

THE LANDIS SEWERAGE AUTHORITY
REGULAR MEETING
May 20, 2024

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 and Reuben were present. Angelo 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.

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 May 6, 2024, be dispensed with and the same be approved in the form submitted to all members by mail. Roll call: Barse, Miranda, Headley 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 Headley that Resolution No.2024 – 34 “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.... \$101,274.44”, be adopted. Roll call: Barse, Miranda, Headley and Reuben voted “yes”.

It was moved by Barse and seconded by Headley that Resolution No. 2024 - 35, “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.... \$321,536.83”, be adopted. Roll call: Barse, Miranda, Headley and Reuben voted “yes”.

It was moved by Barse and seconded by Headley that Resolution No. 2024 – 36, “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, Headley and Reuben voted “yes”.

It was moved by Barse and seconded by Miranda that Resolution No. 2024 – 37, “A Resolution of the Landis Sewerage Authority authorizing an Interlocal Services Agreement with the City of Vineland for the provision of maintaining certain sanitary sewer improvements by the City in the right of way which extend sewer service to Fiocchi Field for the construction of restrooms...” be adopted. Roll call: Barse, Miranda and Reuben voted “yes”. Headley abstained.

It was moved by Barse and seconded by Headley that Resolution No. 2024 – 38, “A Resolution of the Landis Sewerage Authority approving changes to the organizational chart...” be adopted. Roll call: Barse, Miranda, Headley and Reuben voted “yes”.

It was moved by Barse and seconded by Miranda that Resolution No. 2024 – 39, “A Resolution of the Landis Sewerage Authority authorizing the award of a contract to W.K. Merriman, Inc. for supply and delivery of liquid lime slurry or equivalent...” be adopted. Roll call: Barse, Miranda, Headley and Reuben voted “yes”.

It was moved by Barse and seconded by Miranda that Resolution No. 2024 – 40, “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 with Amendments, for the operation of its proposed sewer treatment facilities...” be adopted. Roll call: Barse, Miranda, Headley and Reuben voted “yes”.

Reports:

Executive Director

Anthony Tobolski reported that everyone received a letter in their packets from our bond attorney Chris Langhart, which was written for the representatives from our banks. Hopefully, we are close to being able to proceed. We have a zoom meeting next week with the representatives from our banks and the head of the DEP I-Bank program to directly answer all questions.

Anthony also stated that he attended the NJWEA Convention earlier this month and was speaking to the woman that ran the bookstore for the WEF organization. I told her I wanted to start a collection of books for my operators to use for studying for their license tests and solving problems like we recently had in the plant with filamentous. She sat me down and showed me on her computer how my staff and I could access over 23,000 books that they well, conference papers and magazines. We can view them, download them, and make our own individual files or share files with each other. You enter search words just like Google and every article written about that subject is available to you. We just started using it last week and my operators are amazed at how great it works.

Authority Engineer:

Tyler Seifrit reported that the emergency contractor had concerns about the effectiveness of the proposed repair for the 48-inch pipe just outside the plant. They were concerned about putting personnel in the pipe to stop the infiltration and even if that worked, heavy cleaning would further deteriorate the pipe. If the spot repair would fully compress against walls to stop future infiltration or it would find a new spot to enter.

Perry Barse asked what the process would be if we put out an rfp? Tyler stated for the whole process we'd put it out for bid. Anthony stated that we got a price for the pipe, and it was \$190,000 and we're trying not to spend it if we don't have to. Perry asked if there was a way we could start that process and Anthony said we could start the design phase right away. Perry asked if it was an emergency situation, and if so, I would make a motion that we start the process and not wait for the \$3M. If we have to do it let's get it started. Anthony said we need one section. Yari asked if the I-Bank would back date it if it's already started. Perry said let's just do it. Ryan thought that he heard that you could use shelved projects. If it's under design and you can still use the money we should just go for it. We don't want to jeopardize the funding. Anthony stated that we could go out to bid by September. We'll do the \$190,000 section.

It was moved by Barse and seconded by Miranda that we start the design process on the repair of the interceptor project. Roll call: Barse, Miranda, Headly and Reuben voted "yes".

Yari asked if the I-Bank could back date it if it's already started and Perry said let's do it.

Also, Fralinger Engineering will be doing the survey/site design for the Union Building followed by Colliers for soil borings.

Perna stated that the wall sleeve will ship on 5/31 and work will begin around the first couple of weeks in June.

Solicitor:

Bob DeSanto stated that we signed the agreement with Downe Township and Yari asked where we were in the contract and are we accepting phone calls? Anthony stated that we are two years out until the plant is built. Bob stated that the clock is ticking on the contract now.

Chairman:

Joe Reuben stated that he enjoyed the newsletter, and it was an interesting read.

Issues and Correspondence:

It was moved by Barse and seconded by Miranda that the Executive Director be authorized to sign an Interlocal Services Agreement with the City of Vineland to maintain 1,670 feet of force main and a duplex pump station for Fiocchi Field. Roll call: Barse, Miranda and Reuben voted "yes". Headley abstained.

It was moved by Barse and seconded by Miranda that the Executive Director be authorized to create salary compensation for the new Office Coordinator position. Roll call: Barse, Miranda, Headley and Reuben voted "yes".

Committee Reports:

Engineering/Plant:

Anthony reported that he and Tyler met with David Applegate from Suburban Engineering to go over the issues that would need to be addressed in repairing Little Robin Pump Station. If the grant is approved, we want to be ready to go out to bid for this September. Anthony stated that we met with Godwin Pumps and we're ready to go if we have an emergency.

Budget/Finance:

Yari Miranda reported that income is \$68,623 or 1.7% over budget and expenses are \$34,770 or .84% over budget. Accounts receivables decreased \$160,404.

Human Resources:

We recently had an opening in our office staff when an administrative assistant position became vacant. Instead of filling this opening that just did basic filing, ordering office supplies and mail, we created a new title/position of Office Coordinator that will do all of that plus learn how to back up every position in the office. So, when we have vacations or sick leave, we are uninterrupted. We awarded that position to Raymond Torres who is our accounts receivables person. Raymond is only a few classes away from having his bachelor's in accounting. He is smart and highly motivated and will make this new position a great benefit to the Authority.

Also, we advertised the accounts receivable position in the Daily Journal which is online with Zip Recruiters and other websites. So far, we have had around 30 resumes to look at and we will start interviewing next week.

We just offered the road crew position to a candidate. He's accepted and pending his physical and drug test; he'll be starting in the near future.

Public Relations:

Anthony stated that we had a booth at Vineland High School Saturday for Green Day which is an event organized by the Vineland Chamber of Commerce.

Tyler will be going to a Career Fair for some students that recently attended a course created by NJ American Water specifically for water and wastewater industry jobs.

Insurance Committee: No Report

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 Headley that the meeting be adjourned. Roll call: Barse, Miranda, Headley, Angelo and Reuben voted “yes”.

THE LANDIS SEWERAGE AUTHORITY

RYAN R. HEADLEY, Secretary