

THE LANDIS SEWERAGE AUTHORITY  
REGULAR MEETING  
January 4, 2016

Pledge of Allegiance.

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

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

Chairman Merighi 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
A. Steven Fabietti	Solicitor
Carol A. Ricci	Executive Assistant

It was moved by Errickson and seconded by Villar that the reading of the minutes of the regular meeting held on December 21, 2015 be dispensed with and the same be approved in the form submitted to all members by mail. Roll call: Barse, Reuben, Errickson, Villar and Merighi 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 Villar that Resolution No. 2016-1, “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.....\$72,451.99”, be adopted. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted “yes”.

It was moved by Errickson and seconded by Villar that Resolution No. 2016-2, “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...\$245,030.89”, be adopted. Roll call: Barse, Reuben, Errickson, Villar, and Merighi voted “yes”.

It was moved by Errickson and seconded by Reuben that Resolution No. 2016-3, “A Resolution of the Landis Sewerage Authority authorizing a one year contract with Harris Computer Systems to provide software support services...” be adopted. Roll call: Barse, Reuben, Errickson, Villar and Merighi “yes”.

It was moved by Errickson and seconded by Villar that Resolution No. 2016-4, “A Resolution of the Landis Sewerage Authority designating the official newspapers...” be adopted. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted “yes”.

Reports:

Executive Director

Dennis Palmer reported that it has been quiet because of the holidays. Dennis stated that he had been in some dialogue with people from the NJ Builders Association. There is a bill and AEA and several Authorities met with the sponsor’s chief of staff, it’s Assemblyman DeAngelo in Hamilton. The bill would require sewer authority bills to be based on water bills. We normally deal with a class of users. We had a good initial meeting and some follow up dialogue with the assembly person. They want to come back and re-visit it. Some things we explained is that if you use half as much water, you don’t get half as big a bill. You get billed at 15% less. Our bill is about 75% fixed cost. If you have me 300 gallons, I have two guys in a truck and visits pumping stations as an example. We still pay for our principal and interest on a bond and still pay for health insurance and property and casualty insurance; we still have a certain number of people a year and we use a certain amount of chemicals and electricity or a base and as you more flow goes up and down you do have a variable where some costs go up and down. It’s an education process because they try to tell the assemblyman that we have this person who lives by herself and she should be paying a certain number compared to a family and part of our answer is yes, but our apartments, townhouses, condos, two bedroom homes and all of those who are less do pay about 70% to 75% of what a home pays. If you are an apartment complex I might sending you one bill that might be equal to 200 units so I’m not sending 200 bills, stamps so there is some discount there. I you use half you don’t pay half. That’s the educational process we have to go through. We’re trying to get some meetings sooner in the month but actually it looks like it’s going to be at the end of the month. They will be in Hamilton in the Trenton area.

Emails were sent to Hatch Mott MacDonald last week on their design. As they went through the design of the system, at a certain point its owner’s preference. We can put two pumps this way or we can put a grinder here or a grinder there. We went through and answered all of the questions they had.

Between Tom Post and me and Steve Testa, we’ve been kicking around our response since we have Federal money through the Department of Energy and Agricultural for our

receiving station. Steve is part of a desire for a single audit because they are federal funds and now they want us to set up an electronic account and acknowledging and certifying that the single audit we went them by paper was right.

We have to get out with Hatch Mott to TV two or three more sections of street to see what kind of shape they are in so we can finish up if we have to go out and bid those pieces of pipe.

Field Engineer

Robert Schwarz reported that specifications for the paving contract are attracting a lot of attention. Bids are due on January 12, 2016. So far eight firms have obtained the specifications.

Proposals for work on Chestnut Avenue and South East Boulevard are due on January 12, 2016. We will advise the commissioners at the next meeting of the result of the work.

Solicitor: No Report

Chairman: No Report

Issues and Correspondence:

Dennis Palmer explained that each year we go out to bid for certain contracts and a motion is needed to authorize the Executive Director to advertise for those bids.

It was moved by Barse and seconded by Villar that the Executive Director be authorized to advertise for bids for the following projects:

1. Liquid Polymer
2. Calcium Hypochlorite Tablets
3. Sodium Hypochlorite
4. Vehicle Services
5. Magnesium Thioguard

Roll call: Barse, Reuben, Errickson, Villar and Merighi voted "Yes".

Committee Reports:

Engineering/Plant:

Dennis stated that in keeping up with the DEP requirements and actually good practice, Walter has been doing a great job working with the staff in pulling together a set of operation and maintenance manuals for all of the pumping stations. We had smaller versions before and now this is a larger version not only being done in paper but also putting it on CD's. Each station will have an operation and maintenance manual specific

to its pumps, motors and equipment and the maintenance required for that. DEP is looking to make sure you have these as part of your asset management that you have equipment, you know how to take care of it. Walter has done a really nice job putting it together.

We are finishing up with Hatch Mott MacDonald to get the boundaries of what we are looking for to be designed. We also have a bid opening for a sewer lateral on Chestnut for some collapsed lines and both that and the paving will be opening next week.

#### Budget/Finance:

Dennis stated that we are laying out our plans for the year and there are projects that we've held off on until the new budget came along.

#### Human Resources

Dennis reported that we have had three or four staff out either between injuries, small operations and other issues that are back to work now and overtime was clocking for a while. If we had vacancies on shifts we had to bring a guy in to cover for the shift. We still have one person out and recovering and hopefully we will see him in a month.

With respect to the payroll clerk, we have cut it off now since we have been getting applications for quite some time both electronically and by mail. We are sorting through now with one list that looks good, some just not in it and shortening that list down a little so we can start calling people in for interviews over the next two weeks. There is one personnel item that I will bring back to human resources.

Chairman Merighi asked who did the interviews and Dennis responded that it's a team. It's myself, the supervisor and the person who does the job. When we were looking for BettyJo's position it was myself, Tom being the supervisor and BettyJo who does the job. Similarly this one will be myself, Tom and Hilde who does the job. When we're done each one of us will discuss what we thought of that person. I like to hire for attitude and train for aptitude. Will someone come in and be part of the team or are they someone who can learn the position. We'd like to have someone who has payroll experience and it would be nice if they had payroll experience in the public sector, but if they had payroll experience or they're just sharp. We've got a lot of medical billing and administrative people and a lot of accounts payable and receivable people which would have been better for the other job. There are a large number of folks in those areas. We do have some people with payroll experience and some that would be sharp in picking up the job.

#### Public Relations:

Dennis reported that two people from Rutgers are coming in on Thursday to look at the co-gen and the receiving station. They are at Rutgers eco center and they are on a statewide committee looking at taking food waste and other waste to make fuel and energy.

We have a conference in late April and there might be a paper on that one and also the State Department of Agriculture will be having their State-Ag Conference and Commissioner Doug Fisher wanted a little video piece on this project so somehow they got a videographer to come the same time these guys from Rutgers are coming. They will be filming the facility and we'll hopefully get a copy for ourselves. It's more to give us a quick clip at the State convention of the Ag Department.

Insurance Committee: No Report

Allocations/Administration:

Dennis stated that there is interest coming in. We have an application already submitted as we just had the rate increase. If they already are here it's not right to put the boots to them and raise them up. They've already been in the process and not someone who just made a phone call. Their paperwork is already on file. When we do the resolution we have to do a special notation. We have others and one could be a very high flow customer which would be a very nice customer.

Old Business: None

New Business: None

Adjournment:

At 6:15 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, Reuben, Errickson, Villar and Merighi voted "yes".

THE LANDIS SEWERAGE AUTHORITY

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G. STEVEN ERRICKSON, Secretary