

**CUMBERLAND COUNTY IMPROVEMENT AUTHORITY**  
**MINUTES OF REGULAR MEETING**  
**WEDNESDAY, SEPTEMBER 27, 2017**

**Meeting Opening**

The meeting was called to order at approximately 4:03 p.m. by Mr. Nedohon. The notice of the meeting was read by Mr. Nedohon.

Roll call of the Board Members of the Improvement Authority was taken. Mr. Olivio-  
Present; Mr. Jones-Present; Mr. Lopez-Present; Mr. Nedohon-Present; Mr. Kelly-Present.

**The Pledge of Allegiance was recited.**

Freeholders present: Mr. Joseph Derella
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**Approval of Agenda**

Mr. Nedohon asked for a motion to approve the agenda. The motion was made by Mr. Kelly, seconded by Mr. Olivio.

Mr. Olivio Yes; Mr. Jones Yes; Mr. Lopez Yes; Mr. Nedohon Yes; Mr. Kelly Yes.  
The motion was approved by a 5-0 Vote.

**Approval of Minutes**

Mr. Nedohon asked for a motion to approve the August 2017, Regular Meeting, Public Session Minutes and the August 2017 Executive Session Minutes. The motion was made by Mr. Olivio, seconded by Mr. Kelly.

Mr. Olivio Yes; Mr. Jones Yes; Mr. Lopez Yes; Mr. Nedohon Yes; Mr. Kelly Yes  
The motion was approved by a 5-0 Vote.

**Executive Director's Report**

Operations continue to move along very well at CWED, DMV and 1<sup>st</sup> Floor of 275 N. Delsea Drive. We continue to operate as expected/budgeted. The County has asked us to increase the handicapped parking spaces to accommodate staff that have recently received handicapped designations. We currently have more handicapped spaces than required by code, but will increase as requested.

We are planning for the next phase of building enhancements. We are installing new floor finishes in the first and second floor lobbies next week.

Other budget is showing a nominal net decrease for this month. As a result of our self-financing strategy; year end and monthly reports are sometimes showing a net deficit. Developer fee and other miscellaneous project revenue is expected to significantly increase at the end of 2017 and 2018. This revenue source will be used to offset the administrative costs associated with the economic development operations/staffing. Our Bridgeton efforts continue to focus on the redevelopment of the Bank Building/adjacent properties as well as the expansion of the Food Specialization Center.

We seem to be back on track with the City of Bridgeton. Redevelopment Plans for both the Downtown and the Florida Ave. locations were reviewed and approved (found to be consistent with the overall master plan and its redevelopment objectives) by the Planning Board. The Plans were recommended to the City Council for formal adoption. Because this is an Ordinance, it will require two Council Meetings. We have received both our investor and lender commitments for the Food Specialization project. Bids for this project were released and we expect to award the construction contract during our October Board meeting.

Mary and I met with a few financial consultants regarding our current and future investment strategies. We have received two proposals and have a recommendation on the agenda for approval.

Our county-wide equipment financing continues to move forward. Several municipalities are working with TD to finance equipment purchases. We received a request from Cape May County to provide fleet leasing services. I will follow up to discuss.

Our No Smoking Policy was put on hold to revisit the policy language. We have been extremely busy with our development projects, and as a result, this project has been delayed.

The Technical High School operations are going well. The track phase of the project is completed and the college is utilizing the fields for men's and women's soccer games.

We have initiated the planning, financing and pre-development phase of the next phase of the Tech School, the School of Health and Science and Medicine. We are working through this process with the Tech School and the College. We have a general understanding and agreement among the parties to move this project forward. We are still working toward a final scope and agreement with the College.

The Arts and Innovation Center is complete and operations are moving along. We continue to oversee Property Management aspects of the project.

E-Waste collection issues continues to progress very well. We are still covering staffing costs internally, but we are now being reimbursed for materials used to process e-waste. We held our Household Hazardous Waste event in September. 650 vehicles were processed. (See Tony's report for additional information).

The City of Millville continues to pay out of pocket for disposal of E-Waste, rather than agree to the proposed MOU. The City continues to ignore our request to execute a revised agreement (same as the agreement signed by all County Municipalities), which would provide up to 150 tons of free derelict housing, free e-waste processing, free wood waste processing and an annual recycling rebate. These benefits would result in a savings/contribution of more than \$80,000 per year.

The budgeting process for 2018 is complete. Our proposed budget will be presented during our meeting. A formal resolution is on the agenda for approval.

The 2016 Audit is complete and was formally approved during our July meeting. The audit is clean and includes no findings.

We continue to utilize both recycling vendors to maximize efficiencies and pricing. Tonnage continues to increase. Due to the quality of our single stream and the positive change in the market, we were able to work out a contract with RE to process single stream and deliver residual waste to the landfill. This allows us to reduce the use and therefore the wear and tear on our tractor and trailers. We expect to see a drop in pricing due to China/Asian recycling restrictions ("Chinese Sword"). See recycling report for additional information.

Our Fleet Maintenance operation continues to move along productively. Volume is starting to ramp up as Vineland and Bridgeton become more comfortable with the process and the system. We expect to provide fleet services from our West Ave. location as well. We had our first fire engine in for service. Very exciting. Staff has been utilizing down time to support CCIA vehicle repairs and maintenance. Staff has been heavily involved in repairing our heavy equipment and trailers.

We continue to upgrade our staff capacity and attending training opportunities to improve our effectiveness and efficiency. We are meeting with Fire and Ambulance representatives to better understand their needs.

Truck Wash construction is underway. Block walls are completed and the roof is being installed. Interior utilities are being installed and car wash equipment should follow shortly. Project is on schedule.

I believe in the long run, the facility will benefit our fleet and benefit the CCIA and the County, and will break even based upon enhanced useful life of vehicles, but not solely on cash flow from operations. I am working up operating numbers so we can determine cost per wash.

We are discussing the lease/purchase of CNG buses with the County. To that end, we initiated meetings with CNG bus vendors to discuss conversion/up fit for buses. Additionally, we are still hopeful that the State DOT will approve the purchase of CNG buses for the CATS program. We are evaluating funding opportunities for the CCIA.

Our Energy HUB/Micro Grid Initiative continues to progress.

We are working on 5 significant initiatives. 1; the development of a Combined Heat Power Plant on the College Campus that would service the College, 2; a solar initiative that would be located at the SWC that would service all the electrical needs of the SWC, 3; the CNG facility, 4; ~~a potential solar array on the former Bridgeton Municipal Solid Waste Complex~~, 5; the development of a Data Center and related solar field, and, 6; the development of a 69kV Ring Bus and Transformer to support the overall initiative. We are working with our developers to structure contribution agreements.

The Combined Heat and Power Plant grant application to the state Clean Energy Fund was completed and submitted to BPU. We hope to save the College approximately \$90,000 per year in utility costs. We met with the college and will be preparing PPA agreement. We are awaiting final funding approval from BPU/Clean Energy Fund.

Data Center development is moving along. Due diligence on the Data Center partners continues, but has gone a bit slower than expected. The Data Center developer has indicated that the project will be completed in phases. The first phase of the project will utilize the current gas to energy engines as well as CHP, rather than the more significant 69kV/Ring Bus.

Procurement strategy for CNG Facility has been substantially revised. We continue working with our professionals and partners to complete plans and specifications. We have requested DCA approval to allow the CNG station to be built under state contract similar to gasoline stations. We hope to hear back soon.

SJI has initiated the gas line installation. A pre-bid meeting was held on site to review the scope with contractors. The site has been cleared and is ready for line installation. This will allow the conversion of our current diesel and propane systems as well as the CNG facility. We expect the gas lines to be completed by October 2017.

We received clean energy fund approval, under the direct install program to pay for 60% of our equipment conversion costs. We are still waiting for final scope and schedule to be approved.

We continue to evaluate alternative locations for the Impound lot. We are providing a significant shared service to the County, but the vehicles are located in a very dusty area of the landfill.

Tire recycling continues to move along very well.

The Deerfield Township Committee formally approved the revised Redevelopment Plan and Redevelopment Agreement. The revisions incorporate our Energy HUB projects, biosolids, our administrative office and solar strategies and name the CCIA as the Redeveloper for the site.

I spoke with Deerfield representatives about the required modifications to our well/pump. The CCIA will allow the fire department to fill its tankers utilizing our wells. Deerfield in turn, will improve our well pumps and electronic timers. We are still obtaining quotes for this work.

Treatment enhancement is once again fully operational. New pump and motor has been installed on the secondary RO system and is running well. The modifications also provide better efficiency (40% less reject) on the back end of the system.

Off-site hauling of leachate has been substantially increased as a result of the new cell completion and the fact that rain water is now mixing with leachate and requires treatment at our plant. We continue to treat and/or haul (off site) monthly as a result of the heavy rains. We were able to initiate trash disposal into cell, but this had to be temporarily halted until the leachate issues were resolved.

After further evaluation of our operations, the impact of the rainwater in cell 7, and the need to complete a deck for the new gas phase IX, we may need to proceed with the special rate, type 10 pilot agreement for cell 7. Elimination of the hauling and treatment fees for the leachate outweighs the loss of revenue created

by the special rate to be provided. We are also developing strategies to temporarily tarp part of cell 7 to create clean water area that would be discharged to the pond, rather than treated/hailed off site.

The new gas system construction is operating fairly well. F&P Engineering is making great progress in monitoring, evaluating and adjusting the gas infrastructure.

F&P has completed the draft design for the next phase of our landfill gas infrastructure. Our new Construction Manager will be utilized to value engineer the design. We initially anticipated going out to bid in October, but have decided to delay until February so that we can maximize the new volume of gas collected by the new system.

Our Class B Facility has received formal DEP approval to be included in the waste management plan. We are still waiting for the final approval from DEP. The process has taken almost a year. Still waiting...Still waiting...

We finalized shared agreement develop for recycling wood waste. The agreement provides free recycling of wood waste for all municipalities, the county and the CCIA. The operator is also waiting for final DEP approval.

We have finalized the purchase and installation of our central fueling and fleet management program. Fuel Master System will be utilized by the City of Vineland, the County and the CCIA to allow for centralized fueling and vehicle repair management. Initial talks with Dossier have begun to ensure a smooth transition and integration with our existing fleet maintenance software. The install will start at the CCIA to ensure all functions work as desired then we will move to the partner agencies (County and Vineland City). The CCIA will pay for the equipment and be reimbursed by the County and City of Vineland over time.

Additional cameras are being installed at the Solid Waste Complex to cover the convenience center. The GPS system continues to positively and significant impact to the overall operations on the landfill and associated dirt work for the cover, landfill earthwork and side slopes. We are also purchasing GIS systems for the bulldozers and excavators that will allow us to self-perform site work with the use of laser technology.

Our new cover material policy is in place and we are approving tonnage at the new \$15/ton rate. We have a minor adjustment to our tipping fee due to a reduction in the tax charged for the CHA oversight. The reduction from 0.65 to 0.38 will increase revenue to the CCIA.

Construction of cells 7, 8 and 9 is complete. Punch list items are being satisfied.

Design is underway for our new Administrative offices on Lebanon Road/SWC. Bid documents are being prepared and we will be out to bid in early October. This will be a PLA project. The move will significantly enhance our operational efficiencies and create a synergy with the proposed Data Center Office Building. We have several interested tenants to backfill our space in Millville. Move expected in September 2018. We are investigating the option of issuing a concessionaires license to perspective food/restaurant entities.

## **Resolutions**

Mr. Nedohon requested a motion to approve the Resolutions by consent.

Mr. Nedohon called for a motion to approve the Resolutions 2017-175 through 2017-197.

The motion was made by Mr. Kelly and seconded by Mr. Jones.

Mr. Olivio Yes; Mr. Jones Yes; Mr. Lopez Yes; Mr. Nedohon Yes; Mr. Kelly Yes.

The motion was approved by a 5-0 Vote.

Mr. Nedohon requested that the Solicitor handle Resolutions on the Agenda. Resolutions were read by Solicitor Gibson.

Mr. Nedohon called for a motion to approve the Resolutions 2017-175 through 2017-197. The motion was made by Mr. Kelly and seconded by Mr. Jones.

Mr. Olivio Yes; Mr. Jones Yes Mr. Lopez Yes; Mr. Nedohon Yes; Mr. Kelly Yes.  
The motion was approved by a 5-0 Vote.

**Mr. Lopez abstained from Resolution #2017-189.**

**Treasurer's Report**

1. Monthly Year over Year Tonnage:  
17,740 tons were brought into the Solid Waste Complex including 8,953 tons of municipal solid waste generated in county. Total tonnage decreased by 634 tons, or 3%, over the same period last year.
2. General Fund:  
The General Fund balance is variable based on cash needs for the month which include payments to be reimbursed from various sources of funds for closure projects, landfill equipment, other activities budget, and short-term loans for development activities. There was a net decrease in the general fund of \$309,052 for the month and an ending balance of \$7,719,739. Amounts owed back to the General Fund totaled \$5,473,538.
3. Cash and Investments:  
Interest earned on the local and trustee accounts for the month amounted to \$16,043 as noted on the schedule of bank account balances.
4. Landfill Operations Summary – Profit and Loss Statement:  
Landfill operations generated revenues of \$1,400,275 which included total tipping fees of \$1,344,612 and revenues from other landfill activities of \$55,663. Total revenues of \$1,425,545 less total expenses for the month of \$948,564 resulted in a net excess of \$476,981.
5. Economic Development Operations Summary – Profit and Loss Statement:  
Economic Development operations generated revenues of \$228,661 which included rental income of \$205,574, Fleet Maintenance revenue of \$19,598, and other income of \$3,489. Total revenues less total expenses of \$248,963 resulted in a net deficit of \$20,302.

**Old Business** – No old business.

**New Business** – No new business.

**Freeholder Liaison Remarks** – Mr. Derella thanked Mr. Velazquez for the presentation he made at the previous night's Freeholder Meeting. He also thanked the Authority for its 1.4 million contribution to the County.

**Open Public Comment Session**

Mr. Nedohon called for a motion to go into Open Public Comment Session. A motion was made by Mr. Kelly, seconded by Mr. Olivio to go into Open Public Comment Session.

Mr. Olivio Yes; Mr. Jones Yes; Mr. Lopez Yes; Mr. Nedohon Yes; Mr. Kelly Yes.  
The motion was approved by a 5-0 Vote.

Nancy Ridgeway – Asked the Board if the Authority’s By-Laws needed to be approved by the Freeholders. Solicitor Gibson replied that they did not need Freeholder approval. Ms. Ridgeway again expressed her opinion that the Authority should be present at the monthly Freeholder Meeting. Mr. Velazquez replied that the Authority openly shares all information with the County and Municipalities which is then added to their publications for the residents.

There were no other members of the public wishing to address the Board at this time.

### **Close Public Comment Session**

Mr. Nedohon called for a motion to close Public Comment Session. A motion was made by Mr. Kelly, seconded by Mr. Olivio to close Public Comment Session.

Mr. Olivio Yes; Mr. Jones Yes; Mr. Lopez Yes; Mr. Nedohon Yes; Mr. Kelly Yes.  
The motion was approved by a 5-0 Vote.

### **Executive Session**

At approximately 4:40 p.m. Mr. Nedohon called for a motion to go into Executive Session. Prior to the resolution, Solicitor Gibson provided proper notice and indicated that discussion during the closed session would include the discussion of matters involving the purchase, lease or acquisition of real property, pending or anticipated litigation or contract negotiation where the public body is a party or may become a party. Solicitor Gibson read Resolution #2017-175 and noted that further business could be conducted after the conclusion of the Executive Session.

The motion was made by Mr. Olivio, seconded by Mr. Jones.

Mr. Olivio Yes; Mr. Jones Yes; Mr. Lopez Yes; Mr. Nedohon Yes; Mr. Kelly Yes.  
The motion was approved by a 5-0 Vote.

### **Resume Public Session**

Mr. Nedohon called for a motion to come out of Executive Session and resume Public Session at approximately 5:01 p.m.

The motion was made by Mr. Kelly, seconded by Mr. Olivio.

Mr. Olivio Yes; Mr. Jones Yes; Mr. Lopez Yes; Mr. Nedohon Yes; Mr. Kelly Yes.  
The motion was approved by a 5-0 Vote.

### **Adjournment**

Mr. Nedohon called for a motion to adjourn the meeting. A motion was made by Mr. Kelly, seconded by Mr. Olivio.

Mr. Olivio Yes; Mr. Jones Yes; Mr. Lopez Yes; Mr. Nedohon Yes; Mr. Kelly Yes.  
The motion was approved by a 5-0 Vote.