

**CUMBERLAND COUNTY IMPROVEMENT AUTHORITY**  
**MINUTES OF REGULAR MEETING**  
**WEDNESDAY, NOVEMBER 15, 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-Absent; Mr. Lopez-Present; Mr. Nedohon-Present; Mr. Kelly-Absent.

**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. Olivio, seconded by Mr. Lopez.

Mr. Olivio Yes; Mr. Jones Absent; Mr. Lopez Yes; Mr. Nedohon Yes; Mr. Kelly Absent.  
The motion was approved by a 3-0 Vote.

**Approval of Minutes**

Mr. Nedohon asked for a motion to approve the October 2017, Regular Meeting, Public Session Minutes. The motion was made by Mr. Olivio, seconded by Mr. Lopez.

Mr. Olivio Yes; Mr. Jones Absent; Mr. Lopez Yes; Mr. Nedohon Yes; Mr. Kelly Absent  
The motion was approved by a 3-0 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. Additional handicapped parking spaces were added to accommodate county staff. We are preparing RFPs for 2018 service contracts. The site looks good and the new site and irrigation work held up very well during the heavy rains. We are utilizing our sweeper to maintain the parking lots.

Settlement took place and we now own the Vineland Construction/NFI Headquarters. We have received final Letters of Intent from Treasury and the City of Vineland to lease 100% of the office space. City has initiated cleaning and layout of their facility. Their LOI and Lease is on the agenda for approval. CCIA has been selected by the City to implement the renovations. Rent payments were collected for the month of November. Exterior renovations will begin shortly to the front entrance to incorporate an elevator and new entrance. We are working on plans and specifications for the interior work and MEP design. We will be utilizing our service contracts for construction, HVAC/Plumbing and Electric.

Other budget is showing a significant increase as a result of new rents from 71 W. Park acquisition. As expected, rents and project development fees have started to increase during the final quarter of 2017. We continue to enhance up our capacity to provide in-house construction management services. This will significantly decrease project costs to our customers, while generating an opportunity to reimburse the CCIA for our construction management staff. 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.

Redevelopment Plan Adoption for both the Downtown and the Florida Ave. locations were presented to Council for the first of two required readings. The first readings were approved by council. As a result of the election and scheduling conflicts, the Second reading will occur on Tuesday, November 20<sup>th</sup>. I have followed up with local chamber and businesses for their support. We will also be seeking support from the Freeholder Board.

Food Specialization Bids were awarded during our October meeting. We are working with the contractor to finalize contracts and schedule. This project will be constructed under a PLA. We had a great ground breaking event. It was well attended (more than 80 attendees) and several news outlets including Channel 3, 6, 10 and SNJ. We have received both our investor and lender commitments for the Food Specialization project; grant funding from USEDPA has also been formally approved. We are working with TD Bank to formally close financing in the next 30 days.

Our county-wide equipment financing is not progressing as well as we had hoped. I am following up with TD Bank to work on a plan to better market and follow up with our municipalities. We received a request from Cape May County to provide fleet leasing services. I did not receive a return call.

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. A cell phone policy has been implemented to better protect staff and our customers at the landfill. Cell phone use in areas with significant truck, heavy equipment and other vehicle traffic could be dangerous.

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 continue to implement the planning, financing and pre-development phase of the School of Health and Science and Medicine. We are working through this process with the Tech School and the College. I am meeting with the Tech School and College to finalize the scope and use agreement for the new school and athletic facility.

The Arts and Innovation Center is complete and operations are moving along. The required water meter has been installed and a water utilization certification has been submitted to the City. This certification will dictate water/sewer connection fees as well as quarterly charges. 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.

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. Upon review of the derelict building program, it was revealed that the City has not delivered any derelict housing tonnage since May, 2016.

2018 budget and 2016 Audit have been formally approved by the State. No findings or issues with either. 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. The expected drop in pricing due to China/Asian recycling restrictions ("Chinese Sword") continues. We negotiated a \$0

floor so we will not be charged for recycling regardless of market conditions. See recycling report for additional information.

Our Fleet Maintenance operation is picking up steam. Volume is starting to ramp up as Vineland's department directors become more comfortable with the process and the system. We expect to provide fleet services from our West Ave. location as well. The Fire Department is utilizing services on a regular basis. Staff continues to utilize down time to support CCIA vehicle repairs and maintenance. Staff has been heavily involved in repairing our heavy equipment and trailers.

The Millville Housing Authority delayed approval of the shared service agreement due to quorum issues. It is back on this month's agenda for approval.

We continue to upgrade our staff capacity and attending training opportunities to improve our effectiveness and efficiency.

Truck Wash construction is moving along very well. Block walls, roof, interior painting are completed. Car wash equipment and HVAC systems are almost complete as well. We expect substantial completion during the week of November 20<sup>th</sup>.

We created a pricing schedule and look forward to operations beginning on December 1<sup>st</sup>. 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.

Our Energy HUB/Micro Grid Initiative continues to move forward. Our Data Center developers have contacted our Department of Workforce Development to identify the first 20 employees of the new facility.

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; 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 are still 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. A formal request was submitted to DCA to allow CNG station to be built under state contract similar to gasoline stations. We are waiting for their formal review and approval.

SJI has initiated the gas line installation. The contractor is moving along more quickly than anticipated. The project is moving along ahead of schedule. This project will allow the conversion of our current diesel and propane systems as well as the CNG facility. SJ Gas is almost complete with the gas line that will support the CNG facility.

We expect the gas lines to be completed in November.

We believe we have located an alternative location 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.

Car tire recycling continues to move along very well. Truck tires are less

Redevelopment Plan and Redevelopment Agreement are fully approved and allow us to implement our Energy HUB projects, biosolids, our administrative office and solar strategies and name the CCIA as the Redeveloper for the site. Deerfield has asked me to attend their December 6<sup>th</sup> meeting to provide an update on the energy HUB.

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. This project is moving along. Well contractor has evaluated current well and heads, and has determined that we can upgrade the pump, rather than modify the entire system. This should move along quickly, now that scope is determined.

The Treatment Plant has been the focus of discussions and attention over the past several weeks. We are working to develop an effective cleaning and maintenance protocol that will allow the system to remain operational while being cleaned and/or maintained. We have also purchased three new UF tubes that have increased our efficiency. We are going to purchase another 3 tubes so that the system can get back to the 70 GPM capacity originally specified. This upgrade in efficiency will reduce the reliance on hauling leachate. I have explained to staff that hauling should not be the solution. We need to increase our efficiency and capacity in the treatment plant.

Off-site hauling of leachate continues 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 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.

We expect delivery of the new compactor prior to the Board meeting. This will allow us to begin regular trash operations in cell 7. Our objective is to reach the “wedge” so we can lower the berm on the slope and reduce leachate in cell 7. We are also going to upgrade the berm in cell 7 to avoid over flow of leachate into the clean cell.

Temporary tarp installation of the higher slopes is almost complete. This will also assist in the reduction of leachate. This is also increasing gas production and reducing erosion into the swales on the side slopes. Makes a big difference aesthetically as well.

The new gas system is operating well. F&P Engineering is making great progress in monitoring, evaluating and adjusting the gas infrastructure. Recent adjustments have increased volume and quality of the gas. 2 engines are consistently running at capacity.

F&P has completed the draft design for the next phase of our landfill gas infrastructure. Our new Construction Manager has provided value engineering for 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...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. Still waiting...

The purchase and installation of our central fueling and fleet management program is being finalized and will be implemented shortly. 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.

Our new cover material policy is in place and we are approving tonnage at the new \$15/ton rate. We are now reviewing our Closure Plan. DEP has modified the way it calculates the closure plan funding and interest rates. This modification will require an increase in our tipping fee. We are now evaluating how much and how that will impact the overall fee. Increase will be implemented in 2019. If DEP implements the new policy, we expect a pretty significant increase; perhaps \$3-\$5 per ton. This will impact all landfills significantly. We are in a better position than most to work through this change. Many landfills will experience much higher increases and liabilities.

Construction of cells 7, 8 and 9 is complete. Punch list items are complete. Final pumps, valves are installed. We modified the contract to include berm enhancements in cell 7.

Administrative offices on Lebanon Road/SWC is out for bid. 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.

We received good news regarding the Millville Airport this week. A new entity that is building drones for a federal program has moved into the Boeing hangar. We have been attempting to attract this type of activity at the airport for several months. We are hoping that the Drone/UAS activity continues to grow. A pre-installation meeting between CCIA, Fuel Master (via conference call), Vineland City and Fuel Master Installers (DeMaio's) was held on Wednesday, November 8<sup>th</sup>. A plan and timeline for installation was discussed. All equipment ordered has been received and a copy of the order sheets is being sent to the installer. The software installation must occur first and will be coordinated between PCS and the fuel master vendor. A critical piece of the project is the database which includes all vehicle and user information. All information regarding vehicles has already been collected and will be sent to the vendor. Vineland City and Cumberland County are to provide a list of users that need to access the fuel system for fueling. If the database can be created in the next few days, our initial target for installation will begin on November 15. Since the installation of the AIM units in each vehicle will take time, a contingency plan of having users manually enter their employee ID and vehicle number will take place and is the same process they are currently using. If the database isn't ready by the 15<sup>th</sup>, we will look at installation dates after the Thanksgiving break. Another critical part of the project is the integration with the new truck wash. Jim Rocco indicated that the installers will be down in approximately 2 weeks and they will coordinate with the fuel master kiosk installer to ensure that is set up properly.

### **Resolutions**

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

Mr. Nedohon called for a motion to approve the Resolutions 2017-220 through 2017-236.

The motion was made by Mr. Olivio and seconded by Mr. Lopez.

Mr. Olivio Yes; Mr. Jones Absent; Mr. Lopez Yes; Mr. Nedohon Yes; Mr. Kelly Absent.  
The motion was approved by a 3-0 Vote.

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

Mr. Nedohon called for a motion to approve the Resolutions 2017-220 through 2017-236. The motion was made by Mr. Olivio and seconded by Mr. Lopez.

Mr. Olivio Yes; Mr. Jones Absent Mr. Lopez Yes; Mr. Nedohon Yes; Mr. Kelly Absent.  
The motion was approved by a 3-0 Vote.

**Resolutions #2017-221 and #2017-232 were removed from the Agenda and will be added to the December Board Meeting.**

### **Treasurer's Report**

1. Monthly Year over Year Tonnage:

16,751 tons were brought into the Solid Waste Complex including 7,999 tons of municipal solid waste generated in county. Total tonnage increased by 854 tons, or 5%, 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 \$1,087,587 for the month and an ending balance of \$2,323,859. Amounts owed back to the General Fund totaled \$9,877,743.

3. Cash and Investments:

Interest earned on the local and trustee accounts for the month amounted to \$12,721 as noted on the schedule of bank account balances.

4. Landfill Operations Summary – Profit and Loss Statement:

Landfill operations generated revenues of \$1,190,582 which included total tipping fees of \$1,142,959 and revenues from other landfill activities of \$47,623. Total revenues of \$1,212,219 less total expenses for the month of \$1,274,755 resulted in a net deficit of \$62,536. The deficit was due to the semi-annual county appropriation payment and leachate hauling.

5. Economic Development Operations Summary – Profit and Loss Statement:

Economic Development operations generated revenues of \$452,683 which included rental income of \$416,851, Fleet Maintenance revenue of \$16,841, and other income of \$18,991. Total revenues less total expenses of \$232,797 resulted in a net excess of \$219,886.

**Old Business** – No old business.

**New Business** – No new business.

**Freeholder Liaison Remarks** – Mr. Derella encouraged the Authority to keep moving forward in anticipation of another good year in 2018.

**Open Public Comment Session**

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

Mr. Olivio Yes; Mr. Jones Absent; Mr. Lopez Yes; Mr. Nedohon Yes; Mr. Kelly Absent.  
The motion was approved by a 3-0 Vote.

Nancy Ridgeway – Questioned the Cash Management Plan’s requirements for the level of disclosure required at the meeting. She was referred to the Treasurer’s report that summarizes the information she requested.

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. Olivio, seconded by Mr. Lopez to close Public Comment Session.

Mr. Olivio Yes; Mr. Jones Absent; Mr. Lopez Yes; Mr. Nedohon Yes; Mr. Kelly Absent.  
The motion was approved by a 3-0 Vote.

### **Executive Session**

There was no need for an Executive Session.

### **Adjournment**

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

Mr. Olivio Yes; Mr. Jones Absent; Mr. Lopez Yes; Mr. Nedohon Yes; Mr. Kelly Absent.  
The motion was approved by a 3-0 Vote.