

**THE LANDIS SEWERAGE AUTHORITY  
REGULAR MEETING  
December 17, 2018**

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, Erickson, 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.

Also present:	Dennis W. Palmer	Executive Director/Chief Engineer
	Anthony Tobolski	Field Engineer
	A. Steven Fabietti	Solicitor
	Carol A. Ricci	Executive Assistant

It was moved by Barse and seconded by Erickson that the reading of the minutes of the regular meeting held on December 3, 2018 be dispensed with and the same be approved in the form submitted to all members by mail. Roll call: Barse, Merighi, Erickson, 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 Erickson and seconded by Barse that Resolution No. 2018-128, “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.... \$65,332.81”, be adopted. Roll call: Barse, Merighi, Erickson, Reuben and Villar voted “yes”.

It was moved by Erickson and seconded by Barse that Resolution No. 2018-129, “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 Bi.... \$....

\$392,983.97”, be adopted. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2018 – 130, “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”.

It was moved by Errickson and seconded by Barse that Resolution No. 2018 – 131, “A Resolution of the Landis Sewerage Authority authorizing raises to management and non-bargaining personnel...” be adopted. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2018 – 132, “A Resolution of the Landis Sewerage Authority adopting Budget Resolution 2019 for the Landis Sewerage Authority budget fiscal year period January 1, 2019 to December 31, 2019...” be adopted. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2018 – 133, “A Resolution of the Landis Sewerage Authority authorizing a contract extension of Resolution No. 2017 – 68 for paving of various areas in the Authority plant and the City of Vineland...” be adopted. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2018 – 134, “A Resolution of the Landis Sewerage Authority authorizing correction on credits, charge-offs, refunds and cancellation of accounts in the amount of \$975.00...” be adopted. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2018 – 135, “A Resolution of the Landis Sewerage Authority authorizing the Executive Director to endorse NJDEP Permit Application for Contract No. 6...” be adopted. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2018 – 136, “A Resolution of the Landis Sewerage Authority approving changes to the organization chart...” be adopted. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted “yes”.

Reports:

Executive Director

Dennis Palmer reported that in your packages was the Home Serve report which is a great service for our customers and provides extra income. The customers are getting repair jobs for basically what they pay in premiums and it's a nice service. Chairman Villar asked if anyone has had to use the service and Dennis stated that the dashboard shows how many customers have used it per month.

Tonight, we took action on the budget that was submitted to the State previously. They had one comment and we took care of it at the previous meeting and now we have adopted the budget.

Dennis also stated that Crown Pipe continues to still have issues on their construction, we had a meeting with them to discuss how to catch up and get things done and we also have a change order that replaced more of the ductile iron pipe with plastic pipe and we need a formal change order. We negotiated cost and time and we have two manholes that have to be added to that as well.

The Archimedes Screws are coming within a week and they will be delivered a while before they will be installed. We had a pre-bid meeting on both contracts 3A and 3B and there is an addendum going out. We'll have some corrections as well as take the opening date from this Friday out to January 9<sup>th</sup>. We want to get it past the holidays and we'll get better pricing and contractors can take a little longer to price the project.

Dennis also reported that we took action on Contract No. 6 which we are reviewing in house and I'll sign off on that tomorrow. We'll make an appointment to hand deliver it to DEP. The last couple jobs were to repair pumping stations, put new pumps in and the pumps were of the same capacity, this one has some new work.

I've been working on a legal matter with Steve with our industries. We have a couple in the industrial park that are out of compliance. We are working on a compliance schedule that gives the industry two years to build equipment and we raise our limits by 50% to get them in compliance.

Field Engineer

Anthony Tobolski reported that Crown Pipe completed the Mill Road portion of Contract No. 2 last Friday that included 2400 feet of 10- inch force main and 420 feet of 20 inch and 21-inch gravity main.

They have started working at the Ramada Pump Station today and I will keep you updated on the progress and completion of that job.

Solicitor:

Steve Fabietti reported that along with Dennis, we've been monitoring the Crown Pipeline situation in terms of correspondence back and forth and we hope to get it resolved. As Dennis mentioned, the other project is an agreement we're trying to work

out with one of the customers in the industrial park to contribute some cost sharing for repair work as a result of their non-compliance. We've been in touch with their counsel and sent them an agreement last Tuesday. They have acknowledged receipt but I'm still awaiting their response.

Dennis stated that the staff engineer called and had some questions, because he has to speak to his superiors. Tom Merighi asked if they were accepting of it? Dennis stated that they are acknowledging it; he had a hard time understanding it and had some questions about the old pipes and aren't we replacing them and I told him we were in the process of lining everything and explained clearly that there was no pipe until we hit their discharge downstream. When we got past their pipe there was pipe in the ground so it was pretty clear where it came from. There is a clear demarcation. They had some other explanations such as other costs at that facility, their putting money in for the new freezer and other pretreatment. They asked why half and we told them we dealt with somebody else for half. With the length of pipe, maybe it should have been 75/25 so I told them we're working with you here and this is what we did with another industry and it was a glass plant that had ruined the pipe. Steve Fabietti stated that it was a fairly recent model we're working from and again we're asking for 50% of the cost, not 100%. Dennis stated that he also explained we had bypass pumping we did on our own for days until the contractor got there, we had pipe, we had to clear the sand out and a lot of other costs that we did with our own resources. This is half of what the outside cost was. Steve stated that their attorney was very receptive but that's not to say we won't get some push back.

Chairman: No Report

Issues and Correspondence: None

Committee Reports:

Engineering/Plant: No Report

Budget/Finance:

Tom Merighi reported that income is approximately \$637,284 or 6.2% over budget and expenses are approximately \$299,388 or 3.1% under budget. Accounts receivables increased approximately \$789,842. The Authority continues to be affected by the economy and is keeping a close watch on its budget.

Dennis stated that we do work on an accrual basis so the income is billed and not paid but on the expense side we had not spent it.

Human Resources

Dennis reported that we have a retirement at the end of the month, we have new person from the farm coming over and he starts training at the end of this week. We have another person starting at the farm and we received a resignation from one of our top people.

He's moving onto another larger Authority with a very nice income and we'll really miss his experience and we'll be interviewing some other folks to fill that position.

Public Relations: No Report

Insurance Committee: No Report

Allocations/Administration:

Dennis stated we have a new building in the industrial park that didn't come in for permits or allocation from us so we'll have to go back and capture that. How that happened and how they pulled building permits, I don't know. Tom Merighi asked how we found out about it. Anthony Tobolski stated that he got a call from the contractor stating they were supposed to start on Monday and asked if they had a permit and I told him no.

Old Business: None

New Business: None

Adjournment:

At 6:13 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

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G. STEVEN ERRICKSON, Secretary