeting minutes from January 25, 2016.

**Mr. Allen** made a motion to approve the executive session minutes from January 25, 2016 as presented, seconded by **Mr. Mach**.

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

### ANNUAL RESOLUTIONS

Mr. Cannon presented the series of annual resolutions.

**Mr. Mach** made a motion to approve the following resolutions as a group, Resolution Authorizing Signatures Fiscal Year 2016 (R-02-01-16), Resolution Authorizing the Chief Financial Officer's Office to Maintain a Petty Cash Fund in the Amount of \$100.00 for Fiscal year 2016 (R-02-02-16), 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 2016 (R-02-03-16), Resolution Designating a Public Agency Compliance Officer (R-02-04-16), Resolution Designating Custodian of Records (R-02-05-16), Resolution to participate in the State of New Jersey's Distribution and Support Service for the Fiscal Year 2016 (R-02-06-15), Resolution Adopting Cash Management Plan (R-02-07-16), Resolution Adopting An Identity Theft Policy (R-02-08-16), seconded by **Mr. Allen**.

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

On a motion by *Mr. Mach*, seconded by *Mr. Allen*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *February 22, 2016*

**R E S O L U T I O N**  
**R-02-01-16**  
**AUTHORIZING SIGNATURES**  
**FOR FISCAL YEAR 2016**

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
	Mrs. Cannon	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes

Dated: 02/22/16

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.

Jamie Banghart, Recording Secretary

On a motion by *Mr. Mach*, seconded by *Mr. Allen*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *February 22, 2016*.

**RESOLUTION**  
**R-02-02-16**

**AUTHORIZING THE CHIEF FINANCIAL OFFICER'S OFFICE  
TO MAINTAIN A PETTY CASH FUND IN THE AMOUNT OF \$100.00  
FOR FISCAL YEAR 2016**

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 second** day of **February, 2016**, by the members of the Pollution Control Financing Authority of Warren County, that;

1. During the year 2016, 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. Cannon	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes

Dated: *February 22, 2016*

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.

Jamie Banghart, Recording Secretary

On a motion by *Mr. Mach*, seconded by *Mr. Allen*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *February 22, 2016*

**RESOLUTION  
R-02-03-16**

**AUTHORIZING THE CHIEF FINANCIAL OFFICER’S OFFICE  
TO MAINTAIN A PETTY CASH FUND  
DESIGNATED FOR SCALE HOUSE USE FOR FISCAL YEAR 2016**

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 second** day of **February 2016** by the members of the Pollution Control Financing Authority of Warren County, that;

1. During the year 2016, 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. Cannon           -     Yes  
                  Mr. Pryor               -     Yes  
                  Mr. Mach               -     Yes

Dated: *February 22, 2016*

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.

Jamie Banghart, Recording Secretary

On a motion by *Mr. Mach*, seconded by *Mr. Allen*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *February 22, 2016*

**RESOLUTION**  
**R-02-04-16**

**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. Cannon	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes

Date: *February 22, 2016*

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.

Jamie Banghart, Recording Secretary

On a motion by *Mr. Mach*, seconded by *Mr. Allen*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *February 22, 2016*

## RESOLUTION

R-02-05-16

### 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. Cannon	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes

Date: *February 22, 2016*

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.

Jamie Banghart, Recording Secretary



On a motion by *Mr. Mach*, seconded by *Mr. Allen*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *February 22, 2016*

**R E S O L U T I O N**  
**R-02-06-16**

**TO PARTICIPATE IN THE STATE OF NEW JERSEY'S  
DISTRIBUTION AND SUPPORT SERVICE  
FISCAL YEAR 2016**

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 2016;

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. Cannon	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes

Dated: *February 22, 2016*

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.

Jamie Banghart, Recording Secretary

**POLLUTION CONTROL FINANCING AUTHORITY  
OF WARREN COUNTY**

**R-02-07-16**

**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 22, 2016 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: Bank of America, TD Wealth Management, First Hope Bank, PNC Bank, Fulton Bank of NJ/ Fulton Financial, Investors Bank, IRCO Credit Union, Santander Bank, Provident Bank, Visions Federal Credit Union, Valley National Bank, Lakeland Bank and Wells Fargo.

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 22, 2016 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. Mach*, seconded by *Mr. Allen*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County on **February 22, 2016**.

Joseph Pryor, Secretary

Date 02/22/16

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

Jamie Banghart, Recording Secretary



On a motion by *Mr. Mach*, seconded by *Mr. Allen*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *February 22, 2016*

## RESOLUTION

**R-02-08-16**

### 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. Cannon	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes

Date: *February 22, 2016*

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.

Jamie Banghart, Recording Secretary

Mr. Cannon presented Resolution Designating the Express Times as the Official Newspaper for Advertising Public Notices (R-02-09-16).

On a motion by *Mr. Pryor*, seconded by *Mr. Cannon*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *February 22, 2016*

## RESOLUTION

**R-02-09-16**

### **DESIGNATING THE EXPRESS TIMES AS THE OFFICIAL NEWSPAPER FOR ADVERTISING PUBLIC NOTICES - 2016**

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. Cannon	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	No

Dated: *February 22, 2016*

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.

Jamie Banghart,  
Recording Secretary

Mr. Cannon presented A-1, 2016 PCFA Draft Meeting Schedule. He stated that he would like to change the meeting time to begin at 9:30 am. He also stated that professionals will not be required to be here until 9:30 am. Mr. Cannon stated that he would be here at 9:00 am for questions, checking with Mr. Williams on last minute things, and a chance to go over things before the meeting.

Mr. Cannon stated that a motion is required to approve the amended meeting schedule.

**Mr. Mach** made a motion to approve the 2016 PCFA Regular Meeting Schedule with a starting time of 9:30 am, seconded by **Mr. Pryor**.

Mr. Cannon stated that no one is required to be here at 9:00 am. If anyone would like to come in at this time to go over last minute things, he will be present at 9:00 am. This would help keep the schedule of the actual meeting from going too long or in different directions.

On a motion by **Mr. Mach**, seconded by **Mr. Pryor**, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *February 22, 2016*.

## **RESOLUTION**

**R-02-10-16**

### **ADOPT THE 2016 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 2016;

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 22, 2016, the 2016 Monthly Meeting Schedule (attached) is hereby adopted.

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

Jamie Banghart, Recording Secretary

Dated: *February 22, 2016*

## 2016 MEETING SCHEDULE

January 25 <sup>th</sup>	9:30 AM	July 25 <sup>th</sup>	9:30 AM
February 22 <sup>nd</sup>	9:30 AM	August 22 <sup>nd</sup>	9:30 AM
March 28 <sup>th</sup>	9:30 AM	September 26 <sup>th</sup>	9:30 AM
April 25 <sup>th</sup>	9:30 AM	October 24 <sup>th</sup>	9:30 AM
May 23 <sup>rd</sup>	9:30 AM	November 28 <sup>th</sup>	9:30 AM
June 27 <sup>th</sup>	9:30 AM	*December 19 <sup>th</sup>	9:30AM

## 2017

<i>January 23, 2017</i>	9:30 AM	<i>February 27, 2017</i>	9:30 AM
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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

\* December 19<sup>th</sup> meeting will be on the 3<sup>rd</sup> Monday

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

## CORRESPONDENCE

Mr. Cannon stated that Mr. Williams will be including the PRMUA minutes in the correspondences for an FYI for the Board to review.

Mr. Cannon presented the next correspondence, letters from Rocco Maiello, New Jersey Waste Environment Association regarding the NJWEA Ernest Ecker Award Excellence in Industrial Wastewater Treatment for Mr. James Williams and Mr. Brian Heater.

Mr. Williams stated that Hatch Mott MacDonald nominated Mr. Williams and Mr. Heater last year. He also stated that the NJWEA reviews data for any notices of violations issued regarding our treatment plant over the past year. No violations were issued, and Mr. Williams and Mr. Heater received the award. The NJWEA invited them to be present in Atlantic City on May 16 to present them with the award. The Board congratulated Mr. Williams and Mr. Heater.

Mr. Cannon presented the Cornerstone letter to Senior Historic Preservation regarding the Titman Shaft. He stated that we have reviewed this letter previously and this is the final letter that was sent out.

Mr. Cannon presented the correspondence regarding the tire grant. He stated that we are going to receive \$25,000.00 from the State that can be dedicated to tire recycling. Mr. Williams stated that this is a matching funds grant, \$25,000.00 from the State and \$25,000.00 from us. He also stated that with the grant, we will advertise for a tire amnesty day where we will accept the tires free of charge from the residents and the farmers of Warren County until the funds are used up. Mr. Cannon suggested that we put a limit on the amount of tires brought in per resident or farmer. Mr. Williams will provide the Board with a draft flyer advertising the tire amnesty day.

Mr. Cannon suggested that compiling a list of contact numbers, emails and unavailable dates for Board members will assist when scheduling workshop meetings and/or for open communication. A calendar with a contact list will be provided to all.

#### PUBLIC COMMENTS (AGENDA ITEMS ONLY)

None

#### PRESENTATIONS

None

#### FINANCE/PERSONNEL

Mr. Cannon presented A-2 which is the Morris County Cooperative Pricing Counsel Agreement. Mr. Williams stated that the PCFA has not been in this before but Warren County is and this is similar to State Contracts. Mr. Williams stated that the fee is \$1,200.00 per year for the Coop and will be prorated because it ends in September. He also stated that by us entering this Coop with Morris County this will save us money on products because we will receive better pricing and we will not have to go out for bid on those products listed in the Coop.

Mr. Cannon stated that a motion is needed to approve this Resolution to enter into an Agreement with the Morris County Cooperative Pricing Council (R-02-11-16) through September 2016 with a prorated fee to be determined.

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 22<sup>nd</sup>, 2016*.

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

**R-02-11-16**

### **Authorizing Execution Of An Agreement With The Morris County Cooperative Pricing Council To Become A Member For The Period Of February 22, 2016 Through September 30, 2016**

WHEREAS, the Morris County Cooperative Pricing Council (“MCCPC”) was created in 1994 to conduct a voluntary cooperative pricing system with municipalities, boards of educations, and other public bodies located in the County of Morris and adjoining counties; and

WHEREAS, the purpose of the MCCPC is to provide substantial savings on various goods and services to its members through the cooperative public bidding process; and

WHEREAS, the Pollution Control Financing Authority of Warren County desires to enter into an Agreement with the MCCPC, which is administered by Randolph Township as Lead Agency to become a member of the MCCPC for the period of February 22, 2016 through September 30, 2016.

BE IT RESOLVED, by the Pollution Control Financing Authority of Warren County, County of Warren, State of New Jersey as follows:

1. Pollution Control Financing Authority of Warren County hereby authorizes the execution of an Agreement with the Morris County Cooperative pricing Council by the Township of Randolph as Lead Agency dated February 22, 2016 through September 30, 2016.
2. The Pollution Control Financing Authority of Warren County Director of Operations is hereby directed to submit a copy of the adopted Resolution, along with an executed Agreement, to Randolph Township as Lead Agency of the MCCPC.
3. This Resolution shall take immediately upon final passage according to law.
4. All appropriate Pollution Control Financing Authority officials are authorized and directed to perform all required acts to affect the purpose of this resolution.

NOW, THEREFORE, be it resolved by the Pollution Control Financing Authority of Warren County that Resolution R-02-11-16 be passed:

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

We hereby certify the foregoing to be a true copy of a Resolution adopted by the Pollution Control Financing Authority of Warren County on the 22<sup>nd</sup> day of *February*, 2016.

Jamie Banghart, Recording Secretary  
James Williams, Director of Operations

Mr. Cannon stated that a motion is needed to approve the following resolutions, Resolution for State Contract #82770, T1845, Purchase of Low Sulfur Diesel Fuel (R-02-12-16), and Resolution for State Contract #79926, T0108, Purchase of Propane Gas (R-02-13-16).

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 22, 2016*.

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

### R-02-12-16

Resolution for Authorization to Issue a Purchase Order to Allied Oil LLC, 25 Old Champlain Rd, Hillsborough, N.J. 08845, New Jersey State Contract #82770, T1845 for the Pollution Control Financing Authority of Warren County to purchase Ultra Low Sulfur Diesel Fuel.

NOW, THEREFORE BE IT RESOLVED, by the Authority that a purchase order be issued to Allied Oil LLC., for the purchase of a Ultra Low Sulfur Diesel Fuel in accordance with New Jersey State Contract #82770, T1845 at the prices established under the above referenced New Jersey State Contract beginning February 22, 2016 through October 31, 2016.

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

Dated: 02/22/16

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.

Jamie Banghart, Recording Secretary

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 22, 2016*.

## **RESOLUTION**

### **R-02-13-16**

Resolution for Authorization to Issue a Purchase Order to Suburban Propane Gas Corp., 150 Halls Mills Rd., P.O. Box 6547, Freehold, N.J. 07728, New Jersey State Contract #79926, T0108 for the Pollution Control Financing Authority of Warren County to purchase Propane Gas.

NOW, THEREFORE BE IT RESOLVED, by the Authority that a purchase order be issued to Suburban Propane Gas Corp. for the purchase of a propane Gas in accordance with New Jersey State Contract #79926, T0108 at the prices established under the above referenced New Jersey State Contract beginning February 22, 2016 through October 31, 2016.

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

Dated: 02/22/16

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.

Jamie Banghart, Recording Secretary

Mr. Olshefski reported on the January Finance Report. He stated that he included the last two years average for the waste and the cover as requested last month.

Mr. Olshefski stated that we are well within our budget for the year.

Mr. Cannon stated that a motion is needed to approve this Resolution to Pay Bills (R-02-14-16).



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 22<sup>nd</sup>, 2016*.

## RESOLUTION

**R-02-14-16**

### To Pay Bills – February 22, 2016

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. Cannon	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes

We hereby certify Resolution to Pay Bills in the amount of **\$373,061.18** to be a true copy of a resolution adopted by the Pollution Control Financing Authority of Warren County on the *22<sup>nd</sup>* day of *February, 2016*.

Jamie Banghart, Recording Secretary  
James Williams, Director of Operations

Mr. Cannon presented the 2016 Waste Disposal Fee Schedule.

Mr. Williams stated that for the most part everyone has signed the 2016 hauler contracts. He stated that he is sure that we are all aware of the devastating fire that Sanico had. He also stated that Sanico has not submitted their contract. He asked the Board if we could extend Sanico's contract for another month to allow them to get their shop in order.

**Mr. Mach** made a motion to extend Sanico's contract for another month due to extreme circumstances with their fire, seconded by **Mr. Pryor**.

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

Mr. Williams presented A-3, 2016 Waste Disposal Fee Schedule with the changes in red (Active Disposal, Gaeta Interior, Global Waste, National Transfer, Pinto Service, Phillipsburg Housing Authority, and Washington Boro). The Board's approval is required.

**Mr. Mach** made a motion to approve 2016 contracts listed in red (Active Disposal, Gaeta Interior, Global Waste, National Transfer, Pinto Service, Phillipsburg Housing Authority, and Washington Boro), seconded by **Mr. Cannon**.

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

### FACILITIES/RECYCLING

Mr. Cannon presented the next item on the agenda, A-4 Heavy Duty Open Top Roll-Off Container Bids. Mr. Tipton reviewed the bid received and found a couple items that were out of compliance with our bid spec. Custom Container's bid provided the more superior hinge in their bid, which was approximately \$700.00 more than WASTEQUIP.

Mr. Cannon asked Mr. Williams to give an overview of what the procedure is when a bid opening occurs. Mr. Williams stated that there is a specific time and date that the bids are opened. Once opened, the numbers are read aloud and documented. He then forwards the bids to counsel. Mr. Williams and Mr. Tipton review the bids simultaneously. Mr. Tipton then comes up with the evaluation that is presented to the Board.

Mr. Cannon stated that a motion was needed to approve this Resolution to Award a Contract for Heavy Duty Open Top Roll-Off Containers to Custom Container Solutions (R-02-15-16).

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 22, 2016*.

**RESOLUTION**  
**R-02-15-16**  
**AWARDING CONTRACT**  
**FOR**  
**NEW HEAVY DUTY OPEN TOP ROLL-OFF CONTAINERS**

WHEREAS, the Pollution Control Financing Authority of Warren County (Authority) has a need to purchase New Heavy Duty Open Top Roll-Off Containers for the day-to-day recycling activities at the Warren County District Landfill; and

WHEREAS, the Pollution Control Financing Authority of Warren County (Authority) owns and operates a sanitary landfill known as the Warren County District Landfill;

NOW THEREFORE, be it resolved by the Authority that the contract for the manufacturing, painting and delivery of the four (4) New Heavy Duty Open Top Roll-Off Containers, in accordance with Bid Specifications dated December 2015, be awarded to Custom Container Solutions, 391 Wolfland Rd., Lewisburg, PA. 17837. Amount not to exceed **\$17,496.00** as stated in their proposal received January 29, 2016.

BE IT FURTHER RESOLVED, this contract is awarded as fair and open pursuant to N.J.S.A. 19:44A-20.4 et seq.

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

Jamie Banghart, Recording Secretary  
Date: 02/22/16

Mr. Cannon stated that A-5, Hatch Mott MacDonald contract will be discussed in Executive Session.

Mr. Williams reported that the treatment plant operations are continuing to run smooth. There are no issues. He stated that we are hauling as normal and sending what we can through the pipeline to PRMUA. He also stated that we are trying to work something out with the Belvidere PRMUA facility with a possibility of some limited trucking. They are currently having some issues with their UV and piping systems. He stated that as of right now, we are not trucking to the Belvidere facility.

Mr. Cannon stated that there was a meeting with PRMUA Friday morning. He stated that they provided a profile sheet regarding TDS and he will have Mr. Williams make a copy of this to distribute to the Board. He stated that the basic idea was to try and direct additional liquid to the PRMUA.

Mr. Williams reported on the landfill operations. He stated that there are no issues. He also stated that we found a leak in the radiator of our D7 bulldozer, this is being repaired as we speak. He stated that unfortunately in order to get to the radiator of these machines, the front of the machine must be removed.

Mr. Williams reported on the H2S removal system. He stated that there are no issues and everything is fine.

Mr. Williams stated that there are no issues with the solar panels and everything is working out well.

Mr. Williams questioned Mr. Tipton if he would like to update the Board on DCO in Executive Session? Mr. Tipton stated that we could discuss this in Executive Session, but we are not quite there with an update because we still need a couple of documents.

Mr. Williams presented the next item on the agenda which is A-6 Request for bids Micro C1000 (Micro-CG). He stated that this is a chemical used in our treatment plant operations. This is not covered under any Coop or State Contract.

Mr. Pryor discussed briefly to the Board the use of these chemicals which are food requirements in the process of denitrifying with a Carbon source.

Mr. Cannon stated that we may get some less expensive prices through the bidding process. Mr. Williams stated that this is the hope.

Mr. Mach stated that the chemicals used are recommended by the manufacturer. Because this is such a sensitive issue between PCFA, PRMUA and the Delaware River Basin Authority, there is no reason to fiddle with it.

Mr. Cannon has some questions regarding the bids. He suggested that we keep the bids similar between the Micro bid and the Sludge Hauling bid. He stated that the Micro bid is better written than the Sludge Hauling bid. Mr. Allen stated that both bids have the same information but they are laid out differently. Mr. Tipton stated that they were trying to save time and save the Authority money by borrowing language from PRMUA.

Mr. Cannon stated that these bids will have a window of forty five days. Mr. Allen questioned if we were up against a deadline? Mr. Williams replied we could start saving some money especially with the Micro C the sooner we can get the bids out. Mr. Cannon stated that the terms should be two years on both the Micro C and the Sludge Hauling with a forty five day bidding window. Mr. Williams agreed.

Mr. Tipton stated that we are approving the substances but we would like him to clean up the forms. Mr. Tipton will categorize the bid documents to include general, supplemental, and technical sections so that the Board will not have to look at the front end of the bids every time. Mr. Williams questioned the Board if they would like to see the bids again after Mr. Tipton is done with the revisions? Mr. Cannon replied that he does not think this is necessary. Mr. Williams stated that we will then put these bids out there for the forty five day period.

Mr. Cannon stated that a motion is needed to approve A-6 Request for Bids, Micro C 1000.

**Mr. Mach** made a motion to approve request for bids for Micro C 1000, seconded by **Mr. Allen**.

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

Mr. Cannon stated that a motion is needed to approve A-7 Request for Bids, Sludge Hauling for two years.

**Mr. Mach** made a motion to approve A-7 Request for Bids for Sludge Hauling, seconded by **Mr. Pryor**.

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

Mr. Cannon stated that there were no significant changes in the update on the monthly Cornerstone summary.

Mr. Allen questioned page 3, the stability analysis. He stated that in November they stated that it was completed and there were no issues. He also stated that in December they did some additional analysis for the regrading of the leachate management system with Cell 7. Then in the following two months, Cornerstone stated that there is no change from previous status report. He is not quite sure what the status is. Mr. Cannon stated that it appears to us is that the additional stability analysis that was conducted in December has not been shared with us. Mr. Williams will contact Mr. Swyka regarding this and report to the Board via email.

Mr. Mach questioned page 8, section 6 the last sentence regarding Cornerstone's prepared proposal to complete Phase 1A. Have we seen this yet? Mr. Williams replied with no we have not seen this. Mr. Cannon stated that he believes that at our meeting with Cornerstone, we told Mr. Swyka that we did not want to do this at that point.

Mr. Cannon questioned where we were with scheduling another meeting with Cornerstone? Mr. Williams stated that he spoke with Cornerstone last week, they were hopeful that they may be ready for another meeting in April. He also stated that Cornerstone might have the draft application package completed but he will check with them again and if not then would the Board want Cornerstone to come in at the March meeting to give an update? Mr. Cannon requested that Cornerstone be present at our March meeting.

Mr. Cannon stated that for the order of the agenda moving forward, he thinks that Mr. Olshefski would be excused from our meetings after Reports.

## NEW BUSINESS

Mr. Mach stated that he has two items that he would like to discuss.

Mr. Mach received a flyer regarding SWANA meeting. Mr. Williams stated that every year the New Jersey SWANA chapter holds an annual conference in Atlantic City. This is a well-attended conference. Mr. Cannon stated that he has attended this before and there was some information that he picked up. Mr. Williams stated that if any member would like to attend to please let him know by the end of March. He will make the arrangements. Mr. Mach has attended and finds the conferences very interesting.

Mr. Williams reported on the scale repairs. He stated that the concrete work has been completed and is back up and running. There is a full year warranty on the repair.

Mr. Mach stated that his other item he would like to discuss is regarding DCO pulling out. He questioned if we should look into the idea of generating electricity from the remaining gas that we have coming off of this landfill? Mr. Williams replied that the short answer is yes, but the long term answer is

that we are not sure if it is going to be cost effective or if it would be feasible to do. He stated that it is definitely something to look into. He also stated that there are other options out there, such as leachate evaporators using that gas. He also stated that what we do not know is the gas curve to see how long the gas supply will last based on the waste we have taken in. He stated that we will have to do a study. Mr. Mach questioned if the Board would be inclined to do some sort of evaluation or investigation on what can be done with the gas that we still have coming off rather than flaring it? He stated that in his mind we probably have most of the equipment in place to generate electricity. Mr. Cannon questioned what is the timeline as far as DCO pulling out? Mr. Williams stated that Mr. Tipton has been working on the final agreement with DCO and it is a possibility that it may be June. Mr. Cannon questioned the maintaining of ownership of the unit that would be necessary to take any of the additional gas and turn it into electricity? Mr. Williams replied that this is the switch gear. They would still own this because it is part of the solar field. He thinks that there is an arrangement that could be made. Mr. Tipton stated that this should be discussed in Executive Session because this is a contract negotiation.

Mr. Cannon stated that he will have Mr. Williams send out a letter to some of the entities that we deal with (Covanta, PRMUA, Freeholders, White Township, and Oxford) to let them know we had the reorganization meeting and he was elected Chairman today. Mr. Williams has a draft letter for him to sign.

Mr. Cannon requested that the agenda packets go out Friday, ten days before the scheduled meeting. He also stated that the financial report will be an additional mailing after the packets go out.

Mr. Pryor stated that with Mr. Davenport's resignation, he would like to offer a resolution acknowledging and thanking him for his service printed up and framed.

Mr. Cannon questioned if Mr. Tipton would like to give his General Counsel's Report after Mr. Williams' Reports? Mr. Tipton stated that he thinks that would make sense because generally by having his reports at the end, all of his business has been discussed earlier in meeting. Mr. Cannon stated he will move Mr. Tipton's reports on the agenda for the future meetings.

### GENERAL COUNSEL'S REPORT

Mr. Tipton stated that we will be entering Executive Session for contract negotiations.

### OTHER BUSINESS

Freeholder Smith congratulated Mr. Cannon on his appointment as Chairman.

Freeholder Smith stated that he would like to brief the Board regarding the move by the Department of Agriculture to burn infected bird waste. He stated that they wanted to do a test burn, which would have been actually scheduled for tomorrow, noting the fact that this Board had indicated concerns over this. This has been postponed. He does anticipate that they will be moving forward in the future. He also stated that they have to at least give us the opportunity, as an administrative action for the Freeholder Board, to weigh in if there are any concerns mostly being the transportation and the long term result if they were to be successful with such an operation. His concern is that it may be just state wide perhaps even regional. He thinks that these are questions that have to be answered. He will keep this Board updated. This Board will be advised if there will be discussion at the Freeholder meeting or alternately long term at the SWAC meeting.

Mr. Mach gave compliments to Freeholder Smith on the letter. He stated that the letter was very direct and perfectly clear. The Board agreed.

The Board took a five minute break before Executive Session.

Freeholder Smith was excused from the meeting at 10:32 am.

CLOSING PUBLIC COMMENT

None

PRESS COMMENTS & QUESTIONS

None

EXECUTIVE SESSION

Executive Session was entered at 10:39 am for purpose of Contract Negotiations.

**RESOLUTION**

**R-02-17-16**

**AUTHORIZING EXECUTIVE SESSION**

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

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. Mach**

Seconded By: **Mr. Allen**

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

Jamie Banghart, Recording Secretary  
Dated: 02/22/16

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

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

Regular session resumed at 11:22 am.

No action was taken in Executive Session.

Mr. Cannon thinks that with how we are internally working and how we get emails and packets, we are trying to put a framework in place so that we do not put Mr. Williams in a tough position as to what he is supposed to send out. He suggested that as a rule of thumb, anything outside of the normal scope of day to day operations, to have Mr. Williams scan it in and send to the Board via email. This may a good way to go moving forward. Mr. Williams agreed.

Mr. Williams asked that when he sends an email out, could the members send a simple reply back so that he knows all received the email? The Board agreed.

#### ADJOURNMENT

With no other business to discuss, **Mr. Allen** motioned to Adjourn, seconded by **Mr. Mach**, at 11:24 am.

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

Respectfully submitted by:  
Jamie Banghart, Recording Secretary

Approved: 03/28/16