

THE LANDIS SEWERAGE AUTHORITY
REGULAR MEETING
June 5, 2017

Pledge of Allegiance.

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

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

Vice-Chairman Reuben 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 Barse that the reading of the minutes of the regular meeting held on May 15, 2017 be dispensed with and the same be approved in the form submitted to all members by mail. Roll call: Barse, Errickson and Reuben voted “yes”. Merighi 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 Errickson and seconded by Barse that Resolution No. 2017-47, “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.\$92,461.29”, be adopted. Roll call: Barse, Merighi, Errickson and Reuben voted “yes”.

It was moved by Errickson and seconded by Merighi that Resolution No. 2017-48, “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

Bills...\$270,927.31”, be adopted. Roll call: Barse, Merighi, Errickson and Reuben voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2017-49, “A Resolution of the Landis Sewerage Authority approving exemption from competitive bidding requirements for the purchase of one (1) TV sewer inspection trailer through a contract with National Joint Powers Alliance (NJPA) and Envirosight issuing a Notice of Intent to award a contract with Envirosight and authorizing the Executive Director to enter into a contract with Envirosight not to exceed \$152,253.20...” be adopted. Roll call: Barse, Merighi, Errickson and Reuben voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2017-50, “A Resolution of the Landis Sewerage Authority summarizing allocation activity through the close of Allocation Round 169...” be adopted. Roll call: Barse, Merighi, Errickson and Reuben voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2017-51, “A Resolution of the Landis Sewerage Authority authorizing correction on credits, charge-offs, refunds and cancellation of accounts in the amount of \$1198.57...” be adopted. Roll call: Barse, Merighi, Errickson and Reuben voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2017-52 “A Resolution of the Landis Sewerage Authority authorizing payment from the Construction Fund of certain costs of the system in the amount of \$34,960.42 to Perna-Finnigan to provide material, equipment and labor to remove and replace piping and manhole including sidewalk apron and road restoration at West & Landis Avenues and to provide material, equipment and labor to repair a sewer lateral at 1764 S. Delsea Drive on May 1, 2017 in accordance with the provisions of the Authority’s General Bond Resolution...” be adopted. Roll call: Barse, Merighi, Errickson and Reuben voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2017-53, “A Resolution of the Landis Sewerage Authority authorizing the award of an alternative method contract with Willis Towers Watson of NJ and Colson & Gosweiler Insurance & Financial Services to supply, Property, General Liability, Commercial Auto, Inland Marine, Crime, Boiler & Machinery, Umbrella/Excess and Public Officials Liability Insurance...” be adopted. Roll call: Barse, Merighi, Errickson and Reuben voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2017-54, “A Resolution of the Landis Sewerage Authority, its general counsel and administrative personnel to discuss litigation and related matters falling within the attorney client privilege...” be adopted. Roll call: Barse, Merighi, Errickson and Reuben voted “yes”.

At 6.05 p.m. the regular meeting of the Landis Sewerage Authority went into closed session.

At 6:39 p.m. it was moved by Errickson and seconded by Merighi that the regular meeting of the Landis Sewerage Authority reconvene. Roll call: Barse, Merighi, Errickson and Reuben voted “yes”.

Reports:

Executive Director

Dennis stated that you all had NJDEP Correspondence in your packets. We’re working with Rutgers weather department, the County’s Office of Emergency Management and Vineland Fire. Rutgers received money where they can locate weather stations at different locations in the state. They just put a weather station in and the Paulsboro tank that started leaking was right near the weather station and the main thing they wanted to know from the Fire Department was wind direction. They have approached us and they are looking to locate one here because they want something that’s wide open and it will be a service to our Fire Department, Hazmat, Emergency Management and perhaps us for a future contract if we have a weather station on site. They looked at our site. They picked a location and it’s solar powered. We picked a spot so somewhere in the near future we may have to sign some documents so we can go forward.

We had a meeting last week with the City and the County planning department. The State is looking to update the Wastewater Management Plans for Cumberland County. There are some rules adopted and we talked about what’s going to be involved. Our plan expires later this year or next year, would still be effective until a new one is in place.

Field Engineer

Bob Schwarz reported that the Soil Conservation Permit was approved last week for the Sears Pump Station project. Bob also stated that Allied Steaks went fully operational last week and we read the meters and obtain employee information. Also the sampling manhole was installed.

We had a pre-construction meeting with the City of Vineland on traffic signal upgrades between Myrtle Street to South Sixth Street on June 13, 2017.

We are preparing specifications for paving various settlements in the sewer trenches for this year.

Solicitor: No report for the public meeting

Chairman: No Report

Issues and Correspondence: It was moved by Barse and seconded by Merighi that the Executive Director be authorized to advertise for bids for the 2017 paving contract. Roll call: Barse, Merighi, Errickson and Reuben voted “yes”.

Committee Reports:

Engineering/Plant:

Dennis Palmer reported that he was at the farm last week and this week. We met with representatives from A.C. Schultes for the well. We should have the well drilling rig on sight on Friday not to dig but to get it on site.

The irrigation units are down and they are working on putting the new ones in. Corn was being planted today and with the wet spring it has been hard to get on the field when they are in condition and ready for planting. Hay has been harvested as well as straw to some degree. That will continue depending on the condition of the fields.

Tonight we awarded the contract for the TV truck and we have one more vehicle under the bond and that's the vactor truck and we are working on that now. We are using one of the co-ops and the pricing has been very attractive because they buy in bulk.

At this point we are looking at July and August for a bid for both the Sears station and the plant. We got a storm water permit for Sears and now we are waiting for the construction permit from DEP. I'm going to reach out this week to find out where it is.

We are also working on in the plant, the hypochlorite tanks. We formed the concrete and rebar work and we will put the steel together ourselves. We will have an outside firm put in the super paint to coat the steel and the concrete floor. The fumes from the hypochlorite bleach is enough to attack steel.

The staff went into the receiving station last weekend and cleaned the inside out and it wasn't bad. Just about a 55 gallon drum of grit and sand and an equal amount of rags and plastic. When it was previously done, we found a whole lot of stuff and we made some changes. The pump that we have in there doesn't show wear and tear like the previous pump. We only got one year out of it and we made some changes on the pump and there is very little wear and tear this time.

Budget/Finance: No Report

Human Resources

Dennis reported that he would be coming to the board at the next meeting for a short time authorization to exceed the number of employees because of a July 1st retirement and we want to get some people interviewed so there might be a period of time where we have an overlap. We replaced truck drivers and interviews and physicals are taking place.

Public Relations: No Report

Insurance Committee:

Carol Ricci reported that we took action on the property and casualty insurance renewal tonight. A couple of highlights to be noted and something that was put before Dennis, Tom and myself that we should consider, not necessarily act on.

Obviously you've seen from the memo that there is no appreciable increase in the premium. Our deductibles have remained the same. There is a 1.5% increase on property values. We're scrubbing out the schedules for the big equipment over \$25,000. We are finding some things that we may have paid a lot of money for years ago and are very old, we're going on replacement cost for new. If we go to state contract the pricing is very favorable so some of our endorsements may actually come down. We raised crime coverage from \$100,000 to \$250,000 with a \$1000 deductible. We're still with Hartford Insurance for Boiler and Machinery but now it is encompassed in the commercial package and not a separate policy and also there was no change in the premium.

We've used the same payrolls for general liability as we used in comp; our Excess is still at \$10,000,000 which is standard for a utilities of our size. Our Public Officials coverage is the same but with a different company. It's Greenwich which is a subsidiary of XL Catlin. Our deductibles are \$5,000 for Public Officials and \$15,000 for Employment Practices. Any increases in the premiums will be due to add ons.

I spoke to Bob English today about Cyber Liability Insurance. It's starting to become a real topic with utilities. We have no idea what the policy would cost. Now that we take credit cards and even though we are not retaining that information, it's going out to another contractor, we have very limited liability under that contract. We are looking into the fact that now we are part of the mix, when we swipe those cards it goes to another source and that information becomes vulnerable like Home Depot or Target. We also have a SCADA system here and we have our computer which is a fairly safe computer, but anymore it doesn't seem like anything can be safe. We have personal information, social security numbers for entire families in the system. We should weigh what the cost of the policy would cost which may be \$5,000 or \$6,000 or possibly \$10,000 against the cost of employing tech people for some time to restore our system. We should weight the cost of one against the other. A lot of utilities are getting this coverage so we are going to stick our toe in the water; fill out an application and submit it to the markets and see how the premiums come back. We think it's something we have to look at. Our SCADA system is really important as well as all of the information contained in the system, the information in my computer for health issues. We need to check it out.

I've been speaking with Health Insurance Solutions regarding our Rx renewal. We have a three year rate guarantee and our monthly contribution is running a surplus. Our monthly payout will not increase. They are providing the proper paperwork stating this for next year.

Allocations/Administration: No Report

Old Business: None

New Business: None

Adjournment:

At 6:50 p.m. there being no further business to come before the Board, it was moved by Errickson and seconded by Merighi that the meeting be adjourned. Roll call: Barse, Merighi, Errickson, Reuben and Villar voted "yes".

THE LANDIS SEWERAGE AUTHORITY

G. STEVEN ERRICKSON, Secretary