

THE LANDIS SEWERAGE AUTHORITY
REGULAR MEETING
April 16, 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, Errickson and Gana.

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
	A. Steven Fabietti	Solicitor
	Carol A. Ricci	Executive Secretary
	Marianette Arce	Secretary
	Recipients of Earth Day Awards	

It was moved by Silva and seconded by Errickson that the reading of the minutes of the regular meeting held on April 2, 2012, be dispensed with and the same be approved in the form submitted to all members by mail. Roll call: Lewis, Merighi, Silva, Errickson and Gana voted "yes".

Presentation of Awards: Dennis Palmer explained that this coming week is Earth Day and the Authority has many different programs with respect to green energy. We have a wind turbine and the computer screen in front of you shows how the speed affects the power. The screen also shows by the blue lines how we can run the lights and computers in this building. Dennis also brought attention to the solar panel photo on the wall in the board room explaining that there are two phases of the project. Both phases bring in about 8 megawatts of power and there are almost 30 acres of solar panels. The last one is a presentation prior to the student awards. We have a another part of our green program

called combined heat and power and that means that we are making electricity and hot water at the same time from the same engine. In our plant we have methane which is one of the gases that we produce when biosolids break down. Methane is a fuel and for many years it just burned and now we have installed an engine that runs like a generator. As the engine runs it runs the generator and it makes electricity that comes into the plant to reduce our electric bill and it also makes hot water that is used in the plant. Through that process comes the power instead of the gas or fuel being wasted or not being used efficiently.

Kevin Mulvilhill, CEO of JSH International, a company that produces biological efficiency products and that includes wastewater by adding a by-product to our digester to produce more methane. By creating more methane we are able to create more electricity. Mr. Mulvilhill stated that the Authority has one of the finest facilities in the country in terms of what is being accomplished here in this community. I am presenting the Chairman with a plaque for the Landis Sewerage Authority using a copy of an article published in the Water, Environment and Technology magazine, which is seen all over the country by many wastewater treatment facilities.

Dennis stated that for several years now the Authority recognizes students from the community in different schools that make Earth Day posters for our contest. Dennis then presented the awards to the following students for their work on their Earth Day posters and group pictures were taken with Chairman Francis A. Gana and Executive Director Dennis Palmer.

DeJae Govan – Anthony Rossi School
Angelica You – Landis Middle School
Amanda Bylone – Bishop Schad Regional School
Emma Stratoti – Wallace Middle School
Juan Ayala – Creative Achievement Academy

Dennis Palmer stated that Marianette Arce did a great job coordinating the entire project with the students, schools and parents.

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 Errickson that Resolution No. 2012-54, “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...\$64,439.15”, be adopted. Roll call: Lewis, Merighi, Silva, Errickson and Gana voted "yes".

It was moved by Errickson and seconded by Silva that Resolution No. 2012-55, “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... \$287,655.34”, be adopted. Roll call: Lewis, Merighi, Silva, Errickson and Gana voted "yes".

It was moved by Errickson and seconded by Silva that Resolution No. 2012-56, “A resolution of the Landis Sewerage Authority authorizing the Executive Director to purchase (2) two pickup trucks under State Contract be adopted. Roll call: Lewis, Merighi, Silva, Errickson and Gana voted “yes”.

Dennis pointed out that we checked locally with dealers to compare prices such as RK Chevrolet, however, the State Contract pricing was significant enough as the savings were substantial by tens of thousands of dollars when you compare both trucks.

It was moved by Silva and seconded by Errickson that Resolution No. 2012-57, “A resolution of the Landis Sewerage Authorizing authorizing payment from the Construction Fund of certain costs of the system in the amount of \$7,539.00 to J.T. Seely & Co., Inc. for (1) Fairbanks-Morse 10 HP pump and Marathon motor for Linwood Ave. pump station in accordance with the provisions of the Authority’s General Bond Resolution...” be adopted: Roll call: Lewis, Merighi, Silva, Errickson and Gana voted “yes”.

It was moved by Silva and seconded by Errickson that Resolution No. 2012-58, “A resolution of the Landis Sewerage Authority authorizing payment from the Construction Fund of certain costs of the system in the amount of \$6,869.00 to Garrison Enterprise, Inc. to replace a lateral at 356 N. Brewster Rd. in accordance with the provisions of the Authority’s General Bond Resolution...” be adopted: Roll call: Lewis, Merighi, Silva, Errickson and Gana voted “yes”.

It was moved by Errickson and seconded by Silva that Resolution No. 2012-59, “A resolution of the Landis Sewerage Authority authorizing payment from the Construction Fund of certain costs of the system in the amount of \$3,220.41 to Kaman Industrial Technologies for (1) Kopflex Coupling Series HM bore for Headworks Screw Pump in accordance with the provisions of the Authority’s General Bond Resolution...” be adopted: Roll call: Lewis, Merighi, Silva, Errickson and Gana voted “yes”.

It was moved by Silva and seconded by Errickson that Resolution No. 2012-60, “A resolution of the Landis Sewerage Authority authorizing payment from the Construction Fund of certain costs of the system in the amount of \$3,743.00 to “D” Electric Motors to repair Marielli Motori 185 kW AC motor for the co-generator in accordance with the provisions of the Authority’s General Bond Resolution...” be adopted: Roll call: Lewis, Merighi, Silva, Errickson and Gana voted “yes”.

It was moved by Errickson and seconded by Silva that Resolution No. 2012-61, “A resolution of the Landis Sewerage Authority authorizing the award of a contract to Farm-Rite, Inc. to replace the center pivot irrigation system #8...” be adopted: Roll call: Lewis, Merighi, Silva, Errickson and Gana voted “yes”.

It was moved by Errickson and seconded by Silva that Resolution No. 2012-62, “A resolution of the Landis Sewerage Authority authorizing a compensation change for the Executive Secretary...” be adopted: Roll call: Lewis, Merighi, Silva, Errickson and Gana voted “yes”.

It was moved by Errickson and seconded by Silva that Resolution No. 2012-63, “A resolution of the Landis Sewerage Authority authorizing an NJDEP Treatment Works Approval to extend sewer lines for B & B Properties of Vineland, LLC...” be adopted: Roll call: Lewis, Merighi, Silva, Errickson and Gana voted “yes”.

Reports:

Executive Director: Dennis thanked Chairman Gana for consideration for the add on Resolution put on the agenda today regarding the new Shop-Rite coming in on West Landis Avenue. Dennis stated that while we had questions regarding their design and there are things that we want them to address we also said that we would keep our review timely and responsive as possible so that they could get their permits from DEP. After today’s action it goes to City Hall so City Council can also authorize a resolution so the Mayor can sign it. This just wrapped up the end of last week after Bob and other staff reviewed so that there would not be a two week delay. Chairman Gana stated that he spoke with Douglas Albrecht and told him that we should get this done as expeditiously as we can because it benefits the community with a \$30 million project.

Dennis stated that his report was short because this was one of the best nights for the Authority because of all of the work that goes into the poster contest. He also stated that it’s great to see the students, parents and teachers.

As a follow-up, the last meeting we authorized the signing of the treatment works approval. You also saw a memo on the plant expansion and that contract will be up for resolution at the next meeting with CET Engineers. There was also a letter to Denise Monaco asking City Council to authorize a resolution an increase in size. Dennis stated that last week he met with the Mayor and Council President to explain what we are doing and briefing them about the resolution when it comes up that we are looking for expanded capacity. Dennis explained that when he came here there was a sewer moratorium. Dennis stated that he pledged to get the wastewater management plan to get a higher rating throughout those years as well as this so we are not the stumbling block for future growth when the economy turns around. We need to be ahead of the curve, at DEP getting our permits and approvals for another 1.5 mgd capacity to handle homes, commercial or

industry. This expansion will be at no cost since we built the equalization tanks and the headworks and we changed some of our spray fields to percolation ponds so that we use them year round. Our parallel course of action, wastewater management plan being approved, permit being approved and we have constructed facilities to handle it. The only cost will be with the engineer at approximately \$20,000.

Chairman Gana asked about additional solar panels being approved. Dennis stated that they spoke about that and the issue is the SRECS have tanked from \$600 to \$110. Dennis stated that the price of solar panels is down because the demand is not there and China overbuilt. There is no interest on solar panel projects right now.

Field Engineer: Robert Schwarz stated that regarding the Shop Rite on West Landis Avenue the applicant's engineer responded to Authority concerns and provided fees. LSA has sent several additional concerns to the engineer. Upon satisfactory response, LSA can accept plans and specifications and the approval process can continue.

Bob reported regarding Cobblestone Meadows at Venezia and Dante Avenues that all gravity sewer mains have been successfully air tested in accordance with LSA requirements. We are awaiting WQM-005 form along with as-builts drawings.

We were notified by the homeowner at 1880 Brookfield Street of an existing problem. LSA televised the line and determined that action is required between the sewer main and curb. LSA may perform the work internally to reduce the cost. Homeowner was notified of proposed activities.

A meeting is set for Tuesday, April 17, 2012 at Chestnut & Third St. commercial property with appropriate parties to discuss the issues for the sewer system. LSA will be on site of the business with approved plans. I will advise the results at the next meeting.

The new fire hall on Chestnut Avenue between Eighth St. and East Avenue has installed two 4" pvc laterals into the existing 6" lines.

Met with representative of property owner with regards to the New Pear St. Pump Station to perform maintenance of existing lot and perform removal of dead trees and other maintenance.

Solicitor: Steve Fabietti stated that he is working with Dennis on a review of the Authority's existing policy on employee safety which sometimes applies to prescription drug use. We have an employee handbook that was reviewed 2 years ago and addresses the topic adequately. We have a policy in place where employees are supposed to disclose by satisfactory medical documentation if they are on prescription drugs, how that can affect their work performance in terms of safety of operating equipment or vehicles.

Mr. Fabietti stated that he is also working on the negotiation of some sewer easement language with regard to the Spring Hollow project.

Chairman Gana had no report.

Issues and Correspondence: Dennis stated that adoption of certain resolutions tonight were as a result of memos sent to commissioners.

Committee Reports:

Engineering/Plant: Dennis stated that Bob had summed up most of the issues and the next issue is the re-rating of the plant. There is a substantial packet of information that we have put together separate from the engineer on the application that will be going in May. We are awaiting the resolution from City Council. Dennis stated that there are some technical issues that we would like to see changed that would be to our benefit. Dennis stated that the administrative review would be finished in about 30 days, but it depends on their workload and it could take anywhere from six months to a year to complete the permit. Dennis also stated that the new permit writer has been around for eight to ten years and Dennis has a lot of confidence in his abilities. There is also the in-house design with the trunk line being aligned.

Budget Finance: Tom Merighi stated that everyone received the financials for the month and you will note that we still continue to be affected by the economy. On some of our industrial customers we were under budget by about \$25,000 for income and our expenses were over this month by \$79,000 due to some insurances that were due this quarter. We were able to decrease accounts receivables by about \$200,000 but we still have \$1 million in receivables which is still significant.

Dennis stated that the second week in May we prepare the June bills to the homeowners and industrial clients which are our larger bills. We have not had to shut off sewer service to any customers. Once the May billing is done we will have to see where we are with bankruptcies and we will use the \$1,000 threshold for delinquencies. When the economy went bad in 2009 through 2011 we went from approximately \$600,000 in receivables to \$1.2 million and we had to get more aggressive and look at people who owed us more than \$1000 and we told them we will cut off services but we will be happy to have you come in and establish a payment plan. Those who filed bankruptcy only dealt with bills you had at that time but post petition bills must stay current. Also some commercial businesses had not paid their bills. Cutting off services entails extra charges for the Authority since we have to send staff out to each site. Dennis stated that we will see where we stand with the June bill.

Human Resources: We took action on behalf of Carol Ricci which was well deserved.

Public Relations: The poster contest is one of the best activities at the Authority.

Insurance Committee: Carol Ricci stated that she would like to add on to Mr. Fabietti's report regarding prescription drug use in the work place. The Authority has realized that this is not only a problem here but it is a nationwide problem. I am chair of the Safety Committee and we have ordered a series of DVD's for all supervisors to be certified in "Reasonable Suspicion". We have to protect ourselves because of our contact with the public and we cannot have anyone injured in the plant or on the road. We will be setting up the schedule with the safety committee for all shift managers and in-house supervisors.

We have had a couple of problems with CVS/Caremark but they have been ironed out. I have just filed the Public Officials Liability application on Friday with Willis of NJ for your protection. We are moving along with our property and casualty renewal.

Allocations/Administration: Dennis stated that we received the check from Shop Rite for \$60,000 for the connection fee and they have to pull the connection permit. We had some problems with the Iron Horse project for approximately \$40,000.

Old Business: Dennis stated that the commissioners must fill out their Financial Disclosure statements and we will send them all to the city. You must fill out 2 copies, send them here and we will send them to the City. These forms are requested and required for all public officials to be completed.

New Business: Wednesday night is the Downtown Club Dinner in Philadelphia. Tom Merighi requested a copy of the magazine article from Water, Environment and Technology magazine.

Adjournment: At 6:45 p. m. there being no further business to come before the Board, it was moved by Silva and seconded by Errickson that the meeting be adjourned. Roll call: Lewis, Merighi, Silva, Errickson and Gana voted "yes".

THE LANDIS SEWERAGE AUTHORITY

JOSE SILVA, JR., SECRETARY