

POLLUTION CONTROL FINANCING AUTHORITY
OF WARREN COUNTY

MINUTES OF REGULAR MONTHLY MEETING

March 24, 2014

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

Authority Members present: Robert Davenport, Richard Mach, Todd Yanoff, and James Cannon.

ROLL CALL:	Mr. Cannon	-	Present
	Mrs. Mackey	-	Absent
	Mr. Yanoff	-	Present
	Mr. Mach	-	Present
	Mr. Davenport	-	Present

Also present: James Williams, Director of Operations; Brian Tipton, General Counsel; Pete Houck, Chief Financial Officer; Jamie Banghart, Recording Secretary.

The Pledge of Allegiance was led by Chairman Davenport.

Mr. Davenport read the following statement: "Adequate notice of this meeting of March 24, 2014 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".

Mr. Davenport welcomed Freeholder Deputy Director Ed Smith to the PCFA meeting.

MINUTES

Mr. Davenport presented the regular monthly meeting minutes from February 24, 2014.

Mr. Mach made a motion to approve the minutes with a minor change, seconded by **Mr. Yanoff**.

Mr. Mach made a minor change to the minutes, on page 23 under New Business. The minor change shall read "Mr. Mach stated that in the past we have followed what the County's guidelines are on the salaries."

ROLL CALL:	Mr. Cannon	-	Abstain
	Mrs. Mackey	-	Absent
	Mr. Yanoff	-	Yes
	Mr. Mach	-	Yes
	Mr. Davenport	-	Yes

Executive Session was not necessary on February 24, 2014.

CORRESPONDENCE

Mr. Williams discussed a correspondence dated March 7, 2014 from the New Jersey Department of Environmental Protection regarding the February landfill inspection. Mr. Williams stated that there were no notices of violations and the inspection was closed.

Mr. Williams presented a letter from the White Township Municipal Court. Ms. Pluto discussed this letter. This letter was in reference to a bounced check from two years ago. Ms. Pluto will report to court on Wednesday.

PUBLIC COMMENTS (AGENDA ITEMS ONLY)

None

PRESENTATIONS

None

FACILITIES/RECYCLING

Mr. Williams presented the Proposals for the Transportation and Marketing of Recyclables at the landfill. Mr. Williams stated that we advertised in The Express-Times, The Star Ledger, and on the PCFAWC website for the marketing of our recyclables. A total of four bids were picked up by companies. Two companies submitted bids to the PCFAWC; one is Colgate Paper Stock Company, whom has been doing our recycling for the past five years, and the other is a new company, RE Community Recycling. Mr. Tipton has reviewed these bids. Mr. Williams explained to the Board that the pull charge on Colgate Paper Stock has increased from \$175.00 to \$240.00. The recycling revenue fee for Colgate Paper Stock Company is at \$13.66/ton, whereas RE Community Recycling is at \$5.00/ton. Mr. Williams stated that the last five years the recycling revenue fee from Colgate Paper Stock Company has fluctuated, due to the recycling market taking a down turn. Mr. Williams asked the Board for a motion to award the contract to Colgate Paper Stock Company for a two year contract.

On a motion by *Mr. Davenport*, seconded by *Mr. Mach*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *March 24, 2014*.

R E S O L U T I O N

R-03-01-14

Awarding a Fair and Open Contract
for the
Transportation and Marketing of Recyclables
at the Warren County District Landfill

WHEREAS, the Pollution Control Financing Authority of Warren County (the "Authority") requested bids for the Transportation and Marketing of Recyclables at the Warren County District Landfill;

WHEREAS, a total of two (2) bids were received by the Authority on March 19, 2014.

WHEREAS, a review of these bids by the Authority and revealed that **Colgate Paper Stock Company** was the lowest, responsive bidder.

NOW, THEREFORE BE IT RESOLVED, by the Authority that **Colgate Paper Stock Company** be awarded the contract for the Transportation and Marketing of Recyclables at the Warren County District Landfill as described in and, in accordance with the Specifications and Bid Documents for the Transportation and Marketing of Recyclables dated February 24, 2014, for the amounts specified within their bid received on March 19, 2014. The term of this contract will commence on April 1, 2014 and terminate on March 31, 2016, unless terminated in accordance with the bid specifications.

ROLL CALL:

Mr. Cannon	-	Yes
Mrs. Mackey	-	Absent
Mr. Yanoff	-	Yes
Mr. Mach	-	Yes
Mr. Davenport	-	Yes

Dated: *March 24, 2014*

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. Williams presented the Proposals for Engineering Services for the Landfill Expansion Feasibility Study. Mr. Williams stated that we advertised on the PCFAWC website, The Express-Times, and The Star Ledger. A total of five companies picked up the RFP. Two companies submitted bids for the RFP; one is Hatch Mott MacDonald for a bid amount of \$7,500.00 and the other is Cornerstone Engineering Group, LLC for a bid amount of \$15,000.00. Mr. Tipton reviewed these bids. Mr. Williams stated that the RFP was designed with minimum requirements that were expected of the company to bid on this project. Cornerstone does meet all the requirements. Mr. Williams stated that Hatch Mott MacDonald does not meet the requirements. Mr. Tipton stated that as far as the qualifications, Hatch Mott did not clarify how they were qualified.

Mr. Tipton stated that Cornerstone was fully compliant with no issues. Mr. Mach stated that Cornerstone had more experience with landfills and landfill expansions. Mr. Williams stated that Cornerstone is probably involved with almost fifty percent of landfills that are currently operating in the

state of New Jersey. Mr. Williams asked the Board for a motion to award the contract to Cornerstone Engineering Group, LLC.

On a motion by *Mr. Mach*, seconded by *Mr. Yanoff*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *March 24, 2014*.

RESOLUTION

R-03-02-14

Awarding a Fair and Open Contract
Engineering Services
Landfill Expansion Feasibility Study
at the Warren County District Landfill

WHEREAS, the Pollution Control Financing Authority of Warren County (the "Authority") requested proposals for Engineering Services, Landfill Expansion Feasibility Study at the Warren County District Landfill;

WHEREAS, a total of two (2) proposals were received by the Authority on March 19, 2014.

WHEREAS, a review of these proposals by the Authority and revealed that **Cornerstone Engineering Group, LLC** was the lowest, responsive bidder.

NOW, THEREFORE BE IT RESOLVED, by the Authority that **Cornerstone Engineering Group, LLC** be awarded the contract for Engineering Services Landfill Expansion Feasibility Study at the Warren County District Landfill as described in and, in accordance with the Request For Proposals, Engineering Services, Landfill Expansion Feasibility Study dated February 24, 2014, in the amount "not-to-exceed" \$15,000.00 as specified within their proposal received on March 19, 2014.

ROLL CALL:

Mr. Cannon	-	Yes
Mrs. Mackey	-	Absent
Mr. Yanoff	-	Yes
Mr. Mach	-	Yes
Mr. Davenport	-	Yes

Dated: *March 24, 2014*

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. Williams stated that the treatment plant operations have no issues. We continue to pump over to the PRMUA with no issues.

Mr. Davenport stated that there was a leak in a pipe. Mr. Williams stated that the leak in one of the pipes in the treatment plant has been contained. Before Mr. Williams discusses any further, he is waiting on additional information from our engineering firms.

Mr. Williams reported on the Landfill Operations. Mr. Williams stated that everything is running smooth. Mr. Williams stated that a couple of repairs on our heavy equipment will be required in the upcoming months which have been put into our capital budget. The first repair needed is the undercarriage for one of our bulldozers that will have to be sent out within the next few weeks. Once the undercarriage is complete, the next repair needed is a certified rebuild of our landfill compactor. Mr. Williams is in the process of getting prices from Caterpillar on the cost of the certified rebuild versus purchasing a new compactor.

Mr. Williams reported on the H2S System. There are no issues. Mr. Williams stated that the new H2S System has been up and running for almost a year with no issues. Mr. Davenport stated that the original contract stated that changing the media approximately every six months. Mr. Williams stated that we have not had to change the media and do not see a change coming up in the near future. This estimate was based on the H2S levels at the time. Mr. Williams reported that we are seeing a decrease in the H2S gas levels in the gas collection system. The lower the levels are, the longer the media will last.

Mr. Yanoff asked if there was any interest or discussions regarding the salvage of our old sulfur system? Mr. Williams stated that he contacted engineers and companies, along with Mr. Mach looking for other outlets on the salvage of the old sulfur system. They have found that no one has an interest in the system. Mr. Williams stated that they will continue to research the possibilities of salvaging the old sulfur system.

Mr. Williams reported on the Solar Panel Project. Mr. Williams stated that we started to get our discounts from Energenic on the Building electric rates. The original JCP&L bill for October, November and December months was a little over \$2,700.00 but with the discounts that we are now getting with the solar collection system, it was discounted by almost \$1,900.00. Mr. Williams stated that we are seeing approximately a two-thirds decrease.

Mr. Williams stated that we received a check from the State of New Jersey Prison Systems on behalf of Lucinda Janda. The check was in the amount of \$1,800.00.

FINANCE/PERSONNEL

Mr. Houck stated that the monthly end report was prepared for February. Mr. Houck stated that the waste volume is down, along with the tipping fees, due to the winter that we have had. The expenses are below budget. Mr. Houck explained that on the monthly report there is a realized loss on one of the trust accounts that relates to a treasury that matured in February of 2014. Market rates are down one or two percent. Therefore, to have this four percent treasury, a premium had to be paid for the invested income.

Mr. Davenport stated that a motion was needed to accept the Resolution R-03-03-14 To Pay the Bills.

On a motion by *Mr. Davenport*, seconded by *Mr. Cannon* the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *March 24, 2014*.

RESOLUTION

R-03-03-14

To Pay Bills – March 24, 2014

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. Cannon	-	Yes
	Mrs. Mackey	-	Absent
	Mr. Yanoff	-	Yes
	Mr. Mach	-	Yes
	Mr. Davenport	-	Yes

We hereby certify Resolution to Pay Bills in the amount of **\$754,231.81** to be a true copy of a resolution adopted by the Pollution Control Financing Authority of Warren County on the *24th* day of *March 2014*.

Jamie Banghart, Recording Secretary
James Williams, Director of Operations

Mr. Davenport presented the 2014 Waste Disposal Fee Schedule. Mr. Williams stated that we have received contracts from Sanico, Frelinghuysen Township, Phillipsburg Housing Authority, Warren County Habitat for Humanity, and Washington Boro which should complete all of the contracts for the year. Mr. Williams requested approval from the Board for these contracts.

Mr. Cannon made a motion to approve the contracts from Sanico, Frelinghuysen Township, Phillipsburg Housing Authority, Warren County Habitat for Humanity, and Washington Boro, seconded by *Mr. Yanoff*.

ROLL CALL:	Mr. Cannon	-	Yes
	Mrs. Mackey	-	Absent
	Mr. Yanoff	-	Yes
	Mr. Mach	-	Yes
	Mr. Davenport	-	Yes

Mr. Davenport stated that executive session will be needed to discuss personnel matters.

NEW BUSINESS

None

GENERAL COUNSEL'S REPORT

Mr. Tipton stated that his report was covered with the discussions on the bids.

OTHER BUSINESS

None

CLOSING PUBLIC COMMENT

Freeholder Deputy Director Ed Smith stated that the monthly meeting minutes have greatly improved.

PRESS COMMENTS & QUESTIONS

None

EXECUTIVE SESSION

Mr. Davenport stated that there will be a need for Executive Session for discussion of personnel matters. Executive Session was entered at 9:50 am.

RESOLUTION

R-03-04-14

AUTHORIZING EXECUTIVE SESSION

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

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. Cannon

ROLL CALL:	Mr. Cannon	-	Yes
	Mrs. Mackey	-	Absent
	Mr. Yanoff	-	Yes
	Mr. Mach	-	Yes
	Mr. Davenport	-	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: 03/24/14

Mr. Cannon made a motion to come out of Executive Session, seconded by **Mr. Mach**.

ROLL CALL:	Mr. Cannon	-	Yes
	Mrs. Mackey	-	Absent
	Mr. Yanoff	-	Yes
	Mr. Mach	-	Yes
	Mr. Davenport	-	Yes

Regular session resumed at 10:00 am.

No action was taken in Executive Session. Mr. Tipton stated that he was requested to perform some research on personnel matters.

Mr. Yanoff stated that he will not be present for the April meeting.

ADJOURNMENT

With no other business to discuss, **Mr. Cannon** motioned to Adjourn, seconded by **Mr. Mach**, at 10:06 am.

ROLL CALL: Mr. Cannon - Yes
Mrs. Mackey - Absent
Mr. Yanoff - Yes
Mr. Mach - Yes
Mr. Davenport - Yes

Respectfully submitted by:
Jamie Banghart, Recording Secretary

Approved: 04/28/14