

**CUMBERLAND COUNTY IMPROVEMENT AUTHORITY**  
**MINUTES OF REGULAR MEETING**  
**WEDNESDAY, FEBRUARY 28, 2018**

**Meeting Opening**

The meeting was called to order at approximately 4:00 p.m. by Mr. Jones. The notice of the meeting was read by Mr. Jones.

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: None Present
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**Approval of Agenda**

Mr. Jones asked for a motion to approve the agenda. 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.

**Approval of Minutes**

Mr. Jones asked for a motion to approve the January 2018, Regular Meeting, Public Session Minutes and the January 2018 Executive Session Minutes. The motion was made by Mr. Kelly, seconded by Mr. Lopez.

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, 275 N. Delsea Drive and W. Park Ave. We continue to operate as expected/budgeted. We have stepped up our site cleaning and sweeping to ensure that the inordinate amount of litter being thrown on site is cleaned up. So far, so good with snow. We have also made additional/extensive repairs to the roof in a problem area over the cafeteria. We hope that this will resolve this issue.

All leases with Treasury have formally approved by the State. Occupancy is scheduled for June 1<sup>st</sup> as a result of some additional renovations requested by the State. City of Vineland to lease 100% of the office space. Demolition is complete. All Treasury floor plans have been finalized and approved by the tenants. CCIA has been selected by the City to implement the renovations. We are value engineering plans and

specifications for the interior work and MEP design. We will be utilizing our service contracts for construction, HVAC/Plumbing and Electric. Budgets/proposals are being reviewed and finalized as well. Other budget is continues to include an increase as a result of new rents from 71 W. Park acquisition. As expected, rents and project development fees have started to increase. We continue to enhance 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. New Market Tax Credit program was incorporated into the new tax law, so financing is available. Both TD Bank and NJCC have been awarded NMTC allocation. We have work with those entities for the Arts and Innovation as well as the Food Specialization projects. We will be working with them to finalize funding for this project. We have received all of our approvals for this project from the City of Bridgeton. We can now proceed with private acquisitions, final plans, specifications and bidding. We are going to formally solicit a tenant via an RFP process for the non-County space in the building. We are finalizing our HDSRF grant application for the professional fees related to the environmental clean-up of this project.

USEDA is requiring the CCIA to rebid the Food Specialization project. Bid documents are being revised and we expect to go out to bid in early March. This has been slightly delayed from our previous projections. This project will be constructed under a PLA. All financing is in place. We expect to begin construction in April.

Our county-wide equipment financing is not progressing as well as we had hoped. However, I have been told that we may have our first loan closed within the next 30-45 days. This is great news. We are hopeful that once we get this program going, others will follow.

The Technical High School operations continue to progress nicely.

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. The DOE application has been finalized and has been formally submitted. We are now working through the Dept of Education and Office of State Comptroller simultaneously to approve the application as well as the plans and specifications. We now expect to be out to bid in June 2018.

The Arts and Innovation Center is complete and operations are moving along. College utilization and programming are increasing. 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. Millville has officially approved our Shared Services Agreement.

The City of Millville election results have created a significant modification to the composition of the Commission. We continue to meet with Millville to discuss economic and redevelopment initiatives for the next 4 years. We are also working to finalize a redevelopment agreement with MURC.

Our auditor is scheduled to begin his work in February. They will be here this week! We will get tired of seeing them pretty quickly. Just kidding, Mr. Testa.

Market fluctuation continues with regard to our Single Stream recycling. In order to mitigate market uncertainty, we continue to utilize two recycling vendors. We are currently receiving \$0 per ton due to the severe market conditions. Tonnage continues to increase. Due to the quality of our single stream, 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. See recycling report for additional information.

Our Fleet Maintenance operation continues to progress well and volume increasing as Vineland's department directors become more comfortable with the process and the system. The City of Vineland is preparing to provide fleet services from our West Ave. This will assist with coordination between the CCIA and the City. 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. This month's net revenue from Fleet Maintenance operation was over \$26,000. The Vineland School Board is our newest customer. They will come on board in July after the current agreement expires.

We continue to work with GPC, the parent company of NAPA to implement a parts, equipment and supplies distribution facility on site. There was some concern expressed regarding the potential for theft and the impact that this move would have on the local stores. Per my conversations with our Board members, the NAPA store will be manned by NAPA staff and the inventory will be owned by NAPA. Therefore, they will be responsible for all parts and supplies. Additionally, the concept of opening this facility was discussed with NAPA directly and they assured us that the local stores would be made aware of the facility. Finally, this facility is only for County and Municipal partners. The store is not open to the public, so no private customers will be purchasing parts from our store.

As previously noted, this will allow us to enhance our shared services to the County and County Municipalities by creating an opportunity to purchase parts and supplies at wholesale pricing.

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

Truck Wash is complete and operational. Final adjustments and modifications to the building HVAC/Plumbing equipment and car wash are complete. We are just about complete with kiosk upgrades to allow for credit card billing. During the month of February, we allowed our public customers to utilize the wash for free demonstrations. I believe everyone was very satisfied with the results.

We created a pricing schedule. Cars will be charged \$11, Small buses \$22, Large buses \$33 and Trucks \$44. After running our vehicles through the wash, I am confident that our fleet and our customers' fleets by enhancing useful life of vehicles.

Our Energy HUB/Micro Grid Initiative continues to move forward.

As noted last month, we are working on an initial strategy to service the entire landfill and Data Center PILOT operation via our current ACE infrastructure and our methane gas to energy facility. By connecting our current engines to the newly installed natural gas lines, we will be able to provide a reliable energy source to the landfill and F&S produce. We will also install the new generator at the EPP site to allow for the emergency generation to support the entire facility, rather than one building.

Removing this generation from the grid will also allow the CCIA to free up space on the grid.

Our Data Center developers have contacted our Department of Workforce Development to identify the first 20 employees of the new facility.

In addition to the short term solution noted above, We continue to implement 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 was approved and we are moving toward the design of the facility. Resolution on agenda for approval. We expect to save the College approximately \$90,000 per year in utility costs. We received are working with the college to finalize implementation.

DCA denied our request to modify the procurement process for the CNG facility. We have initiated the plans and specifications for the facility and expect to be out to bid by April 2018.

SJI completed the gas line installation. This project will allow the conversion of our current diesel and propane systems as well as the CNG facility. 3 buildings have been converted and full conversion should be completed by May 2018.

Construction of the new county jail facility will allow us to relocate the County 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.

We have initiated discussions and evaluation of shared services with the College to transition facilities management including, security, landscaping, custodial, maintenance to the purview and oversight of the CCIA. I believe we can save the County significant \$ by integrating these operations into our current

facilities management. We are working with the Technical School to subcontract the security responsibilities to become part of their campus security. There will truly be one campus designation and integration of services.

We were able to identify an alternate tire recycling facility. This has allowed us to resume a more aggressive and predictable schedule. Tire recycling is progressing very well.

The RFP for ASR recycling and Gasification was formally noticed in February. Our hope is to remove recyclable materials from our waste flow, and generate additional revenue for the CCIA. Bids are due back in March.

Redevelopment Plan and Redevelopment Agreement are fully approved and allow us to implement the Redevelopment Plan for Lebanon Ave.

We are still waiting for Deerfield to finalize the financial arrangement with the CCIA to upgrade the CCIA well. 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.

The Treatment Plant continues to be the focus of discussions and attention over the past several months. Operating deficiencies have caused us to increase our hauling and associated hauling fees. In order to alleviate the current conditions, two UF systems have been replaced. We are not operating at full capacity. However, additional modifications are required to make the system more effective and efficient. Staff has modified its cleaning and maintenance protocol to allow the system to reach maximum throughput shortly after cleaning. 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.

All landfill operations have moved to Cell 7. Our initial objective is to reach the “wedge” so we can lower the berm on the slope and reduce leachate in cell 7. Our compactors were repaired and are back on line. We are currently demoing a trash grinder at the face of cell 7. This grinder allows us to process large bulky trash into a more manageable layer of trash for the initial lift on top of the new cell sand/liner. The initial end product and process have proven to be very effective for this use.

Temporary tarp installation of the higher slopes is complete. The new cover will provide a reduction of leachate, and help to increase gas production and reduce erosion into the swales on the side slopes. Makes a big difference aesthetically as well. We processed a mountain of concrete with a concrete milling machine. This material along with cover dirt, will be used for cover on top and to create a roadway for wells and other infrastructure.

F&P Engineering continues to do a great job monitoring and adjusting the gas system. They have begun to work more closely with EPP to maximize efficiency of the overall system. 2 engines are consistently running at capacity.

F&P has completed the draft design for the next phase of our landfill gas infrastructure. We have decided to self-perform this project. This will save us significant \$ and allow us to directly monitor and implement the new wells.

Wait for this one... We actually received our Class B Facility DRAFT approval letter!!!! The process has taken almost a year. Please keep in mind that this is a backstop for our shared service agreement with our private class B wood processor. All Municipalities and the County will be integrated into this agreement. Wood waste will be collected and processed at no cost. 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 also received final DEP approval. We will be prepared to process material as of March 1, 2018.

We have purchased the kiosks for the implementation of the central fueling and fleet management program. We have provided cost breakdown to the shared service participants for reimbursement. Fuel Master System will be utilized by the City of Vineland, the Vineland School Board, 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 county CFO has asked that the CCIA handle purchasing and invoicing for the county-wide fueling program.

Our new cover material policy is in place and we are approving tonnage at the new \$15/ton rate. DEP is requiring the CCIA to revise our Closure Plan to include the modified DEP funding and interest rate structure. 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, as well as the cell 7 berm enhancements are complete.

Bids for the Administrative offices on Lebanon Road/SWC were received. Ogren has initiated the construction submittals and approval process. This is 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 November 2018. We are investigating the option of issuing a concessionaires license to perspective food/restaurant entities. Airport development initiatives continue to progress. The CCIA/County, along with Cape May and Atlantic County submitted a proposal to the Federal Government to be named one of the first 10 Drone PILOT locations in the Country. The application includes the Coast Guard, State Police, Rowan/Stockton/NJIT, private businesses and many others. We are the only application from the state of NJ. We are hopeful that our new relationship with the City of Millville will provide a new platform for enhancing the development opportunities at the landfill.

Ground Breaking ceremony for the New City of Vineland Police Headquarters was held on January 24<sup>th</sup> and was very well attended. Thanks to all of you for your support. SNJ did a very nice job of advertising and attracting a lot of press coverage.

## **Resolutions**

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

Mr. Jones called for a motion to approve the Resolutions 2018-026 through 2018-055.

The motion was made by Mr. Olivio and 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.

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

Mr. Jones called for a motion to approve the Resolutions 2018-026 through 2018-055. The motion was made by Mr. Olivio and 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.

**Mr. Lopez abstained from #2018-029.**

## **Treasurer's Report**

1. Monthly Year over Year Tonnage:  
15,724 tons were brought into the Solid Waste Complex including 7,410 tons of municipal solid waste generated in county. Total tonnage increased by

1,407 tons, or 10%, 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 increase in the general fund of \$1,445,155 for the month and an ending balance of \$3,058,814. Amounts owed back to the General Fund totaled \$11,343,910.

3. Cash and Investments:

Interest earned on the local and trustee accounts for the month amounted to \$34,206 as noted on the schedule of bank account balances.

4. Landfill Operations Summary – Profit and Loss Statement:

Landfill operations generated revenues of \$1,070,859 which included total tipping fees of \$1,027,780 and revenues from other landfill activities of \$43,079. Total revenues of \$1,094,204, less total expenses for the month of \$616,152 resulted in a net excess of \$478,052.

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

Economic Development operations generated revenues of \$413,040 which included rental income of \$312,774, Project Management fee of \$36,000, Fleet Maintenance revenue of \$26,323, and other income of \$37,943. Total revenues less total expenses of \$296,724 resulted in a net excess of \$116,316.

**Old Business** – No old business.

**New Business** – No new business.

**Freeholder Liaison Remarks** – No Freeholder Present

**Open Public Comment Session**

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

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

**Close Public Comment Session**

Mr. Jones called for a motion to close Public Comment Session. A motion was made by Mr. Kelly, seconded by Mr. Lopez 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 4:25 p.m. Mr. Jones 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 #2018-026 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. 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.

### **Resume Public Session**

Mr. Jones called for a motion to come out of Executive Session and resume Public Session at approximately 5:04 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. Jones called for a motion to adjourn the meeting. A motion was made by Mr. Lopez, 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.