

THE LANDIS SEWERAGE AUTHORITY
REGULAR MEETING
December 18, 2023

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, Headley, Angelo and Reuben were present.

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.

Also present:	Anthony K. Tobolski	Executive Director
	Tyler E. Seifrit, P.E.	Authority Engineer
	Robert A. De Santo	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 December 4, 2023 be dispensed with and the same be approved in the form submitted to all members by mail. Roll call: Barse, Miranda, Headley, Angelo and Reuben 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 Barse and seconded by Miranda that Resolution No.2023 – 127 “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.... \$99,223.83”, be adopted. Roll call: Barse, Miranda, Headley, Angelo and Reuben voted “yes”.

It was moved by Barse and seconded by Miranda that Resolution No. 2023 - 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 Bills.... \$343,592.07”, be adopted. Roll call: Barse, Miranda, Headley, Angelo and Reuben voted “yes”.

It was moved by Barse and seconded by Miranda that Resolution No. 2023 – 129, “A Resolution of the Landis Sewerage Authority adopting Budget Resolution 2024 for the Landis Sewerage Authority Budget Fiscal Year period January 1, 2024 to December 31, 2024...” be adopted. Roll call: Barse, Miranda, Headley, Angelo and Reuben voted “yes”.

It was moved by Barse and seconded by Miranda that Resolution No. 2023 – 130, “A resolution of the Landis Sewerage Authority authorizing a one-year contract with Edmunds GovTech to provide financial and payroll software maintenance...” be adopted. Roll call: Barse, Miranda, Headley, Angelo and Reuben voted “yes”.

It was moved by Barse and seconded by Miranda that Resolution No. 2023 – 131, “A Resolution of the Landis Sewerage Authority authorizing a contract for an employee assistance program for substance abuse and personal matters with Southwest Council, Inc...” be adopted. Roll call: Barse, Miranda, Headley, Angelo and Reuben voted “yes”.

It was moved by Barse and seconded by Miranda that Resolution No. 2023 – 132, “A Resolution of the Landis Sewerage Authority authorizing a one-year contract with LookFirst Technology, LLC to provide operating system service and computer hardware maintenance contracts...” be adopted. Roll call: Barse, Miranda, Headley, Angelo and Reuben voted “yes”.

It was moved by Barse and seconded by Miranda that Resolution No. 2023 – 133, “A Resolution of the Landis Sewerage Authority authorizing an alternate method contract with New Jersey Manufacturer’s Insurance to supply Worker’s compensation Insurance...” be adopted. Roll call: Barse, Miranda, Headley, Angelo and Reuben voted “yes”.

It was moved by Barse and seconded by Miranda that Resolution No. 2023 – 134, “A Resolution of the Landis Sewerage Authority authorizing a shared services agreement with Downe Township for services, equipment and materials to be provided to Downe Township for the operation of its proposed sewer treatment facilities...: be adopted. Roll call: Barse, Miranda, Headley, Angelo and Reuben voted “yes”.

Reports:

Executive Director

Anthony Tobolski reported that he attended an emergency management meeting at the annex building next to City Hall. The heads of all departments are required to meet twice a year. In case of a catastrophic event, the heads of all departments in the city have to report to the annex building where they have laptops and phones for everyone and we’ll be expected to run our operations from there. If an event were to occur, I would be in communication with Tyler and he will have to coordinate with the other LSA managers

and employees. This is an advantage for us as far as getting power restored because the head of the electric utility will be right there with me and their workers have been great with helping us when we need it.

Authority Engineer:

Tyler Seifrit reported that last week he completed the engineering evaluation of the Authority's facilities as required per the 2016, which was included in your packets. Also, the Geographic Information System (GIS) trial has been going well and we foresee us buying the annual subscription in 2024 as budgeted. It has great potential to increase efficiency with markouts, optimize decision making for routine maintenance and repair work and it will be very helpful in asset management moving forward especially with the potential \$2M per year.

Steve Watson and I met with Eatem (ADM) last week to learn more about their pretreatment and startup to begin discharge.

Solicitor:

Robert DeSanto reported that we have a draft of the shared services agreement that you approved tonight with Downe Township. It covers a number of things including the scope of our services, insurance requirements, indemnification; it covers the rates for our folks plus equipment and materials. Downe Township has not seen it yet and I sent it to Anthony this afternoon and it was my hope that Anthony and Tyler would get to review it and give me the comments I need and I'll send it to the attorney for Downe Township. It's our hope to get this signed by the end of the year and I also asked if Carol could send our insurance schedule and speak to Mr. English. He was very helpful in terms of giving us some ideas but I actually put them into the contract itself. I want to see if he is ok with it, we have full coverage and limits on the insurance.

Carol Ricci stated that she didn't have the wording in front of her at the meeting, but she wanted to make sure they named us as an additional insured. Bob stated that under insurance in paragraph 7 has a provision where they are required to name us as an additional insured and the coverages are on the schedule.

Perry asked when it comes to equipment and materials, what kind of issues are we talking about? Anthony answered that the equipment would be a jet truck, our septic truck. When you start up a plant, you're going to have a lot of issues and possible spills to be vectored. Other equipment would be backhoe service. Perry asked if we have a rate for service. Anthony stated that we have one but we're going to revise it in February. Carol Ricci stated that we're going to have a public hearing and we're having a hard time getting a court stenographer. Bob DeSanto said they will get us one. Anthony also said that we'll have someone over there almost every day in the beginning. The DEP has requirements of how much time you need to have an operator. They'll be testing and as far as a lot of the services they will need, they're going to need a lab company, someone taking their product. DelCora is the only game in town that takes liquid sludge. We're going to assist

them with people and a couple pieces of equipment. They are buying a truck an F250 or 350 pickup with a crane for the pump stations. They'll have over 350 pump stations with E1's. The crane will lift the pump out and replace it with a new pump. We're asking them to insure it, store it and we only use it when we're there and they have to keep the tools on the truck so our guys have them. I don't know what guy is going to be going because it will be whoever takes the call. I don't want the liability of something happening to the truck. We will only use the truck. They own the truck and maintain it. When we go there it will be a limited number of miles and hopefully it will last a long time for them. Bob stated that gas, insurance and any other costs are all covered by Downe Township. The rate schedule is tentative and is subject to your approval in February. Anthony stated that we just adjusted it including wages, social security and pension because our rate payers shouldn't have to foot the bill. Also, we just upped the price of the equipment for the first time in 12 years.

Yari asked how long the contract was and Anthony stated it was five years. He also asked about escalation and Anthony stated we're using CPI and Bob stated that the rate schedule is subject to change.

Alan Angelo asked who is representing Downe Township and Bob said it is Rebecca Bertram from Bridgeton.

Chairman:

Joe Reuben said that the newsletter is important and you did a good job with and its nice reading.

Issues and Correspondence: None

Committee Reports:

Engineering/Plant:

Anthony stated that he received a letter from the company that wanted to put solar panels in our fields and now they're not asking for as much ground. Now they're looking for five to 10 acres to put a power storage on our property off of Orchard Road and it would be very close to substation. They would be able to store power and send it when it's needed. I'll talk to Dan about what property we can give them exactly and we'll discuss how much they're willing to pay and I'll bring it to the board meeting.

Anthony stated that as of this date, our vendors have still not been able to locate a turbo for the co-gen. The TWAS pump in the thickener digester building will need to be replaced. It's old and to rebuild it would cost more than 60% of the replacement price of \$6,000.

Also, we have a company inspecting our pump station run generators. We had to replace the radiator at South Park Pump Station for \$2,200. We are installing it ourselves. The company gave us an estimate of over \$6,000.

The VFD for the EQ blowers went down. We had to buy a new one for \$4,000 and we have installed this ourselves.

Budget/Finance:

Yarilee reported that income is \$977,517 or 8.9% over budget. Expenses are \$580,042 or .53% under budget. Accounts receivables increased \$944,807. The Authority continues to be affected by the economy and is keeping a close watch on its budget.

Human Resources: No Report

Public Relations: No Report

Insurance Committee:

Carol Ricci reported that her memo is fairly self-explanatory and because of the two claims the premium is up about \$12,000 from last year. The combination of the serious injury and the other injury drove the experience mod up. Payrolls were consistent and Tom is really good at estimating payrolls. The \$114,000 premium does not include Willis Towers Watson's fee of \$9,000. They've raised it once in so many years and it is only up \$500. A formal letter has not been submitted from NJM with the numbers. They have dragged their feet. Bob gave me these numbers and he's always accurate in his estimates.

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 Barse and seconded by Miranda that the meeting be adjourned. Roll call: Barse, Miranda, Headley, Angelo and Reuben voted "yes".

THE LANDIS SEWERAGE AUTHORITY

RYAN R. HEADLEY, Secretary