

THE LANDIS SEWERAGE AUTHORITY  
REGULAR MEETING  
June 18, 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
Robert A. Schwarz	Field Engineer
Nicole Curio,	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 June 4, 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”.

Chairman Carlos Villar presented Dennis W. Palmer, Executive Director, with a 25-year service award.

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. 2018-61, “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.... \$68,597.91”, be adopted. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2018-62, “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.... \$180,942.60”, 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 -63, “A Resolution of the Landis Sewerage Authority listing payments from the 2017 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. 2018-64, “A Resolution of the Landis Sewerage authority authorizing an alternate method contract with Health Insurance Solutions/Express Scripts, Inc. and Wellness Plan of America to provide a self-insured prescription medication plan...”, be adopted. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted “yes”.

Reports:

#### Executive Director

Dennis Palmer reported that the pricing on the prescription plan was really good. We did get the notice on the Board of Public Utilities. It was discussed with Steve Fabietti. This is a result of an overzealous contractor or assistant. We do not mark out gravity lines. The Water Utility has 23 of these violations which is significant money. The pre-construction meeting was not even held and they started asking for mark outs three weeks prior. These are things you talk about at the pre-construction meeting. The meeting was held last Monday and there was specific meeting held with the contractor with us, the City Engineer, the Water Utility and Electric Utility to say “what are you doing”. This is a mess for all of us with the follow-up paperwork. We’re clear but it’s not that easy for the Water Utility with \$69,000 in fines. There are no excuses for a water utility. On sewer lines we only have to mark out pressure lines. We got a letter off and we didn’t waive any rights. We asked for a hearing if it needs to go that way. Since that meeting we had with the contractor, on Friday he generated a letter saying this was his fault. He had an intern that was on staff and called these in ahead of time. We sent a second letter to BPU saying here’s the letter from the contractor saying that neither us or the City should be penalized because of a person on their staff that called in a first and second call. The second call is when they report there have been no mark outs and that triggered what happened. We are starting a process now which is to clear every ticket so if we don’t do a mark out, we respond by email back to the person who requested the mark out saying we don’t have any pressure facilities in the area. That clears the ticket. We’re on top of these things and we don’t have any pressure lines. We should be on solid ground.

We received the HomeServe commission which is nice found money and it also provides a service to our customers who have older lines. Dennis also stated that we’ve had our construction meetings which have been ongoing. We’ve had the pre-construction for the plant on June 8<sup>th</sup> and one of the coordinators came on site today to figure where he’s

going to put his office trailers and hook up electricity. Dave and I took him around the plant. We also had the pre-construction meeting for the Ramada on June 12<sup>th</sup> and also talked about some issues. Bob went out in the field with the contractor.

The audit is more or less done as far as field work goes. Roz may stop out this week for an exit meeting and everything looks fine. There are also due diligence questions she has to ask.

Dennis reported that the connection fee bill had passed the senate and it passed the assembly last week in a committee vote and it's getting waived to the floor so it doesn't have a second committee vote so it may be voted on this Thursday. That would change different aspects of how we deal with connection fees and also, we will have to also re-examine our own program and allocation policy and update it.

#### Field Engineer

Bob Schwarz reported that work continues on Coney Avenue for the Sears Pump Station Project. The contractor will install pipe tomorrow and will perform test pits on Sears property in easement areas on Wednesday, June 20, 2018.

Land has started to be cleared for Panda Express next to the Shop Rite and Lidl on West Landis Avenue. Also, the City obtained the services of Remington and Vernick for the preparation of bid documents for paving West Landis Avenue between Mill and Orchard Road. The Authority provided input.

Bob also stated that LSA attended a pre-construction meeting for the 2018 road restoration where numerous streets will be paved. As always, LSA will review to see if any defective manholes need to be replaced.

Perry Barse asked who the contractor was and Dennis stated it was R.E. Pierson. The City of Vineland didn't send out plans per say so it's almost kind of design build where the contractor bid the work and there's some storm sewer work and he has to find out where the utilities are. He has to make his own plans and that's kind of his explanation for the rush on mark outs. That's why you have a pre-construction meeting so these things can be discussed.

Joe Reuben stated that there were complaints about the paving on the Garrison project on Mill Road. Dennis stated that the City is supposed to come back and mill that whole road and re-pave it. Joe Reuben stated it would be a year or two. Dennis stated that we cleared it with City on the road opening permit that we would put base in. We can take a look at it. Dennis said he saw some undulations in it Bob said there are a lot of bounces in it and it's not level. Dennis asked if it was the rideability and Bob said yes. We'll have to talk about it with the City since they gave them the road opening permit. We put in base so when they mill it down and do the whole road they will put in the smaller stone and it will be a smoother ride. If it's a mess then we'll have to talk to them.

Solicitor: No Report

Chairman:

Carlos stated that his only report is that he was happy to give Dennis his award for 15 years of service.

Issues and Correspondence: None

Committee Reports:

Engineering/Plant:

Dennis Palmer stated that we want to finish up the specs to line some of the pipes in the Industrial Park. We talked when the engineers were down after the pre-construction meeting. The next project is upgrading some pumping stations. We do want to look at some gravity work. Right now, it's just the beginning of two projects to start construction and then the pipeline work that has been ongoing on Coney and Montrose.

Budget/Finance:

Tom Merighi reported that everyone has the financials in their pocket and note that income is approximately \$426,535 or 9% over budget while expenses are approximately \$88,071 or 2% over budget. Accounts Receivables increased approximately \$966,953. Dennis also mentioned that the audit is being finalized.

Human Resources

Dennis reported that at this point we've had ads out and we've had a couple of responses for both the engineering construction technician and the superintendent positions. One guy I definitely want to bring in. He's had experience at multiple plants and with that said when we pull the trigger, we'll have to come to the board and ask for doubling up. There's a lot to learn here from the existing superintendent and also Bob has been working with Anthony for several years but for the new person, it's a great time to see all of this construction and see what will amount to \$20,000,000 in construction over the next two years.

Public Relations:

Dennis stated that he had spoken about the Rotary Club. We had a visitor at that meeting that was from the Cherry Hill Rotary Club. He wants to come down for a tour with his club.

Insurance Committee:

Carol Ricci reported that in your packets you had the memo regarding Health Insurance solutions. We did really well again this year. We are trending a slightly higher, however with all of steps that we've put into place such as mandatory generic, mail order and the Wellness Plan of America we've saved about \$69,000. We're running about 2% higher and we had an \$11,000 surplus but was a suggestion by Health Insurance Solutions and Dennis and I spoke about it and we agreed that we're going to roll it back in because all we need is one hit. Last year we had a massive amount that was re-distributed to the employees. We have had a number of people leave the Wellness Plan either through retirement or they don't need the drugs any more. We are picking up some money there. This is the third year of the contract so the rates are the same and we'll see what they come back with next year. Carlos Villar asked how many years are in the contract? Carol stated that it's three years.

Dennis stated that it has been an incredible savings from where we were.

Allocations/Administration:

Dennis reiterated that the new law is working its way through the second house and after Thursday it will be done and go to the Governor's desk. We'll have to sit down and re-examine our allocation policy and bring it in line with the new law.

Dennis stated that he wanted to touch upon two things in human resources. The new sick time requirements will be here in October. Nicole stated it is October 29<sup>th</sup>. Dennis stated that everybody gets sick time, no limit on how many hours you work and it's one hour for every thirty worked up to a maximum of 40 hours. Tom Merighi stated that he doesn't see this effecting things that much. Dennis stated that we have two part time people that it will affect. Nicole states that you have to provide sick leave and there are specific reasons in the law that you are allowed to use the sick leave. It spells it out. It also says that if provide any other paid time off, so you give vacation or personal time, that time can also be utilized to count towards that overall time off threshold for sick leave as long as you let them use the vacation or personal before sick leave. In the form contract we looked at they do get different types of time off so we would be able to recommend that the time off in total were meeting that threshold.

Old Business: None

New Business: None

Adjournment:

At 6:24 p.m. there being no further business to come before the Board, it was moved by Errickson and seconded by Barse that the meeting be adjourned. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted "yes".

THE LANDIS SEWERAGE AUTHORITY

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PERRY D. BARSE, Assistant Secretary