

THE LANDIS SEWERAGE AUTHORITY
REGULAR MEETING
March 20, 2017

Pledge of Allegiance.

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

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

Chairman Villar 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.

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| 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 Barse that the reading of the minutes of the regular meeting held on March 6, 2017 be dispensed with and the same be approved in the form submitted to all members by mail. Roll call: Barse, Merighi, Errickson, Reuben and Villar 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 Barse that Resolution No. 2017-25, “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.....\$64,474.47”, be adopted. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted “yes”.

It was moved by Errickson and seconded by Reuben that Resolution No. 2017-26, “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...\$707,290.73”, be adopted. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted “yes”.

It was moved by Errickson and seconded by Merighi that Resolution No. 2017-27 “A Resolution of the Landis Sewerage Authority listing payments from the 2016 Bond Issue Construction Fund adopted July 5, 2016...” be adopted. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted “yes”.

Reports:

Executive Director

Dennis Palmer reported that a letter was sent after the last meeting to the Tax Collector. I received a clarification letter from the Mayor and we sent a second letter and that will be for action in the future for a Shared Services Agreement.

Dennis stated that he went to the NJPDES hearing on fees and not too many other people showed up but we still made our comments known verbally and in writing. We had a tour from NJDEP with someone who was not with the larger group earlier; not necessarily new engineers and new staff but they are new to that program. They are visiting different facilities around the state to familiarize them with different plants. We received a thank you letter from the Freeholder Director for the Walk to Washington associated with the State Chamber and we did it with the local Chambers.

We are having an issue now with flow coming into our plant particularly on Mondays with odors and low ph. We are trying to track it back to which pumping station and what area it is coming through. Bob, Dave and I went riding around today and our staff is going out. Someone is either discharging or releasing something with a low pH and that makes the wastewater more odorous.

Dennis stated that he has been re-appointed to the State Licensing Board for water and wastewater operators. They license water and wastewater operators, water systems, sewage systems and industrial treatment plants and operators.

Under issues and correspondence I want to follow up on the memo you received on credit cards.

Field Engineer

Bob Schwarz reported that we received a lot of grease from the Lincoln and Landis Avenue area that caused an overflow on E. Landis Avenue. We determined that two restaurants were the contributors and we had the City of Vineland Health Department get involved. We will be reaching out to the City Health Department to assist on the grease trap inspection as part of their overall inspection for restaurants.

Solicitor: No Report

Chairman: No Report

Issues and Correspondence:

Dennis stated that we prepared a memo that came from Tom through me to your attention. This is something we've been exploring to reduce the number of accounts we have at lien time. We are going to give our customers the option to go to credit card. Our auditor said it would most likely be under the bid threshold but it would be a good idea to get multiple quotes. We got three quotes and the last one was very attractive and it actually had a special rate when it came to government agencies. Our recommendation is to move forward with this and we notify those in arrears that we have an option for them to come in. We want them as a walk in, we don't want to take numbers through the mail or phone because you get into the red flag areas and there are other issues that deal with security. We'll put a reader that's tied to our computer and we don't even touch their card, they insert the card and take it back themselves so there are no security issues. This is an option to keep them from going onto tax sale. They can pay it monthly on their credit card. The goal is to reduce that number of people at tax sale time. The numbers come in below the bid threshold but we still got three quotes. Also this gives our auditors comfort and instead of just doing a memo we should do a motion to issue a credit card program in accordance with the memo dated March 16, 2017.

It was moved by Barse and seconded by Errickson that the Executive Director move forward with a credit card program to reduce the number of accounts on the tax sale. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted "yes".

Committee Reports:

Engineering/Plant:

Dennis Palmer reported that some things are being done in house. Outside we have two hypochlorite chemical storage tanks which is concentrated bleach. We are doing this ourselves. We've been working with Anthony and we did a structural design for a concrete and steel base to put them on. The steel has been delivered. We're waiting for the weather to get a little better because we have to take the back skin off of the building.

We also are getting prices from the engineers to repair a lot of manholes. We actually coat the inside for erosion. We've done some studies and we've found a couple of manufacturers to get a piece of equipment that is almost like a gunnite sprayer. It has a slinger that goes in a circle. You pull it up slowly and it coats the inside of the manhole with a cement product and it gives you structural strength as well. You go back a second time with a different sprayer and put an epoxy coat on it and you can use it for channels, manholes, wet wells. You can spray via gun or a slinger. We will take care of these ourselves. That's been ordered and once it is delivered we will start ordering the concrete. It is a special concrete that is fast set so you can coat a manhole, come back and do a

second coat and if you want you can also do the epoxy chemical. The jet truck has been taken care of as well as the TV equipment. We are emailing our engineers and we've had probably three or four exchanges last week with Bob and Anthony on the collection system. Stan Chilson sent me an email and he's just about ready to give us the package to apply for the DEP permit for the upgrades to the treatment plant. It's predominantly the aeration system.

Budget/Finance:

Tom Merighi reported that income is approximately \$84,045 or 5% over budget and expenses are approximately \$14,193 or .85% under budget. Accounts receivables decreased approximately \$194,079.

Human Resources: No Report

Public Relations:

Dennis Palmer reported that we have the rate increase coming and the next meeting will be busy. It will also be when the children come for the poster contest. That decision was just made today and we have the list of winners from the different schools. The parents and teachers can also come out and we also have the public hearing. Two stories have been in the paper about the rate increase and the military families. I went to the newspaper's website and there were about five comments about the rate increase. Most really didn't understand. Come to the meeting and we can answer the questions. Why don't we bill on flow and there are a lot of complications with that and frankly why we have the issue with Progresso closing. We work on 75% or more fixed costs which is driven by our bonds, DEP permits to insurance and other things. I put it on our own Face Book page as well so when we go through the hearing process and the normal process is to publish it in the newspapers. There is enough advance notice and we will be prepared to answer the questions. It's driven solely by Progresso and the impact they have on our budget in their closing.

There is a lot of excitement with the Quail Project. We had Jersey Outdoors and other new people; 4H is involved now with Poultry Pride. A lot of these other parties have mini-grants and there is another quite significant grant with the Soil Conservation Service and the person who is with Audubon. We may get some funding back on the irrigation system we just awarded last meeting because we use water conservation technology with the type of nozzles we pick.

Tom Merighi asked if we could push the poster contest to the next meeting but Dennis replied that it would be over Easter vacation. That is our normal meeting to do that. We are updating all of our rates for user and connection fees and it also updates the system to reflect some new laws for public housing. It is interactive and Steve will swear me in and I'll answer questions on the record. It's good public policy to have the hearing and the adoption at the next meeting.

Insurance Committee:

Carol Ricci reported that she met with Bob English from Willis Towers Watson to start the process of the commercial liability renewal and scrubbing out the lists of equipment. She also stated that we are looking at a small increase and we will be increasing the replacement cost values 1.5% for the year. We are expecting the rate increase to be in the single digits and we have submitted our payrolls which are insured under the general liability portion of the policy. Any equipment, vehicles or improvements that add to the value of a pump station such as Sears, will result in additional premiums. Our loss ratios are low and in a ten year period of time they were only \$160,000 and a large piece of that was due to the sewer main collapse on Magnolia Road. Carol also stated that when we purchase the jet vac we will separate the vactor from the motor vehicle portion for a better rate. As far as Public Officials Liability is concerned we are moving from Darwin to Excel Catlin. There are no issues and there are no changes in the policy.

Allocations/Administration: No Report

Old Business: None

New Business: None

Adjournment:

At 6:19 p.m. there being no further business to come before the Board, it was moved by Errickson and seconded by Merighi that the meeting be adjourned. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted "yes".

THE LANDIS SEWERAGE AUTHORITY

G. STEVEN ERRICKSON, Secretary