

THE LANDIS SEWERAGE AUTHORITY  
REGULAR MEETING  
May 18, 2015

Pledge of Allegiance.

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

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

Chairman Merighi 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 Errickson and seconded by Reuben that the reading of the minutes of the regular meeting held on May 4, 2015 be dispensed with and the same be approved in the form submitted to all members by mail. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted "yes".

It was moved by Errickson and seconded by Reuben that the reading of the minutes of the closed meeting held on May 4, 2015 be dispensed with and the same be approved in the form submitted to all members by mail. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted "yes".

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

Resolutions:

It was moved by Errickson and seconded by Reuben that Resolution No. 2015-57, "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.....\$64,305.35", be adopted. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted "yes".

It was moved by Errickson and seconded by Reuben that Resolution No. 2015-58, “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...\$369,509.67”, be adopted. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted “yes”.

It was moved by Errickson and seconded by Reuben that Resolution No. 2015-59, “A Resolution of the Landis Sewerage Authority creating the position and job description of Executive Assistant...” be adopted. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted “yes”.

Dennis stated that sever months ago after Carol received a raise, we had to go back and rewrite the job description to reflect some of her duties that were not in the other job description for Executive Secretary. All Job descriptions are approved by the Board so this better reflects Carol’s duties and activities with this new position.

It was moved by Errickson and seconded by Villar that Resolution No. 2015-60, “A Resolution of the Landis Sewerage Authority authorizing payment from the Construction Fund of certain costs of the system in the amount of \$15,344.76 to Garrison Enterprise, Inc. for time, labor and equipment for emergency sewer lateral repairs on New Pear Street and emergency sewer main repairs on North East Boulevard and Oak Road in accordance with the provisions of the Authority’s General Bond Resolution...” be adopted. Roll call: Reuben, Errickson, Villar and Merighi voted “yes”. Barse abstained.

It was moved by Errickson and seconded by Reuben that Resolution No. 2015-61, “A Resolution of the Landis Sewerage Authority authorizing the Executive Director to award a contract to Garrison Enterprise, Inc. in the amount of \$72,525.00 for the East Oak Road emergency sewer replacement project...” be adopted. Roll call: Reuben, Errickson, Villar and Merighi voted “yes”. Barse abstained.

Dennis stated that this was an emergency contract however we did go out and solicit six proposals. We only got two back. Obviously this is the lower price. We tried to reach out to the others, but we only got two back. The pricing is good as this is running a fair amount of distance down the street compared to the emergency repairs. Our pricing is pretty close to our estimate. We were a little off on the paving but I think it’s a good price.

Chairman Merighi asked when the work would be done and Dennis stated that tomorrow we will send the notice of award. They take that to get their bonding and insurance. We have to get a contract signed and then they will proceed probably within the next two weeks.

#### Executive Director

Dennis Palmer reported that this would fall under issues and correspondence, but we had a nice notice from FEMA and we are getting \$60,000 for two backup generators. The

staff did a great job. Luckily we have good records to document past experiences with FEMA, past outages in major storms, mapping and all of the other things together. We will move forward tonight and start the purchasing process with that.

We are awarding a contract tonight and it works out well since we have an intern starting tomorrow from Rowan University in civil engineering. It's a no pay internship. He will be here for five or six weeks, three days a week.

Tomorrow there is a meeting with staff regarding the collection system since we met with the collection system engineers. We are looking at the work for the bond and we will sit down tomorrow to go over that work and also can we package it in similar trades, like mechanical contractors and geographically some of the pipework we are going to do.

Last week there was a conference in Atlantic City. Several staff members went down. Bob got an award, Dave Kennedy got an award and Dennis got an award. I also presented on Thursday morning about the Authority and it came off really well. There were some good questions from the audience. Someone said we were innovators and I said that our staff came up with good ideas. We talked about the bob white project, the co-gen, spray irrigation, bio solids, the farm and all of the different things we do. Because we put the water in the ground, there is swamp pink back there. Half of the swamp pink population is in New Jersey. We have 250 to 300 plants on our property. It doesn't grow unless you have a high quality shallow ground water in swamp land.

#### Field Engineer

Bob Schwarz reported that he attended the 100 year convention of the NJ Water Environment Association in Atlantic City where Dave Kennedy, Dennis Palmer and H received awards from the Association.

Dennis stated that he takes it as a good sign that our own teaching and advancement here is that Floyd left here to run the Millville system, Rick is now the executive director in Bordentown, Dave left here to become the superintendent at Gloucester County's regional facility.

Bob also stated that a letter was sent to Garrison Enterprise to begin preparations for the construction of the East Oak Road sewer replacement project.

#### Solicitor:

Steve Fabietti stated that he did some research on an Open Public Records Act issue that came in last week. We wanted to double check since there was a request into the hospital's billing and it was from out of state.

The matter we discussed in closed session I will say only that I communicated back to the other side upon your instruction and that issue remains unresolved.

Chairman:

Chairman Merighi stated that he was at his place of business on Friday and a young fellow came up to me to say hello and I asked him where he was going to school and he told me that he was going to Rutgers and he was studying environmental sciences. It was nice to have a discussion with a young person who was interested in pursuing the field.

Issues and Correspondence:

Dennis stated that there are two. The first is already on the form and that is a motion to purchase two trailer mounted generators. They are on state contract so we don't have to go through the bidding process. The units have been upgraded but they are similar to the ones we bought two years ago.

It was moved by Barse and seconded by Reuben to authorize the Executive Director to purchase two trailer mounted generators from State contract. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted "yes".

Dennis stated that the second matter is not here because it happened very late in the day, an e-mail went out to the personnel committee and one of our employees is going out on medical for a month or so and it worked out well that Allison started training last week. To keep the auditors happy we must present it to the board so I am asking to have Allison for this period of time for training that Allison come in for two to three days of training and of course compensation at the same rate as the part time rate.

It was moved by Barse and seconded by Reuben that the Executive Director be authorized to bring the trainee in for two to three days a week while another staff member is out on medical leave. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted "yes".

Committee Reports:

Engineering/Plant

Dennis reiterated that we met with the collection system engineers and that is a more complicated system. They sent an e-mail together back to me and we are going to meet with staff tomorrow to dissect it a little bit further. We met with the plant engineer and we went through various items as well. We are looking for them to solidify and give us a proposal that we can bring back to the Board for engineering design and services. One thing we have to talk about is perhaps inspection services. Some we can do ourselves but some we may need some assistance since we will have multiple jobs going on at the same time. We can't be everywhere.

We've done a few things in the plant. The staff is working on some gates in the back but the main focus is making the plant go out to 2040. It's too hard to catch up when you are

behind on infrastructure and we don't want to be behind the eight ball and the planning and permits to DEP. You have to be ahead of the game on that.

#### Budget/Finance

Joe Reuben reported that income is approximately \$192,745 or 5.93% over budget. Expenses are approximately \$103,557 or 3.19% over budget. Accounts receivables decreased approximately \$72,035. The Authority continues to be affected by the economy and is keeping a close watch on its budget.

Dennis stated that expenses will narrow at the year goes on. Sometimes the quarterlies get balanced out over twelve months.

#### Human Resources

Dennis stated that Allison started last week. She will be here several days this week

#### Public Relations:

Dennis reported that we had a small story in the paper about getting the money for the generators from FEMA. We continue to populate the Facebook page with information. The main thing is when we know we are going to open up a road, put that out there so people can be made aware of it.

Dennis stated that Carol continues to meet with the people from HomeServe which is the maintenance contract for their sewer lines and that will go on Facebook as well. It's a value added. Going through the roll-out, we had two meetings on the phone. We gave them a data base of our customer's names and addresses. We don't have phone numbers. They are looking at a roll-out in July, people will get a letter that describes the service available for \$9.80 a month for their cleanout back to the wall of the house and they get \$5,000 in coverage which is probably what it would be if you had to replace it. The lines in Vineland are anywhere from 105 years old to newer. We'll have this service and if they want it as an extra value than can contract for the piping in the house as well or a hot water heater. There will be 13,000 letters going out with our seal and name on them for what they can provide as a service.

#### Insurance Committee:

Carol Ricci reported that she was not yet ready to give a report on the Property and Casualty renewal which renews on July 1<sup>st</sup> however a report would be forthcoming in June.

Carol also stated that as chair of the Safety Committee, she will be having Inspira Occupation Health running a clinic at the Authority to retest for Hep A & B titer in those employees who showed the vaccine to be non-reactive and also to offer the vaccines for Hep A & B, which is a series of three shots to those who have not had them. She also

reported that in the past we had clinics for the shots in addition to Tetanus, which will be offered also. Tetanus shots are good for 10 years. It is not mandatory that you receive the vaccine, but given the industry we are involved with, it's probably prudent to receive the vaccines. There will be an offering of the shots as well as the blood draw to test for titer and it will probably be in June. The bulk of the staff has had tetanus and hepatitis A and B shots and they are reactive.

Allocations/Administration

Dennis stated that there is some commercial but no residential. He and Bob had a meeting with a potential customer and future project.

Perry Barse asked the status along that line of the project possibly on North Delsea Drive or you had talked about with the City some possible project. Dennis stated that it was part of the meeting we had with Hatch Mott and the Killam folks which is to locate two pumping stations somewhere north of Almond and Quigley and try to put two stations in to focus mostly on the commercial track. We had a project that was \$5M plus in 2001. We went out to other housing areas and so now we want to know what we could do to provide some commercial on North Delsea and also on West Landis between Shop Rite and Orchard and from Mill going towards 55. That will be part of that package. North Delsea undulates and one of the thoughts we had is to put a station in with some gravity pipe north and south and as it starts going against grade, extend diameter pipe so folks while they could not tie in by gravity, each one could have their own pressure pump like we have in other parts of town. It's available and less cost having it there and you could put something commercial wise. You could put something in that had a little more flow that way you could provide service with some cost to the users to put that pumping service in. It would provide service up and down a larger geographical area.

Old Business: None

New Business: None

Adjournment:

At 6:22 p.m. there being no further business to come before the Board, it was moved by Errickson and seconded by Reuben that the meeting be adjourned. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted "yes".

THE LANDIS SEWERAGE AUTHORITY

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G. STEVEN ERRICKSON, Secretary