

THE LANDIS SEWERAGE AUTHORITY
REGULAR MEETING
May 18, 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, Merighi, Villar, Errickson and Reuben were present.

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 Villar and seconded by Merighi that the reading of the minutes of the regular meeting held on May 4, 2020 be dispensed with and the same be approved in the form submitted to all members by mail. Roll call: Barse, Merighi, Villar, 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 Villar that Resolution No. 2020 - 58 “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.... \$66,651.23”, be adopted. Roll call: Barse, Merighi, Villar, Errickson and Reuben voted “yes”.

It was moved by Merighi and seconded by Barse that Resolution No. 2020 - 59, “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....

\$294,057.16”, be adopted. Roll call: Barse, Merighi, Villar, Errickson and Reuben voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2020- 60, “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, Merighi, Villar, Errickson and Reuben voted “yes”.

It was moved by Errickson and seconded by Barse that Resolution No. 2020 – 61, “A Resolution of the Landis Sewerage Authority authorizing a change order and increase in quantities with Park Pumps & Controls, Inc. for liquid magnesium hydroxide slurry...” be adopted. Roll call: Barse, Merighi, Villar, Errickson and Reuben voted “yes”.

It was moved by Errickson and seconded by Merighi that Resolution No. 2020 – 62, “A Resolution of the Landis Sewerage Authority adding signers from TD Bank, the Authority’s Trustee with OceanFirst Bank...” be adopted. Roll call: Barse, Merighi, Villar, Errickson and Reuben voted “yes”.

Reports:

Executive Director

Dennis Palmer reported that the last two were resolutions that in reference to TD Bank, the person who is involved in dealing with the trustee account is retiring so they needed a couple of new names on it and it has to be done by resolution.

On the magnesium hydroxide, this is a new chemical feed system that came with the new plant and it’s the first time we ever used the material. The contract started last July and by the time we actually started using it was probably in September in cooler weather, but as we went to the spring we used more of it as we washed the sludge that we built up over the winter time and we went through a lot more than we originally expected. The change order is to cover the extra cost. We’re stopping now. It is a two-year contract and when July comes, we’ll start buying it again and we also have authorization to go out to bid again. It may show up as a note in the audit when we come through this next year because it exceeded it by a fair amount. What triggered it was as we ordered it, they had not kept up with their bills and all of a sudden three or four bills came in. We thought there was more money and we went over the contract amount.

Dennis also reported that the hauler report was big and a fairly good month at \$14,000 and also last week we had a big load because our biggest competitor in a two-state area, Delcor, shut down so we have increased loads coming in.

There is a report in your files regarding the computer virus. Everything came through and I was on a conference all with different parts of the City to get certified under the State plan. Its still with statewide planning and the advantage to the City is that it helps them

get bonus points when they try to get grants and we're part of it because we supply wastewater services.

Field Engineer

Anthony Tobolski reported that B & H Contracting mobilized today to start the rehab project at Brewster Road Pump Station in accordance with Contract 3A.

Sub-Level Contracting completed the rehab project at the New Pear Pump Station and went on line with the new pumps last Friday. Next, as part of Contract 3B, they will be going to Oak Road Pump Station to rehab the station.

Dennis also stated that we had training at the pump station. Joe Reuben asked if we had a problem at Columbia and Landis and Anthony state yes. Dennis said it was hard grease, wipes and rags.

Solicitor: No Report

Chairman: No Report

Issues and Correspondence: It was moved by Villar and seconded by Merighi that the Executive Director be authorized to advertise for bids for liquid magnesium and liquid lime. Roll call: Barse, Merighi, Villar, Errickson and Reuben voted "yes".

Committee Reports:

Engineering/Plant:

Dennis stated that in the plant we are owed a computer, some programming on the headworks on how the pumps run and a heater that failed. Those should be the last three items on the plant. As Anthony stated, the pumping stations are wrapping up. We are having an engineering survey to extend the force mains on Mill Road; one going north under the railroad tracks and south of Almond which has deteriorated and the force main at the Little Robbin Pump Station that comes south to Walnut. That one had split twice three winters ago and when they were cutting through to put clamps, it felt soft at the bottom. That's an indication to replace it. It will be a directional drill with a high density polyethylene to keep down any disturbance on the roads. That is being designed.

Contract No. 4 is to put in grinders at four pumping stations. These will most likely be a 2021 construction project with a complete design, permits are needed and it will go out to bid later this year.

Budget/Finance:

Tom Merighi reported that income is \$67,000 or 1.8% over budget while expenses are \$200,146 or 5.5% over budget and our accounts receivables decreased \$113,135.

Dennis stated that it's over budget because of payment of the State pension which is a lot and it will decrease as the year goes on and it's spread out. If you look at it on a budget basis, its still well under budget but on a one-twelfth basis it's over.

Human Resources:

Dennis stated that we started moving people back to work an extra day in the office area for coverage with the governor starting some relaxation today and hopefully June 6th is his social distancing and stay at home orders.

Dennis asked about the deliveries and cost of the hand sanitizers. Carol Ricci stated that we bought 72 bottles of 16 oz. hand sanitizer for \$800. We ordered it from WB Mason and it didn't come in and after a lot of delays it came in. The face N-95 masks that we use were originally \$6 or \$7 dollars a box are now up to \$5.00 each. We did not buy them. We just buy the regular masks and even they are ridiculously priced.

Dennis stated that AEA and other organizations signed up for FEMA and next Friday I'm picking up 250 masks that are washable and we have others on order also. We had a resolution to sell one of the old tractor trailers from 1989. We met at the picnic table and everyone had masks on and used their own pen to sign the title over and we got the check. If you have to meet with anyone it's outside at the picnic table with masks. All of the training that takes place which is usually in small areas, everyone has to wear a mask.

We had seven cameras installed, front gates, two in the lobby and around the plant and the installers were wearing masks while they were working.

Public Relations:

Dennis stated that he's getting several emails and I advised them of the 60-day grace period and there won't be any interest applied and if you want to make partial payment that's fine.

Insurance Committee:

Carol Ricci reported that a few weeks ago we mentioned that we had a loss in the plant during a windstorm and a gantry fell into the tanks. It was a pretty big piece of equipment and it was blown into the tanks. There was approximately \$20,000 in damages. It took the railings down, diffusers were replaced, the crane was here to remove the gantry from the tank and it was quite a process. Glatfelter advised me today that we will see a check in the amount of \$14,088 that is with our deductible taken out, to cover the cost of the damages.

I also talked with Harry Smith from Certified Safety and we have Confined Space and Lock Out Tag Out scheduled for October 7th and Bloodborne Pathogens, Right to Know and Fire Safety and Extinguisher training on September 30th. They are mandatory seminars for those in the plant and all staff members have to take the fire extinguisher training.

Allocations/Administration: No Report

Old Business: None

New Business: None

Adjournment:

At 6:16 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, Merighi, Villar, Errickson and Reuben voted "yes".

THE LANDIS SEWERAGE AUTHORITY

CARLOS VILLAR, Secretary