

THE LANDIS SEWERAGE AUTHORITY
REGULAR MEETING
March 21, 2022

Pledge of Allegiance.

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

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

Chairman Reuben 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 |
| Anthony Tobolski | Field Engineer |
| Stephen D. Barse | Solicitor |
| Carol A. Ricci | Executive Assistant |

It was moved by Barse and seconded by Miranda that the reading of the minutes of the regular meeting held on March 4, 2022 be dispensed with and the same be approved in the form submitted to all members by mail. Roll call: Barse, Miranda and Reuben voted “yes”. Angelo abstained.

The Chairman asked if there were any general public comments or comments on the proposed Resolutions. There were none.

Resolutions:

It was moved by Miranda and seconded by Barse that Resolution No. 2022 – 24 “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.... \$102,417.30”, be adopted. Roll call: Barse, Miranda, Angelo and Reuben voted “yes”.

It was moved by Barse and seconded by Miranda that Resolution No. 2022 - 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 Bills.... \$785,424.86”, be adopted. Roll call: Barse, Miranda, Angelo and Reuben voted “yes”.

It was moved by Barse and seconded by Miranda that Resolution No. 2022 - 26, “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, Miranda, Angelo and Reuben voted “yes”.

It was moved by Miranda and seconded by Barse that Resolution No. 2022 – 27, “A Resolution of the Landis Sewerage Authority authorizing the return of premium of surplus for prescription medication plan...” be adopted. Roll call: Barse, Miranda, Angelo and Reuben voted “yes”.

Reports:

Executive Director

Dennis Palmer reported that at our next meeting we’ll have the hearing on the rate increase and you will have the information in your packets. Notices have been placed in the newspaper and the clerks. Before the end of the year around December, we sent a letter to all of our large industries to give them some notice as they look towards their budget for this year. We sent an email today to our haulers as those rates will go up also. It will be the June bill which they will actually get in July. It gives them a couple of months’ notice so they can pass it on to their customers. We don’t want them to have a surprise.

March 15th was the cut off date on a law that was passed where you couldn’t apply interest to bills or cut off customers for lack of payment. We are also rereading the local finance notice as you are supposed to put it on your web page and we will do it in both English and Spanish for those that are behind on their bills for a specific window of time which is 2020 to 2022 where they can come in for a payment plan. Every time we send out a late notice, it will be on the bill itself. It will be on the real bill also. If people fail to come in for a payment plan, they will eventually go to lien and they can also have interest applied. That will go on the website also.

I was at the Mayor’s office for an update on the LNG facility and they are looking to start doing some of the planning and zoning board applications late this year. They have been on site doing soil borings and ground water sampling which is their due diligence under phase 2.

An email will go out to the administrative committee regarding the new rules that have been adopted by DCA on the claimant certification on the bill. You can take electronic signatures as an example and not only that, but the public entity authority specifically, a manager can acknowledge a claim for whatever you ordered came in particularly in the situation when reservations are done for a chamber event, instead of sending a voucher to chamber, have them sign and send it back. We will put something forward with a

resolution to make that a formal process. It allows a supervisor, and I will sign off on it also if the service is provided. We will look to having a resolution at the next meeting.

Field Engineer

Anthony Tobolski reported that Pioneer Pipe made the final connection on the 12-inch force main on South Mill Road last Friday morning. This Friday they will be making the final connection on North Mill Road to complete the pipe work part of the project. There will be paving and fence replacement to close out the project in accordance with Contract No. 5.

Solicitor: No Report

Chairman:

Joe Reuben stated that he wanted to congratulate Dennis on getting the Lifetime Achievement Award from AEA. Joe stated that he told Steve Errickson and Tom Merighi and they were both very happy for Dennis.

Issues and Correspondence: None

Committee Reports:

Engineering/Plant:

Dennis stated that if you look out back, the trailer that had the fire has been demolished, we cleaned it up and backfilled it. We're looking now to replace it with a pole barn. We're looking at two things. The union trailer was always an area of concern. We had it disinfected and we staggered shifts. The floor is going bad and it's over 30 years old as well. With the money we have, we would like one building for files and records and a second building that will have more bathrooms and elbow room for the safety of our employees. There are some things that are on state contract, there are architectural services also. We will try to keep costs down and do some of the work on our own.

Budget/Finance:

Yarilee Miranda reported that income is \$64,307 or 3.4% over budget and expenses are \$150,914 or 7.9% under budget. Accounts receivables decreased \$418,197. Dennis stated that the February bill went out and its due by the end of February so the lates notices are being printed. The next lates notices will have that comment about a payment plan so we can give people notice and from there we can look at either applying interest and get people in here for a payment plan. You have to give them twelve months and that's on arrearages. The current bill has to be kept current. Yari asked if the interest goes on the arrearages or just any new bills. We program the computer to keep it off the bill but if you push the button, you can bring it right back.

Human Resources:

Dennis stated that we did a couple of more interviews. We have one more position and we're going through the cascade. We posted the union position for fourteen days and that ended on Friday so we did some interviews. The gentleman is set up for a physical next Monday.

Public Relations:

Dennis stated that AEA will do something about his award and we'll put it on Facebook and our page.

We had a nice tour with 20 people. It was the instructors and it was students that we taking the wastewater operator class. One of the things the class does is go on a tour. The instructor really didn't know about our facility. By the time they got to the primaries, they were impressed. The instructor stayed for another 15 or 20 minutes to talk about the plant and the processing control levels.

Insurance Committee: No report

Allocations/Administration:

Dennis stated that he just wanted to talk about the claimant's certification on the new rules adopted by DCA.

Old Business: None

New Business:

Carol Ricci reminded the Commissioners that the Chamber's Annual President's party is on Thursday, May 19th at the Grove and she will be contacting everyone in about a week.

Adjournment:

At 6:12 p.m. there being no further business to come before the Board, it was moved by Miranda and seconded by Barse that the meeting be adjourned. Roll call: Barse, Miranda, Angelo and Reuben voted "yes".

THE LANDIS SEWERAGE AUTHORITY

PERRY D. BARSE, Assistant Secretary