

THE LANDIS SEWERAGE AUTHORITY
REGULAR MEETING
October 19, 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 Assistant

It was moved by Errickson and seconded by Villar that the reading of the minutes of the regular meeting held on October 5, 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. 2015-112, “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.....\$67,772.63”, be adopted. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted “yes”.

It was moved by Errickson and seconded by Reuben that Resolution No. 2015-113, “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...\$273,489.26”, be adopted. Roll call: Barse, Reuben, Errickson, Villar, and Merighi voted “yes”.

It was moved by Errickson and seconded by Villar that Resolution No. 2015-114, “A Resolution of the Landis Sewerage Authority adopting the Preliminary Budget Resolution of the Landis Sewerage Authority Fiscal Year Period January 1, 2016 through December 31, 2016...” be adopted. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted “yes”.

Chairman Merighi asked if there were comments and Dennis Palmer reported that we met with the Finance Committee last week and went over the budget and overall it was about a 2% increase which is zero impact to the rate payers. Their user fees continue as they were. We have new miscellaneous revenue. Home Serve is starting to come in. It’s small and also there are the deliveries of the trucks outside to our receiving station. The co-gen is back up and running. We keep getting a temperature overload and we think we found the problem.

Dennis stated that he would like to put as a more formal motion the next meeting under issues and correspondence which was discussed with the Finance Committee back to when we had the Audit done in the spring is raising the connection fee. It hasn’t been raised in a couple of years and we usually raise it to about half of what it could be. Steve does the calculation of the year and we would like to start 2016 with new connection fees. It will probably be on the agenda for the next meeting. It’s for new payers that tie into the system and not the existing users and it will still be very competitive even at that number by a few hundred dollars. Our annual rates and our connection fee rates are still the lowest in this county and the surrounding area.

Steve Errickson asked what the connection fees were and Dennis stated that they are at \$2090 and we would like to go to about \$2400. That is half of the audit number. Dennis stated that he would bring it up more formally at the next meeting. It has to be published 45 days that we will have a hearing which will be in either the second meeting in December or the first meeting in January.

It was moved by Errickson and seconded by Reuben that Resolution No. 2015-115. “A Resolution of the Landis Sewerage Authority renewing the existing Cash Management Plan and its Amendments...” be adopted. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted “yes”.

Tom Merighi asked Tom Post that from the audit meetings, he remembered Steve talking about the construction fund and how we really did not need a construction fund and would it become obsolete. Dennis stated that it would become obsolete. Tom Merighi asked if it would be done in the cash management plan or some other way.

Tom Post replied that eventually when we renew we will take it out of that and then draw the money down. Dennis stated that when we do our new financing we will make a renewal replacement fund to put capital money or you do capital every year.

Tom Merighi asked if you plan to do that in the new round of financing. Dennis stated that's correct and he will touch upon that in a minute.

Reports:

Executive Director

Dennis Palmer reported that you have a report from Home Serve and we are up to 180 people that have signed up and there will be another round. Dennis asked if there was a senior citizens meeting or club in Vineland. Perry Barse reported that at the old library at 6th and Elmer is the Senior Citizen Center and a lot of information disseminates from there for Vineland.

Dennis stated that he would like to go and speak to a group if they have a regular meeting. Perry stated that Dennis should call Mary Barner who is the director at the center and they do a lot of that outreach. Dennis reported that one woman who used to work on health issues and reach out to Congress or Lobiondo's office for healthcare for seniors and also electric rates. She doesn't do it anymore but people still have her phone number. She called to say that seniors thought this was a scam and it would be good to go out and allay their fears and tell them that I have it personally for my waterline. In my town there are three centers and they have meetings on a certain day of the week?

Over the last couple of weeks we have been in training with the staff on Lock Out/Tag Out, Blood born pathogens, Right to Know and Confined Space. The staff gets a card to show they have completed the seminars. We are hosting here a seminar of about 60 people on Thursday with different operators from around the state. It is for a tour of a plant, vendors will have tables here and we'll have donuts, sandwiches and there is a registration fee that pays for it. Our staff get at least an hour if not two hours of time towards their licenses.

We had our kick off meeting with regards to the treatment plant with Stan Chilson and his firm and we went through a plan of action with information that they want updated; what are the loadings on the plant, sampling and those kinds of things. We will have another on possibly this Friday which will be the kick off for the collection system and to Tom's question, I need them to get some ideas on quantifying the cost before we go into financing, since we need to know how much to borrow before we borrow. Stan has a fairly good ball park number on the plant; on the collection system we will have to pop manholes and see how things have deteriorated to see how much the cost will be. That is our next step and then eventually to the financing and through that process we will set up either new funds, renewal replacement funds or capital funds we can draw from. Take the money out of the old construction fund and put it in there for use.

We had a couple of tours; the town of Bethlehem came down to see the co-gen and to see other things we are doing with the facility and also Ryder University was here. It is always interesting because it's a long ride from Lawrenceville. The Professor is the

department head and she started as a professor at Rowan and she would always bring her classes through and she liked it so much that she is bringing in her Ryder University class and have Rowan coming next month with their environmental science class.

Field Engineer

Bob Schwarz reported that Century Bank is constructing and operations center on Orchard Road north of Sherman. Also, progress continues at the Main and Elmer intersection with everything complete except the lights.

We are currently reviewing an application for expansion for Premier Orthopaedics on S. Delsea Drive.

Solicitor:

Steve Fabietti reported that last week we had an OPRA request come in that Dennis referred to me to look at regarding the settlement in the T & W Construction matter. I worked with Dennis and Carol to provide them some feedback on our response to that request. Carol Ricci stated that they were here for quite a while. Steve stated that it's been viewed by the requester on site which is what they requested.

Dennis stated that the OPRA request doesn't reflect on the action we took. T & W is a targeted contractor by the statewide laborer's union. They are collecting information about that contract and throughout the state. It is from the Laborer's central headquarters in Middlesex County and they have a bullseye on T & W.

Chairman: No Report

Issues and Correspondence: None

Committee Reports:

Engineering/Plant:

Dennis stated that we had our kick off meeting last week and there will be another one this Friday. E-mails went out and we are making sure staff is available as well. We are pulling together the information that Stan requested. Also Stan mentioned that we will probably try to tour a couple of facilities within driving distance. At the national show I was looking at different kinds of aeration blowers and equipment associated somewhat to that and go out and look at some live ones and talk to the staff that maintains them. It's good to talk to the operators who maintain the equipment and find out their maintenance spin on repairs and some screening equipment we want to look at also. The collection system will kick off this Friday.

Budget/Finance:

Joe Reuben reported that income is approximately \$660,033 or 9% over budget and expenses are approximately \$158,619 or 2.2% under budget. Accounts receivables decreased approximately \$473,082. The Authority continues to be affected by the economy and is keeping a close watch on its budget.

Dennis reported that we had the tax sale and we took in about \$176,000. We talked about this at the finance committee. The good news is the \$176,000 and the bad news is that it's old money. It's about a year old. That was over 400 accounts down from the 1600 or whatever it started at. The others cleared up and we had those.

Carlos Villar asked if Dennis said 1600 accounts. Dennis stated that's where we started. We sent letters to them and if you don't pay, your name will be in the paper and you also send it to the bank or the mortgage holder. You slowly whittle it down and you actually put their names in the newspaper. We photocopy the actual ad, highlight their name and mail it to them and then you slowly work your way down and the banks will step in quite often. Wells Fargo made dozens of payments just before the tax sale. We are on par with taxes so when a lien is sold, that lien is ahead of the mortgage for a home equity loan or whatever else there is. We're up at the top and anyone who has a mortgage or a loan on the property is behind us. The banks want to pay it off and either raise their escrow fee and collect their money back. It was a nice boost as well and you took action tonight on the budget.

Human Resources:

Our new employee Renee is working out well. She was at the lien sale with Jennifer and Nancy and she saw what that was all about and how everything ties together.

Public Relations:

Dennis reported that we have 60 folks coming in and there will be our operators as well and they can get contact hours towards their license but we will have other folks and vendors. It's within the trade.

Insurance Committee:

Carol Ricci stated that employees who desire to have flu shots will be receiving them at the Authority on Monday, October 26th.

Allocations/Administration:

Dennis stated that he plans to bring to the next meeting authorization to have a hearing on the connection fee.

Old Business: None

New Business: Dennis reminded everyone about the AEA conference and that they have been registered. Carol stated that everyone's reservations are made at Caesar's and there was another packet of information in your envelopes.

Tom Merighi asked if the name badges came in ahead of time. Carol stated that they usually send them in ahead of time.

Adjournment:

At 6:16 p.m. there being no further business to come before the Board, it was moved by Errickson and seconded by Barse that the meeting be adjourned. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted "yes".

THE LANDIS SEWERAGE AUTHORITY

G. STEVEN ERRICKSON, Secretary