

POLLUTION CONTROL FINANCING AUTHORITY  
OF WARREN COUNTY

MINUTES OF REGULAR MONTHLY MEETING  
February 13, 2008

Chairman Accetturo called the regular monthly meeting of the Pollution Control Financing Authority of Warren County to order at approximately 4:05 PM.

Authority Members present: Angelo Accetturo, Everett Chamberlain, Laurel Napolitani, and Richard Mach.

ROLL CALL:	Ms. Napolitani	-	Present
	Mr. Chamberlain	-	Present
	Mr. Accetturo	-	Present
	Mr. Yanoff	-	Absent
	Mr. Mach	-	Present

Also present: James Williams, Acting Executive Director, Charles L. Houck, Chief Financial Officer, Joseph Houston, Esquire, General Counsel; Bruce Jones, Special Counsel and Margaret Rogers, Recording Secretary.

Pledge of Allegiance / Introductory Statement

Election of Officers

Mr. Accetturo motioned to nominate Ms. Napolitani for Chairperson, seconded by Mr. Chamberlain.

ROLL CALL:	Ms. Napolitani	-	Yes
	Mr. Chamberlain	-	Yes
	Mr. Accetturo	-	Yes
	Mr. Yanoff	-	Absent
	Mr. Mach	-	Yes

Mr. Chamberlain motioned to nominate Mr. Mach for Vice Chairperson, seconded by Mr. Accetturo.

ROLL CALL:	Ms. Napolitani	-	Yes
	Mr. Chamberlain	-	Yes
	Mr. Accetturo	-	Yes
	Mr. Yanoff	-	Absent
	Mr. Mach	-	Yes

Mr. Accetturo motioned to nominate Mr. Chamberlain for Secretary, seconded by Mr. Mach.

ROLL CALL:	Ms. Napolitani	-	Yes
	Mr. Chamberlain	-	Yes
	Mr. Accetturo	-	Yes
	Mr. Yanoff	-	Absent
	Mr. Mach	-	Yes

Mr. Chamberlain motioned to nominate Mr. Accetturo as Treasurer, seconded by Ms. Napolitani.

ROLL CALL: Ms. Napolitani - Yes  
Mr. Chamberlain - Yes  
Mr. Accetturo - Yes  
Mr. Yanoff - Absent  
Mr. Mach - Yes

The 2008 Committee Assignments are as follows:

Facilities/Recycling & Environmental Compliance Committee

Chairperson – Everett Chamberlain, Member – Richard Mach, Alternate Member - Todd Yanoff

Finance/Personnel Committee

Chairperson – Laurel Napolitani, Member – Angelo Accetturo, Alternate Member – Everett Chamberlain

MINUTES

The minutes of the regular meeting of January 9, 2008 were presented for approval. Ms. Napolitani moved for acceptance of the minutes as presented, seconded by Mr. Chamberlain.

ROLL CALL: Ms. Napolitani - Yes  
Mr. Chamberlain - Yes  
Mr. Accetturo - Yes  
Mr. Yanoff - Absent  
Mr. Mach - Abstain

Minutes of January 9, 2008 Executive Session were moved for acceptance as presented by Mr. Accetturo, seconded by Ms. Napolitani.

ROLL CALL: Ms. Napolitani - Yes  
Mr. Chamberlain - Yes  
Mr. Accetturo - Yes  
Mr. Yanoff - Absent  
Mr. Mach - Abstain

CORRESPONDENCE

No comments on Correspondence.

The Landfill Operations Report was included in the agenda package.

Ms. Napolitani moved to accept the Holiday Schedule (A-1), seconded by Mr. Chamberlain

ROLL CALL: Ms. Napolitani - Yes  
Mr. Chamberlain - Yes  
Mr. Accetturo - Yes  
Mr. Yanoff - Absent  
Mr. Mach - Yes

Mr. Chamberlain motioned to accept the 2008 Authority Schedule (A-2) with the exception of December 24, 2008. Mr. Mach seconded the motion.

ROLL CALL: Ms. Napolitani - Yes  
Mr. Chamberlain - Yes  
Mr. Accetturo - Yes  
Mr. Yanoff - Absent  
Mr. Mach - Yes

Mr. Williams read off a list of waste hauler contracts revised to include language reflecting the new regulations received to date. He also described the new format for resolutions. Mr. Chamberlain motioned for approval, seconded by Mr. Accetturo.

ROLL CALL: Ms. Napolitani - Yes  
Mr. Chamberlain - Yes  
Mr. Accetturo - Yes  
Mr. Yanoff - Absent  
Mr. Mach - Yes

Resolution (R-01-08) recommending Cornerstone Environmental Group as the Engineering firm for the Landfill Gas Collection Services was put on hold.

Mr. Accetturo motioned to accept the recommendation awarding the proposal for the Landfill Topographic Survey, Resolution (R-02-08) to Pequest Engineering. Mr. Mach seconded the motion.

ROLL CALL: Ms. Napolitani - Yes  
Mr. Chamberlain - Yes  
Mr. Accetturo - Yes  
Mr. Yanoff - Absent  
Mr. Mach - Yes

Mr. Chamberlain motioned to award a contract to Main Pool and Chemical for the supply and delivery of Liquid Potassium Hydroxide (R-03-08). Mr. Accetturo seconded the motion.

ROLL CALL: Ms. Napolitani - Yes  
Mr. Chamberlain - Yes  
Mr. Accetturo - Yes  
Mr. Yanoff - Absent  
Mr. Mach - Yes

Mr. Chamberlain motioned to Pay Bills (R-04-08) in the amount of \$700,935.42, seconded by Mr. Accetturo.

ROLL CALL: Ms. Napolitani - Yes  
Mr. Chamberlain - Yes  
Mr. Accetturo - Yes  
Mr. Yanoff - Absent  
Mr. Mach - Yes

Ms. Napolitani motioned to accept Resolution Authorizing Signatures for Fiscal Year 2008 (R-05-08), seconded by Mr. Mach.

ROLL CALL: Ms. Napolitani - Yes  
Mr. Chamberlain - Yes  
Mr. Accetturo - Yes  
Mr. Yanoff - Absent  
Mr. Mach - Yes

Resolution adopting Cash Management Plan for 2008 (R-06-08) was motioned by Ms. Napolitani, seconded by Mr. Accetturo.

ROLL CALL: Ms. Napolitani - Yes  
Mr. Chamberlain - Abstain  
Mr. Accetturo - Yes  
Mr. Yanoff - Absent  
Mr. Mach - Yes

Resolution(s) R-07 thru 11-08 were motioned for approval by Ms. Napolitani, seconded by Mr. Accetturo.

ROLL CALL: Ms. Napolitani - Yes  
Mr. Chamberlain - Yes  
Mr. Accetturo - Yes  
Mr. Yanoff - Absent  
Mr. Mach - Yes

(R-07-08) - Resolution Authorizing the Chief Financial Officer's Office to Maintain a Petty Cash Fund in the Amount of \$100.00 for fiscal year 2008

(R-08-08) - Resolution Authorizing the Chief Financial Officer's Office to Maintain a Petty Cash Fund in the Amount of \$100.00 for Scale House use for fiscal year 2008

(R-09-08) - Resolution to participate in the State of New Jersey's Distribution and Support Service for Fiscal Year 2008

(R-10-08) - Resolution Designating a Public Agency Compliance Officer

(R-11-08) - Resolution Designating the Star Gazette as the Official Newspaper for Advertising Public Notices

Resolution R-10A, (handout) naming the Secretary as the Custodian of Records was motioned by Ms. Napolitani, seconded by Mr. Chamberlain.

ROLL CALL: Ms. Napolitani - Yes  
Mr. Chamberlain - Yes  
Mr. Accetturo - Yes  
Mr. Yanoff - Absent  
Mr. Mach - Yes

### NEW BUSINESS

None.

## GENERAL COUNSEL'S REPORT

Mr. Houston stated that the Operations, Personnel Manuals, etc. were outdated and need to be updated; job responsibilities are also in need of review and upgrading. Mr. Jones is currently working on the Personnel Manual. All are subject to the key document, the By-Laws, also requiring revision.

Mr. Houston also mentioned that RFPs should be developed for projects. Mr. Accetturo mentioned an RFP for pre-treatment.

## OTHER BUSINESS

Several members commented on the following:

- PRMUA's final draft was approved,
- Cerenzio and Panaro received comments and will forward to Hatch Mott MacDonald next week,
- Need to increase security and develop a procedural manual.

Mr. Chamberlain stated that he would like the Auditor to speak at next meeting regarding his Report.

## PUBLIC COMMENT

None.

## EXECUTIVE SESSION

Mr. Chamberlain motioned to enter into Executive Session at 4:43 pm, seconded by Mr. Accetturo.

ROLL CALL:	Ms. Napolitani	-	Yes
	Mr. Chamberlain	-	Yes
	Mr. Accetturo	-	Yes
	Mr. Yanoff	-	Absent
	Mr. Mach	-	Yes

Ms. Napolitani motioned to resume Regular Session at 5:28 pm, seconded by Mr. Mach.

ROLL CALL:	Ms. Napolitani	-	Yes
	Mr. Chamberlain	-	Yes
	Mr. Accetturo	-	Yes
	Mr. Yanoff	-	Absent
	Mr. Mach	-	Yes

## ADJOURNMENT

Ms. Napolitani motioned to Adjourn at 5:28 pm, seconded by Mr. Mach.

ROLL CALL:	Ms. Napolitani	-	Yes
	Mr. Chamberlain	-	Yes
	Mr. Accetturo	-	Yes
	Mr. Yanoff	-	Absent
	Mr. Mach	-	Yes

Respectfully submitted by:

Margaret Rogers  
Recording Secretary

Approved: