

THE LANDIS SEWERAGE AUTHORITY  
REGULAR MEETING  
May 4, 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 Villar that the reading of the minutes of the regular meeting held on April 20, 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. 2015-53, "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.....\$64,898.46", be adopted. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted "yes".

It was moved by Errickson and seconded by Reuben that Resolution No. 2015-54, "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....\$223,593.72", be adopted. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted "yes".

It was moved by Errickson and seconded by Reuben that Resolution No. 2015-55, “A Resolution of the Landis Sewerage Authority authorizing correction on credits, charge-offs and cancellation of accounts in the amount of \$41.58...” be adopted. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted “yes”.

It was moved by Errickson and seconded by Reuben that Resolution No. 2015-56, “A Resolution of the Landis Sewerage Authority authorizing the exclusion of the public from a meeting between the Landis Sewerage Authority, its general counsel and administrative personnel to discuss litigation and related matters falling within the attorney client privilege...” be adopted. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted “yes”.

At 6:02 p.m. the public was excluded from the meeting and the closed meeting was called to order by Chairman Merighi.

At 6:32 p.m. it was moved by Errickson and seconded by Reuben that the open meeting of the Landis Sewerage Authority reconvene. Roll call: Barse, Reuben, Errickson, Villar and Merighi, voted “yes”.

#### Executive Director

Dennis Palmer reported that last week we met with both engineers for the plant and the collection system upgrade. We went through to get a better picture regarding the engineering and construction costs. The plant is pretty much defined. The collection system has some Christmas presents. There are things that need to get done and also those that would be nice to get done. We’ll see what the costs are. We are still trying to keep it at \$15M or \$16M. We are working on laying out the capital plan.

We had a couple of tours going into Earth Day. The Chamber Green Team was here and Rowan University was here and that is the Environmental Science class.

We have been conducting and will take action under issues and correspondence to fill the future accounts receivable position. We looked at dozens of applications. We picked ten that lived in Vineland and we’ve found a very good candidate. It’s somewhat evergreen since we don’t know when Betty Jo is leaving.

We had a meeting with a company here in South Jersey and they provide the contracts for installment of co-gens. We have double the gas with the food waste that we are bringing in and if we move to a bigger engine to get off the grid so if the grid goes down we can have whatever power it generates in case of a catastrophe. Worst case would be a hurricane comes up the Delaware River, shuts down the nuke plants and it takes out the large power lines that cross the river. We’re trying to plan for the worst case.

#### Field Engineer

Bob Schwarz reported that proposals are due and read aloud on May 7<sup>th</sup> for the East Oak Road sewer replacement project.

Bob stated he will attend the Regional Sewerage Authorities meeting on Wednesday, May 6, 2015 in Camden County with Dennis Palmer.

We are reviewing revised plans for the Vo-Tech, since they are planning to connect to the Cumberland County College sewer force main to reduce the costs of the project.

Solicitor: No Report for the public meeting.

Chairman: No Report

Issues and Correspondence:

Dennis reported that earlier that we interviewed ten candidates. One was outstanding. She has a bachelor's degree in business administration with an emphasis in accounting. She was a bank teller which is one of the things we usually look for and she also was a manager at a U-Store facility. She's used to dealing with the people who don't pay and she would have to put up their things for auction which is somewhat analogous to go to lien sale. We've told all of the candidates during the process that it was somewhat of an evergreen position at this point. Tom and Betty Jo sat in on the process. It is tied to our current accounts receivable clerk selling her place and moving. With that in mind, I would like to bring the person in one day a week or so and I spoke with the personnel committee about this and pay her \$13 an hour. She would come in and start the learning process, and there is a lot to learn just to go through the experience of running the bills, running the burster and be out front collecting fees and arrange it so she could be here the last day of the month to close out. Also, she will need experience getting ready for the lien sale. She can at least get started so when we get her that last month, she's been through a couple of cycles. This job cycles throughout the year, printing the bills, getting them out, posting the bills, dealing with City Hall, the lien sale and the daily transition that gets you ready for October or November when you have the lien sale. That's what we need under issues and correspondence to provide for that.

It was moved by Barse and seconded by Villar that the Executive Director be authorized to hire a replacement for accounts receivable and provide for a one day per week training period at \$13.00 per hour. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted "yes".

Committee Reports:

Engineering/Plant

Dennis reported that as he noted we met with our engineers for the plant and collection system, looking at our capital plan and talked to them in preparing our engineering

proposals for later this year. We should get those awarded towards the end of the year and have that design work taking place towards the end of 2015 into 2016. Some of the work, as get the bond issued about the same time, some things can actually be purchased and some will be construction items.

Walter and Bob are updating the books for pump stations. Bob reported that they are putting together a package to identify all of the pump stations where they discharge into what's private and what's public as far as the Authority's ownership goes so that when our guys are in the field they can identify with what's ours and what's not ours to eliminate frivolous calls and the main thing is to identify discharge points so we can determine what manholes need to be rehabilitated as part of the capital improvements where force mains discharge into manholes especially with those that have transite pipe that are vulnerable to the deterioration of the pipe which causes collapses.

Budget/Finance: No Report

#### Human Resources

Dennis reiterated that he would like to bring Allison on board. She will be a good fit and she has some experiences that will help her fit that position well.

#### Public Relations:

Dennis reported that we had the Earth Day poster contest showed up in the newspaper. Marianette and I started up a Face Book page. We are working on that. We have pictures of Bob's 40<sup>th</sup> anniversary. We had 21 likes for Bob. We put the kids on, the Chamber coming out and Adirondack Energy brought us a tree for Earth Day dedication. We've planted over 75,000 Southern Yellow Pines and thousands of White Cedar. We'll probably put something about the Quail Project.

Next week Dennis stated he will be presenting a paper in Atlantic City saying that it's a journey to the greenest treatment plant and that's our facility. This site, between the solar panels, the co-gen and the wind turbine we actually generate a gigawatt more per year than we use. We generate over a thousand gigawatts. Our farm produces 1100 tons each year of a crop that is taking carbon out of the air and the 150 acres of pine trees so all of those things will be on the page.

Insurance Committee: No Report

#### Allocations/Administration

Dennis reported that he was talking to Steve about a matter that came up last week and we had to follow up. Apparently a plumber has pulled a plumbing permit. Bob stated that he was replacing an existing line into instead of a new line, to avoid a connection fee and

different kinds of permits. Dennis said he didn't get a connection fee or a permit. We have some issues, for us and the plumbing inspector.

Old Business: None

New Business: None

Adjournment:

At 6:44 p.m. there being no further business to come before the Board, it was moved by Villar and seconded by Errickson 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