

POLLUTION CONTROL FINANCING AUTHORITY  
OF WARREN COUNTY

MINUTES OF REGULAR MONTHLY MEETING

March 28, 2016

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. Marc Pasquini took Oath of Office of the Pollution Control Financing Authority of Warren County.

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

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; Dan Olshefski, Chief Financial Officer; Freeholder Ed Smith; Mark Swyka, Cornerstone Environmental, Matt Beebe, Cornerstone Environmental, Jamie Banghart, Recording Secretary.

The Pledge of Allegiance was led by Chairman Cannon.

Mr. Cannon read the following statement: "Adequate notice of this meeting of March 28, 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".

Mr. Cannon welcomed Freeholder Director Ed Smith to the PCFA meeting.

MINUTES

Mr. Cannon presented the regular monthly meeting minutes from February 22, 2016.

Mr. Pryor stated that he had a minor change to the minutes where it states "Mr. Pryor nominated Joseph Pryor to secretary", Mr. Pryor's suggested to change it to "Mr. Pryor volunteered and thereby nominated himself." Mr. Allen stated that he would like the same language also to where it now states "Mr. Allen volunteered and thereby nominated himself."

**Mr. Allen** made a motion to approve the revised regular monthly minutes of February 22, 2016 as presented, seconded by **Mr. Pryor**.

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

Mr. Cannon presented the executive session meeting minutes from February 22, 2016.

**Mr. Pryor** made a motion to approve the executive session minutes from February 22, 2016 as presented, seconded by **Mr. Allen**.

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

#### CORRESPONDENCE

Mr. Cannon stated that Mr. Mark Swyka and Mr. Matt Beebe from Cornerstone are present for a discussion regarding a letter that we have received from the State and a progress report regarding the landfill expansion.

Mr. Pryor questioned the permits for the delineation on the wetlands? Mr. Beebe stated that we need to get the delineation completed and then we can get a determination from our specialist on the Phase 1A Archeological Survey. Mr. Pryor questioned if we are justified in holding off on the 1A survey, is this correct? Mr. Beebe replied with yes that we are justified in holding off until we know for sure whether or not. Mr. Swyka stated that there is a couple of things, one being a timing issue. If we wait for the completion of the wetlands issue, then we trigger the need for the 1A survey which is additional time. He would like to the make the Board aware that we could end up pushing the schedule out a little bit. Mr. Cannon stated that the wetlands delineation, if it happens, could impact a number of things. He also stated that we could possibly be changing some other plans and/or the order that we would have to do them. Mr. Swyka stated that right now the wetlands, if they are present, would be outside the limit of the work. Mr. Beebe stated that there was only one that was truly within the limit of the work, a very small and discreet area. Mr. Swyka stated that this may or may not be present in the delineation. Mr. Beebe stated that he is not concerned with them changing the design. There might be some additional permits that we may need to obtain.

Mr. Cannon questioned what is our timeline expectation on the wetlands delineation? Mr. Beebe stated that he is working with the wetland specialist. Mr. Swyka stated that we need to complete this in April. Mr. Mach stated that the original timeline that Mr. Swyka laid out, when was the application due and where will this put us as far as a delay? Mr. Swyka stated that we were planning to make the submittal around the end of May. He also stated that we are not bad in the sense of being on schedule.

Mr. Swyka stated that he brought Mr. Beebe with him today because he is the lead engineer on the project and he will give the update on the status of the project.

Mr. Beebe stated the Board received the status update. Mr. Allen questioned the stability analysis in the project status summary. Mr. Beebe stated that the stability was rechecked and there are no issues with the stability as they see it right now.

Mr. Pryor questioned the leachate model. He stated that he would like to see the interim submission with where we are headed with the volume of the leachate that we have to deal with. Mr. Beebe stated that he will be able to review the volumes this week or next week and get the numbers. Mr. Swyka stated that what is important to keep in mind as we look at the entire expansion, we are looking at adding areas incrementally. The leachate should balance as we go forward.

Mr. Cannon stated that in our workshop meeting we had brought up issues about the road. Mr. Beebe stated that they have looked at the grading. He also stated that as far as permitting goes, we can change that road at any time because this is not part of the actual landfill expansion footprint. Mr. Cannon questioned what things have to be in cement in the submission and what things are we able to change after the submissions? Mr. Beebe stated that anything outside of the footprint not associated with waste itself can be changed after submission. Leachate controls, base grading plan, liner plan, and storm water plan all have to be in the submission.

Mr. Swyka stated that \$25,000.00 was budgeted as an allowance for archeological and wetlands services. He stated that we have spent approximately half of this money. He also stated that as soon as he knows the scope of the remaining services, he will update with the Authority whether or not this amount will be exceeded for any reason.

Mr. Beebe stated that there was an issue with their billing. They allocated money to the wrong task numbers. They will be issuing a credit memo moving the task numbers.

Mr. Swyka stated that he would like to schedule another workshop meeting mid-May.

The Board thanked Mr. Swyka and Mr. Beebe. They were excused from the meeting at 9:55 am.

#### PUBLIC COMMENTS (AGENDA ITEMS ONLY)

None

#### FINANCE/PERSONNEL

Mr. Olshefski reported on the monthly report. He suggested a change to the Board on the front page of his report by showing the comparison of solid waste from last year to year to date excluding the cover. The Board agreed.

Mr. Olshefski stated that our cash balances are healthy. He stated that we have a CD for 6.5 million dollars that is maturing tomorrow. He also stated that they went out for bids and received .65 from Provident Bank. He will contact Mr. Williams to go to the bank to sign.

Mr. Olshefski stated that we are well within line of our budget at this point.

Mr. Olshefski stated that Fulton Bank are interested in becoming our vendor for the credit card processing. They stated that they could save us \$150.00 per year and American Express would be available. He stated that when we first got the credit card machines, we did not want to go into American Express because the processing fees are a little higher. Mr. Williams stated that we do receive

a lot of inquiries from residents and vendors regarding the use of American Express. He also stated that we were told that our current vendor would not allow American Express. Mr. Williams also stated that by accepting American Express it may provide an additional avenue for payment.

Further research will be conducted and reported on at the next meeting.

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 *March 28, 2016*

**R E S O L U T I O N**  
**R-03-01-16**  
**To Pay Bills – March 28, 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. Pasquini	-	Yes
	Mr. Pryor	-	Yes
	Mr. Mach	-	Yes
	Mr. Cannon	-	Yes

We hereby certify Resolution to Pay Bills in the amount of **\$446,941.84** to be a true copy of a resolution adopted by the Pollution Control Financing Authority of Warren County on the *28<sup>nd</sup>* day of *March, 2016*.

Jamie Banghart, Recording Secretary  
James Williams, Director of Operations

Mr. Cannon presented the 2016 Waste Disposal Fee Schedule.

Mr. Williams presented A-1, 2016 Waste Disposal Fee Schedule with the changes in red (Sanico, Harmony Township, and NJ DOT Central). The Board's approval is required.

**Mr. Mach** made a motion to approve 2016 contracts listed in red (Sanico, Harmony Township, and NJDOT Central), seconded by **Mr. Pryor**.

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

### FACILITIES/RECYCLING

Mr. Williams reported that the treatment plant operations continue to run smooth.

Mr. Williams stated that he has been contacted by a number of vendors regarding the TDS proposal. He also stated that the TDS bids are due back by April 4<sup>th</sup>. Once he receives these bids, he will distribute copies to all the Board members. Mr. Williams suggested to Mr. Cannon that we schedule a meeting once we have receive all the bids to review them internally. Mr. Cannon agreed. Mr. Pryor suggested that we have individual interviews with the vendors who provided the bids.

Mr. Williams reported on the landfill operations. Nothing has changed and everything continues to run smooth. He stated that all the equipment is operational with no issues.

Mr. Williams stated that the H2S system is running fine. He stated that we rotate the vessels every two to three days.

Mr. Williams stated that the Solar Panel has no issues.

Mr. Williams presented the next item on the agenda A-3, Household Hazardous Waste Bids. He stated that counsel has reviewed them. Care Environmental Group is the lowest responsive bidder at \$25,250.00 per event. This is a two year bid. There will be four events totaling \$101,000.00.

Mr. Mach was concerned with the cost difference on the vendors that bid. Mr. Williams stated that the previous vendor was locked in for four years, therefore, they could not raise their price.

On a motion by *Mr. Pasquini*, seconded by *Mr. Allen*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on March 28, 2016.

**RESOLUTION**

**R-03-02-16**

**AWARDING CONTRACT  
FURNISHING CONTRACTOR SERVICES**

**FOR**

**HOUSEHOLD HAZARDOUS WASTE COLLECTION, RECYCLING AND/OR DISPOSAL**

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

WHEREAS, the Authority is in need of services to furnish contractor services for household hazardous waste collection, recycling and/or disposal; and

WHEREAS, the Authority requested fair and open bids pursuant to N.J.S.A. 19:44A-20.4 et seq. for said services; and

WHEREAS, three (3) Bids were received on March 11, 2016 and were evaluated by staff and General Counsel and **Care Environmental Corp.** was found to be the lowest, responsive bidder; and

NOW THEREFORE, be it resolved by the Authority that **Care Environmental Corp.** be awarded the contract for 2016/2017 for furnishing contractor services for household hazardous waste collection, recycling and/or disposal as stipulated in the bid document dated February 2016. Amount estimated at **\$25,250.00 per event for a total of \$101,000.00 for four (4) events** in accordance with their Bid received on March 11, 2016.

BE IT FURTHER RESOLVED, the Chairman and the Director of Operations of the Authority are authorized to execute a contract with **Care Environmental Corp.** for these services.

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

Date: March 28, 2016

Jamie Banghart, Recording Secretary

Mr. Williams presented the next item on the agenda A-4, Electronic Recycling Bids. Mr. Williams stated that we received one bid back from Newtech Recycling. Upon attorney review, Newtech did not submit a bid bond. This bid was rejected. He also stated that the Authority has to officially reject this bid.

**Mr. Pryor** made a motion rejecting the Newtech bid that did not meet submission requirements of the bid document set by the Authority, seconded by **Mr. Mach**.

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

Mr. Williams stated that we have since gone out for bid a second time for the Electronic Recycling Event. The bids are due back on April 8<sup>th</sup>.

Mr. Williams stated that the electronics recycling events previously held had no charge for the event from the vendor. He also stated that based on the one bid we did receive, one electronic recycling event would now cost us approximately \$40,000.00. If you were to add the cost of the two events for household hazardous waste, which would be approximately \$50,000.00, then add the cost of the two electronic events, which would be approximately \$80,000.00, then the total combined would be approximately \$130,000.00. The grant that we receive from the State is \$114,000.00 and would not cover both the electronics and the household hazardous waste events. He stated that this is something for the Board to consider regarding additional funding.

Mr. Williams stated that we will be prepared with signs if the electronic portion of our event will be cancelled.

Mr. Williams presented the next item on the agenda A-5, Draft Tire Amnesty Program Flyer. He stated that he prepared two flyers, one for the farming community and one for the residential community. He also stated that we would keep the days completely separate approximately three weeks in between each event. We have a grant for \$50,000.00 to cover the cost from these events, which we will track the costs until the grant is used up.

Mr. Williams suggested the dates of May 5<sup>th</sup> for farming community and May 26<sup>th</sup> for residential community.

**Mr. Pasquini** made a motion to approve Tire Amnesty Day for Warren County Farming Community on May 5<sup>th</sup> and Tire Amnesty Day for Warren County Residential Community on May 26<sup>th</sup>, seconded by **Mr. Allen**.

Mr. Williams stated that we will advertise this flyer in the Express Times. Mr. Cannon suggested the Riverbend also. Mr. Pryor suggested that we email this flyer to the municipalities. Mr. Williams will send to the Agricultural Department of the County.

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

Mr. Williams presented the next item on the agenda A-6, Update to the PCFA Personnel Policy Manual and the 2016 Organizational Chart, showing the addition of Mr. Pasquini to our organization. He stated that a motion is needed to pass (R-03-03-16) Resolution to Amend the Personnel Policy Manual.

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 March 28<sup>th</sup>, 2016.

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

### R-03-03-16

Amendment to the PCFAWC Personnel Policy Manual Cover Page and Organization Chart

WHEREAS, the Pollution Control Financing Authority of Warren County (the “Authority”) has a need to amend the Personnel Policy Manual; and

WHEREAS, the Cover Page and the Organization Chart referred to as A-8 and listed within the Authority’s Meeting Agenda dated March 28, 2016 and attached hereto will be the official documents of the Authority; and

NOW, THEREFORE BE IT RESOLVED, by the Authority that the above referenced documents become the official documents of the Authority until further amended by resolution of the Authority.

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

Dated: March 28, 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

### GENERAL COUNSEL'S REPORT

Mr. Tipton reported that he spoke with counsel for the Warren County Landfill Energy. He stated that they are still working on language. They have agreed in concept with allowing us to interconnect again if we choose to down the road. He stated that he has not seen the language as of now but they are open to the idea. He also stated that their counsel indicated that they will probably stopping operations June 1<sup>st</sup>.

Mr. Tipton is hoping to have the language to an agreement to approve at our next meeting.



OTHER BUSINESS

Mr. Williams stated that he handed out to the Board an updated charts of the 2016 collected tires and the 2015 collected tires. He stated that County’s newsletter will include these charts and a full page article regarding our tire collection.

CLOSING PUBLIC COMMENT

Freeholder Ed Smith commented on the electronic recycling. He stated that previously the value there was a tax that was being charged to the manufacturers of the electronic products which was terminated by the legislature. He suggested that the Board consider a reduced rate and charge for the electronic recycling to provide some type of an incentive for people.

Freeholder Smith stated that he had the opportunity to tour the injection operation at Covanta. They are in a temporary operation at this point. He was pleased to see that they are testing the pH and the breakdown of the materials before they are ever offloaded off of the trucks. This is a trial balloon with the DEP.

Freeholder Smith stated that he wanted to apprise the Board in regards to the chickens. This ultimately resulted in a call directly from the Secretary of Agriculture. They are going to be coming back with a proposal that will either be done administrative trial before the Board of Chosen Freeholders, or will go before SWAC for preliminary approval. There are still a lot of questions and there will be a public hearing in regards to this. As soon as Freeholder Smith hears anything about this, he will let this Board know.

PRESS COMMENTS & QUESTIONS

None

EXECUTIVE SESSION

Executive Session was not necessary.

ADJOURNMENT

With no other business to discuss, **Mr. Pryor** motioned to Adjourn, seconded by **Mr. Allen**, at 10:58 am.

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

Respectfully submitted by:  
Jamie Banghart, Recording Secretary

Approved: April 25, 2016