

THE LANDIS SEWERAGE AUTHORITY  
REGULAR MEETING  
May 6, 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, Merighi, Gana, Silva and Errickson were present.

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.

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|---------------|-------------------|-----------------------------------|
| Also present: | Dennis W. Palmer  | Executive Director/Chief Engineer |
|               | Robert A. Schwarz | Field Engineer                    |
|               | John Dominy       | Solicitor                         |
|               | Carol A. Ricci    | Executive Secretary               |

It was moved by Silva and seconded by Gana that the reading of the minutes of the regular meeting held on April 15, 2013 be dispensed with and the same be approved in the form submitted to all members by mail. Roll call: Villar, Merighi, 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 Gana and seconded by Villar that Resolution No. 2013-63, "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. ....\$89,233.23", be adopted. Roll call: Villar, Merighi, Gana, Silva and Errickson voted "yes".

It was moved by Silva and seconded by Gana that Resolution No. 2013-64, "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...\$220,447.34”, be adopted. Roll call: Villar, Merighi, Gana, Silva and Errickson voted “yes”.

It was moved by Silva and seconded by Gana that Resolution 2013-65, “A Resolution of the Landis Sewerage Authority authorizing Various Personnel Changes...”, be adopted. Roll call: Villar, Merighi, Gana, Silva and Errickson voted “yes”.

It was moved by Silva and seconded by Gana that Resolution No. 2013-66, “A Resolution of the Landis Sewerage Authority authorizing payment from the Construction Fund of certain costs of the system in the amount of \$ 1,748.60 to CET Engineering Services for professional services from February 6, 2013 through March 15, 2013 for Wastewater Treatment Plant Re-Rate in accordance with the provisions of the Authority’s General Bond Resolution...” be adopted. Roll call: Villar, Merighi, Gana, Silva and Errickson voted “yes”.

It was moved by Gana and seconded by Silva that Resolution No. 2013-67, “A Resolution of the Landis Sewerage Authority authorizing payment from the Construction Fund of certain costs of the system in the amount of \$60.00 to Michael J. McKenna for Professional Services for review of motion for reconsideration and client correspondence for Rudy’s Airport litigation in accordance with the provisions of the Authority’s General Bond Resolution...” be adopted. Roll call: Villar, Merighi, Gana, Silva and Errickson voted “yes”.

It was moved by Silva and seconded by Gana that Resolution No. 2013-68, “A Resolution of the Landis Sewerage Authority establishing the Bid Threshold and appointing a Qualified Purchasing Agent...” be adopted. Roll call: Villar, Merighi, Gana, Silva and Errickson voted “yes”.

Reports:

Executive Director

Dennis Palmer reported that the panel in the lobby has been redone with all of the pictures of the Commissioners as well as the latest picture of the students from the Earth Day Poster Contest.

We received in the mail today a copy of the Certified Budget Amendment which was acknowledged and approved by DCA for the action we took at the last meeting.

We are working with our forester for forestry management plan that we have developed some years ago regarding the management of the woods that surround the Authority. One of our problems is an invasion of the Southern Pine Beetle which kills the trees and part of taking care of the problem is the forester and a forest contractor who will take the wood out for pulp and paper. The price is based on compensating him for his diesel fuel. It’s about \$3500 to clear a couple of hundred acres. He makes his money on the pulp and paper side. He will thin out the area. We do not want to have a forest fire because there is

so much fuel in these areas. He cuts and thins the trees and also drags them, makes trails that tend to make breaks.

The Burns Avenue Interlocal Services Agreement from the City has been received where they agree to reimburse us for engineering and construction costs up to \$870,000.

Dennis also stated that the action we took tonight for a QPA will help us with reduced costs by raising our bid threshold and makes us more flexible and responsive when we need to purchase items at a lower cost.

Our quarterly report was sent out prior to the last meeting. We notice that we had about \$200,000 in outstanding accounts receivable for those who owed us \$1000 or more. We sent a 10 day notice out. We have picked up about \$75,000 in agreements where we have people come in and sign an agreement for a payment plan.

Dennis asked the Solicitor what is Denied Motion for Reconsideration. Is this the Appellate Division, we won at the Appellate Division. The losing side went back to the Judge for a do-over.

Solicitor John Dominy said they did and there is a limited scope for what you may ask. It's not a do-over. The law may have been misinterpreted and if it was denied, then the decision stands. Dennis asked does it now depend on if the Supreme Court wants to take certification. Commissioner Gana stated if they want to take the case and they generally do not.

Dennis reported that this Friday we are meeting with CET. They should have their presentation as a package that will go to DEP for re-rating the facility. Some of our facility has excess capacity and the land can handle more flow, we want to be in a position if the economy rebounds we will have extra capacity that we do not have now. We can pick another 1.6 mgd of capacity that is available for growth into the future. We do not want to be the cause of a moratorium as we were in the mid 80's and 1993.

#### Field Engineer

Robert Schwarz reported that the Shop-Rite Pump Stations preliminary start up occurred on April 30, 2013. The next and final start-up scheduled to occur in the next several weeks. Plans are to open in June, 2013. Progress has been good.

There was a sink hole on Barry Drive. LSA was contacted by the City to investigate the sink hold in the road. LSA found that the water utility had a leak last week that resulted in the existing problem. LSA televised the main to assure everything was satisfactory.

LSA began reviewing manhole lids and frames to determine if replacements are necessary prior to the paving of roads occur.

LSA is receiving inquiries about new projects. We are not ready to disclose the information until plans and applications are affirmed and reviewed.

As built drawings for Garrison Estates are currently being reviewed for completion and accuracy.

#### Solicitor

John Dominy sitting in for Steven Fabietti as Solicitor submitted the following report.

Steve Fabietti is in contact with Bill Ziegler, solicitor for Franklin Township on the topic of a potential services agreement with the Township for re-activation of the Meredith Farms sewer allocation. With Dennis' approval, we have provided Mr. Ziegler with a discussion draft of a services agreement, which remains subject to further detailed discussions and approval by all agencies involved, including the LSA.

Steve has also been working with the worker's comp insurance counsel, Capehart and Scatchard, to coordinate responses to discovery requests on behalf of the LSA. There is a pending worker's compensation claim relating to a former LSA employee which is insured and being handled by insurance counsel. If any specifics need to be discussed in the future, we will make this a topic for a closed session.

#### Chairman

Chairman Errickson reported that there are problems with the on line Financial Disclosure submittals due at the end of May. If we get close to the May 31<sup>st</sup> date and there are still issues, we should complete the forms manually and keep our own records just to be covered. John Dominy stated that there are problems in other areas and the most updated version of Adobe Reader you are much better off. Steve Errickson said that in some cases even with that update, there are problems. Dennis stated that the newest e-mail was included in everyone's package.

Commissioner Villar asked if there will be notification by e-mail because he has not received anything. Dennis stated that you have to get on line to complete the form. Steve Errickson stated that in the worst case scenario, come into LSA and fill it out on one of the computers.

Issues and Correspondence: None

Committee Reports:

#### Engineering/Plant

Our engineer is coming to LSA to work on the plant re-rate. We found with more detailed surveying work that we are bumping into the Burns Avenue extension, we have to fit in and get under the storm crossing which we do not want to disturb since that will require

two other DEP permits and time. We are changing the design somewhat that will raise the cost. Commissioner Gana asked about the timeline of the project and Dennis stated that it should be completed in a year. We have some concept design and we think we may have solved the issue. It would be a bigger pipe which goes a little flatter and deeper. One of the issues we are having is to have at least 2 feet of soil for approximately 800 feet or so and this means we have to go with a thicker and slightly more costly pipe.

We are walking the plant and the system considering some future items that are significant and will need repair and replacement.

#### Budget/Finance

Dennis reported just the key issues at our last weekend and we submitted the information to DCA and received back the approved amended budget.

#### Human Resources

Dennis stated that we took action with Resolution No. 2013-65 and the staff is really doing a great job.

#### Public Relations

Dennis reported that there were three articles. One large one in the Daily Journal with color and back page. The second one which was also in color in the Grapevine. One of the articles I really appreciated was an article from a Rowan student who came through for a tour. It was an interesting perspective from a young man who had no knowledge or information about a wastewater treatment plant. He actually said it was a green, energy saving, good for the future type of article. It was a totally unsolicited article.

#### Insurance Committee

Carol Ricci reported that the property and casualty insurance renewal is in the hands of out agents and we are waiting for the numbers. Carol also stated that in reference to the Conrail/Burns Avenue project, there will be a separate insurance requirement in the form of a separate policy before the agreements with Conrail can be completed. We are making a price comparison between our insurers and Conrail's proposed insurance premium.

Dennis also stated that there are two things that Conrail is doing now and one of those is an annual lease payment. They have changed that and now they want the cost up front which is \$10,000. That gives you permanent access for the pipeline to cross under their tracks. They are also requiring this specific insurance for construction activities as you work underneath or around the right of way. You can get your own carrier and submit it with the contract or pay \$2500 to them and they will report it.

#### Allocations/Administration:

Dennis reported that there is some interest as Bob stated.

Old Business: None

New Business:

Dennis asked that the Commissioner's contact Carol regarding the Chamber President's Gala.

Adjournment:

At 6:23 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, Merighi, Gana, Silva and Errickson voted "yes".

THE LANDIS SEWERAGE AUTHORITY

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FRANCIS A. GANA, Secretary