

THE LANDIS SEWERAGE AUTHORITY  
REGULAR MEETING  
March 16, 2020

Pledge of Allegiance.

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

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

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
Anthony Tobolski	Field Engineer
Stephen D. Barse	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 March 2, 2020 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”.

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. 2020 - 32 “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.... \$74,627.42”, be adopted. Roll call: Barse, Errickson and Reuben voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2020 - 33, “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.... \$746,121.02”, be adopted. Roll call: Barse, Errickson and Reuben voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2020-34, “A Resolution of the Landis Sewerage Authority listing payments from the 2016 Bond Issue Construction Fund adopted July 5, 2016...” be adopted. Roll call: Barse, Errickson and Reuben voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2020-35, “A Resolution of the Landis Sewerage Authority awarding a contract to Edmunds & Associates for the purchase of Edmunds Financial and Payroll Software...” be adopted. Roll call: Barse, Errickson and Reuben voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2020-36, “A Resolution of the Landis Sewerage Authority authorizing an Interlocal Services Agreement with the City of Vineland to compensate staff in the Collector’s Office and Collections Department in the amount of \$10,750.00 from January 1, 2020 through December 31, 2020...” be adopted. Roll call: Barse, Errickson and Reuben voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2020-37, “A Resolution of the Landis Sewerage Authority approving exemption from the competitive bidding requirements for the purchase of an add on system with related upgrades, accessories and supplies through a contract with Sourcewell (formerly NJPA) ...” be adopted. Roll call: Barse, Errickson and Reuben voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2020-38, “A Resolution of the Landis Sewerage Authority approving the authorization for a contract with NjCONTROLS, LLC to provide SCADA support engineering services...” be adopted. Roll call: Barse, Errickson and Reuben voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2020-39, “A Resolution of the Landis Sewerage Authority authorizing the Executive Director to enter into an alternate method contract with Mullen, Coughlin, LLC Attorneys at Law...” be adopted. Roll call: Barse, Errickson and Reuben voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2020-40, “A Resolution of the Landis Sewerage Authority authorizing the Executive Director to enter into an alternate method contract with Charles River Associates...” be adopted. Roll call: Barse, Errickson and Reuben voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2020-41, “A Resolution of the Landis Sewerage Authority consenting to proposed Lower Delaware Water Quality Management (WQM) Plan Amendment...” be adopted. Roll call: Barse, Errickson and Reuben voted “yes”.

Reports:

Executive Director

Dennis Palmer reported that the last three resolutions pertained to the forensic law specialist and the forensic IT team. We did not have email for a while which resulted in some long text messages and Steve and I had some conversations over the previous weekend. Tom and I were on several conference calls on Saturday and Sunday. Luckily it was caught fairly early. We wanted to make sure there were not latent or dormant viruses or time bombs. It appears that the email came from CCIA and the City received it as well. It was an attachment that said your consulting voucher is attached and that's where the bug was. As I learned from these guys, they enter your system, they sit there for a week or a little longer looking around and then they start executing. The virus was most likely from Russia and it was caught early enough that we did not get a ransom request or anything along those lines. It went to Marianne's computer first and then went after the one in the front office. The crew was in here both Friday and the Monday after running diagnostic tools and cleaning the computers and evaluating and saving the computers that went total white screen with the word RYUK that showed up for further analysis by the outside firms. They target public agencies because we generally have money and also may pay the ransomware. They anticipate the ransom would be between \$60,000 and \$100,000 but right now we have nothing other than the costs to restore the system. Our cyber liability insurance deductible is \$5000. This has been a learning experience. We are in the process of upgrading to Windows 10 and we're looking at other ways to harden or segregate the system so that it cannot get into the operating system in the treatment plant and other steps to make the system more robust and resistant.

The last resolution was a piece of property that wasn't in the Wastewater Management Plan and it brought it back into the plan. It's in the industrial park and that would be a nice future customer.

We had a good month for haulers. The County Planning Board approved the addition of the Utopia Project and now we have to work with the freeholders before we go any further. We had a meeting with the lab. We had some questions on their results and quite frankly, the way they are operating. It was a good meeting with the lab on the issues we had.

Field Engineer:        No Report

Solicitor:

Stephen Barse stated that Dennis covered what I would have about the contracts. We looked at the contract with the lawyers and we made a couple of changes we were agreeable to.

Chairman:

Issues and Correspondence: None

Committee Reports:

Engineering/Plant:

Dennis stated that the co-gen went down and it's probably in need of a major overhaul. It's been running for thirteen years, since 2007. We never replaced a crank. The crank bearings and the connection rod bearings are wiped. At this point finding the parts for it is becoming difficult. We've gotten prices for a replacement. The payback is three years or slightly less than three. It's about \$300,000 but it saves about \$12,000 a month or a \$130,000 to \$140,000 a year in electricity and plus we're making more gas. If anything, I'd like to buy a slightly bigger one and use the gas we're producing. I'd like to get the parts and get it limping for another 6 months to a year.

Joe Reuben asked if it was a Mercedes engine and Dennis stated it was a Mercedes block. There are a number of these units in the US in co-gen facilities. You don't have a model or a serial number because the supplier would send the oil filters and they were painted black. You have to keep buying from them and it's the same thing with the spark plugs, the air filters and the turbo charger actually looked like the numbers were ground off. They have moved on and they have moved to another company called Man who maintains a warehouse in Florida for parts so you don't have to wait for Lufthansa to bring it from Germany or Austria. CCIA does a lot of large engines so we're talking to their mechanics. We need sleeves, pistons, rings, crank, main bearing and connecting rod bearings. We want go get back up and make to a new plan to replace it.

Budget/Finance:

Perry Barse reported that income is approximately \$147,080 or 8.57% over budget and expenses are approximately \$252,698 or 13.78% over budget. Accounts receivables decreased approximately \$325,227.

Human Resources:

Dennis stated that because of the virus, we've been telling the staff that if they have children and they need to get them somewhere else because they don't have school, if they want to take time off at the beginning or end of the day and use either personal or vacation time or furlough time to meet those needs.

We are keeping the number of outside people down, vendors and suppliers unless there is a really good reason. We did a wipe down day last week and again today. The lobby is being done twice a day.

Stephen stated that other the NJ paid sick leave law that went into effect about a year ago, employees have the right if they can't come in because of this type of circumstance and their children are home, they have a legal right to use their paid sick leave for that purpose.

Public Relations:

Dennis stated that it was probably his last visit to a public school. Johnstone School has a program called AMSA for advanced math and science. Two people from rotary, a woman who is an engineer and myself, talked to students about careers in engineering. We talked about the different fields of engineering. They had some good questions. It was actually a lot of fun.

Joe Reuben asked about the date for Earth Day Poster Contest and Carol Ricci stated it was in April. Stephen Barse stated that Vineland is closed until April 20<sup>th</sup>. Dennis stated that the contest would be about that time.

Dennis stated that the turkey hunt that was going to be done on sight was canceled by the State Department of Fish and Game. Field Day is in May and as it gets closer, we'll have to make a decision.

Insurance Committee:

Carol Ricci stated that she had no report. Dennis stated that he asked Carol to ask our insurance carriers that coming out of this issue on the virus and our experts ask us to do these improvements, are they covered under general liability or cyber liability?

Carol Ricci stated that improvements up the value of a system. Carol also stated that Tom and he went over the numbers with Bob, we told him it would be a \$100,000 improvement and he based his coverage on that number.

Stephen also stated that the legislature is taking up a bill to mandate that businesses have business interruption insurance and a lot of them have exclusions for pandemics and viruses and the bill will amending your insurance policy retroactively to pay those claims if you are under the 100-employee threshold. The current version states that they had to have some coverage under their policy even if there is an exclusion which I don't see the distinction, but they are looking to rewrite it legislatively.

Dennis stated that we have business interruption insurance and Carol stated that we've always had it but not sure about that type of coverage and she would check with Bob.

Allocations/Administration: No Report

Old Business: Carol Ricci reported that the WRA dinner on March 25<sup>th</sup> has been canceled.

New Business: None

Adjournment:

At 6:21 p.m. there being no further business to come before the Board, it was moved by Errickson and seconded by Barse that the meeting be adjourned. Roll call: Barse, Errickson and Reuben voted "yes".

THE LANDIS SEWERAGE AUTHORITY

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CARLOS VILLAR, Secretary