

POLLUTION CONTROL FINANCING AUTHORITY
OF WARREN COUNTY

MINUTES OF REGULAR MONTHLY MEETING

May 17, 2018

Chairman James Cannon called the regular monthly meeting of the Pollution Control Financing Authority of Warren County to order at approximately 9:34 am.

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

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

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

The Pledge of Allegiance was led by Chairman Cannon.

Mr. Cannon read the following statement: "Adequate notice of this meeting of April 23, 2018 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 stated that today's Agenda would change.

MINUTES

Mr. Cannon presented (M-1) the regular monthly meeting minutes from April 23, 2018.

Mr. Mach stated that on page 25, paragraph 3 of the meeting minutes that the word salaries in the second to last sentence should be changed to the word bonuses.

Mr. Cannon stated that on page 34, paragraph 5 of the meeting minutes that the first sentence in this paragraph needs to be reworded as follows: "Mr. Williams stated that he and Mr. Cannon had discussed speaking with the vendor and see if we can get another event set up towards the end of summer or early fall.

Mr. Pryor made a motion to approve the amended Regular Monthly Meeting Minutes from April 23, 2018 as presented, seconded by **Mr. Mach**.

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

Mr. Cannon presented (M-2) the Executive Session minutes from April 23, 2018.

Mr. Allen made a motion to approve the Executive Session Minutes from April 23, 2018, seconded by **Mr. Pryor**.

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

CORRESPONDENCE

None.

PUBLIC COMMENTS (AGENDA ITEMS ONLY)

None.

EXECUTIVE SESSION

Mr. Cannon stated that representatives of Cornerstone are in attendance of today's meeting and wished good morning to Mr. Mark Swyka, Ms. Prentiss Shaw and Mr. Matt Beebe.

Mr. Cannon stated that he and Mr. Pryor would like to enter into an Executive Session to discuss the report that Cornerstone had provided to the Board. Mr. Cannon stated that the Board had not yet had a chance to discuss the information in the report amongst themselves, which they are not supposed to do. Mr. Cannon stated that the Board would like to have a discussion regarding this before Cornerstone addressed the Board.

Ms. Shaw thanked the Board for allowing Cornerstone to come before the Board again and for entertaining their proposal. Ms. Shaw stated that the opportunity is very much appreciated. Ms. Shaw stated that everything that the Board and Cornerstone had discussed in the past, is still fresh in Cornerstone's minds and that the communication this time would be different and enhanced. Mr. Cannon stated that the Board appreciates this and that this will be taken into consideration.

Mr. Cannon called for a motion to enter into Executive Session at 9:39 am.

RESOLUTION

R-05-07-18

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. Allen***

Seconded By: ***Mr. Pryor***

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

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

Recording Secretary
Crystal Gild

Dated: 05/17/2018

Mr. Cannon called for a motion to come out of Executive Session.

On a motion by, **Mr. Pryor**, seconded by, **Mr. Mach**, the Executive Session was concluded at 11:22 am.

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

Mr. Cannon stated that there would be a five-minute break before Open Session resumed.

Mr. Cannon called for a motion to resume Open Session.

On a motion by, Mr. Pryor, seconded by, Mr. Mach, Open Session Resumed at 11:29 am.

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

FINANCE

Mr. Williams stated that Agenda Item A-1 is the PCFA's monthly Financial Report. Mr. Williams noted that there are no surprises as far as the finances our concerned. Mr. Williams stated that financially, everything is still going according to plan.

Mr. Williams stated that the funds are down and noted that this is due to our reduced waste intake.

Mr. Williams stated that there are no issues with hauler payments.

Mr. Williams stated that at this time, nothing appears to be over budget.

Mr. Williams stated that financially, we are in good shape.

Mr. Williams stated that in July, our CD for \$6,500,000.00 will be maturing and that we will need to get rate quotes for a new CD. Mr. Williams explained that the two CDs that we have are both earmarked for the expansion construction project. Mr. Williams stated that the \$3,500,000.00 CD that was just renewed will mature in March of 2019 and noted that these funds will go into a Money Market Account and not put into another CD.

Mr. Williams stated regarding the \$6,500,000.00 CD that is coming due in July, which his thought was that this CD could be put into another six-month CD or nine-month CD and that we would keep \$1,000,000.00 of the \$6,500,000.00 out for use. Mr. Williams stated that if we held back \$1,000,000.00 or so that we would still have \$5,000,000.00 to \$5,500,000.00 to put in another CD, which would mature around March or April of 2019. Mr. Williams explained that he had been discussing this with Mr. Olshefski. Mr. Williams also explained that Mr. Olshefski had stated that since we currently have a little over \$3,000,000.00 in liquid cash, that we could start using this

towards payments for construction costs next year. Mr. Williams stated that if all of this is done, that all of the funds will be available once the construction project starts.

Mr. Pryor stated that he is looking at the project timeline that Cornerstone had provided the Board with and noted that we are essentially a year away from when we would need to begin paying a contractor. Mr. Williams agreed. Mr. Pryor stated that we would need to pay Cornerstone \$336,100.00 and that we could pay this out of the \$3,000,000.00 that is already available. Mr. Williams agreed.

Mr. Cannon asked if the longest CD term offered is nine months? Mr. Williams stated that we could take out a CD longer than nine months, but explained that we would be beginning to need this money. Mr. Pryor stated that in about a year we would begin to have to make hefty payments. Mr. Cannon stated his understanding. Mr. Cannon stated that he would be comfortable putting the entire \$6,500,000.00 into a six-month CD. Mr. Cannon stated that the only penalty if we had to pull the funds out of the CD before the CD expired is that we would lose the interest. Mr. Williams agreed. Mr. Cannon noted that he also feels that CD interest rates are continuing to increase.

Mr. Williams stated that when we start getting into the construction oversight that there will be some minimal costs initially but they would substantially increase once the project starts. Mr. Williams stated that we might incur these costs either at the end of this year or early next year. Mr. Williams explained that we do have liquid funds that are already available. Mr. Cannon agreed.

Mr. Cannon stated that we could put the \$6,500,000.00 into a six-month CD when it expires in July and that we could then possibly put it into another six-month CD after, depending on where we are in January. Mr. Williams stated that we could reevaluate our financial position at that time. Mr. Cannon agreed.

Mr. Smith suggested that we could also open up two separate six-month CDs. Mr. Smith explained that we could put \$1,000,000.00 in one CD and \$5,500,000.00 in another CD. Mr. Williams agreed that this is an option. Mr. Cannon stated that he would rather put the entire \$6,500,000.00 in one six-month CD. Mr. Smith explained that if we had to pull the money out that we would lose all of the interest on the \$6,500,000.00. Mr. Cannon stated that we would not need to pull the money out of the CD before January. Mr. Pryor and Mr. Williams agreed. Mr. Cannon stated that he does not want to put the money into a CD for any longer than six months, until we have a chance to reevaluate in January.

Mr. Williams stated that withholding the \$1,000,000.00 was just a thought and noted that it is not necessary. Mr. Cannon expressed his understanding.

Mr. Cannon stated that we would put the \$6,500,000.00 into another 6-month CD, using the same process as before. Mr. Williams agreed.

Mr. Williams stated that he has nothing further to report regarding the finances.

Mr. Cannon asked if there were any questions regarding the bills?

Mr. Cannon asked if any headway was made regarding Gaeta Interior? Mr. Williams stated that he believes that Mr. Tipton is going to provide an update on this during Executive Session. Mr. Tipton stated that he could update the Board regarding this, now. Mr. Tipton stated that there has been no response from Gaeta Interior and that his office has filed a motion for Final Judgement. Mr. Tipton

explained that once the motion for Final Judgement has been granted, that there will be documents stating that Gaeta Interior owes the PCFA money and that the question then would be, if we can collect the money from Gaeta Interior. Mr. Tipton stated that we could decide what to do regarding this once the Final Judgement is granted.

Mr. Williams stated that there are no issues with any other haulers at this time.

Mr. Cannon asked if there were any questions regarding the bills? Mr. Cannon noted that he is not sure what the Passaic Valley bill is going to look like next month. Mr. Williams stated that the Passaic Valley bill is going to begin to increase.

Mr. Cannon called for a motion to approve Resolution R-05-18 To Pay Bills in the amount of \$181,800.39

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 *May 17, 2018*.

RESOLUTION

R-05-01-18

To Pay Bills

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

We hereby certify Resolution to Pay Bills in the amount of **\$181,800.39** to be a true copy of a resolution adopted by the Pollution Control Financing Authority of Warren County on the *17th day of May, 2018*.

Crystal Gild
Recording Secretary

James Williams
Director of Operations

Dated: 05/17/2018

Mr. Williams stated that the next item is Resolution R-05-02-18 (Certification of the Annual Audit). Mr. Williams stated that a few days ago, we received our final audit from Nisivoccia. Mr. Williams stated that he hopes that the Board received their copies in the mail. Mr. Williams stated that the Auditors found no issues and that they have no recommendations for us to change anything. Mr. Williams noted that regarding the Audit for 2017, everything was fine financially. Mr. Williams stated that as far as the annual audit goes, we passed with flying colors. Mr. Williams noted that the 2017 Audit has been submitted to the State of New Jersey. Mr. Williams stated that Resolution R-05-02-18 Certification of the Annual Audit needs to be passed. Mr. Williams stated that along with this, A-2 (Affidavit for the Annual Audit) needs to be signed by the Board. Mr. Williams stated that once this is completed that the Audit needs to be advertised in the Newspaper. Mr. Williams noted that we would need to provide the State of New Jersey with the signed Affidavit and proof of advertisement. Mr. Williams also noted that we will need to post the 2017 Audit on our Website and that once this is completed we will be good to go until next year.

Mr. Cannon stated, as Mr. Williams had said, our Annual Audit was 100% terrific.

Mr. Williams stated that the Audit is always completed at our office, but that he needs to give a lot of credit to Mrs. Banghart, Ms. Gild, Mr. Olshefski and his staff for helping put all of the information for the Audit together. Mr. Williams noted that next year, the entire Audit preparation would be the responsibility of the PCFA Staff. Mr. Cannon asked that with the amount of money we pay the Auditors, why the PCFA Staff has to do a lot of work for the Audit? Mr. Cannon asked how much we pay for the Audit? Mr. Williams stated that he believes that we pay approximately \$30,000.00 for the Audit. Mr. Cannon agreed. Mr. Cannon called for a motion to pass Resolution R-05-02-18 Certification of the Annual Audit.

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 *May 17, 2018*.

RESOLUTION

R-05-02-18

GOVERNING BODY CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2017 has been filed by a Registered Municipal Accountant with the Secretary of the Board pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the Authority; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each Authority shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members of the Authority have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and

WHEREAS, the members of the Authority have personally reviewed, as a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Comments and Recommendations, as evidenced by the group affidavit form of the governing body attached hereto; and

WHEREAS, such resolution of certification shall be adopted by the Authority no later than forty-five days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5; and

WHEREAS, all members of the Authority have received and have familiarized themselves with, at least, the minimum requirements of the Local Finance Board of the State of New Jersey, as stated aforesaid and have subscribed to the affidavit, as provided by the Local Finance Board; and

WHEREAS, failure to comply with the regulations of the Local Finance Board of the State of New Jersey may subject the members of the local Authority to the penalty provisions of R.S. 52:27BB-52, to wit:

R.S. 52:27BB-52: “A local officer or member of a local governing body who, after a date fixed for compliance, fails or refuses to obey an order of the director (Director of Local Government Services), under the provisions of this Article, shall be guilty of a misdemeanor and, upon conviction, may be fined not more than one thousand dollars (\$1,000.00) or imprisoned for not more than one year, or both, in addition shall forfeit his office.”

NOW, THEREFORE BE IT RESOLVED, That the Board of the Pollution Control Financing Authority, hereby states that it has complied with N.J.A.C. 5:30-6.5 and does hereby submit a certified copy of this resolution and the required affidavit to said Board to show evidence of said compliance.

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

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

Recording Secretary
Crystal Gild

Dated: 05/17/2018

Mr. Cannon stated that the Board would need to sign the Affidavit for the Annual Audit.

Mr. Williams stated that Ms. Gild has copies of the Affidavit for the Board to sign at the end of the meeting.

PERSONNEL

Mr. Williams stated that the next item is Agenda Item A-3 (Merit Bonus Policy). Mr. Williams stated that as discussed at our last meeting, Mr. Mark Peck, from Mr. Tipton’s office made the requested changes to the Merit Bonus Policy. Mr. Williams stated that if the Board is in agreement with the Merit Bonus Policy Resolution R-05-03-18 (Resolution to Adopt a Merit Bonus Policy) needs to be passed.

Mr. Cannon asked if there were any other questions regarding the Merit Bonus Policy? Mr. Pryor stated that there had been a lot of discussion going back and forth regarding using a fixed number or a salary percentage for bonuses. Mr. Pryor stated that he believes that the consensus was to use a salary percentage for the bonuses. Mr. Pryor asked if this is what the policy reflects? Mr. Williams answered, yes.

On a motion by, *Mr. Allen*, seconded by *Mr. Mach*, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *May 17, 2018*.

R E S O L U T I O N

R-05-03-18

Merit Bonus Policy

WHEREAS, the Pollution Control Financing Authority of Warren County (the “Authority”) has a need to adopt a Merit Bonus Policy; and

WHEREAS, A Merit Bonus Policy has been developed and referred to as A-2, and attached hereto will be the official Policy of the Authority; and

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

ROLL CALL:

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

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

Recording Secretary
Crystal Gild

Dated: *05/17/2018*

Mr. Williams stated that the next item is Agenda Item A-4 (Personnel Policy Manual, Revisions to the Job Descriptions of the Director of Operations, Administrative Supervisor, Weighmaster, Apprentice Operator, Equipment Operator, Administrative Assistant).

Mr. Williams explained that the revisions to the aforementioned job descriptions are noted in red. Mr. Williams also explained that the changes to the job descriptions include the additional duties that will be undertaken by the staff regarding the finances. Mr. Williams further explained that the changes to the job descriptions also denote the cross training of the landfill staff learning how to operate the scale house.

Mr. Williams noted that the cross training of the landfill staff learning how to operate the scale house has gone phenomenally. Mr. Williams stated that it is great to have so many more staff members that know how to operate the scales.

Mr. Williams stated that the changes to the job descriptions also reflect the cross training of the scale house staff learning administrative and financial duties of the office.

Mr. Cannon asked if we asked Counsel to review the changes to the job descriptions? Mr. Williams answered, yes. Mr. Tipton stated that he had reviewed the job descriptions and that he did not see any issues within them.

Mr. Williams stated that one thing he made sure to do, when putting together the revised job descriptions, was to note the segregation of the financial duties. Mr. Williams stated that this was done so that the employee doing the banking was not the same employee reconciling the bank accounts. Mr. Williams noted that it is very important that the segregation of duties is clear.

Mr. Allen asked if Mr. Williams would go through and point out the segregation of duties, since it is such an important issue? Mr. Williams answered, yes.

Mr. Williams stated that if you look at the job description for the Weighmaster under item number 15 shows an example of the segregation of duties. Mr. Williams explained that this used to be a task completed by the Administrative Assistant and now, because the Administrative Assistant is reconciling the bank accounts, it was highly recommended by the Auditor and the CFO that the Administrative Assistant does not complete both of these tasks. Mr. Williams noted that this is the problem that we ran into last time, when we had "the issue". Mr. Allen agreed.

Mr. Cannon stated that the job descriptions lays the foundation for the annual employee evaluations and the merit bonus policy. Mr. Williams agreed and stated that the job descriptions will certainly help with this. Mr. Cannon stated that he was thinking that during the evaluations you could use the job descriptions and have two check boxes next to each task (yes or no). Mr. Cannon stated that he feels that this would be better than recreating the evaluation process. Mr. Mach agreed. Mr. Williams agreed as well. Mr. Cannon stated that he has found that it is most fair, that when you hire an employee, you show them what their job is going to be and then base their bonus, raise or evaluation off of what their job entails. Mr. Williams and Mr. Mach both agreed.

Mr. Williams stated that every job description has been changed and updated except for the Working Foreman's job description. Mr. Williams noted that all other job descriptions have been changed and updated, including his own.

Mr. Allen asked, regarding the job description for the Apprentice Operator, what items 23-29 reflect? He asked if they were related to the financial tasks? Mr. Williams answered, no and explained that those items refer to operating the scale house. Mr. Allen asked what generated the need for this? Mr. Williams explained that this was done for cross-training purposes.

Mr. Williams explained that as new employees are hired, they are going to learn how to run the scale, operate the heavy equipment and so on.

Mr. Mach asked if the job descriptions were open for discussion? Mr. Cannon answered, yes. Mr. Mach stated that on the sixth page of the job descriptions, under Apprentice Operator, that item 24 should be changed to read: "Ensures that all waste delivered to the landfill facility complies with all PCFA and/or DEP rules, regulations and permits". Mr. Mach noted that this change needed to be made under several of the job descriptions. Mr. Tipton suggested using the word "Governmental" as opposed to just "DEP" to cover all County and State entities that impose regulations. Mr. Mach stated that Mr. Tipton's suggestion was great. Mr. Williams stated that he would make the change.

Mr. Mach stated that within the Director of Operation's job description, it states "The Director of Operations shall receive direction from and report to the Authority board of Commissioners." Mr. Mach stated that the word "Commissioners" should be changed to "Directors". Mr. Mach stated that this is contingent to a discussion that was held last month. Mr. Cannon asked if the PCFA Board Members are Directors? Mr. Pryor stated that we would have to look back and see what their title is under the Statute. Mr. Williams stated that he believes that they are "Board Members" not "Directors". Mr. Mach stated that the document that was just previously approved, named the Board as a Board of Directors? Mrs. Banghart agreed. Mr. Cannon asked what the Board Members were going to be called from here on in? Mrs. Banghart stated that the PCFA Merit Bonus Policy, names them as the Authority Board of Directors. Mr. Cannon asked Mr. Mach if he wants this change to be made? Mr. Mach answered, yes and stated that this would keep things consistent. Mr. Cannon agreed. Mr. Mach stated that Mr. Pryor is absolutely correct, and that we should probably go back to the founding documents to determine what the correct title for the Board is. Mr. Pryor stated that his reasoning for wanting to do this is because of an issue within his own town.

Mr. Cannon asked if there were any other questions?

Mr. Pryor stated that he wanted to go back to the discussion of item number 15 under the job description for the Weighmaster. Mr. Pryor asked if he (the Weighmaster) makes the physical bank deposits? Mr. Williams answered, yes. Mr. Pryor asked if he (the Weighmaster) does this on a daily basis? Mr. Williams answered, yes. Mr. Williams stated that the Weighmaster can be a he or a she. Mr. Pryor asked if the deposit is a combination of checks and cash? He also asked how the monies from credit card sales get into the bank account? Mr. Cannon stated that the funds from the credit card sales are automatically deposited into the bank account. Mr. Williams agreed. Mr. Williams stated that we do get a credit card report. Mr. Williams asked Ms. Gild to clarify that this is correct? Ms. Gild agreed. Mr. Pryor asked if the Administrative Assistant does the reconciliation for the credit cards? Mr. Williams answered, yes. Mr. Pryor asked if the Weighmaster handles the deposits of the cash and checks? Mr. Williams stated that the checks are brought over to the office by the Weighmaster and are scanned into the banking system. Mr. Williams noted that the checks never leave the site. Mr. Williams stated that the Weighmaster fills out a deposit slip for the cash and takes it down to the bank to be deposited. Mr. Pryor stated his understanding.

Mr. Cannon asked if there were any other questions?

Mr. Cannon called for a motion, including some technical changes, to approve Resolution R-05-04-18 Resolution to Amend the PCFAWC Personnel Policy Manual.

On a motion by, **Mr. Mach**, consistent with the discussion that proceeded this motion, seconded by, **Mr. Allen**, the following resolution was adopted by the Pollution Control Financing Authority of Warren County at a meeting held on *May 17, 2018*.

R E S O L U T I O N

R-05-04-18

Amendments to the PCFAWC Personnel Policy Manual

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

WHEREAS, Section 23, Job Descriptions, the following job descriptions of the Director of Operations, Administrative Supervisor, Weighmaster, Apprentice Operator, Equipment Operator and the Administrative Assistant, as amended and referred to as A-4, and attached hereto will be the official documents of the Authority; and

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

ROLL CALL:

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

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

Recording Secretary
Crystal Gild

Dated: 05/17/2018

Mr. Cannon stated for future purposes, that he would like to see these job descriptions set up in a way that they can be used as a guide for the merit bonus policy. Mr. Williams stated that he would take care of this.

PRESENTATIONS

Cornerstone Contract Negotiations were held earlier during Executive Session.

REPORTS

None.

FACILITIES/RECYCLING

Mr. Williams stated that there is nothing to report regarding Treatment Plant Operations. Mr. Williams noted that there are no issues with our Treatment Plant. Mr. Williams stated that we have not heard back from the DEP regarding the Pilot Study Project with the PRMUA. Mr. Williams noted that we are continuing to haul a lot of leachate out of our facility. Mr. Williams stated, as the Chairman had mentioned before, that due to all of the rain, the amount of leachate being hauled out of our facility would increase.

Mr. Williams stated that there are no issues regarding Landfill Operations. Mr. Williams noted that everything is operating as it should be. Mr. Williams stated that the waste flow is coming in as expected.

Mr. Williams stated that there is nothing further to discuss regarding the Landfill Expansion Application.

Mr. Williams stated, regarding the H₂S Removal System, that he did reach out to the vendor who supplies the media and the company that does the media change for us. Mr. Williams stated that the vendor who supplies the media has agreed to lock in a rate for the remainder of the year 2018. Mr. Williams stated that the company that changes the media has agreed to lock in a rate for the remainder of 2018 for us as well. Mr. Williams noted that he was hoping to have a proposal from them by now, but that it has not arrived yet. Mr. Williams stated that both companies agreed to expand the locked in rates into 2019, if we do not need the media changed in 2018.

Mr. Williams stated that the price of the media went up \$6,000.00 from what it cost about a year and a half ago. Mr. Williams stated that he does not find this to be a huge price increase. Mr. Mach stated that we do not have much of a choice either way. Mr. Williams agreed.

Mr. Williams stated that there is nothing to report regarding the Solar Panel Project.

Mr. Williams stated that there are no new Waste Disposal Contracts.

Mr. Williams stated that he was done with his reports.

Mr. Williams stated he had 1 more item to discuss with the Board. Mr. Williams stated that as part of our Capital Projects Budget for 2018 was the repaving around the Administration Building. Mr. Williams stated that Tilcon is part of the Morris County Co-op, which we belong to. Mr. Williams stated that Tilcon came out and performed an evaluation and provided us with a cost estimate for a two-inch paving overlay of our parking lot. Mr. Williams noted that Tilcon did not feel that the parking lot needed to be milled before the repaving was done.

Mr. Williams stated that while Tilcon was here, he had them look at our storm water catch basins and that they found that almost all of them are failing on the inside. Mr. Williams stated that he asked Tilcon to provide us with a price to come in and repair all of our catch basins. Mr. Williams stated that a good example of the failing catch basins is the one that is right outside of the meeting room window. Mr. Williams explained that this particular catch basin sunk approximately eight inches over

the winter. Mr. Williams noted that there are currently cones in this drain and that this is visible from where we are currently sitting. Mr. Williams stated that the catch basins are beginning to become a hazard. Mr. Williams stated that as part of the repaving, Tilcon would be repairing the catch basins.

Mr. Cannon asked Mr. Williams to explain what the Morris County Co-op is and why we cannot get another company to bid on the repaving? Mr. Williams stated that we could have another company bid on the repaving. Mr. Williams explained that the Co-op seeks bids on behalf of its members and then retains the lowest bidder to complete these types of projects. Mr. Williams stated that this saves us the time of going through the bid process on our own. Mr. Cannon asked if the Morris County Co-op has more than one paving company? Mr. Cannon asked if the Co-op contacted all of the pavers that are part of the Morris County Co-op and that Tilcon came in with the least expensive bid? Mr. Williams answered, yes. Mr. Smith noted that the pricing is based on the volume of the entire Co-op, which is why bids through the Co-op are lower than other bids. Mr. Cannon stated his understanding.

Mr. Williams explained that the Co-op actually puts the bid specifications together and then puts the project out to bid.

Mr. Williams stated that we have \$40,000.00 budgeted for this Capital Project. Mr. Williams stated that, this does not mean that we can only use \$40,000.00 for the project and explained that this is just a placeholder number. Mr. Williams stated that the bid for this project came in at a cost of \$48,827.00. Mr. Cannon asked if Tilcon would do the striping of the parking lot as well? Mr. Williams answered, no. Mr. Cannon asked if we need to get someone else to do this then? Mr. Williams answered, yes and explained that the Co-op could provide this for us as well.

Mr. Pryor asked if there is any need for crack repairs prior to the repaving? Mr. Williams stated that Tilcon would take care of this before putting on the two-inch overlay. Mr. Pryor asked if this was included in the bid amount? Mr. Williams answered, yes.

Mr. Cannon asked what milling key ways means? Mr. Williams explained that at the entrance, where you first come into the parking lot off of the main road, the paving company will put in a two to three-foot key way. Mr. Williams explained that a grinder is used to do this and explained that it lowers the blacktop at the entrance so that when the two-inch overlay is put down, the entrance way and the driveway will be flush. Mr. Williams noted that if this were not done there would be a two-inch lip between the entrance and the driveway. Mr. Cannon asked if this needs to be done in three different places? Mr. Williams answered, yes.

Mr. Williams stated that in the back parking lot there is a manhole for the sewer system and that just before the manhole there are PVC clean-out pipes that were installed in 1994. Mr. Williams explained that from years of snow plowing that most of the PVC caps have been taken off of these pipes and that over the years they have been plugged with mechanical plugs to keep dirt and debris from going into the pipes. Mr. Williams stated that Tilcon is going to dig around the two clean-out pipes and install sealed curb stops over the top of them, so that any issues will be alleviated from happening in the future. Mr. Williams explained that on the proposal this is listed as installing two valve box risers over clean-outs. Mr. Pryor asked if the risers would be set low enough, so that the plow does not catch them? Mr. Williams answered, yes.

Mr. Williams noted that two-inch risers would be added once the manholes are replaced to match the existing conditions.

Mr. Cannon asked if the Board had any other thoughts regarding this?

Mr. Cannon asked if we had anything coming up that would damage the work to the parking lot? Mr. Williams answered, no.

Mr. Pryor asked if the drainage is okay as is? Mr. Williams answered, yes.

Mr. Pryor stated that the paving is part of maintenance and that it will last for years once it is completed. Mr. Williams noted that the parking lot was originally paved in 1994, 24 years ago. Mr. Pryor stated that if the cracks are repaired and an overlay is put down, that the parking lot will have a nice surface for years to come.

Mr. Williams noted that hopefully the driveway will not need to be repaired for another 20 years, but noted that the driveway will need to be milled before the next repair. Mr. Pryor stated that a total reconstruction might be needed at that point.

Mr. Cannon asked if these repairs change anything regarding the handicap ramp that was installed? Mr. Williams answered, no and explained that he feels that it will be better for the handicap ramp. Mr. Williams explained that if you see the new black top of the handicap ramp, that there is a hump and with the two-inch overlay, the hump would actually go away.

Mr. Cannon asked if there were any other questions regarding this? Mr. Pryor stated that he has not made his own assessment of the parking lot, but with the fact that Mr. Williams and Tilcon see the need for repairs, that he has no issues with the repairs being made. Mr. Williams stated that there is a safety issue with a lot of the manhole covers.

Mr. Cannon asked if the County was splitting the bill with us? Mr. Cannon stated that he thinks it would be fair since the County owns the property.

Mr. Pryor stated that this repair will extend the life of the parking lot and that from what he reads in the proposal, the parking lot will look ten times better.

Mr. Cannon asked if there was anything that could be done to help make snow removal easier? Mr. Williams answered, no.

Mr. Cannon called for a motion to enter into a contract with Tilcon New York Inc., for the Administrative Parking Lot Paving, as presented in the proposal, in the amount of \$48,827.00.

On a motion made by, **Mr. Pryor**, seconded by, **Mr. Allen**, the PCFA entered into a contract with Tilcon New York Inc., for the Administrative Parking Lot Paving, as presented in the proposal, in the amount of \$48,827.00.

ROLL CALL:

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

Mr. Williams stated that he did not have anything further to report.

NEW BUSINESS

None.

GENERAL COUNSEL'S REPORT

Mr. Tipton stated that we need to discuss the letter from Covanta dated May 4, 2018. Mr. Tipton suggested that this be discussed during Executive Session. Mr. Cannon agreed.

OTHER BUSINESS

Mr. Cannon noted that the Board has two bids for Conflict Counsel to look over. Mr. Williams stated that the Board could review the bid documents and then we could discuss them during the June meeting. Mr. Pryor asked if this was advertised twice and if these were the only two responses that came in? Mr. Williams answered, yes and explained that after the first advertisement no responses came in and that after the second advertisement two responses came in.

CLOSING PUBLIC COMMENT

Mr. Smith stated that he is glad to see that the Board is moving forward with the expansion and getting the expansion to become a reality after the long road that it took to get to this point.

PRESS COMMENTS & QUESTIONS

None.

Mr. Cannon stated that we would have a brief Executive Session.

Mr. Cannon called for a motion to enter into Executive Session.

EXECUTIVE SESSION

Executive Session was entered at 12:02 pm.

RESOLUTION

R-05-06-18

AUTHORIZING EXECUTIVE SESSION

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

Contracts.

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

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

Moved By: ***Mr. Pryor***

Seconded By: ***Mr. Allen***

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

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

Recording Secretary
Crystal Gild

Dated: 05/17/2018

Executive session ended at 12:08 pm.

Regular session resumed at 12:09 pm.

Mr. Cannon stated that we are back in public session.

Mr. Williams asked if there is any day that is not good for any of the Board members, if a conference call is needed regarding Cornerstone? Mr. Mach stated that he is not available on Tuesdays and Thursdays. Mr. Cannon stated that Mr. Williams is referring to the availability of the Board for next week. Mr. Mach reiterated that he was unavailable on Tuesday and Thursday. Mr. Allen stated that he does not believe that he has any schedule conflicts next week. Mr. Pryor stated that he has meetings in the evening on Wednesday and Thursday, but that he would be available during the day. Mr. Mach also noted that he has Jury Duty next week, so he is not certain when he will be available next week.

ADJOURNMENT

With no other business to discuss, **Mr. Mach** motioned to Adjourn, seconded by **Mr. Cannon**, at 12:10 pm.

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

Respectfully submitted by:
Crystal Gild
Recording Secretary

Approved: 06/25/18