

THE LANDIS SEWERAGE AUTHORITY  
REGULAR MEETING  
December 3, 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, 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.

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 Errickson and seconded by Barse that the reading of the minutes of the regular meeting held on November 19, 2018 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. 2018-116, “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.... \$164,695.58”, be adopted. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2018-117, “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....

\$193,437.47”, 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 – 118, “A Resolution of the Landis Sewerage Authority authorizing Municipal Unit Purchasing pursuant to N.J.S.A. 40A:11-12 under State Contracting procedures...” be adopted. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted “yes”.

It was moved by Errickson and seconded by Reuben that Resolution No. 2018 – 119, “A Resolution of the Landis Sewerage Authority designating the official newspapers...” 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 – 120, “A Resolution of the Landis Sewerage Authority establishing regular meeting dates of the Landis Sewerage Authority for the administrative year beginning February4, 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 – 121, “A Resolution of the Landis Sewerage Authority summarizing allocation activity through the close of Allocation Round 178...” 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 – 122, “A Resolution of the Landis Sewerage Authority establishing dates for the Landis Sewerage Authority for the 2019 administrative year...” 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 – 123, “A Resolution of the Landis Sewerage Authority authorizing the write-off of outstanding accounts payable checks drawn on the Landis Sewerage Authority’s Special Revenue Account...” 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 – 124, “A Resolution of the Landis Sewerage Authority authorizing the award of an alternate method agreement with New Jersey Manufacturers Insurance company to supply Workers Compensation Insurance...” 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 – 125, “A Resolution of the Landis Sewerage Authority rescinding Resolution No. 2018 – 52...” be adopted. Roll call: Merighi, Errickson, Reuben and Villar voted “yes”. Barse Abstained

It was moved by Errickson and seconded by Barse that Resolution No. 2018 – 126, “A Resolution of the Landis Sewerage Authority authorizing Change Order #1 (increase)

Emergency Repair of Collapsed Sewer Line on Gallagher Drive...” be adopted. Merighi, Errickson, Reuben and Villar voted “yes”. Barse abstained.

It was moved by Errickson and seconded by Barse that Resolution No. 2018 – 127, “A Resolution of the Landis Sewerage Authority authorizing a contract with Harris Computer Systems to provide software support services...” be adopted. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted “yes”.

Reports:

Executive Director

Dennis Palmer reported that tomorrow we have a plant construction meeting with the engineers and contractors. We’re waiting for a delivery of a lot of heavy equipment. One of the secondary clarifiers has been done and placed into service last week. It will be running until Wednesday, we’ll start draining it and when it’s drained and cleaned up, we’ll move to the second clarifier. It’s a big gear drive that’s in the center and it’s being replaced. They give us a two week look out, so somewhere in the middle of this month into next month we’ll get a lot of large pieces of equipment delivered. Primarily at this time electricians are working and putting in conduit to provide power lines for a lot of the equipment and there are some masons working on site putting up acoustical block and a steel roof where the blowers will be placed.

Sears is done. The last thing to be done was the fencing at the pumping station so soon we will close that one out due to the final quantity change order which for us will be to the good. Contract 3A and 3B is out to bid. We have a pre-bid meeting next week to talk with the bidders and there will be at least one addendum. I want to delay it. We first picked some dates for it to come out. I’d like over a month for contractors to review and look at the equipment and start pricing it. By the time it actually got it, it was a little less than a month because we’re opening bids on the 21<sup>st</sup> and we’re eventually going to move it back to the second week in January. If you rush a job your prices will reflect it to your detriment.

We’re looking at a plan for lower cost cell phones, which are the phones that Authority personnel use to communicate and it should save us actually quite a bit of money. I do want to meet with the personnel committee at least by email because with the new year we have a couple of positions to fill and we need to officially approve the reorganization chart. We talked about an extra fulltime maintenance person. Now is the time to bring him on as the equipment gets delivered by the contractor and he can get trained and he can do preventive maintenance and also install new equipment.

Field Engineer

Anthony Tobolski reported that on November 25<sup>th</sup>, which was the Sunday before last, we had a 15-inch gravity sewer main collapse. Perna Finnigan was called to provide emergency service. They set up well points to de-water the main which is 15 feet deep

and the ground water was at about 6 feet. LSA's crew set up and maintained by-pass pumping. Today Perna Finnigan dug up and replaced the broken line. Tomorrow we will turn off the bypass pumping and finish clean up at the work site. We are still dewatering so the concrete can set where the pipe goes into the manhole.

Anthony also stated that in regards to the Ramada Inn Pump Station project, Crown Pipe installed 20-inch pipe and 21-inch pipe at little Robin Pump Station along the bridge and north toward Landis Avenue. They will be tying in the 12-inch force main and the 18-inch gravity line just north of the bridge on Mill Road. They will then start their work at the Ramada Pump Station.

Solicitor:

Steve Fabietti reported that we had a personnel matter that has been handled and concluded with Dennis. We also have been brought into a situation with the terms of this Gallagher Drive repair that was mentioned in the earlier resolutions. We are now in touch with counsel for Casa DiBertacchi that Dennis has been them some information about cost recovery and we're now involved in that matter also.

Chairman: No Report

Dennis stated that he wanted to clean up previous motions. Once the plans came in, they are actually 3A and 3B, they are the ones out to bid. I don't want to have a technicality where we called it 3 and 3A previously so it's a motion to authorize advertising for Contracts 3A and 3B. 3A is a significant upgrade to Brewster and Landis Avenue and some minor upgrades to the Lincoln Avenue station and 3B is three other pumping stations.

Issues and Correspondence: It was moved by Barse and seconded by Errickson that the Executive Director be authorized to advertise for Contracts 3A and 3B for upgrades to various pump stations. Roll call: Barse, Merighi, Errickson, Reuben & Villar voted "yes".

Committee Reports:

Engineering/Plant:

Dennis stated that in regards to the Ramada Station there has basically been no work done at the pumping station. There are a few days' worth of work to tie in the force main at both ends of Mill Road and make the final end of gravity into the system. The contract was signed May 27<sup>th</sup> and had a notice to proceed date soon thereafter in June and has a deadline and it's fast approaching. I put them on notice last week by email saying we're concerned about your productivity and completing the job on time. I called their attention to two portions of the contract; one is called acceleration which at no cost to the owner you put extra crews in and work longer hours to make the deadline and the second one

was liquidated damages. Liquidated damages on this job is \$500 a day for every day you don't meet construction deadline. We're trying to get their attention to move more expeditiously on the project. They had to replace pipe that was put in wrong and they had someone else do that and that's not the owner's fault or problem. The owner by contract wants the project done by date so that is something we may have to deal with. They are due a change order which probably should have a time extension with it for some modest period of time and that's when we asked them to go further north with the plastic pipe to go under Delsea Drive and tie in where we had our previously failure in front of Aunt Kitty's food. It gives us protection and it's one of the weak spots and an area of concern. It shouldn't have failed and if it happened under Landis Avenue, we would have to turn down all of the lanes of traffic. My next concern is actually up by the railroad tracks and that may be a future project to extend the plastic line. That's still out there but their time is the 10<sup>th</sup> and it's not too far away. They pressure tested the line and they spread top soil and they did not have a pipe, an adaptor and a collar to tie in the ACP pipe to the plastic pipe but a well-planned job would have known that when you opened up the set of plans and knew what you were doing eight months ago. That may be an issue with the contractor.

We have a couple of projects in house we're working on which are some pumping projects. Hopefully we'll start digging fairly soon. We had engineered to not have a force main collapse. The force main from Pennsylvania comes up and it ties into another asbestos cement pipe which is a very short section. We had put in two PVC lined manholes and plastic pipe so we could let the gases out. There appears to be vents in the side of the manhole but the vents were never installed so the gas has never really gotten out of the pipe. Now we have plastic and its ductile iron pipe that we lined with the plastic liner. There was a collapse out there before I came here and it's a mess. Anthony says it's a wetland and a swamp. The pipe is down 15 feet and the water is down only 6 feet and it was a whole week's worth of pumping with double rows of well points to get the water down.

Carlos asked where do we pump the water and Dennis stated we actually pump it into the plant and in that case, it pumped into the pumping station because there's so much water and this year we are 15 to 18 inches above normal and a lot of it came recently. We ran it down into the pumping station and we put a sand trap to keep the sand from the pumping station. When it collapsed, we had sand come into the station and we had to tear apart the pumps to get the sand out.

Dennis also stated that soon we will be back with contract No. 6 which to repair a number of different sections of gravity pipe and extension of gravity basically from Shop Rite going west towards Orchard and maybe a little further. They have all of the new curb and sidewalk but we're probably another 20 feet in from the curb and sidewalk. It's concrete with brick edges around it and it's really nice. That's the next project and then there's another after that and we'll see how the money lands.

Budget/Finance:

Dennis reported that we just got the approval from the State so it will be up for adoption at the next meeting.

#### Human Resources

Dennis stated that we had a personnel issue last week, unfortunately it was just before Thanksgiving. We've interviewed others to replace that person with another farm worker and he's already started. We have another employee with 20 years mechanical experience specifically working with wastewater and water pumps and motors to come in as that maintenance person. We had the interview, sent him for a physical and looking to start him the first of the year.

#### Public Relations:

Dennis stated that he will be speaking at the Partnership for the Delaware Estuary at the end of January in Cape May. I'll be talking about our facility. It's titled the greenest wastewater treatment plant from solar power to the receiving station, recycling the water, using the solids for the farm and all of those aspects.

#### Insurance Committee:

Carol Ricci reported in your packets you have a memo regarding the New Jersey Manufacturers renewal. We did get the dividend statement in from Willis and it turned out to be a 15% dividend or discount. Just to reiterate a few items from last week, we know that the State of New Jersey raised the rates for sewer plants, they actually lowered the farm rate and those rates are not arbitrary. Our payrolls were a little higher even though our loss ratios were excellent and our experience mod increased from .877 to .907 which is still excellent. It's about 12% higher than last year and when you enter in all of the taxes and the dividend, we realize a net premium of \$170,589 for 2019.

#### Allocations/Administration:

Dennis stated that we had an inquiry for a food processor or a professional locator for lack of a better term that markets and looks to locate industrial facilities. They gave us a list of parameters. It was somewhere between 10,000 and 20,000 gallons flow. We gave them a pro forma to see what their sewer rates would be.

Old Business: None

New Business:

Perry stated he saw a note from the City of Vineland regarding the Vineland Labs property. They want us to write off interest and fees. Dennis stated that our answer was that we would bring it to the Board. Our policy has been since I've been here is yes on interest and we never waived the base charge. I said I would bring it to the Board tonight

so you could decide. We have not in the past waived the base fee and only the interest and we been consistent on that point.

It was moved by Barse and seconded by Errickson that we waive the interest and collect the principal for Vineland Labs. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted “yes”.

Adjournment:

At 6:21 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: Barse, Merighi, Errickson, Reuben and Villar voted “yes”.

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G. STEVEN ERRICKSON, Secretary