

THE LANDIS SEWERAGE AUTHORITY
REGULAR MEETING
October 17, 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: Barse, Reuben, Erickson, 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
	Thomas J. Post	Business Manager

It was moved by Erickson and seconded by Barse that the reading of the minutes of the regular meeting held on October 3, 2016 be dispensed with and the same be approved in the form submitted to all members by mail. Roll call: Barse, Reuben, Erickson, 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 Erickson and seconded by Reuben that Resolution No. 2016-111, “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.....\$66,940.87”, be adopted. Roll call: Barse, Reuben, Erickson, Villar and Merighi voted “yes”.

It was moved by Erickson and seconded by Barse that Resolution No. 2016-112, “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

Bills....\$174,085.17”, be adopted. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2016-113 “A Resolution of the Landis Sewerage Authority adopting the Preliminary Budget Resolution of the Landis Sewerage Authority fiscal year period from January 1, 2017 through December 31, 2017...” be adopted.

Dennis reported he and Tom worked extensively on the Budget and made some changes before it was presented to the board and had a meeting with the Finance Committee last week to go through the Budget as we look to next year. There will be challenges next year, depending on what happens with Progresso. The Budget assumes a \$20 rate increase, but not until the June billing. This means we would have to adopt it by our first meeting in May. So we have some time through the beginning part of next year to see if someone does come in and take Progresso’s spot, and if so how big will they be on their flow. But at this point, the Budget anticipates a \$20 rate increase. The increase in salaries alone is \$121,000. There will be some savings in electricity, chemicals and connection fees would stay the same. This is just a rundown on the Budget and we went through it with the Finance Committee on Thursday of last week. Barse told Tom he did nice job on Budget. It makes perfect sense what he is doing.

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

It was moved by Errickson and seconded by Reuben that Resolution 2016-114 “A Resolution of the Landis Sewerage Authority listing payments from the 2016 Bond Issue Construction Fund adopted July 6, 2016...” be adopted. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted “yes”.

Reports:

Executive Director

Dennis reported we had an environmental science class visit our plant today. Dennis spoke with them first about the plant and then they took a tour of the plant.

Dennis reported we had two days of training in the last two weeks dealing with lockout tag out, blood borne pathogens, confined space, personal protection equipment and hazard awareness and right-to-know. The bill was in tonight’s package.

The Budget meeting took place last week. Tom and his staff have been working for the last few months on Budget. Also the tax sale occurred last Thursday. We started at 1,839 accounts and got down to 435 accounts. Wells Fargo came in at the last minute paying 124 accounts. The mortgage companies don’t like the lien being put against the property because it puts LSA ahead of the mortgage company in the case of foreclosure.

Tom acknowledged the staff did a good job. Jennifer who has been here 16 years led the tax sale and we had two new employees, Ray & Renee work on these accounts for the past two months. Tax sale was perfect, no complaints from the tax collector. Dennis reported they came up with a new technique for printing receipts that saved a lot of time. The bottom line is we collected \$190,000 on past due accounts.

Dennis reported Capital Bank had some thoughts about accepting credit cards at the window. Dennis did not want to do mail in, instead start here with the machine. This way it does not cost us anything, we would charge a courtesy fee. As a public agency, we can't give money away. So we can take credit cards as a courtesy. This may also help keep some of the numbers down for the tax sale. Dennis will explore this option in the next few weeks.

The last thing with the Budget and the Audit, we have the recalculation of the connection fee by our Auditor. At this point, Dennis would not make any recommendation to change the connection fee for this year or 2017. After 2017, it will change dramatically because the money we spend on the upgrades over the next two years will go into the numerator and that number will change at that point. We will hold off in 2017 and revisit in 2018.

Merighi asked about the Wells Fargo payment of the 124 accounts. Dennis explained the bank paid the unpaid sewer balance and will add to the customers escrow balance on their mortgage.

Merighi mentioned he thought it was a good idea to accept credit cards. He thought the Bank could set it up online so customers could pay on our website. Dennis said he would talk to Bank about it. This would raise security issues. This is something to look into.

Field Engineer

Robert Schwarz reported there is a meeting at the S.W. corner of Landis and Boulevard to discuss plans for a test to determine why the railroad tracks are settling in this area. Conrail, LSA, City Water and Public Works are to be present.

We are also setting up a meeting with the City of Vineland Engineers and police officers to discuss traffic control and other issues with our paving contractor next week.

Bob also discussed overflowing manhole at Tarklin Branch Stream. The problem was not ours but Housing Authority and it was due to grease. The area is also affected by the Kiltone problem reported to COV Health Department.

Dennis stated that we got the call from the Mayor's office based on a letter that they got. So for someone to write a letter, mail it, work its way through the mail system and to call us as to how many days was it overflowing. The stream was septic and black.

Solicitor:

Steve Fabietti reported that the only thing is that he and Dennis are working on a contract for a potential project for the Authority site.

Chairman: No Report

Issues and Correspondence:

Dennis stated that as we are moving with the borrowing there are certain things that we will specify ourselves and go out and advertise. Some of the items here and some we may get quotes since they will end up under our bid threshold. There's a list of items here to start.

It was moved by Barse and seconded by Reuben that the Executive Director be authorized to advertise for bids for the following items: manhole lining equipment, center point irrigation system for the farm, new production well and upgrade of existing well, 300 HP truck tractor and State bid list where similar items may be utilized. Roll call: Barse, Reuben, Erickson, Villar and Merighi voted "yes".

Committee Reports:

Engineering/Plant:

Dennis Palmer reported that what we just started in issues and correspondence will trigger specifications being prepared and/or getting quotes. There is a meeting on Thursday with the collection system engineer. They have Sears pumping station at a little over 30% being designed so we will go over the plans. We had a 30% design with the plant engineer and we are closer to 50% at this point and they are coming in the end of October or beginning of November. The Sears work is to hopefully wrap up around the end of this year and start submitting for permits to the DEP by the end of the year and have it out as a later winter bid for spring work. That is the biggest item in the collection system.

Budget/Finance:

Joseph Reuben reported that income is approximately \$687,382 or 9.2% over budget. Expenses are approximately \$242,595 or 3.3% under budget. Accounts receivables decreased approximately \$165,326. The Authority continues to be affected by the economy and is keeping a close watch on its budget.

Dennis stated that we also took action on the budget.

Human Resources: No Report

Public Relations:

Regular Meeting, Page 5

Dennis stated that he did not see the “Top Project” award we received in New Orleans in the Grapevine yet.

Insurance Committee: No Report

Allocations/Administration: No Report

Old Business: None

New Business:

Dennis reminded the Commissioners that the AEA Conference is in November.

Adjournment:

At 6:20 p.m. there being no further business to come before the Board, it was moved by Erickson and seconded by Villar that the meeting be adjourned. Roll call: Barse, Reuben, Erickson, Villar and Merighi voted “yes”.

THE LANDIS SEWERAGE AUTHORITY

G. STEVEN ERRICKSON, Secretary