

**CUMBERLAND COUNTY IMPROVEMENT AUTHORITY**  
**MINUTES OF REGULAR MEETING**  
**WEDNESDAY, DECEMBER 18, 2019**

**Meeting Opening**

The meeting was called to order at approximately 4:03 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:
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**Approval of Agenda**

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

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 November 20, 2019, Regular Meeting, Public Session Minutes and the November 20, 2019 Executive Session Minutes. The motion was made by Mr. Nedohon, seconded by Mr. Olivio.

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

**President/C.E.O.'s Report**

71 W. Park Ave. is fully leased and operations are moving along as scheduled. CCIA staff is maintaining this facility as well the entire Delsea and Park Avenue Campus.

Construction for the final phase of 57 W. Park Ave. continues. Flooring and final painting is almost complete. Furniture for the non-control room areas will be arriving in December and early January. Control room framing and sheet rock is underway, as is rough electrical, plumbing and HVAC. Control room change order was fully approved and final submittals have been submitted and are in the process of being reviewed and approved. All site work is completed. We were able to incorporate additional work in the dock area of the warehouse to the overall scope. CCIA staff repaired several dock areas. Final landscaping has been rescheduled for early March. Underground sleeves have been installed for irrigation. All of the buildings and parking areas remain fully accessible and are currently being utilized by the City and the State.

There is no change to CWED, DMV, 275 N. Delsea Drive, the College and W. Park Ave. operations. Revenues and expenses continue as budgeted. Regular maintenance, and cleaning continue. We are fully

equipped and prepared for snow plowing at all managed facilities. Several interior upgrades were completed at the request of the county and state. The cost of these improvements were reimbursed by the tenants. The state has requested additional 2<sup>nd</sup> floor access control enhancements.

Economic Development budget shows a net increase for the month. As a result of the most recent appraisal, we expect Oceanfirst to reduce our existing interest rate and collateral requirements. The County agreed to provide a guarantee if necessary, but we were able to negotiate the modification without the county guarantee. I will report during our Board meeting.

Inspira continues to evaluate fleet options and has indicated that they will get back to us once they complete internal discussions.

Our Construction Management Division is in full implementation mode. Many projects, including the county jail, tech school, Food Specialization, Cape May Commons, County Capital projects (72 N. Pearl, Sheriff Armory, Veterans Pavilion), MILL Building, college capital projects, Vineland PD, Bridgeton & Millville downtown, Salem County Court House and 57 W. Park Ave. are all in various stages of construction/design. This revenue source sustains itself in addition to providing additional revenue to offset the administrative costs associated with the economic development operations/staffing.

Construction management revenue will continue to increase incrementally as construction progresses. Site work for both the Health and Science School and the Jail are moving along very well. Jail site work should be completed before the end of the year. Tech School site work is more than 60% complete. Bids for the jail were rejected during a special meeting and negotiations are underway with the two low bidders. We hope to award a low bid during our January Board meeting.

Cape May County continues to move forward with its renovation project at the former K-Mart retail center. Site work continues and should be completed in early January. Construction contract was awarded and construction is underway. Construction will progress through the winter. We are overseeing the site and building construction for this project.

We continue to work with Complete Care to transition the Bridgeton Downtown project. Site acquisition is complete. Brownfield remediation and demolition are completed and final testing is underway. Complete Care is working to memorialize final site plan and redevelopment approvals. Because of the need to revise these approvals, closing was pushed to January. Construction contract was awarded by CompleteCare. Our HDSRF Grant was approved and we are finalizing the required reimbursement documentation.

The Food Specialization Center contractor has remobilized. We continue to work with potential tenants to fully occupy the building. Site and infrastructure work are being completed in anticipation of receiving structural steel. Fit out and utility/equipment requirements have been finalized for our first tenant.

The Arts and Innovation Center is complete and operations are moving along. We are now managing this property as part of our shared service agreement with the college. We have been discussing enhanced utilization with Rowan of SJ.

E-Waste collection 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. A new contract is in place with our current processor.

We continue to work with our municipal partners on their economic and redevelopment initiatives. We were one of only 5 Opportunity Zone applications approved by the state. We will receive \$100,000 to implement OZ marketing and outreach.

We are also submitted an Environmental Remediation grant application that will provide up to \$600,000 for testing and evaluation of potential redevelopment sites in Vineland, Millville and Bridgeton.

We are working closely with Omnitrax (the entity that recently acquired the Winchester Western Rail in our region) to market our county and leverage their current customer base. We have conducted at least 2 meetings with potential rail customers.

The planning process for our next 10-year plan continues and will provide some new initiatives and direction for the county economic development. We are also working to upgrade our website and overall marketing activities for 2020. Our County Resource Guide was completed and will be distributed. (Please see Economic Development report for additional information)

We prepared our annual Shared Service Calculation highlighting the CCIA's annual savings/contribution to the county as a result of our shared service initiatives and direct contributions. **The total annual contribution/savings is now in excess of \$3.5 million.**

We continue to work with the City of Millville to utilize our building at 2 N. High Street. We are also seeking alternative options to sell/reuse this facility. We are also working with the City to develop a more cooperative economic development relationship.

Single Stream processing continues to be one of our biggest challenges. This is also a challenge nationwide. Outlets are diminishing and contamination is at an all-time high. Historically, for Cumberland County, we have maintained low levels of contamination. However, we have seen an increase of contamination over the past several months. We are being forced to reject commercial loads and charge fees to commercial loads. The direct cost to the CCIA for processing costs is expected to be in excess of \$900,000 in 2020. Our processing fee remains in excess of \$54/ton. This does not include staffing, vehicle/transportation costs and overhead.

Our Fleet Maintenance operation has completed major staff and software enhancements. We continue to work to build our service volume.

ACUA is on site and continues to be one of our best shared service partners. ACUA will now be providing curb side pick up to Millville. This will require the purchase of additional vehicles to the existing landfill fleet. We are upgrading the ACUA lease space to accommodate additional staff.

We are working to coordinate the Centralized Fueling operation. The City of Vineland and Vineland BOE are also contemplating the development of new fueling stations. We will be working together to formulate a county-wide strategy. We are speaking with a couple of school districts about the possibility of utilizing CNG vehicles.

ACUA is also utilizing our Truck Wash. We have limited participation from the County. We continue to work with the County BA and Assistant BA to come up with a model that will increase county participation. Vacuums have been installed to the wash area to allow for more thorough cleaning and we hope that this will increase participation.

Phase I (landfill, treatment plant and administrative office) of our Energy HUB/Micro Grid Initiative is completed. We are now producing our own energy that supplies the entire landfill site.

The fire at F&S has required EPP and the CCIA to reevaluate strategy and timing of the energy HUB. We have developed an alternative implementation strategy and will be meeting with ACE, F&S, LSA, Synagro and other potential users/stakeholders to implement the new plan. We are also discussing community solar and other solar options for the landfill redevelopment area. Lastly, we are working with SJI to evaluate and implement a methane gas processing facility. This will allow SJI/CCIA and EPP to develop mandated alternative energy strategies that can be used as a state model. This strategy will further develop our Energy HUB strategy.

We have received no feedback or comment from Deerfield Township since the public meeting. Synagro continues to work with DEP and Deerfield to obtain its approvals.

Deerfield's decision to curtail traffic on Lebanon Rd. will significantly curtail development and the potential to generate additional tax ratables/revenue for the Township and its residents.

We continue to work with the Data Center Developer. We expect to finalize this transaction and close prior to the end of the year. When completed, the former school will be an economic contributor to the Township by creating significant jobs and becoming a rateable for Deerfield Township. We are meeting with ACE, BPU and other regulatory entities to receive necessary approvals.

The College, Combined Heat and Power Plant is has been discontinued as a result of the larger energy project that will service the hospital, college and Technical High School. Under this scenario, savings would still be recognized, without the requirement for an up-front capital contribution. This project is currently delayed.

CCIA has transitioned facilities management including landscaping, custodial and maintenance. We have recently been approached by several entities about the possibility of taking over their facilities. We have provided proposals and awaiting a response.

We are working very closely with the College on security and access control, re-roofing and MILL Building upgrades. A newly designed access and ID Card system has been created to work in tandem with the new access and security upgrades. The security and access control, as well as the roof projects are operational. MILL Building is currently under construction. The College has decided that it would like to implement the balance of the project, previously included as alternates that were not selected. This requires revisions to the plans and specifications and rebidding. Bids should be publicly noticed in December. Roofing project is complete. We are experiencing some water ponding and other close out issues, but are working through those with the contractor. Energy upgrades are being designed for the Science building and should be out to bid in early January. We hope to complete the project during summer recess. Please see monthly reports for updates.

CNG facility is fully operational. All ACUA and CCIA vehicles are utilizing the station. Gold Medal and Waste Management are also filling up at our station. ACUA will be increasing its utilization of the station as a result of its expansion into Millville.

Construction of the new county jail facility will allow us to relocate the County Impound lot. This will be completed as part of the initial site work contract and should be completed before the end of this year. The treatment plant continues to operate more efficiently and effectively than previous operations. We recently had to replace impellers and casing on the pump that sends untreated water from the large tank to the bio tank. As a result of more effective and efficient operations, we are now able to better maintain and adjust the overall system.

Treatment Plant expansion is complete and is fully operational. Upgrades allow staff to remotely monitor those pumphouses, along with the new pumphouses on one integrated SCADA system.

We have been diligently working to fill cell 7B. We created a fill plan for cells 7, 8 and 9.

The DEP continues to visit the landfill site and interact with staff regularly. The land fill was found to be in full compliance.

Tire recycling is progressing very well. Tire recycling process has been enhanced and we are moving tires on a weekly basis. The tires only remain on the ground for 2 to 3 days until we have time to load them.

Once we have a full trailer, tires are shipped. Once the impound lot is relocated, this area will be used for tire recycling logistics.

Operations at the new construction trailer convenience area are going well. This allows us to segregate the commercial trailers from the residential convenience center area and reduce the number of dumpsters that have to be hauled from the convenience center to the workface. This alleviates traffic and makes the convenience center safer for residents.

We are implementing modifications to fleet and the administrative garage to maximize operations. The fleet modifications will support our CNG repairs and the administrative modifications will support ACUA expansion, landfill maintenance/operations and create additional meeting space. (see landfill report for further details)

Gas expansion in cell 7 will continue as planned, and is being designed. New wells and lines should be installed within the next year. Well pits have been installed in preparation for well installation. This will provide much needed methane to support the full operations of our 3 engines. Plans and specifications are being finalized and should be out to bid in December. We are also working with our professionals to conduct drone testing of our methane gas system to ensure safe and effective operations.

F&P Engineering continues to work with CCIA and EPP staff with respect to monitoring and adjusting the gas system. CCIA staff is becoming increasingly proficient with gas repairs and upgrades and an internal tracking system is being documented to increase repair and collection efficiencies. EPP is also assisting the CCIA to better tune and monitor the well system.

All Municipalities and the County continue to process wood waste via Re-Nature Shared Services Agreement. Wood waste is being collected and processed at no cost. The agreement provides free recycling of wood waste for all municipalities, the county and the CCIA.

We continue to provide notice regarding our new tip fee schedule for 2020. DEP's Closure Plan methodology and calculation assumptions, as well as the substantial increase in single stream disposal/processing are the major reasons for the proposed 2020 tip fee increase. The proposed increase of

\$4.80 per ton will partially offset the increase costs. Increased operating efficiencies will help to limit additional increases for 2020.

Deerfield resident registration has begun. Generally, the registration is going well. Minus a few unfortunate interactions, we have received excellent feedback from residents and township officials.

### **Resolutions**

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

Mr. Jones called for a motion to approve the Resolutions 2019-229 through 2019-271.

The motion was made by Mr. Kelly and 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.

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 2019-229 through 2019-271. The motion was made by Mr. Kelly and 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

Mr. Lopez abstained from #2019-258, #2019-260 and #2019-262.

Resolution #2019-270 was initially tabled for discussion in closed session. Pursuant to closed session the Board decided to modify #2019-270 to include only the section that modified the overtime/holiday pay.

### **Treasurer's Report**

1. Monthly Year over Year Tonnage:

15,280 tons were brought into the Solid Waste Complex including 7,243 tons of municipal solid waste generated in county. Total tonnage decreased by 934 tons, or 6%, as compared to the prior 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 \$210,418 for the month and an ending balance of \$4,476,610. Amounts owed back to the General Fund totaled \$7,401,500.

3. Cash and Investments:

Interest earned on the local and trustee accounts for the month amounted to \$26,017 as noted on the schedule of bank account balances.

4. Landfill Operations Summary – Profit and Loss Statement:

Landfill operations generated revenues of \$1,096,216 which included total tipping fees of \$1,070,471 and revenues from other landfill activities of \$25,745. Total revenues of \$1,115,219 less total expenses for the month of \$1,021,813 resulted in a net excess of \$93,406.

5. Economic Development Operations Summary – Profit and Loss Statement:  
Economic Development operations generated revenues of \$582,748 which included rental and management fees of \$489,983, Fleet Maintenance revenue of \$46,077, fuel income of \$22,140, and other income of \$24,548. Total revenues less total expenses of \$576,280 resulted in a net excess of \$6,468.

**Old Business** – No old business.

**New Business** – Mr. Velazquez will be adding Resolution #2019-272 - Authorizing Amendment to Capital/OceanFirst Bank Bond for W. Park Avenue Project.

**Freeholder Liaison Remarks** – No Freeholder remarks.

**Open Public Comment Session**

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

Donna Sooy – Wanted to know if the Authority was developing the property on Delsea Drive (Block 2104, Lot 77). Mr. Velazquez replied that the Authority was not involved. Ms. Sooy then inquired if the landfill cover was made of black plastic. Mr. Velazquez replied that it was plastic and Ms. Sooy commented that it glares on sunny days.

Tamara Isajiw – Commented that she hoped Single Stream was going well and Mr. Velazquez responded that the situation has not changed. Ms. Isajiw then inquired as to who the third party that will be occupying the Zelphy’s building in Millville. Mr. Velazquez stated that a lease has not been signed and that once construction begins a tenant will be found.

Gloria Jost – Complimented the Authority on keeping Lebanon Road Clean. Ms. Jost commented that she has seen trucks on Stillman Avenue without a tarp to keep trash from falling out. Mr. Velazquez stated that the Health Department enforces and that the Authority will continue to do its best to inform drivers and keep the roads clean in Deerfield.

**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. 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 4:38 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 with public funds, pending or anticipated litigation where the public body is a party or may become a party. Solicitor Gibson noted that no further business would be conducted after the conclusion of the Executive Session.

The motion was made by Mr. Nedohon, 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.

### **Resume Public Session**

Mr. Olivio called for a motion to come out of Executive Session and resume Public Session at approximately 5:08 p.m.

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

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

On resuming Public Session Mr. Jones called for a motion to approve Resolution #2019-272.

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.

### **Adjournment**

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