

THE LANDIS SEWERAGE AUTHORITY
REGULAR MEETING
MARCH 19, 2012

Pledge of Allegiance.

The regular meeting of the Landis Sewerage Authority was called to order by Chairman Gana at 6:00 p.m. The following members were present at roll call: Lewis, Merighi, Silva and Gana voted "yes". Dennis Palmer Stated that Mr. Errickson was out of state and could not attend the meeting.

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

Chairman Gana 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 Secretary
	Delores Chalow	Purchasing Manager

It was moved by Silva and seconded by Merighi that the reading of the minutes of the regular meeting held on March 5, 2012, be dispensed with and the same be approved in the form submitted to all members by mail. Roll call: Lewis, Merighi, Silva and Gana voted "yes".

Delores Chalow, Purchasing Agent was presented with an award for 25 years of service at the Authority.

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

Resolutions:

It was moved by Silva and seconded by Merighi that Resolution No. 2012-35, "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 Revolving Payroll Account...\$63,380.47”, be adopted. Roll call: Lewis, Merighi, Silva and Gana voted "yes".

It was moved by Silva and seconded by Merighi that Resolution No. 2012-36, “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... \$671,409.88”, be adopted. Roll call: Lewis, Merighi, Silva and Gana voted "yes".

It was moved by Silva and seconded by Merighi that Resolution No. 2012-37, “A resolution of the Landis Sewerage Authority authorizing payment from the Construction Fund of certain costs of the system in the amount of \$4,423.00 to Xylem Systems to replace and upgrade the pump at the Ramada Inn Pump Station in accordance with the provisions of the Authority's General Bond Resolution...”, be adopted. Roll call: Lewis, Merighi, Silva, and Gana voted "yes".

It was moved by Silva and seconded by Merighi that Resolution No. 2012-38, “A resolution of the Landis Sewerage Authorizing authorizing payment from the Construction Fund of certain costs of the system in the amount of \$2,221.95 to GA Industries LLC for parts for the South East Avenue Pump Station in accordance with the provisions of the Authority’s General Bond Resolution...” be adopted: Roll call: Lewis, Merighi, Silva and Gana voted “yes”.

It was moved by Silva and seconded by Merighi that Resolution No., 2012-39, “A resolution of the Landis Sewerage Authority authorizing payment from the Construction Fund of certain costs of the system in the amount of \$4,400.00 to “D” Electric Motors, Inc. to rebuild MarelliMotori 185KW Motor (co-gen) in accordance with the provisions of the Authority’s General Bond Resolution...”be adopted: Roll call: Lewis, Merighi, Silva and Gana voted “yes”.

It was moved by Silva and seconded by Merighi that Resolution No. 2012-40, “A resolution of the Landis Sewerage Authority authorizing payment from the Construction Fund of certain costs of the system in the amount of \$2,980.00 to Kanaflex Hose for coupled and camlock fittings for Pump Station Bypass Pumping in accordance with the provisions of the Authority’s General Bond Resolution...” be adopted: Roll call: Lewis, Merighi, Silva and Gana voted “yes”.

It was moved by Silva and seconded by Merighi that Resolution No. 2012-41, “A resolution of the Landis Sewerage Authority authorizing payment from the Construction Fund of certain costs of the system in the amount of \$7,880.76 to Garrison Enterprise for emergency repair of a lateral at 356 N. Brewster Road and emergency repair of transite sewer main at 1137 Roberts Boulevard in accordance with the provisions of the

Authority's General Bond Resolution..." be adopted: Roll call: Lewis, Merighi, Silva and Gana voted "yes".

Reports

Executive Director: Dennis Palmer stated that under issues and correspondence: We are going to replace the chillers that are on the roof of this building. There is great difficulty in getting parts for them. They were installed in 2000 so they are 12 years old and only half of them are working. We are getting prices to do the project local and we have prices of \$27,000 and another over \$30,000 and we are right on the bid threshold of \$28,000. Just in case we can't find anything in that area we are asking that we go out to bid. It will be one 20 ton chiller.

The City of Vineland will be having two tax sales this year which helps us catch up on past accounts. We had one in the Fall and it was one of the largest ones we ever had and that helped the budget.

We had tours and there are two letters in your packages from the Cumberland County Educational and Leadership program and we had close to 30 people here for a tour on green energy and they saw the wind turbine, our co-generator and the solar panels. There was an article in the paper about Terry Bradshaw helping to market the City. Sometimes the Authority has been asked to help share the marketing because it helps us as well as the City.

Dennis Palmer stated that there was also an article in the paper about Franklin Township getting \$1.5 million to help clean up and market the chicken plant on Meredith. That project is tied in to the Authority and potentially will be a customer for us. Also, with that process we have a substantial outstanding lien on that property of about \$200,000. There is always some room to negotiate with the township since they are a public entity and they now own the property.

Dennis also stated that Shop-Rite has now come in with their plans and Bob is starting his review and we will start working through that process as well.

Field Engineer: Bob Schwarz stated that plans for the new Shop-Rite on West Landis Avenue were submitted to LSA on Friday, March 9, 2012. LSA immediately began the review of the plans and other pertinent information. Comments will be forwarded to the engineer of record on the project for clarification and re-submittal purposes.

Bob stated that the Gas Company continues to be aggressive with respect to replacing new lines throughout the City. LSA is keeping busy marking out the existing sewer system to avoid conflicts.

We had a demonstration of a new lateral camera with transmitter and locator. We will obtain competitive prices for the new equipment. Dennis stated that the camera was for small diameter pipe.

Chairman Gana stated that the Ryan project between Main Road and Brewster on Oak Road and they are moving ahead quite ambitiously. Bob stated that they are approved for 83 units and we have already obtained the connection fees for that project and they will have and maintain their own pump station in accordance with our requirement.

Design work continues on the old borough trunk line replacement project.

Chic-Fil-A Restaurant opened last week on March 15, 2012 and LSA initiated services and charges in accordance with the rate schedule.

Jose Silva asked what the time line was on the Shop-Rite project and Bob stated that the last he heard that they would like to break ground in August. Jose Silva also asked what LSA requires of Shop Rite. Bob indicated that the sewer line must go from the front of their property on each end with a manhole, must be extended east and west 7 feet deep so it can provide services to other areas adjacent to their property and service the area as a whole rather than one individual. Shop Rite was in agreement with that. Bob indicated that there is no sewer line on that side of Landis Avenue and only the north side of Landis at the Ramada Inn.

Solicitor: Nicole Curio stated that with respect to Solar Phase II construction liens, the contractor has now properly bonded over that lien and the lien has been discharged. At this point, all construction liens relating have been properly addressed by the contractor.

Nicole also stated that Steven Fabietti has been working with Dennis on a personnel issue and it will fall under the exception to the Public Meetings Act and therefore cannot be discussed in a public session. If the matter progresses any further, we may have to move to a closed session and prior to doing so we would have to notify the employee that it would be discussed in closed session and that employee would have the option of having that meeting held in public. Nicole stated that the issue could be resolved prior to making that decision and Dennis indicated that there is legal research still outstanding on the issue.

Chairman Gana had no report.

Issues and Correspondence: Dennis indicated that there is one item to be brought before the Board regarding the purchase of a 20-30 ton chiller for the administration building. Chairman Gana asked for a motion authorizing the Executive Director to advertise for bids for the supply and delivery of a 20 to 30 ton chiller for the administration building. It was moved by Silva and seconded by Merighi. Roll call: Lewis, Merighi, Silva and Gana voted "yes".

Committee Reports

Engineering/Plant: Dennis reiterated that Bob mentioned several things we are doing in-house and one thing to note in the case of Shop Rite and similar type applicants: they must place a deposit in an escrow account and we draw off of that account; we use a chart that lays out Bob's time, Jennifer's time, my time and any field time for other employees and our equipment; we draw against that escrow and when that job is completed, you either get money back or they may have to add to the escrow account. Their usually is a surplus of funds returned to the client.

We are also working on our application to DEP to upsize our facility as Dennis stated that he is waiting for our engineering firm to get back to us. Our engineering firm has merged with a national firm and in that national firm they have hydrogeologists where our engineering firm does not. We are waiting for a quote and a package to make part of his application to support and demonstrate to the DEP that the facility can accept more flow.

Dennis also indicated that since the weather is warmer, we are going to switch to running one side of the plant as opposed to both sides in the colder weather. We need extra volume to handle the wastewater in the cold because the bacteria slows down in the cold weather and that should help significantly with our electric bill. It can save between \$10,000 - \$15,000 per month.

Budget and Finance: Tom Merighi read the Treasurer's Report for the month indicating that income is approximately \$19,417.00 or 1.22% under budget and expenses are approximately \$130,047.00 or 8.15% under budget. The accounts receivables decreased approximately \$243,254.00 but we are still sitting on \$1.2 million in receivables. The Authority continues to be affected by the economy and is keeping a close watch on its budget. Dennis indicated that we charge interest on uncollected funds at a rate of 1.5% per month and 18% annually.

Human Resources: No Report

Public Relations: Dennis stated that we had tours and we have several others coming up. In May we get 75-80 5, 6 and 7th graders as part of the 4-H environmental program, Rowan University Civil Engineers will also be coming.

Dennis also indicated that we are bumping up our corn planting to an additional 20 acres because of the demand from China.

Insurance Committee: Carol Ricci stated that we are moving along with the changeover to CVS/Caremark and our ID cards have been shipped. Most prescriptions for maintenance drugs have been transferred. Also, on Thursday Carol has a meeting with our

brokers from Willis, who are our property and casualty insurers to start refining our insurance schedules for the July 1 renewal. Carol also indicated that we will have about a 2% increase in a market that is showing some hardening. We will be going over all equipment schedules and try to pick up some savings wherever we can. Dennis indicated that we will be pulling some farm vehicles off road to save some money. Carol stated that some of these vehicles could possibly be moved to the equipment lists at the farm and the plant. Dennis indicated that Carol is doing her own work as well as Maureen's work and that he had talked to the personnel committee and will be speaking with everyone else next month.

Allocations/Administration: Dennis stated that it was covered by Bob in the discussion on Shop Rite. Bob indicated that the connection fee for Shop-Rite will be approximately \$60,000. Bob also stated that another client at Wheat and Main requested some connection fee money back and Bob told them that we cannot return any monies until someone purchases allocation and connection fees for that property. We need a paying customer before we can reimburse and Dennis indicated that we sent them a copy of the agreement regarding allocation reimbursement.

Old Business: None

New Business: Carol will reach out to you regarding the Downtown Club invitation to the Water Resources Association which is a multi-state organization that focuses on the Delaware River, water users, dischargers and power plants. Dennis is chairman of that organization as it meets in the Valley Forge area and it has its annual awards dinner that we have been participating in for more than 15 years. If you would like to come it's a really nice affair and we car pool from the Ramada Inn leaving at about 4:30 on Wednesday, April 18, 2012.

At 6:34 p. m. there being no further business to come before the Board, it was moved by Silva and seconded by Merighi that the meeting be adjourned. Roll call: Lewis, Merighi, Silva and Gana voted "yes".

THE LANDIS SEWERAGE AUTHORITY

JOSE SILVA, JR., SECRETARY