

# CUMBERLAND COUNTY IMPROVEMENT AUTHORITY REORGANIZATION MEETING MINUTES

Friday, February 01, 2013 @ 2:00 p.m. 2 N. High Street, Millville, N.J. 08332

### **MEETING OPENING**

The meeting convened at approximately 2:00 p.m. with Chairman, Albert B. Kelly presiding.

The meeting notice, roll call, and the Pledge of Allegiance were performed during the public session.

The Management Consultant noted that the following people were present:

### **Board Members:**

Albert B. Kelly, Chairman Jose B. Velez, Secretary Robert P. Nedohon, Jr. Treasurer Dale K. Jones, Assistant Treasurer

#### Staff Members and others in attendance:

Donald H. Rainear, Management Consultant
Donna R. Beron, Executive Secretary
Craig Truitt, Facility Manager
Mary Triboletti, CPA, Accounting Manager / Supervisor
James B. Rocco, Assistant Engineer
Steven B. Clarke, Chief Enforcement Officer
George R. Saponaro, Esquire, Saponaro & Sitzler
William F. Whelan, Freeholder Liaison
Gillian Schwert, Watershed Ambassador
Nancy Ridgway, Cumberland County Resident

At this time, Chairman Kelly turned the meeting over to Mr. Saponaro, our Solicitor, for the Election of Officers. After Mr. Kelly was re-elected Chairman, Mr. Saponaro turned the meeting back over to Chairman Kelly for the continuation of Election of Officers.

#### **ELECTION OF OFFICERS**

POSITION	<u>NOMINEE</u>	OFFERED BY	SECONDED BY
Chairman	Albert B. Kelly	Mr. Velez	Mr. Nedohon
Vice Chairman	Robert P. Nedohon, Jr.	Mr. Velez	Mr. Jones
Secretary	Jose B. Velez	Mr. Nedohon	Mr. Jones
Treasurer	Dale K. Jones	Mr. Nedohon	Mr. Velez
Assistant Treasurer	Tabled until next meeting	Mr. Velez	Mr. Nedohon

Approved by a 4 - 0 vote as Mr. Veight was absent.

### **APPROVAL OF AGENDA**

MOTION – MADE/Mr. Velez – SECONDED/Mr. Nedohon Approved by a 4 – 0 vote as Mr. Veight was absent.

### **APPROVAL OF MINUTES**

January 16, 2013, 2012 – Regular Meeting

MOTION – MADE/Mr. Velez – SECONDED/Mr. Nedohon Approved by a 4 – 0 vote as Mr. Veight was absent.

### **APPOINTMENT OF COMMITTEES**

The Board discussed the committee assignments indicated below. Chairman Kelly asked for an "all in favor" vote on same. The Board voted unanimously (approved by a 4-0 vote as Mr. Veight was absent) to accept the committee assignments as indicated below.

The Improvement Authority Committee Membership (below) will be for the period of February 2013 through January 2014. The Committees will be as follows:

### **Engineering Committee**

Robert P. Nedohon, Jr., Chairman Dale K. Jones, Member Albert B. Kelly, Alternate

### **Finance Committee**

Jose B. Velez, Chairman Dale K. Jones, Member New Appointee, Alternate

### **Personnel Committee**

Albert B. Kelly, Chairman Robert P. Nedohon, Jr., Member Jose B. Velez, Alternate

### Recycling Committee

Dale K. Jones, Chairman Albert B. Kelly, Member Robert P. Nedohon, Jr., Alternate

### **Public Relations Committee**

Albert B. Kelly, Chairman Dale K. Jones, Member New Appointee, Alternate

### **Technology Ad-Hoc Committee**

Robert P. Nedohon, Jr., Chairman Dale Jones, Member Jose B. Velez, Alternate

### **Bylaws Ad-Hoc Committee**

Albert B. Kelly, Chairman New Appointee Member Jose B. Velez, Alternate

### MANAGEMENT REPORT BY DONALD H. RAINEAR OF PUTNAM ASSOCIATES, L.L.C.

Mr. Rainear stated that he would give a very brief oral report today given the fact that this is a Reorganization Meeting and not a Regular Meeting. We just had our Regular January Meeting and we will be having our Regular February Meeting in a couple of weeks.

Mr. Rainear reported that Jim Rocco, our Assistant Engineer, Steve Clarke, our Chief Enforcement Officer, Mr. Rainear, and Representatives of T & M Associates, our Consulting Engineers went to the New Jersey Department of Environmental Protection on Wednesday,

January 30, 2013 to discuss the Material Recovery Facility Project that we have been working on, in terms of the RFP, because part of that process requires their approval and advice. Mr. Rainear stated that they met with a number of the NJDEP's Review Staff and that he felt that they had a very good meeting. Mr. Rainear said that he thought that they were very pleased with our presentation and that we received the "go ahead" to move forward with this project.

### NOTE:

Our Solicitor, Mr. Saponaro said that he understood that there was a need for Private Session to discuss matters related to resolutions on the Agenda, and asked if the Board wanted to go into Private Session at this time. In the interest of our Freeholder Liaison's time, Mr. Nedohon suggested that we hear Freeholder Director Whelan's comments at this time so that he wouldn't have to wait for the Board to come out of Private Session.

### FREEHOLDER LIAISON REMARKS

Freeholder Director Whelan stated that Freeholder Derella had a number of other appointments and was unable to attend this evening. He also congratulated the Board on their appointments and thanked them for their public service. The Director also commented briefly about Shared Services Agreements and economic development between the Improvement Authority and the County. The other thing he mentioned briefly was with respect to solid waste and recycling. Director Whelan said, "I know some things are being considered and you all heard me a year ago when I talked about privatizing the landfill and what I thought that could do...and there were a lot of people that were opposed to it. I think that what you're looking at now, though, is encouraging from my point of view, in terms of looking to perhaps privatize at least a portion of it, that being recycling."

In short, Director Whelan "thinks that is an opportunity to fund some of the costs when we think about the investments in economic development and the future of our county." He said that he "told someone the other day that, 20 years from now, if I'm still on the earth, I'd like to be sitting reading the paper in my easy chair and seeing that some good things have happened and are happening as a result of the things we did in 2013."

#### PRIVATE SESSION

RESOLUTION #2013-017

**Authorizing the Board to Move into Private Session for Contractual Matters of the Authority** 

MOTION – MADE/Mr. Nedohon – SECONDED/Mr. Velez Approved by a 4 – 0 vote as Mr. Veight was absent.

**WHEREAS**, Section 8 of the Open Public meetings Act (NJSA 10:4-12(b) et seq.) permits the exclusion of the public from meeting in certain circumstances; and,

**WHEREAS**, the Members of the Cumberland County Improvement Authority are of the opinion that such circumstances exist.

### NOW THEREFORE, BE IT RESOLVED BY THE CUMBERLAND COUNTY IMPROVEMENT AUTHORITY, as follows:

- 1. The public shall be excluded from discussion in a closed session.
- 2. The general nature of the subject matter to be discussed is contractual.
- 3. It is anticipated at this time that the above stated subject matter will be made public as soon as it is deemed to be in the public interest to do so.
- 4. This resolution shall take effect immediately.

Passed and adopted at a meeting of the Cumberland County Improvement Authority held at its offices located at 2 N. High Street, Millville, New Jersey on Friday, February 01, 2013, at 2:00 p.m. prevailing time.

#### MOTION TO ADJOURN PRIVATE SESSION AND GO BACK INTO PUBLIC SESSION

MOTION – MADE/Mr. Nedohon – SECONDED/Mr. Velez Approved by a 4 – 0 vote as Mr. Veight was absent.

### **RESOLUTIONS**

Our Solicitor, George R. Saponaro of Saponaro & Sitzler asked for a motion to proceed by way of a consent agenda with regard to Resolutions #2013-010 through #2013-014.

MOTION – MADE/Mr. Nedohon – SECONDED/Mr. Velez Approved by a 4 – 0 vote as Mr. Veight was absent.

RESOLUTION #2013-010 Amending Resolution #2013-002 Authorizing the Cumberland County Improvement Authority to Utilize the Cumberland County Cooperative Contract Purchasing System, Identifier #181-CCCCPS, Bid #12-87

### MOTION – MADE/Mr. Velez – SECONDED/Mr. Nedohon Approved by a 4 – 0 vote as Mr. Veight was absent.

**WHEREAS**, the Improvement Authority's Resolution #2013-002 incorrectly stated that it was for Office Supplies; and

**WHEREAS**, the Identifier #181-CCCPS, Bid #12-87 awarded to W.B. Mason Company, Inc., on December 27, 2012, by Resolution #2012-673 was for Supplying and Delivering Office Furniture and Electronics Equipment.

NOW THEREFORE, BE IT RESOLVED BY THE CUMBERLAND COUNTY IMPROVEMENT AUTHORITY, that Resolution #2013-002 be amended to allow cooperative contract purchasing for Delivering Office Furniture and Electronics Equipment.

Passed and adopted at a meeting of the Cumberland County Improvement Authority held at its offices located at 2 N. High Street, Millville, New Jersey on Friday, February 01, 2013, at 2:00 p.m. prevailing time.

**RESOLUTION** #2013-011

Authorizing a Shared Services Agreement Between the Cumberland County Improvement Authority, the Landis Sewerage Authority, the City of Millville, and the Cumberland County Utilities Authority for the Joint Funding of a Household Hazardous Waste Day

MOTION – MADE/Mr. Velez – SECONDED/Mr. Nedohon Approved by a 4 – 0 vote as Mr. Veight was absent.

**WHEREAS**, the Cumberland County Improvement Authority (CCIA) conducts three (3) Household Hazardous Waste Days for the residents of Cumberland County; and

**WHEREAS**, the Landis Sewerage Authority, the Cumberland County Utilities Authority, and the City of Millville are amenable to jointly bearing the costs, up to a maximum of four thousand dollars (\$4,000.00) per each funding agency; and

**WHEREAS**, the CCIA will be solely responsible for operating and managing said days, including all publicity for said days; and

**WHEREAS**, the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 et seq.) provides that local units of government may enter into a contract for the joint provision of any service which either party to said agreement is empowered to render or perform within its own jurisdiction.

## NOW THEREFORE, BE IT RESOLVED BY THE CUMBERLAND COUNTY IMPROVEMENT AUTHORITY, as follows:

1. The Chairman of this Authority is hereby authorized to enter into such agreements and execute such documents as shall be necessary to execute the Shared

Services Agreement as set forth in this resolution.

2. That this Agreement is adopted pursuant to the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 et seq.).

Passed and adopted at a meeting of the Cumberland County Improvement Authority at its offices located at 2 N. High Street, Millville, New Jersey on Friday, February 01, 2013, at 2:00 p.m. prevailing time.

**RESOLUTION** #2013-012

Designating The Daily Journal, The Press of Atlantic City, and The South Jersey Times as Official Newspapers of the Cumberland County Improvement Authority

MOTION – MADE/Mr. Velez – SECONDED/Mr. Nedohon Approved by a 4 – 0 vote as Mr. Veight was absent.

BE IT RESOLVED BY THE CUMBERLAND COUNTY IMPROVEMENT AUTHORITY, as follows:

1. The Daily Journal, The Press of Atlantic City, and the South Jersey Times are designated as the official newspapers of this Authority for 2013.

Passed and adopted at a meeting of the Cumberland County Improvement Authority held at its offices located at 2 N. High Street, Millville, New Jersey, on Friday, February 01, 2013, at 2:00 p.m. prevailing time.

**RESOLUTION** #2013-013 Designating Regular Meetings of the Authority

MOTION – MADE/Mr. Velez – SECONDED/Mr. Nedohon Approved by a 4 – 0 vote as Mr. Veight was absent.

BE IT RESOLVED BY THE CUMBERLAND COUNTY IMPROVEMENT AUTHORITY, as follows:

- 1. The Regular Meetings shall be held on the third Wednesday of February 2013 through January 2014, at 4:00 p.m. prevailing time. Each of said meetings shall be held in the Board Room of the Authority's Offices located at 2 N. High Street, Millville, New Jersey.
- 2. This Authority shall cause to be posted, certified copies of this resolution on the bulletin boards in county buildings and on the bulletin boards in the offices of the Cumberland County Improvement Authority. In addition thereto, certified copies of this resolution shall be forwarded to The Daily Journal, The Press of Atlantic City, and The South Jersey Times. Said copies must be posted and forwarded within seven (7) days hereinafter.

Passed and adopted at a meeting of the Cumberland County Improvement Authority held at its offices located at 2 N. High Street, Millville, New Jersey, on Friday, February 01, 2013, at 2:00 p.m. prevailing time.



### Cumberland County Improvement Authority Regular Meeting Schedule February 2013 - January 2014

Please be advised that the Cumberland County Improvement Authority has scheduled Regular Meetings for the third Wednesday of each month commencing at 4:00 p.m., to be held at its offices located at 2 N. High Street, in Millville, New Jersey. The following is a list of dates for each respective meeting:

### **REGULAR MONTHLY MEETING**

FEBRUARY 20, 2013

MARCH 20, 2013

APRIL 17, 2013

MAY 15, 2013

JUNE 19, 2013

JULY 17, 2013

AUGUST 21, 2013

**SEPTEMBER 18, 2013** 

OCTOBER 16, 2013

NOVEMBER 20, 2013

**DECEMBER 18, 2013** 

JANUARY 15, 2014

RESOLUTION #2013-014 Approval of 2013 Budget Modifications – Other Operations

MOTION – MADE/Mr. Velez – SECONDED/Mr. Nedohon Approved by a 4 – 0 vote as Mr. Veight was absent.

**WHEREAS**, the Authority has reviewed the 2013 Budget and has determined that certain line items contained therein require adjustment; and

**WHEREAS**, the Authority's Staff has prepared a list of those line items to be adjusted and have explained the reasons for said adjustment to the Authority's Finance Committee; and

**WHEREAS**, the Cumberland County Improvement Authority has certain undesignated fund balances or unreserved retained earnings sufficient to appropriate for the following purposes:

- Shared Service Agreement with the County of Cumberland Regarding Economic Development \$150,000
- Licensed Site Remediation Professional Services under-budgeted \$8,200

**WHEREAS**, said undesignated fund balances or unreserved retained earnings are not restricted by bond covenants or other restrictions required by law; and

**WHEREAS,** the Finance Committee recommends that this Authority approve the adjustments as fully set forth in the Schedule of 2013 Amended Budget which is attached and made a part hereof.

### NOW THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE CUMBERLAND COUNTY IMPROVEMENT AUTHORITY as follows:

1. That the list of budget adjustments entitled "Schedule of 2013 Amended Budget – Other Operations" which is attached and made a part hereof, is hereby approved and ratified.

Passed and adopted at a meeting of the Cumberland County Improvement Authority held at its offices located at 2 N. High Street, Millville, New Jersey, on Friday, February 01, 2013, at 2:00 p.m. prevailing time.

RESOLUTION #2013-015 Authorizing the Execution of a Shared Services
Agreement Between the Cumberland County
Improvement Authority and the County of Cumberland
Regarding Economic Development

MOTION – MADE/Mr. Nedohon – SECONDED/Mr. Velez Approved by a 4 – 0 vote as Mr. Veight was absent.

**WHEREAS**, the Cumberland County Improvement Authority recognizes the importance and need for economic development within the County of Cumberland; and

**WHEREAS**, in an attempt to identify cost-saving measures, the County of Cumberland and the Cumberland County Improvement Authority have discussed specific areas where services may be shared; and

WHEREAS, the Cumberland County Improvement Authority is empowered by Improvement Authority's law to act as a vehicle for economic development for the County; and

**WHEREAS**, the Cumberland County Improvement Authority desires to pursue economic development in a manner most cost effective to county taxpayers by lowering said costs through the use of shared services; and

**WHEREAS**, as part of ongoing discussions and negotiations, an Agreement has been made between the County of Cumberland and the Cumberland County Improvement Authority to provide economic development services to both the County and the Cumberland County Improvement Authority, including the following:

- a. Strategic planning to determine the needs of local units with respect to economic development; and
- b. Initiation of collaborative planning projects between the County and the CCIA to encourage economic development; and
- Active engagement of county residents and county businesses to better understand issues that affect the business community and better understand solutions to foster economic development; and
- d. Consulting with public and private authorities to determine the availability of grants and other funding sources related to economic development; and
- e. Development of short-term and long-term goals and strategic plans for economic development to benefit both Cumberland County and the Cumberland County Improvement Authority; and
- f. To promote economic growth and stability in the County by supporting existing businesses, attracting targeted new businesses, attracting corporate and regional headquarters; and
- g. To serve as a liaison between public and private economic development and planning organizations, and also to explore improved methods to better educate and train county residents to compete for skilled employment positions; and

**WHEREAS,** the County of Cumberland shall be responsible for implementing the Plan in coordination with the Cumberland County Improvement Authority.

# NOW THEREFORE BE IT RESOLVED BY THE CUMBERLAND IMPROVEMENT AUTHORITY, as follows:

- That the Chairman of this Authority is hereby authorized and directed to execute a Shared Services Agreement with the County of Cumberland in relation to economic development. Said agreement is subject to the full legal review of the Solicitor for the Improvement Authority prior to execution of same.
- 2. That the Chairman of this Authority, in execution of the agreement, is authorized to execute the agreement for a period of up to four (4) years, obligating the Authority to pay an amount of \$150,000 per year in installments, subject to availability of funds.

Passed and adopted at a meeting of the Cumberland County Improvement Authority held at its offices located at 2 N. High Street, Millville, New Jersey 08332 on February 01, 2013 at 2:00 p.m. prevailing time.

#### **RESOLUTION** #2013-016

Authorizing a Shared Services Agreement Between the Cumberland County Improvement Authority, the County of Cumberland, the Cumberland County Utilities Authority, the Cumberland County Board of Social Services, and the Cumberland County Office of Workforce Development Regarding Efficiency

MOTION - MADE/Mr. Nedohon - SECONDED/Mr. Kelly Approved by a 2 - 0 vote as Mr. Veight was absent, Mr. Velez abstained, and Mr. Jones abstained.

(It should be noted that Mr. Velez abstained from the vote as he currently has a contract with the Board of Social Services. Mr. Jones also abstained from the vote because he did not feel that he had enough information at this time to make an informed decision.

**WHEREAS,** the Cumberland County Improvement Authority recognizes the importance and need for efficiency within the County of Cumberland; and

**WHEREAS**, in an attempt to identify cost-saving measures, the County of Cumberland, the Cumberland County Utilities Authority, the Cumberland County Board of Social Services, the Office of Workforce Development, and the Cumberland County Improvement Authority have discussed specific areas where services may be shared; and

**WHEREAS**, the Cumberland County Improvement Authority desires to pursue efficiency in a manner most cost effective to county taxpayers by lowering said costs through the use of shared services: and

WHEREAS, as part of ongoing discussions and negotiations, an Agreement has been made between the County of Cumberland ("County"), the Cumberland County Utilities Authority ("CCUA"), the Cumberland County Board of Social Services ("Social Services"), the Office of Workforce Development ("Workforce Development"), and the Cumberland County Improvement Authority ("CCIA") (together referred to as the "Local Units") for the CCIA to provide services to the Local Units; and

**WHEREAS**, the CCIA shall be responsible for hiring or appointing an efficiency consultant (the "Consultant"), who shall serve the CCIA as well as the County, the CCUA, Social Services, and Workforce Development. The Consultant's services shall include, but not be limited to the following:

- a. Evaluating opportunities for cost savings among all Local Units participating in this Shared Service Agreement.
- b. Identifying inefficiencies among the Local Units and proposing more efficient measures.
- c. Planning for implementation of more efficient measures among the Local Units and overseeing actual implementation of these measures.
- d. Assessing the services provided by each Local Unit and development a cost benefit assessment of the value of those services as compare to their actual cost.
- e. Assisting each Local Unit with the development of program-specific plans and the implementation of specific plans and projects to help reduce local expenses, fees, and taxes.
- f. Any and all other tasks related to improving efficiency and seeking cost savings among the participating Local Units.

## NOW THEREFORE, BE IT RESOLVED BY THE CUMBERLAND IMPROVEMENT AUTHORITY, as follows:

- 1. That the Chairman of this Authority is hereby authorized and directed to execute a Shared Services Agreement with the Local Units in relation to hiring the Consultant and/or employee. The said agreement is subject to the full legal review of the Solicitor for the Authority prior to execution of same.
- 2. That the Chairman of this Authority, in execution of the agreement, is authorized to execute the agreement for a period of one (1) year, obligating the Authority to pay an amount of \$20,000, subject to availability of funds.

Passed and adopted at a meeting of the Cumberland County Improvement Authority held at its offices located at 2 N. High Street, Millville, New Jersey 08332 on Friday, February 01, 2013, at 2:00 p.m. prevailing time.

### **OLD BUSINESS**

There was no old business discussed at this time.

### **NEW BUSINESS**

There was no new business discussed at this time.

### **OPEN PUBLIC SESSION**

MOTION – MADE/Mr. Nedohon – SECONDED/Mr. Velez Approved by a 4 – 0 vote as Mr. Veight was absent.

Steve Clarke introduced Gillian Schwert. The CCIA is hosting Gillian for the NJDEP's AmeriCorps New Jersey Watershed Ambassador Program. Please note that Steve and Gillian spoke briefly but their comments were inaudible as they spoke from the gallery without a microphone.

### **CLOSE PUBLIC SESSION**

MOTION – MADE/Mr. Velez – SECONDED/Mr. Nedohon Approved by a 4 – 0 vote as Mr. Veight was absent.

### <u>ADJOURNMENT</u>

MOTION – MADE/Mr. Velez – SECONDED/Mr. Nedohon Approved by a 4 – 0 vote as Mr. Veight was absent.