

THE LANDIS SEWERAGE AUTHORITY  
REGULAR MEETING  
April 1, 2013

Pledge of Allegiance.

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

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

It was moved by Gana and seconded by Villar that the reading of the minutes of the regular meeting held on March 18, 2013 be dispensed with and the same be approved in the form submitted to all members by mail. Roll call: Villar, Gana, Silva and Errickson. Merighi abstained.

It was moved by Gana and seconded by Villar that the reading of the minutes of the special meeting held on March 25, 2013 be dispensed with and the same be approved in the form submitted to all members by mail. Roll call: Villar, Merighi, Gana and Errickson voted "yes". Silva abstained.

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

Resolutions:

It was moved by Gana and seconded by Merighi that Resolution No. 2013-48, "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.....\$64,196.61", be adopted. Roll call: Villar, Merighi, Gana, Silva and Errickson voted "yes".

It was moved by Gana and seconded by Villar that Resolution No. 2013-49, “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....\$153,393.08”, be adopted. Roll call: Villar, Merighi, Gana, Silva and Errickson voted “yes”.

It was moved by Gana and seconded by Villar that Resolution No. 2013-50, “A Resolution of the Landis Sewerage Authority naming Sun National Bank, 226 Landis Avenue, Vineland, NJ 08360 as the Authority’s Depository Bank along with authorized signers and their signatures for wire transfers...” be adopted. Roll call: Villar, Merighi, Gana, Silva and Errickson voted “yes”.

It was moved by Gana and seconded by Villar that Resolution No. 2013-51, “A Resolution of the Landis Sewerage Authority authorizing correction on credits, charge-offs, refunds and cancellation of accounts in the amount of \$141,253.21...” be adopted. Roll Call: Villar, Merighi, Gana, Silva and Errickson voted “yes”.

It was moved by Gana and seconded by Villar that Resolution No. 2013-52, “A Resolution of the Landis Sewerage Authority authorizing payment from the Construction Fund of certain costs of the system in the amount of \$26,720.00 to Municipal Maintenance Co. for a newly remanufactured Chemineer mixer gearbox, mixer bearings and grease seals, motor and installation at job site as per quote #34172Q in accordance with the provisions of the Authority’s General Bond Resolution...” be adopted. Roll call: Villar, Merighi, Gana, Silva and Errickson voted “yes”.

It was moved by Gana and seconded by Silva that Resolution No. 2013-53, “A Resolution of the Landis Sewerage Authority authorizing payment from the Construction Fund of certain costs of the system in the amount of \$3,237.50 to Hatch Mott MacDonald for professional engineering services in connection with Burns Avenue Phase I Conrail Pipeline Occupancy Permit in accordance with the provisions of the Authority’s General Bond Resolution...” be adopted. Roll call: Villar, Merighi, Gana, Silva and Errickson voted “yes”.

It was moved by Gana and seconded by Villar that Resolution No. 2013-54, “A Resolution of the Landis Sewerage Authority summarizing allocation activity through the close of Allocation Round 144....” be adopted. Roll call: Villar, Merighi, Gana, Silva and Errickson voted “yes”.

Point of Order: Chairman Errickson stated that on the Minutes from March 25, 2013 Mr. Silva was not present as shown on page #1 of the Minutes. The typo on the second page had Mr. Silva voting. A correction is in order.

Reports:

Executive Director

Dennis Palmer stated that he sent all Commissioners a note on Financial Disclosure Statements that would be filled out in duplicate in the past with original signatures, submitted to the Authority, we would copy them and they would be forwarded to the City Clerk. This year it is all electronic. Updates are saying that they are coming but the final forms have not come in yet. Sometime this week we will have the information from the Division of Local Government Services which will provide direction. In the past it was the Board, Bob Schwarz, myself and the Solicitor who would have to file the Financial Disclosure Statements. They will be due by the end of April. As soon as the information is available Dennis stated that he would forward the same to everyone.

Dennis reported that at our next meeting will put forth a budget amendment. There will be a formal Resolution that implements the budget amendment. It will provide for us that when we do cash the bond that those funds will infuse the budget on the income side and to reflect the money being spent for the transfer to the City. For Authorities you can exceed line items but not the entire budget. In Municipalities you cannot exceed a line item without adjustment. Action will be at the next meeting.

We have action for later this evening for the part time Qualified Purchasing Agent. We have discussed this at prior meetings and I have met with the Human Resource Committee and they recommend that we move ahead. I have spoken with Mr. Hartman and he does this at other places and his rate is in the motion. This will allow me to contact Mr. Hartman and set a start date and we will do a new resolution at a future date and it will also be sent to DCA that we now have a QPA on staff and we can deal with a higher bid threshold and that provides savings in time and resources when dealing with bids.

Dennis stated that last week he had the opportunity to go to Salem County College and speak to their environmental science class. They are actually coming here on Thursday for a tour of the facility. Their big interest was clean energy, renewable energy and sustainability. We have several things here for them to look at.

Dennis reported that we are still looking at two manufacturers for the bar screen. One came in last week with a trailer mounted unit and most of the staff was able to look at it. It still is a large expense as far as costs go. We've been getting budget quotes but eventually this is an item that will go out to competitive bid and I will bring that to the engineering committee sometime later this spring.

Last week Bob and Dennis went to a regional authority meeting. We do this quarterly this meeting was at Gloucester County Regional Authority. This moves between Camden, Gloucester, Cumberland, Atlantic and Cape May Counties. We rotate and the agenda stays the same concerning contractors, regulatory agencies, administrative items such as insurance to union matters and we look for input from each Authority. Are you having trouble with contractors, engineering issues or a DEP regulatory or DCA regulatory issue are some of the items discussed. We learn from each other's mistakes and successes. Cumberland County will be hosting in three months.

At the next meeting will have the winners of the Authority's sponsored Earth Day Poster Contest with all of the middle schools. We deal with the science or art teachers at each school. We collect posters from approximately six different schools from around the City and award the winner. Those students, their parents and their teachers are invited. Earth Day is April 15<sup>th</sup> and we always have this award at the second meeting in April.

#### Field Engineer

Bob Schwarz reported that he attended a meeting with City Officials regarding a clean-up that South Jersey Gas owns at Peach Street and North East Boulevard. The Authority will provide a letter to the consultant for South Jersey Gas outlining what was discussed.

Shop Rite continues with progress on the pump station. Work is about 90% complete. Bob stated that the driveway and parking in that area still has not been corrected. Dennis reported that he spoke to the engineer, contractor and Botto's over in Bridgeton suggesting that they do something to correct the situation. Hopefully within 48 hours the situation should be remedied.

LSA has been performing repair work in house to keep costs at a minimum for laterals and other contracting costs.

#### Solicitor:

No report, however Dennis stated that he had some dialogue with Steve Fabietti on the service agreement with Franklin Township.

#### Chairman: No Report

#### Issues and Correspondence:

Dennis stated that there is a motion tonight that follows up on discussions in the past as well as discussions with Human Resource/Personnel Committee regarding the hiring of a Qualified Purchasing Agent on a part time basis to put the Authority in a position for acquiring materials and equipment at a lower and better price when it comes to resources, time and money to acquire those resources. There is a copy of a memo in your memo and a copy of Frank Hartman's certification from the State. He is willing to work as a part time employee without benefits other than he would be under our General Liability Insurance approximately a half day a week and this will allow us the higher bid threshold to aid and assist the Authority.

It was moved by Gana and seconded by Silva authorizing the Executive Director to hire Franklin S. Hartman as a Qualified Purchasing Agent in the amount of \$45 per hour, 3 and one-half hours per week as temporary purchasing agent for assistance in the purchasing department. Roll call: Villar, Merighi, Gana, Silva and Errickson voted "yes".

Dennis stated that this is a two-step process allowing us to hire him, get a start date and once he starts we will be back with a Resolution that will be sent to the DCA to notify them that we have a QPA.

#### Committee Reports:

##### Engineering/Plant

Dennis stated that we are looking at a couple of items this year and most importantly being the screens. The walls in the Oak Road Pumping Station are deteriorated by sulfide. The concrete will need to be pressure washed, remove the loose material, and apply cement and a chemical resistant coating over that. We have done this before. We have a couple of slide gates in the plant several feet across that have been sticking. Since the weather was warmer today, we shut down half of the plant and we are running on the west side this year, last year we ran on the east side. We can shut down 8 motors plus another 12 or so depending on the temperature which will save a substantial amount of electricity. That work initiated today.

##### Budget/Finance

Dennis stated that for the next meeting we will have a budget amendment resolution that will be on the agenda and submitted to DCA and a copy to the City and that will aid them in the finalization of their budget.

##### Human Resources

Dennis stated that we took action on Frank Hartman as QPA and there are two other issues to deal with Human Resources in the near future.

##### Public Relations

Dennis reported that Salem County College was very receptive and they will be coming in for a tour this week. Next meeting the students and their parents will be here for the Earth Day Poster Contest and their picture will be taken for the contest and sent to the paper.

##### Insurance Committee

Carol Ricci reported that she is still waiting for the numbers regarding the Property and Casualty renewal. She did meet with Jim Whittaker, our health insurance broker for a discussion of the implications in 2014 of the Affordable Health Care Act.

##### Allocations/Administration

Dennis stated that we took action on capacity tonight and there is some increase and interest for businesses to locate here.

Old Business: None

New Business: None

Adjournment:

At 6:25 p.m. there being no further business to come before the Board, it was moved by Silva and seconded by Gana that the meeting be adjourned. Roll call: Villar, Merighi, Gana, Silva and Errickson voted "yes".

THE LANDIS SEWERAGE AUTHORITY

---

FRANCIS A. GANA, Secretary