

THE LANDIS SEWERAGE AUTHORITY  
REGULAR MEETING  
March 18, 2013

Pledge of Allegiance.

The regular meeting of the Landis Sewerage Authority was called to order by Chairman Errickson at 6:00 p.m. The following members were present at roll call: Villar, Gana, Silva and Errickson were present. Merighi was absent.

The proper notice was given to all members in accordance with the by-laws.

Chairman Errickson stated that public notice of this meeting, pursuant to the Open Public Meeting Act, has been given in the following manner:

1. Posting written notice in the lobby entrance of the Authority.
2. Hand delivering notices to the offices of the Daily Journal and The Press.
3. Filing written notices in the offices of the Authority and City Clerk.

Also present: Dennis W. Palmer	Executive Director/Chief Engineer
Robert A. Schwarz	Field Engineer
A. Steven Fabietti	Solicitor
Carol A. Ricci	Executive Secretary

It was moved by Silva and seconded by Villar that the reading of the minutes of the regular meeting held on March 4, 2013 be dispensed with and the same be approved in the form submitted to all members by mail. Roll call: Villar, Gana, Silva and Errickson.

The Chairman asked if there were any general public comments or comments on the proposed Resolutions. There were none.

Resolutions:

It was moved by Silva and seconded by Gana that Resolution No. 2013-39, "Be it resolved by the Landis Sewerage Authority, that the following bills of items or demands are hereby approved and authorized for payment out of the Revenue Fund Revolving Payroll Account.....\$60,742.07", be adopted. Roll call: Villar, Gana, Silva and Errickson voted "yes".

It was moved by Gana and seconded by Villar that Resolution No. 2013-40, "Be it resolved by the Landis Sewerage Authority, that the following bills of items or demands are hereby approved and authorized for payment out of the Revenue Fund Bills....\$677,639.55", be adopted. Roll call: Villar, Gana, Silva and Errickson voted "yes".

Dennis noted that the number for bill payment was much larger than normally seen as it contains the payment to the State Pension Fund for the employees.

It was moved by Gana and seconded by Villar that Resolution No. 2013-41, “A Resolution of the Landis Sewerage Authority authorizing correction on credits, charge-offs, refunds and cancellation of accounts in the amount of \$291.65...” be adopted. Roll call: Villar, Gana, Silva and Errickson voted “yes”.

It was moved by Gana and seconded by Villar that Resolution No. 2013-42, “A Resolution of the Landis Sewerage Authority authorizing payment from the Construction Fund of certain costs of the system in the amount of \$3,846.36 to TDI Process Control Instrumentation for WTW Royce Optical DO Analyzer w/Accessories as per quote in accordance with the provisions of the Authority’s General Bond Resolution...” be adopted. Roll call: Villar, Gana, Silva and Errickson voted “yes”.

It was moved by Gana and seconded by Silva that Resolution No. 2013-43, “A Resolution of the Landis Sewerage Authority authorizing payment from the Construction Fund of certain costs of the system in the amount of \$641.42 to CET Engineering/GHD, Inc. for WWTP re-rate services from December 22, 3012 through January 18, 2013 in accordance with the provisions of the Authority’s General Bond Resolution...” be adopted. Roll call: Villar, Gana, Silva and Errickson voted “yes”.

It was moved by Gana and seconded by Silva that Resolution No. 2013-44, “A Resolution of the Landis Sewerage Authority authorizing payment from the Construction Fund of certain costs of the system in the amount of \$5,087.50 to Hatch Mott MacDonald for engineering services rendered in connection with the Burns Avenue Phase I-Conrail Pipeline Occupancy Permit...” be adopted. Roll Call: Villar, Gana, Silva and Errickson voted “yes”.

It was moved by Gana and seconded by Villar that Resolution No. 2013-45, “A Resolution of the Landis Sewerage Authority reverting the Bid Threshold from \$26,500 to \$17,500 in accordance with N.J.A.C. 5:34-5.4...” be adopted. Roll call: Villar, Gana, Silva and Errickson voted “yes”.

It was moved by Gana and seconded by Villar that Resolution No. 2013-46, “A resolution of the Landis Sewerage Authority authorizing the Executive Director to enter into a Non-Fair and Open Contract with Hatch Mott MacDonald for engineering and design services for the Burns Avenue sewer extension in the amount of \$55,700.00...” be adopted. Roll call: Villar, Gana, Silva and Errickson voted “yes”

Reports:

Executive Director

Dennis Palmer reported that tonight we took action as a result with the meeting the Plant/Engineering Committee on several capital items. There are motions below for the

advertisement of the Archimedes screws of which there are four. We have slowly been working our way through them as they are 15 to 17 years old, replacing the bearings, couplings as we go along. In the past we just specked the bearings and our specks now have a shopping list with a base bid which was around \$26,000 or \$27,000 and here are five other items if you break it apart and find other problems, we have a pre-bid price which is your best price rather than trying to negotiate a post bid change order. The vehicles are under State contract. We also have the contract for the engineer. This is the pipeline that goes out Burns Avenue which will eventually go out to serve the power plant and the water plant.

Last week Dennis reported that he spoke at the Technology Transfer conference and has been invited to talk to students at Salem County College next week. The following week in April they will come in here for a tour and also Rowan University has reached out to us for a tour. We talk about our plant specifically but also about the greater whole of the environmental field.

Dennis said that he was very happy to report, there is a quote in the paper with the city's attorney and Kathy Hicks, we were successful with the City in regards to Rudy's Airport after trial court and appellate division and the appellate division ruled in our favor and the City. This is one of several items that has become part of our Wastewater Management Plan. The map on the wall depicts areas that can have sewer and cannot because of some distinguishing environmental aspect such as wetlands, flood plains or wildlife. It also lets us and the City plan in an orderly fashion where things should and should not go.

On the bid threshold issue, our purchasing manager has different certifications but not the QPA. Since she is absent temporarily the time limit has expired and we have to drop the bid threshold, as required by law, down to \$17,500. I talked to the Chairman and personnel committee that there are some retired people with QPA's that we could perhaps have them come into the Authority and hire them on an hourly basis. The new threshold is actually \$36,000. With a higher bid threshold it saves time, money and resources even though you still have to go out for quotes. Bid packages require people posting bonds. This might be something that is advantageous to the authority. Mr. Gana asked if we had anyone in mind and Dennis responded that he knew one person in particular. He is a retired Executive Director. He may be interested and he is a plant operator with a QPA. It benefits us without a large burden since it is an hourly basis.

Dennis stated that in the near future there are a couple of capital items such as the bar screens that are the first device at the head of the plant. These take our rags, plastics and other debris that clog pumps. Ours have been operating in wastewater since the mid 90's. We have looked at them in Cape May. There are two brands that are good and Dennis stated that he will be visiting Steve's plant to see their bar screens which is one of the two that they are looking at. They are made of stainless steel so they are expensive and there is also a vendor coming out with a small model of the screens.

Dennis reported that he had the check from Franklin Township come into the Authority which came in by the March 15<sup>th</sup> deadline.

### Field Engineer

Bob Schwarz stated that Shop-Rite continues to make progress on the completion of the sanitary sewer system for the project. The Authority was however disappointed that a driveway was not paved at Baylor and Woodlawn where the force main pipeline was installed. LSA continues to stress the urgency on performing this work. Dennis stated that the R.E. Pierson representative walked over and spoke to the people that had their driveway impacted by the installation of the force main telling them that the situation would be remedied.

The Landis Sewerage Authority received video discs for the pipeline to review and comment. In addition, the force main pipeline was successfully tested and revised asbuilts were received.

Bob reported that he attended the Spring AEA conference to receive continuing education credits to maintain licenses as per the State's requirements with Dennis, Tom and other staff members.

We continue to monitor Allied Steaks for grease by performing additional testing.

We received the list of roads that the City of Vineland intends to pave this year and next year. LSA will determine if any repairs or replacement of manholes are required as performed in the past.

LSA has issues with the group home flushing items that are not conducive for the LSA sewer system.

### Solicitor

Steve Fabietti stated that now Franklin Township is settled, he and Dennis will be working on a proposed structure of what that service will look like into the Franklin Township site going forward and will take some interaction with the Township and the Authority. We've got a basic sketch of an agreement together and I will fine tune and develop it at some point once we talk to the Township.

We also have a Worker's Compensation matter pending and is being defended by our WC counsel on behalf of the Authority. There are some discovery materials that need to be coordinated and I will be working on those with Carol. It is a matter that dates back a couple of years and is still pending.

Dennis stated that we had the lien on Franklin Township for about 12 years. We normally would perfect that lien by sending a letter every month to the tax assessor. Now that it has

been paid, what do we do with the county or the assessor. Steve stated that he did not think there was anything reflecting that lien. Dennis stated that he would like to send a letter back to the Tax Assessor just to acknowledge receipt of the funds and we will no longer be sending monthly notices. In the past we had agreement with a private entity that owned the property and in this case now, the Township foreclosed and we want to formalize it and have a relationship with the Township because eventually that property is not going to be one, but possibly four to five. We will need an agreement with the Township on how bills will be paid and we offered our operators as a shared service to pay on an hourly basis. That station will need a DEP licensed person.

Chairman: No Report. Steve Errickson stated that he would address his remarks under new business.

#### Issues and Correspondence:

Dennis stated that he did not know how much should be done tonight because of the absence of one Commissioner, but he reported that he submitted a letter to the City as authorized by the Board for \$350,000. At our meeting they indicated that they were looking for a higher number which is \$434,000 in return. The ball is in our court to have a discussion on how we want to respond. Dennis also said that there is now correspondence on the record and it is always better to have something in writing in all matters. Under new business the Chairman will let us know how he wants this handled.

A motion was made by Silva and seconded by Gana that the Authority should advertise to bidders for repairs to the Archimedes screws. Roll call: Villar, Gana, Silva and Errickson voted "yes".

A motion was made by Gana and seconded by Villar that the Authority purchase a Ford F150 pickup and a Ford Explorer under the State Contract. Roll call: Villar, Gana, Silva and Errickson voted "yes".

Dennis indicated that there is a substantial savings when purchasing off of the State contract because of the bulk quantities.

#### Committee Reports:

##### Engineering/Plant

Dennis stated that we did take action tonight for capital items. Most of the plant is at 20 to 25 years and some of the pumping stations are also aging. Dennis stated that he will be coming back on the bar screens and he would like to do is name two different manufacturers to keep the price down. We are looking at simplicity of design, reliability and cost.

##### Budget/Finance

Carlos Villar reported that Authority income is approximately \$42,847.00 or 2.69% over budget. Expenses are approximately \$80,940.00 or 5.07% under budget. Accounts receivable decreased approximately \$324,929.00 and the Authority continues to be affected by the economy and is keeping a close watch on its budget.

Human Resources: None

Public Relations: None

Insurance Committee

Carol Ricci reported that numerous applications to insurers have been completed and forwarded to our brokers at Willis of NJ. We were visited by the Travelers group and Clark Shimp, Process Control Manager took them on a tour of the plant. Carol also stated that she is having a lunch meeting with Jim Whittaker of Cynergy Group brokers on Wednesday. They handle our health and life insurance policies. The purpose of the meeting is to discuss the implications in 2014 of the Affordable Health Care Act.

Allocations/Administration: None

Old Business: None

New Business:

Chairman Errickson stated that Commissioner Merighi asked if we could hold off the meeting for the discussion of the transfer of funds with the City. Given the magnitude of what we have to discuss the full board should be present. Steve wanted to know what day everyone would be available next week. Dennis stated that we already have Monday's blocked out. Jose Silva stated that he would be away. Mr. Gana asked if we could postpone the meeting for several weeks. Dennis suggested that we meet Monday, March 25<sup>th</sup> at 6:00 p.m. everyone agreed as Tom Merighi requested that he wanted to be at the meeting. It was decided by everyone that we would have a special meeting on Monday, March 25<sup>th</sup> at 6:00 p.m. Commissioner Silva acquiesced to having the meeting without him.

Carol Ricci asked if this would be a closed meeting. Steve Fabietti stated that there would be a resolution to close the meeting but the meeting would commence as open. Steve also indicated that there should be a resolution to take action. Dennis stated that this could be a motion and that nothing more than a letter would be required because of the timing of the issue. At some future time resolutions may be required for multiple items. The letter will be a letter of commitment. Steve asked if we want the agenda set up in the normal matter with public comments. Dennis stated that all meetings should have that option. There have been so many bills introduced in Trenton referring to transparency; we should leave that option in the agenda. The discussion as Board members would be closed as per the resolution prior to taking action.

Adjournment:

At 6:30 p.m. there being no further business to come before the Board, it was moved by Gana and seconded by Silva that the meeting be adjourned. Roll call: Villar, Gana, Silva and Errickson voted "yes".

THE LANDIS SEWERAGE AUTHORITY

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FRANCIS A. GANA, Secretary