

POLLUTION CONTROL FINANCING AUTHORITY  
OF WARREN COUNTY

MINUTES OF REGULAR MONTHLY MEETING  
February 27, 2008

Chairwoman Napolitani called the regular monthly meeting of the Pollution Control Financing Authority of Warren County to order at approximately 3:00 PM.

Authority Members present: Laurel Napolitani, Richard Mach, Angelo Accetturo, and Todd Yanoff.

ROLL CALL:	Ms. Napolitani	-	Present
	Mr. Chamberlain	-	Absent
	Mr. Accetturo	-	Present
	Mr. Yanoff	-	Present
	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; Margaret Rogers, Recording Secretary, and Bill Schroeder of Nisivoccia Consulting.

Pledge of Allegiance / Introductory Statement

MINUTES

The minutes of the regular meeting of February 13, 2008 were presented for approval. Mr. Mach moved for acceptance of the minutes as presented, seconded by Mr. Accetturo.

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

Minutes of February 13, 2008 Executive Session were moved for acceptance as presented by Mr. Accetturo, seconded by Mr. Mach

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

CORRESPONDENCE

No Correspondence.

## PUBLIC COMMENTS (AGENDA ITEMS ONLY)

None.

## PRESENTATIONS

Mr. Charlton was not present; will reschedule in March to discuss a PCFA Newsletter (A-1). Mr. Williams explained that the PCFA gives grant money to the Planning Dept. for a Recycling Newsletter published twice a year. We would work with Mr. Charlton and the Recycling Coordinator to include more PCFA news and perhaps increase the publication to three or four with a minimal more funds if necessary.

Mr. Houston suggested we discuss with the Planning Dept. to give PCFA more control over such Newsletter. Prepare a Resolution to that effect for next month's meeting.

## REPORTS

### FACILITIES/RECYCLING

Mr. Williams discussed a holdover Resolution from last month (R-01-08) Engineering Services for Landfill Gas Collection Services. Mr. Williams and Vice Chairman Mach had a meeting to discuss both proposals in detail. All questions were answered satisfactorily. Mr. Williams recommends that we offer a contract to Cornerstone Environmental Group.

Mr. Accetturo motioned to award a contract to Cornerstone Environmental, seconded by Mr. Mach.

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

Mr. Schroeder (Auditor-Nisivoccia) discussed a Report of Billing and Collection Procedures (A-2); an overview of PCFAWC's financial procedures which he found to be performing adequately. The Scalehouse and Accounts Receivable systems are fine as long as all information gets input into the system. The main focus was the installation of cameras for all persons entering landfill and scalehouse. Several suggestions include: make sure everything gets into system, all deposits recorded and accounted for; make sure haulers pick up their receipts; system inputter list all check numbers, license number, all other pertinent information; get an electric eye device; once check scanner is installed make sure all checks are scanned correctly for the bank; the Accts. Rcv. Clerk doesn't need to know the combination to the safe-one less person ruled out if a problem. Overall reconciliation at end of month is important-all bills, receipts, adjustments, cancellations, etc. To sum up, you could make certain enhancements that are valid or needed but, there is a cost factor. Suggest any enhancements have policies and procedures drawn up.

Mr. Houck suggested low cost modifications/enhancements be made, activate cameras in Scalehouse, reconcile on a daily basis and have the Finance Dept. monitor weekly to be sure all are in compliance.

Mr. Williams added that he met with Art Quigley, Security Manager at the Warren Hills Regional High School and viewed that system. He requested we issue an RFP for assessment of our current outdated surveillance system. He estimates the cost should be relatively inexpensive (probably no more than \$3,000).

Mr. Houston suggested we solicit a proposal from the Security Manager and forward to the Finance Committee for review and make a recommendation to the Board.

Mr. Houston also suggested that we make the Auditor's Report part of the public record.

#### FINANCE/PERSONNEL

Mr. Houck reported letters being sent for deficient payments are working fine.

#### NEW BUSINESS

None.

#### GENERAL COUNSEL'S REPORT

Request we enter Executive Session to discuss contract and personnel matters.

#### OTHER BUSINESS

None.

#### CLOSING PUBLIC COMMENT

Resident, Richard Scott would like the Authority to be aware of his Odor Complaints, several calls of which went unanswered and what will be/is being done. Mr. Williams explained the problems we've been having concerning odors and that we may have corrected it today. He offered to give Mr. Scott his personal cell phone number and keep Mr. Scott informed of any problems and progress. He will also give Mr. Scott a tour.

#### PRESS COMMENTS & QUESTIONS

Reporter Sara Satullo of the Express Times made the Authority aware of a letter from the DEP to Bud Allen of AirQap concerning odor complaints.

#### EXECUTIVE SESSION

Mr. Accetturo motioned to enter Executive Session at 4:18 pm, seconded by Mr. Mach.

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

Mr. Mach motioned to resume Regular Session at 4:40 pm, seconded by Mr. Accetturo.

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

ADJOURNMENT

Mr. Mach motioned to Adjourn at 4:43 pm, seconded by Mr. Accetturo.

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

Respectfully submitted by:

Margaret Rogers  
Recording Secretary

Approved: *March 13, 2008*