

THE LANDIS SEWERAGE AUTHORITY
REGULAR MEETING
April 18, 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
	Marianette Arce	Administrative Assistant
	Peggy Gallos	Association of Environmental Authorities
	Olivia Decicco	Ellison School
	Solmarie Ortiz	Wallace Middle School
	Gianna Patitucci	Bishop Schad Regional
	Jessmarie Quinones	Veterans Memorial School
	Emily Stanker	Rossi Intermediate School
	Catherine Thomas	St. Mary's School
	Anna Bourque	Creative Achievement Academy

It was moved by Errickson and seconded by Barse that the reading of the minutes of the regular meeting held on April 4, 2016 be dispensed with and the same be approved in the form submitted to all members by mail. Roll call: Barse, Villar and Merighi voted "yes". Reuben and Errickson abstained.

Chairman Merighi welcomed everyone to the LSA Earth Poster Contest Award evening and turned the meeting over to Dennis Palmer.

Dennis Palmer thanks everyone for coming and it's one of our most exciting nights of the year. Dennis stated that the post contest has been going on for 22 years. We reach out to students at various schools throughout the City and this year we reached out to eight

schools and seven responded. We've reached about 4,000 students over the 22 years. We want them to think not only about Earth Day and recycling but we like them to think about the water environment. We have a unique plant at LSA. You can see all of the awards on the back wall and outside. We have the largest plant in New Jersey that puts all of the water back into the ground and probably also in the Northeast and the United States. We do advanced treatment more than other treatment plants and we have other environmental things here that you are not aware of. We have almost 40 acres of solar panels on site, a wind turbine and part of the process of treating the waste we make methane gas. That gas is a greenhouse gas and we run it through an engine to make electricity and hot water which keeps our electric bills down and we use the hot water from the process. We've planted 150 acres of trees which is about 75,000 trees that are growing and we also have a farm where we use the solids that we treat for the nutrients and we make fertilizer and we grow hay, corn and small grains. We sell the hay and it helps with our budget and it brings in about \$100,000 a year from our farm. Outreach is one of the things we like to do. Rowan University comes out with their civil engineers and environmental science class. Other schools as far away as Burlington County College come to our facility. We have several schools and we appreciate all of those students involved. We would like the students to come up for their certificate and gift card and we would like to take a group picture. The Chairman will join us.

Dennis Palmer presented the awards of the 2016 Earth Day Poster Contest to the following winners:

Olivia Decicco – Ellison School

Solmarie Ortiz – Wallace Middle School

Gianna Patitucci – Bishop Schad Regional

Jessmarie Quinones – Veterans Memorial School

Emily Stanker – Rossi Intermediate School

Catherine Thomas – St. Mary's School

Nehemiah Thomas-Delvalle – Creative Achievement Academy The award was accepted by Anna Borque.

Chairman Merighi introduced Peggy Gallos from the Association of Environmental Authorities.

Peggy Gallos stated that one of the main reasons she is here today is to thank the board for Dennis and his help and participation in the AEA. He was always available daily to help and it's been a pleasure to work with him and he has been invaluable on the legislative front particularly. Ms. Gallos also thanked the Authority for their membership in the AEA because of the value of the association for environmental authorities.

Ms. Gallos stated that the AEA tries to keep their ear to the ground regarding what the member organizations need. One of those needs is succession planning. We started a professional development committee at the behest of the now President Mike Ruppel who is the director of the South Monmouth Regional Sewerage Authority. This environmental professional academy has been developed and this is our pilot year. It is going to start in

June. Brian Valentino who is the executive director of Western Monmouth Utilities Authority will be the coordinator and he has drawn up the basics of the course. We've been building towards this for several years. There will be four tracks; administrative, finance, HR and operations and the idea is to identify people who have leadership and management potential or potential to be an executive director or manager of a department within the Authority. There will be some continuing education credits for licensing but that will not be the reason for this academy at all. We will give credits where we can but we are also trying to develop future leaders. Some of the work will be coordinated around the conferences. This year the AEA Board has been urging members to pay particular attention to matters of ethics, asking them to review the ethics statute, look at your own ethics policies and raise awareness. The Board felt this was important because we are no longer in the days where we are down at the end of the road and no one knows what we are doing. Authorities, if they want to continue, have to be proactive and connect with the community and Landis Sewerage Authority is a great example. Dennis has really handled some of the discussions with the City of Vineland. Dennis interjected that it was a team effort. Peggy stated that she will be meeting with Boards to say that you are the eyes and ears in the community and help connect to the community and understand the value of the Authority. The professional development academy will be doing some training around ethics in connection with the November conference. There will be a graduation event tied with our Wave Award program in the Spring. We have about twenty five who are already on board. We think this is something that has been needed for a long time.

Peggy also stated how much work Landis and the Board have done and it has been so helpful to the AEA in other instances where the systems are being considered for dissolution or even sale. We have been able to create a play book to help articulate the value of the Authority and also talk about the kind of issues that need to be discussed in a community where this is under discussion. What kind of details go into a study whether or not it is worthwhile. Issues of competent management need to come into the conversation. A lot of the work that Landis has done has been helpful to AEA. Right now we are providing information to Evesham which is talking about dissolving the Authority. We have been able to provide about why the Authority model is a good model, what they need to do to study it and the ways they can save money without dissolving the Authority. We also talked about other communities where Authorities have been dissolved and things haven't gone so well. We played a similar role in Lower Township. They were not actually a member and they came to us about a month before their Council was about to vote to dissolve them and asked can you help us. We did and they didn't end up dissolving the Authority which had a lot to do with the advice we gave the Authority in what they needed to do. Dennis stated that Buena also called AEA and Peggy said they are now a new member.

Also about two weeks ago there was a report released by a group called the NJ Foundation for Open Government. Not much is known about them but it is on the "to do" list. They issued this press release that they were looking for compliance with the website posting law and they looked at 500 special districts including Authorities of all types. Of that about a 103 were environmental Authorities and of that about 70-75 were AEA members. We looked at the ratings and the top were 10 or 11 basically if you posted all

of the items that the website law requires you to post. Of the Authorities that were members of AEA 72% either got 10's or 11's. Dennis stated that we were a 10. The 30 or 40 that weren't AEA members their 10's and 11's were at 30%. That is a great illustration of the value of the membership. AEA was involved at the time passing of the website law. We had articles in our newsletter, presentations and people who belonged to AEA are more compliant with the law, better informed. The footnote to this is the feedback from a lot of folks that the low ranking folks that this is not accurate. The problem is that they did the research last July and published it a couple of weeks ago. The compliance picture last July is not the compliance picture now. It's a great talking point. We are also continuing to watch the implementation of the Water Infrastructure Protection Act which was passed last year which makes it a lot easier for a community to sell its water or wastewater system. A lot of the effort that we put into fighting that law to make people aware of the implications has slowed some of the momentum.

We are also look for feedback from commissioners on what we can do to help commissioners so either through Dennis or directly to me feel free to let me know how we can serve your needs better as well. Thank you.

Dennis stated that the 10 out of 11 that we received, the law says that you are supposed to list your agenda, minutes and your resolutions. Many of us unanimously across the board recognize that your resolutions are listed in your agenda and the minutes of the meeting describe the resolution. This group wants to see the entire resolution printed and on the website which is a huge amount of space being tied up. If you want it, just call us and we'll send it to you.

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 Reuben that Resolution No. 2016-45, "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.....\$67,401.88", be adopted. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted "yes".

It was moved by Errickson and seconded by Barse that Resolution No. 2016-46, "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....\$236,178.67", be adopted. Roll call: Barse, Reuben, Errickson, Villar, and Merighi voted "yes".

It was moved by Errickson and seconded by Reuben that Resolution No. 2016-47, "A Resolution of the Landis Sewerage Authority authorizing payment from the Construction Fund of certain costs of the system in the amount of \$40,800 to Garrison Enterprise, Inc. for labor, material and equipment for the replacement of 20 feet of terracotta sewer pipe

at E. Chestnut Avenue and Sixth Street and installation of a 4 inch sewer lateral at E. Chestnut Avenue and Sixth Street in accordance with the provisions of the Authority's General Bond Resolution..." be adopted. Roll call: Reuben, Errickson, Villar and Merighi "yes". Barse abstained.

Dennis stated that we went out twice to get pricing on this project. The second time it was cutting through the street twice. Near the railroad tracks there was a big hump. They came in and they filled it but the old concrete street is still below the asphalt street so the contractor had to cut through the upper asphalt, dig down four feet and then cut through the concrete street below. When you are working four feet down with your saw it's a lot different than trying to work from the ground. It's right next to the Kiltone project and it had to be done in Hazmat suits which ruins productivity and traffic control on Chestnut Avenue was an additional cost. You are cutting through two streets.

Chairman Merighi asked if this is the job that went out twice because all of the bids were above bid threshold. Dennis stated that we went back and reworked the specifications and that resulted in the lower price.

Dennis Palmer suggested that before we go into closed session after we finish the Committee reports. The Board agreed.

It was moved by Barse and seconded by Villar that Resolution No. 2016-48, "A Resolution of the Landis Sewerage Authority authorizing the exclusion of the public from a meeting between the Landis Sewerage Authority and Administrative Personnel to discuss contract negotiations and related matters falling within the attorney client privilege..." be adopted. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted "yes". (This resolution was read after the reports)

Reports:

Executive Director

The HomeServe dashboard report came out so we continue to make a little money and help people. Our guys were out on projects and a guy had part of his yard dug up. He dug down to the lateral himself. If he had the contract it would have been covered.

A Rowan tour was here. We had about 20 students come through. There are three personnel issues we've been dealing with Gruccio, Pepper two of which are resolved and one is still hanging out there.

I was at DEP last week and they are proposing new limits and rules on groundwater limits. Most of the numbers are new chemicals that are going to affect us. They pushed a real hard sell for these new rules with no closing.

We met with FEMA trying to get some money back for the January snow storm. The issues we have are probably not going to fit in their formula. You need \$3,000 and our

guys pushed snow to get into the plant and pumping stations. That may not count. We had a sewer call that was hindered by the snow and that may not count. We pre-positioned generators so some of that time counts but I don't know if we will make the \$3,000 threshold in a category that counts.

Stan from GHD will be here tomorrow and we will have a 30% design meeting on the treatment plant. They sit with the client to make sure they are on the right track of what we are looking for.

We've had several financial discussions from our team and we will talk about in the closed meeting.

Field Engineer

Bob Schwarz reported that we continue to have an issue on the 519/545 E. Landis Avenue backup where the City contractor placed flowable fill in the sewer line causing a blockage. The City was placed on notice about holding fees regarding costs to contractor bond. LSA is providing all correspondence to contractor and the City as well as LSA's insurance carrier.

LSA continues to work on Chestnut Avenue between East and Eighth Street to replace a lateral. The work was performed on Saturday to avoid the majority of traffic. Bob also reported that paving of settled trenches will begin soon in accordance with City specifications.

Dennis stated that some paving may be delayed until the school buses are done. Bob stated that side streets are in the first phase.

Chairman Merighi asked how someone remove flowable fill. Bob stated there are a couple of ways. If it's not too bad and there is room and it's not fully encased, sometime a chipping hammer off of an air gun if it's not too deep. The second option which we had to do on West side of the downstream side of the main is to dig up the main 11 feet deep and take out 7 feet of pipe physically and replace it because it was so bad and couldn't be chipped out and Furnco into the existing pipe which was terracotta about a hundred years ago.

Solicitor: No report for the public session.

Chairman:

Tom Merighi wanted to thank Marianette for her efforts with the Earth Day posters.

Issues and Correspondence: None

Committee Reports:

Engineering/Plant:

Dennis stated that tomorrow we have a meeting with Stan on the plant design. Given where we stand on the financing, which is the same thing I told our collection system team is to slow down until we get the financing set up.

We've done some project in house like the paving contractor and a couple of other things we are working on as well.

Budget/Finance:

Joe Reuben reported that income is approximately \$79,489 or 3.2% over budget. Expenses are approximately \$54,857 or 2.2 over budget. Accounts receivables decreased approximately \$152,791. The Authority continues to be affected by the economy and is keeping a close watch on its budget.

Dennis stated that the June billing gets printed and mailed in the middle of May. That's our big billing.

Human Resources

Dennis reported that there are several items I'm working on with Steve and a couple of terminations and a resignation by act. Our new people are working out very well and the front office is entirely new. Renee and Raymond are on this side and Lori is manning the plant side. Everyone seems to be working very well. They are going through their 45 or 90 days reviews. We're happy with that team. We've also hired a farm worker and we are currently looking for a truck driver.

Public Relations:

We will look forward to the Earth Day pictures with the kids.

Insurance Committee:

No Report on insurance but we had a Safety Committee meeting last week and out of the meeting with the managers, union members that were there, we decided to pull a group of people, about 10, of shift managers, union members, the road crew, Bob, Anthony, Dennis and myself. We had been concerned about some of the bogus claims coming into the Authority. People are looking for cash and they don't realize they can't sew us. We wanted to get out in front of these things particularly when our men are out on sewer calls. We do not allow LSA employees to go into the houses unless they are accompanied by someone else or with permission of the supervisors. It's a little crazy right now. We've had some instances where they've been out on sewer calls and people answer their doors in different ways and we have to be careful of that and also we want to make sure that people aren't looking at us and getting bad information. We will have everything

lined up and bulleted on LSA letterhead, bi-lingual for the homeowners when we make a sewer call so that there is plenty of definition of what our responsibilities are at the curb line and the street and also for the homeowner. We're working on that and we will have another meeting in two weeks and hope to have something concrete. We've always known the rules but need to redefine things because things are changing rapidly.

Dennis also stated that our men are often very helpful to people, but being helpful can go too far. We don't want one person going into a house into the basement to see what is going on, someone complains that something is missing or stolen. We are trying to emphasize that they call back to the supervisor if they go downstairs and they must wait for two people to go in so they witness what they saw and what took place. Meanwhile if we don't go in and there is sewerage in the basement ServePro has been great. They do an A team job. They take pictures, when they send in their bill it's documented with photos and graphics which is much better than the other services we have seen. It gives us a nice factual base if we need it for later on. They do all kinds of fire and water damage. They do a really great job.

Carol Ricci stated that we have to address the public health hazard. When a person has a basement full of raw sewage because something happened either in the street or their lateral and at the same time we feel that we have to protect our guys. Sometimes a situation can get really difficult. We want to make sure our men are ok and that the homeowner knows what our responsibilities are.

Dennis stated that even if their house line is full of roots and grease, it's our problem when you show up in the truck. You have to work your way through that. There are ways to do that if the lateral has a cleanout and the street is running fine. We have a large problem with grease in our system.

Allocations/Administration:

Dennis reported that the Charter School came in and it was a nice connection fee. We don't know what's going on with the other school. We continue to get approached on retail and not a drop on housing: maybe a home here and there.

Resolution No. 2016-48 was read and approved.

At 6:40 p.m. it was moved by Barse and seconded by Villar that the regular meeting of the Landis Sewerage Authority go into closed session. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted "yes"

At 7:05 p.m. the regular meeting of the Landis Sewerage Authority reconvened.

Old Business:

The WRA dinner is Wednesday evening, everyone will be meeting at the Ramada at 4:30 p.m.

New Business: None

Adjournment:

At 7:05 p.m. there being no further business to come before the Board, it was moved by Villar and seconded by Barse that the meeting be adjourned. Roll call: Barse, Reuben, Errickson, Villar and Merighi voted "yes".

THE LANDIS SEWERAGE AUTHORITY

G. STEVEN ERRICKSON, Secretary