

THE LANDIS SEWERAGE AUTHORITY  
REGULAR MEETING  
November 21, 2016

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: Reuben, Villar and Merighi were present. Barse and Errickson were absent.

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
	Nancy A. Lagerholm	Administrative Assistant
	Thomas J. Post	Business Manager
	Daniel Reed	Agricultural Site Supervisor
	Jimmy Sloan	NJ Fish & Wildlife
	Steve Smith	S.J. Quail Project

Hearing Officer Dennis W. Palmer advised that the public hearing on the 2017 budget was advertised and published October 22, 2016. He advised that proper notice was given in accordance with our bonding requirements and covenants. Dennis Palmer also stated that the preliminary budget was approved on October 17, 2016 and submitted to the New Jersey Department of Community Affairs. The Hearing Officer advised that the 2017 budget does anticipate an increase to our users over the 2016 budget of \$20 due to Progresso closing. The 2017 budget is a \$100,000 increase over 2016. The Authority's last rate increase was in the spring of 2013 and the new budget is \$9,945,000.

A significant effort was put forth in 2016 with respect to a new loan of \$25,000,000 for infrastructure improvements. The Authority also made significant steps in energy savings in its facilities and reduced its expenditures for utilities with a full year of the Receiving Station income and increased gas production. With that opening statement the floor is open for comments from the public. Also in attendance is Thomas Post, the Business Manager for the Authority who has prepared the budget and is also available for questions.

Seeing that there is no one from the public in attendance within to make comments, I duly close this public hearing and ask the Chairman to close the public hearing and move on to the regular meeting.

The Chairman entertained a motion to close the public portion of the meeting. It was moved by Villar and seconded by Reuben. Roll call: Reuben, Villar and Merighi voted “yes”.

It was moved by Villar and seconded by Reuben that the reading of the minutes of the regular meeting held on November 7, 2016 be dispensed with and the same be approved in the form submitted to all members by mail. Roll call: Reuben, Villar and Merighi voted “yes”.

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

Jimmy Sloan from the NJ Division of Fish & Wildlife presented a presentation the Quail Project habitat management.

Steve Errickson entered the meeting at approximately 6:23 pm

Resolutions:

It was moved by Errickson and seconded by Reuben that Resolution No. 2016-119, “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.....\$87,123.27”, be adopted. Roll call: Reuben, Errickson, Villar and Merighi voted “yes”.

It was moved by Errickson and seconded by Reuben that Resolution No. 2016-120, “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....\$336,513.32”, be adopted. Roll call: Reuben, Errickson, Villar and Merighi voted “yes”.

It was moved by Errickson and seconded by Reuben that Resolution No. 2016-121, “A Resolution of the Landis Sewerage Authority listing payments from the 2016 Bond Issue Construction Fund adopted July 5, 2016...” be adopted. Roll call: Reuben, Errickson, Villar and Merighi voted “yes”.

It was moved by Errickson and seconded by Reuben that Resolution No. 2016-122, “A Resolution of the Landis Sewerage Authority authorizing an Interlocal Service Agreement for shared service between the Landis Sewerage Authority and the Cumberland County Improvement Authority for Automobile/Light Truck maintenance and repair service...” be adopted.

Dennis reported we were very successful in the shared services we entered into a year and a half ago for trash pick-up and removal and disposal. They are now doing the vehicle maintenance for the county and they have extra capacity so we are looking into having them do our vehicles. It is approximately 25% to 30% savings on the hourly rate of what we are paying when we go out to bid. We are going to start with the light vehicles and expand to heavier trucks and do our diesel maintenance.

Roll call: Reuben, Errickson, Villar and Merighi voted “yes”.

It was moved by Errickson and seconded by Reuben that Resolution No. 2016-123, “A Resolution of the Landis Sewerage Authority appointing an additional Assistant Secretary...” be adopted. Roll Call: Reuben, Errickson, Villar and Merighi voted “yes”.

Reports:

#### Executive Director

Dennis reported he had a meeting today with Tom Post and Capital Bank. We are looking into accepting credit cards. We would start first at the window. We can put up a sign stating there is a convenience fee of 3%, as an example. So we would not bear the cost of the credit card. We are waiting for a written proposal from Capital Bank. This could be an effective way to help cut down on the accounts that go to the tax sale.

Last week we had a close out meeting with the team that was involved with the Receiving Station. There is a final report that has to be sent to the Department of Energy.

We entered that other co-op and received information. We have been accepted, we got a password and we can go on-line. It's a multi governmental agency co-op that is multi-state. They go out and they bid a whole bunch of stuff and they put together a set of specifications and whatever price they award is very attractive so we are looking at some of the big equipment items we want to buy off of the bond. It saves us the time and effort and money to try to put together a specification, do you have a low bidder, are you going to have a problem. They have already done all of that. We are looking at some really interesting savings. This will be over the next six months and some other projects later. This is big equipment such as TV cameras. Tractor trailers, tractors and other things.

#### Field Engineer

Robert Schwarz reported that Lidl is moving forward on their project. All fees are paid. Upon submission of required Bonds a Connection Permit can be issued.

Med Express at Acme Plaza on Chestnut Avenue and Main Road submitted revised plans and fees for allocation and responded to our comments satisfactorily.

The Middle School on Lincoln Avenue connected to the easement area on Brandywine Drive. Work is expected to take approximately 2 weeks. Contractor to advise to witness air testing of lines.

Bob reported we replaced a manhole on West & Landis last week due to deteriorating concrete from the old Boro Sewer System.

Solicitor:

Steve Fabietti stated that we were working on the Shared Services Agreement with the Improvement Authority with some comments back and forth.

Chairman: No Report

Issues and Correspondence: None

Committee Reports:

Engineering/Plant:

Dennis stated that we met with the collection system engineer, we did a 30% review of the Sears Pumping Station and also with the plant engineer we went through the discussion on the items on the upgraded facility. A target for both of them is to have both projects done and a more simplistic set of plans and specifications can be sent to DEP to start the permits towards the end of the year and have both projects, the plant and Sears being the first part of the collection system out to bid in early spring. The target is the end of March. Hopefully you can get contractors as they are lining up the rest of their work and get attractive pricing.

Budget/Finance:

Joe Reuben reported that income is approximately \$801,150 or 9.6% over budget. Expenses are approximately \$299,030 or 3.6% under budget and accounts receivables decreased approximately \$337,954.

Dennis stated we also had the hearing on the budget tonight and we are awaiting DCA's approval and we will have a final adoption next month.

Human Resources: No Report

Public Relations: No report

Insurance Committee:

We had some issues with the debit cards but those issues are being worked out. We expect a reduction and we're pretty much happy with the program.

Allocations/Administration:

Dennis stated that Bob talked about the two checks we received from Lidl and Med Express.

Old Business: None

New Business: None

Adjournment:

At 6:38 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: Reuben, Errickson, Villar and Merighi voted "yes".

THE LANDIS SEWERAGE AUTHORITY

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G. STEVEN ERRICKSON, Secretary