

# LEBANON BOROUGH SEWERAGE AUTHORITY

## MINUTES

February 3<sup>RD</sup>, 2011

The meeting of the LEBANON BOROUGH SEWERAGE AUTHORITY was called to order by Secretary Susan Woods at 7:30 PM at the Boro Hall, 6 High Street, Lebanon NJ.

MEMBERS PRESENT: Edward Cichone, Richard Burton, Leona Burton  
John Saharic and Michael Bachman

Also present: Attorney Joseph Novak, Auditor William Colantano, Engineer James Hill and Secretary Susan Woods

The meeting was convened in compliance with the Open Public Meetings Act

### REORGANIZATION

#### OATH OF OFFICE ~ RICHARD BURTON

Mr. Novak administered the Oath of Office to Richard Burton of 12 Maple Avenue. Mr. Burton's term as LBSA member expires 1/31/2016

#### NOMINATION OF CHAIRMAN

Mr. Burton moved and Mr. Saharic seconded the motion to nominate Edward Cichone as Chairman of 2011. There being no other nominations, motion was carried, all ayes.

Chairman Edward Cichone took over the meeting.

#### NOMINATION OF VICE-CHAIRMAN

Mr. Saharic moved and Mrs. Burton seconded the motion nominating Richard Burton as Vice-Chairman for the year 2011. There being no other nominations, motion was carried, all ayes.

#### APPOINT SECRETARY/TREASURER

Mrs. Burton moved and Mr. Burton seconded the motion appointing Susan Woods Secretary/Treasurer for the year 2011. Motion carried.

#### RESOLUTIONS 11-03 TO 11-11

Mrs. Burton moved and Mr. Burton seconded the motion approving the following Resolutions. Motion carried on roll call vote: Mr. Cichone, Mr. Burton, Mr. Bachman, Mrs. Burton and Mr. Saharic.

#### RESOLUTION NO.11-003

WHEREAS, on January 1, 2006, the "New Jersey Local Unit Pay-to-Play" Law, *N.J.S.A.* 19:44A-20.4 et. seq., became effective; and

WHEREAS, the Lebanon Borough Sewerage Authority has a need to award certain professional contracts for services required by the Authority in calendar year 2011; and

WHEREAS, the Pay-to-Play Law permits such services to be acquired through two processes, including the “non-fair and open” process as defined in *N.J.S.A. 19:44A-20.7* on those contracts where it is anticipated that the total cost will exceed \$17,500.00; and

WHEREAS, the public good and interest of the citizens of the Borough of Lebanon will best be served by the “non-fair and open” process to secure experienced professional services, rather than the “fair and open” process of awarding a contract to the lowest bidder; and

WHEREAS, each professional will be required to first complete and submit a Business Entity Disclosure Certification.

NOW, THEREFORE, BE IT RESOLVED, by the Chairman and Commissioners of the Lebanon Borough Sewerage Authority, as follows:

1. The following professional 2011 contracts shall be awarded under the “non-fair and open” process:
  - Authority Auditor
  - Authority Engineer
  - Authority Attorney (as to Litigation and Special Projects)
  - Authority Insurance Agent
2. The said professionals, prior to securing such contract, shall execute and file with the Secretary of the Authority, a 2011 Business Entity Disclosure Certification pursuant to *N.J.S.A. 19:44A-20.8*

RESOLUTION NO. 11-004  
AUTHORIZING THE AWARD OF NON-FAIR AND OPEN CONTRACTS  
FOR THE RETENTION OF PROFESSIONAL SERVICES FOR THE  
LEBANON BOROUGH SEWERAGE AUTHORITY FOR YEAR 2011

WHEREAS, the Lebanon Borough Sewerage Authority has a need to retain certain professionals to provide various consulting services and it has been resolved to retain such services on a non-fair and open contract basis pursuant to the provisions of *N.J.S.A. 19:44A-20.5*; and

WHEREAS, the term of the professional contracts shall be one (1) year, commencing on February 1, 2011 and terminating on January 31, 2012; and

WHEREAS, the Lebanon Borough Sewerage Authority Secretary has determined and certified in writing that the value of each of these professional services may, in the aggregate, exceed \$17,500.00; and

WHEREAS, each professional will be required to complete and submit a Business Entity Disclosure Certification which will certify that the said professional consultant and their firm have not made any reportable contributions to a political or candidate committee in the previous one year, and that their contract will prohibit the said professional consultant and their firm from making any reportable contributions through the term of the contract.

NOW, THEREFORE, BE IT RESOLVED, by the Chairman and Commissioners of the Lebanon Borough Sewerage Authority, on the 3<sup>rd</sup> of February, 2011 as follows:

1. The following professionals are hereby retained by the Lebanon Borough Sewerage Authority for the period of time commencing on February 1, 2011 through January 31, 2012 on a non-fair and open basis:
  - James Hill, P.E., Thomas L. Yager & Associates – Engineer
  - William Colantano – Auditor
  - Joseph S. Novak, Esq., Novak & Novak, LLC – (Attorney as to Litigation and special projects)

2. The Business Entity Disclosure Certification to be executed by each professional and the Secretary's Determination of Value shall be placed on file with this Resolution.
3. Each Contract is awarded without competitive bidding and the Chairman and Authority Secretary are authorized to execute Contracts for these professional services, and which Contracts are subject to review and approval by the Authority Attorney.

RESOLUTION NO. 11-005  
AUTHORIZING THE AWARD OF NON-FAIR AND OPEN CONTRACTS  
FOR THE RETENTION OF PROFESSIONAL SERVICES (**INSURANCE**) FOR THE  
LEBANON BOROUGH SEWERAGE AUTHORITY FOR CALENDAR YEAR 2011

WHEREAS, the Lebanon Borough Sewerage Authority has a need to retain certain professionals to provide various consulting services and it has been resolved to retain such services on a non-fair and open contract basis pursuant to the provisions of *N.J.S.A. 19:44A-20.5*; and

WHEREAS, the term of the professional contract shall be one (1) year, commencing on January 1, 2011 and terminating on December 31, 2011; and

WHEREAS, the Lebanon Borough Sewerage Authority Secretary has determined and certified in writing that the value of these professional services may, in the aggregate, exceed \$17,500.00; and

WHEREAS, the professional will be required to complete and submit a Business Entity Disclosure Certification which will certify that the said professional consultant and their firm have not made any reportable contributions to a political or candidate committee in the previous one year, and that their contract will prohibit the said professional consultant and their firm from making any reportable contributions through the term of the contract.

NOW, THEREFORE, BE IT RESOLVED, by the Chairman and Commissioners of the Lebanon Borough Sewerage Authority, on this 3rd day of February, 2011 as follows:

1. The following professional is hereby retained by the Lebanon Borough Sewerage Authority for the period of time commencing on January 1, 2011 through December 31, 2011 on a non-fair and open basis:
  - Brown & Brown Metro – Insurance Agent
2. The Business Entity Disclosure Certification to be executed by the professional and the Secretary's Determination of Value shall be placed on file with this Resolution.
3. The Contract is awarded without competitive bidding and the Chairman and Authority Secretary are authorized to execute the Contract for professional services, and which Contract is subject to review and approval by the Authority Attorney.

RESOLUTION NO. 11-006  
WAIVER OF LATE FEES

WHEREAS, on occasion sewer users request a waiver of interest on past due accounts;  
and

WHEREAS, there are occasions when such requests have merit;

NOW, THEREFORE, BE IT RESOLVED that the Lebanon Borough Sewerage Authority Secretary/Treasurer, Susan Woods, is hereby given the authority to waive up to fifty Dollars (\$50.00) in interest on past due accounts if she so determines that the circumstances warrant a waiver.

RESOLUTION NO. 11-007  
PAYMENT OF INVOICES IF MEETING CANCELLED

WHEREAS, in the absence of a regular public meeting of the Lebanon Borough Sewerage Authority which was required to be cancelled; and

WHEREAS, invoices for the operating expenses which would normally be approved for payment at said meeting should be paid in a prompt manner;

NOW, THEREFORE, BE IT RESOLVED that the Chairman and/or Vice Chairman and/or Secretary/Treasurer be authorized to approve said invoices and issue checks in payment thereof; and

BE IT FURTHER RESOLVED that a listing of said invoices be submitted to the full membership for ratification at the next regularly scheduled meeting of the Authority.

RESOLUTION NO. 11-008  
AUTHORIZING THE INVESTMENT OF IDLE FUNDS  
AND FUND TRANSFERS

WHEREAS, it is desirable that idle funds of the Lebanon Borough Sewerage Authority (LBSA) be invested in legal investment vehicles at all times; and

WHEREAS, it is occasionally necessary to transfer funds for the purpose of meeting current Authority expenses or for the purpose of effecting investment;

NOW, THEREFORE, BE IT RESOLVED by the Lebanon Borough Sewerage Authority in the County of Hunterdon and State of New Jersey, that it does hereby authorize Susan Woods, Secretary/Treasurer to request bids and to place orders for the investment of idle funds solely in legally authorized investment vehicles during the year 2011; and

BE IT FURTHER RESOLVED that the above named Secretary/Treasurer is hereby authorized to transfer funds by wire solely for the purposes and subject to all pertinent regulations.

1. To or from LBSA checking or savings accounts to other LBSA accounts
2. To or from LBSA checking or savings accounts to or from specified banks or the State of New Jersey Cash Management Fund solely for the purpose of investing for the account of the LBSA.

RESOLUTION NO. 11-009  
DESIGNATING REGULAR MEETING PLACE & DATES,  
AND OFFICIAL NEWSPAPERS

WHEREAS, the Open Public Meetings Act requires that notice of meetings for the year be sent to a local newspaper for information purposes. Any change in meeting dates, times or place shall be sent to the official newspaper at least 48 hours in advance of all such meetings.

THEREFORE, BE IT RESOLVED by the Lebanon Borough Sewerage Authority that:

1. The Lebanon Borough Sewerage Authority hereby adopts the first Thursday of each month as its regular meeting date, to be held at 7:30 PM. At the Boro Hall, 6 High Street, Lebanon NJ.
2. The Authority hereby designates the Hunterdon County Democrat as the official newspaper, with the Courier News and Hunterdon Review as alternate/additional official newspapers.

RESOLUTION NO. 11-010  
PUBLIC AGENCY COMPLIANCE OFFICER

WHEREAS, it is required by State Law that no public contract can be awarded until the prospective contractor has agreed to contract performance which complies with the approved Affirmative Action Plan; and

WHEREAS, the Lebanon Borough Sewerage Authority is required to annually designate a Public Agency Compliance Officer (PACO);

NOW, THEREFORE, BE IT RESOLVED that the Lebanon Borough Sewerage Authority does hereby designate Susan Woods as Public Agency Compliance Officer for the year 2011.

RESOLUTION NO. 11-011  
PURCHASES UNDER \$1,000.00

WHEREAS, the Secretary/Treasurer regularly needs to purchase office equipment or supplies:

NOW, THEREFORE, BE IT RESOLVED that the Lebanon Borough Sewerage Authority Secretary/Treasurer, Susan Woods, is hereby given the authority to purchase such equipment or supplies without Board approval for any item under \$1,000.00.

(NOTE: See AMENDMENT on page 12)

**RESOLUTION 11-012**

Mrs. Burton moved and Mr. Burton seconded the motion approving Resolution 11-012 as follows. Motion carried on roll call vote: AYES – Mr. Burton, Mr. Bachman, Mrs. Burton and Mr. Saharic ABSTAIN - Mr. Cichone

RESOLUTION NO. 11-012  
BANK DEPOSITORIES

WHEREAS, it is desirable that idle funds of the Lebanon Borough Sewerage Authority be invested in legal investment vehicles at all times;

NOW, THEREFORE, BE IT RESOLVED by the Lebanon Borough Sewerage Authority in the County of Hunterdon, State of New Jersey that it does hereby approve the following depositories, contingent upon the bank being covered by the Government Unit Deposit Protection Act (GUDPA):

TD BANK  
SUN NATIONAL BANK  
UNITY BANK  
PEAPACK & GLADSTONE BANK  
PNC BANK  
COMMUNITY FIRST BANK  
INVESTORS SAVING BANK  
NJ CASH MANAGEMENT FUND

## REGULAR MEETING

### APPROVE DEC. 2010 AND JAN. 2011 MINUTES

Mr. Saharic moved and Mr. Burton seconded the motion to approve the December 2010 minutes. Discussion – On Page 1, the last paragraph – remove the words “informal and verbal”.

Mr. Burton moved and Mrs. Burton seconded the motion to approve the minutes as corrected. Motion carried.

Mrs. Burton moved and Mr. Bachman seconded the motion to approve the January 2011 minutes. Motion carried.

### 2011 CONNECTION FEE ~ RESOLUTION 11-013 & 2011 USER RATES ~ RESOLUTION 11-014

**PUBLIC HEARING** (Notice was published in 3 newspapers and posted on bulletin in Boro Hall)

OPEN TO THE PUBLIC – None present    CLOSED TO PUBLIC

Mr. Burton moved and Mrs. Burton seconded the motion to approve Resolution 11-013 as set forth below. Motion carried on roll call vote – AYES: Mr. Cichone, Mr. Burton, Mr. Bachman, Mrs. Burton and Mr. Saharic

#### **RESOLUTION NO. 11-013 2011 CONNECTION/TAPPING FEE**

WHEREAS, N.J.S.A. 40:14A-8 authorizes the Lebanon Borough Sewerage Authority (hereinafter “LBSA”) to charge and collect rents, rates, fees or other charges (hereinafter “Service Charges”) for the direct or indirect connection with, or the use or service of, the LBSA system; and

WHEREAS, such service charges may be charged to and collected from any person contracting for such connection or use or service of from the owner or occupant, or both of them, of any property which directly or indirectly is, or has been connected with the system, or from or on which originates, or has original sewage or other waste which directly or indirectly have entered or may enter the LBSA system, and the owner of any such property shall be liable and shall pay such service charges to the LBSA at the time and place as established by the Authority; and

WHEREAS, in addition to such periodic service charges, a separate charge in the nature of a connection fee or tapping fee, in respect to each connection of any property with the LBSA system may be imposed upon the owner or occupant of property so connected, and which charge shall be uniform and equivalent to the actual cost of physical connection, plus an amount computed to represent a fair payment toward the cost of the system, which amount shall be sufficient to pay all expenses of the construction, operation and maintenance of the LBSA system, including reserves, insurance, extensions and replacements as from time to time may be necessary; and

WHEREAS, the members of the LBSA, in consultation with their Auditor, Engineer and Attorney have reviewed the LBSA records of the Authority and recomputed such service charges and connection fee to be applicable for the **2010** fiscal year of the Authority as more particularly set forth in the attached “**2011 Schedule of Service and Other Charges**”; and

WHEREAS, the Secretary of the LBSA has arranged for publication of notice of the proposed adjustment of service charges and other charges in at least two newspapers of general circulation in the area serviced by the Authority, the said public hearing on February 3<sup>rd</sup>, 2011 and a copy of such notice and the proposed “**2011 Schedule of Service and Other Charges**” was served upon the Clerk of the Borough of Lebanon.

NOW, THEREFORE, BE IT RESOLVED on this **3<sup>rd</sup> day of February, 2011** by the Chairman and members of the Lebanon Borough Sewerage Authority as follows:

1. The LBSA has conducted a public hearing and with the assistance of the Authority Auditor and engineer, provided evidence at the public hearing showing that the proposed adjustment of the service charges and other charges is necessary and reasonable; and providing those persons in attendance at the public hearing with an opportunity for questions and statements for the consideration of the LBSA; and a copy of the minutes of such public hearings are available upon request to any interested party.
2. Based upon the foregoing, the Lebanon Borough Sewerage Authority hereby adopts the “**2010 Schedule of Service and Other Charges**” to be paid for services and for sewer service or use charges and connection fees for the fiscal year **2011** of the authority commencing as of **January 1<sup>st</sup>, 2011 through December 31<sup>st</sup>, 2011**.
3. A true copy of the “**2011 Schedule of Service and Other Charges**” shall be kept on file at the office of the LBSA and shall be available for public inspection during normal business hours of the Authority

#### **RESOLUTION 11-014 2011 SCHEDULE OF SERVICE CHARGES**

The following Schedule of Service and Other Charges and Fees is hereby established for users of the Lebanon Borough Sewerage Authority system for fiscal year **2011**.

These charges have been determined to be necessary in order to pay all expenses of the operation and maintenance of the Lebanon Borough Sewerage Authority system, including reserves, insurance, extensions, replacements, as well as principal and interest on any and all debt service and to maintain such reserves of sinking funds therefore as may be deemed necessary or desirable by the Lebanon Borough Sewerage Authority.

##### **Sewer Service or Use Charges**

The Annual Sewer Service or Use Charge shall be **\$352.00** per unit of measurement, payable in equal quarterly installments by March 30<sup>th</sup>, June 30<sup>th</sup>, September 30<sup>th</sup> and December 30<sup>th</sup> of each year, and in accordance with the Resolution of this Authority establishing the units of measurement on the various types of uses being serviced or allocated by the Sewerage Authority.

##### **Connection Fee**

A one-time Connection Fee shall be paid by those persons making application for connection to and receiving approval by the Lebanon Borough Sewerage Authority of an allocation of sewerage capacity during the fiscal year **2011**. The amount of the Connection Fee shall be **\$3,094.00** per unit as defined in the Unit of Measurement Resolution #10-2004 previously adopted by the LBSA. Thereafter, in addition to the Connection Fee, the approved party shall commence paying the annual Sewer Service Charge beginning with the quarter next following execution of the Contribution, Allocations and Service agreement with the user.

**KAPLAN COMPANIES/ THE HEIGHTS AT LEBANON ~ RESOLUTION 11-016**

Mr. Burton moved and Mr. Saharic seconded the motion approving the following Resolution. Motion carried on roll call vote- AYES: Mr. Cichone, Mr. Burton, Mr. Bachman, Mrs. Burton and Mr. Saharic

**RESOLUTION # 11-016  
RESOLUTION DENYING RELEASE OF PERFORMANCE GUARANTEE ON  
THE HEIGHTS AT LEBANON – KAPLAN COMPANIES**

WHEREAS, the Developer of The Heights at Lebanon project made a request of the LBSA for release of the balance of its reduced performance guarantee on the said project located at Block 10, Lot 2 in the Borough of Lebanon; and

WHEREAS, the Authority Engineer inspected the improvements as set forth in his letter of August 5, 2010 including the attachment of incomplete, unfinished items; and

WHEREAS, although the previously noted improvements had not been fully completed, a follow-up request for the release of the Performance Guarantee was made by the Developer and including an appearance before the Lebanon Borough Sewerage Authority at its regular meeting on October 7, 2010; and

WHEREAS, the Developer acknowledged that required improvements had not been completed on the project, and accordingly, the LBSA moved a Resolution to deny release of the balance of the Performance Guarantee; and

WHEREAS, the Developer made a request for reconsideration for release of its Performance Guarantee, and again the LBSA at its regular meeting on December 2, 2010 considered the testimony offered by representatives of the Developer, including an acknowledgement that all required improvements on the project were not complete.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Members of the Lebanon Borough Sewerage Authority that the Developer's request for release of the balance of its reduced Performance Guarantee in the amount of \$25,978.32 is hereby denied due to the unsatisfactory condition and/or incompleteness of original required improvements, including but not limited to; (1) uncompleted items originally noted on the A-1 attachment of the August 5, 2010 report of the LBSA Engineer; (2) lack of a protective boot on a constructed manhole; (3) the condition of remaining manholes as a result of the extended period of delay and completion of the project without a top course of pavement to protect all of the remaining manholes from damage; (4) the connection of the final two buildings to be constructed to the Authority's sewer system with a final flush and video.

Be it further RESOLVED, in view of the request for reconsideration, this Resolution shall memorialize the actions of the authority taken at its meetings on October 7, 2010 and December 2, 2010.

Mr. Novak wrote to Mr. Blumstein on 1/10/11, suggesting an alternative to the existing Performance Bond but has received no reply.

**JDN PROPERTIES @ LEBANON ~ BLK 2 LOT 9**

Mr. Novak has spoken with Mr. Fruchter (still no confirmation that he is the attorney for JDN). Mr. Fruchter will attempt to get better contact with his client.

JDN is part of a bankruptcy action. The property has been transferred to Natale Children LLC

It is the Board's understanding that JDN has not gone before the Planning Board.

**2011 SALARIES ~ RESOLUTION 11-015**

Mrs. Burton moved and Mr. Bachman seconded the motion approve the following resolution. Motion carried on roll call vote – AYES: Mr. Cichone, Mr. Burton, Mr. Bachman and Mr. Saharic

**RESOLUTION NO. 11-15  
2011 SALARY SCHEDULE**

The following salary schedule is hereby approved for the year 2011.

Joseph S. Novak, Attorney	\$ 32,450.00
Susan J. Woods, Secretary/Treasurer	\$ 15,000.00

**PROFESSIONAL CONTRACTS**

Mr. Burton moved and Mr. Saharic seconded the motion approving Mr. Novak's contract for the year 2011. Motion carried on roll call vote – AYES: Mr. Cichone, Mr. Burton, Mr. Bachman, Mrs. Burton and Mr. Saharic

Mr. Burton moved and Mr. Bachman seconded the motion approving Mr. Colantano's contract for the year 2011. Motion carried on roll call vote – AYES: Mr. Cichone, Mr. Burton, Mr. Bachman, Mrs. Burton and Mr. Saharic

**ENGINEER'S REPORT**

Mr. Hill went over his report dated 2/1/2011.

EXXON – The water flow charts from Clinton Water Dept. show that the main store has a flow of approximately 2000 galls; whereas they are billed for only 600 gpd. The car wash is a separate meter and is apparently recycling the water and does not have a sewer account.

KB TOYS INSULATION PROJECT – Mr. Hill has found two ways to monitor the heat tape meter. The best way in the long run would be the wireless system using a Verizon cell phone – total cost is \$4,000.00

Mrs. Burton moved and Mr. Saharic seconded the motion to amend the prior motion authorizing the expenditure, now raising authorization not to exceed \$4,000.00 for the installation of an auto dialer wireless system. Motion carried on roll call vote – AYES: Mr. Cichone, Mr. Burton, Mr. Bachman and Mr. Saharic

OPERATIONS & POLICY MANUAL: Working to update the Policy Manual, hope to have it completed by May.

NITZER AVENUE: Working with Mr. Ferriero (Borough Engineer).

**RLSA REPORT** The rates billed to LBSA have been amended.

### **COACH HOUSE/ESCROW ~ RESOLUTION NO. 11-17**

Mr. Saharic moved and Mrs. Burton seconded the motion approving the following resolution. Motion carried on roll call vote: - AYES: Mr. Cichone, Mr. Burton, Mr. Bachman, Mrs. Burton and Mr. Saharic

#### RESOLUTION NO. 11-017 RETURN A PORTION IN COACH HOUSE ESCROW ACCOUNT

WHEREAS, the developer, Mr. Patullo (Coach House LLC), has requested the return of \$1,500.00 from his escrow account; and

WHEREAS, at the time of Mr. Patullo's request there was a balance of \$1,763.75; as of today after the payment of invoices totaling \$431.75 there is a balance of \$1,332.00. Our Engineer anticipates a further invoice of approximately \$200.00.

NOW, THEREFORE, BE IT RESOLVED that the Lebanon Borough Sewerage Authority does hereby agree to and authorizes the return of the following amount to the depositor.

ACCT #	NAME	AMOUNT
4557	COACH HOUSE LLC	\$1,000.00

### **PUBLIC COMMENTS**

NONE

### **TD BANK ~ RESOLUTION ~ 11-018**

Mr. Burton moved and Mr. Bachman seconded the motion approving the TD Bank resolution authorizing the signatures on checks. Motion carried on roll call vote – AYES: Mr. Cichone, Mr. Burton, Mr. Bachman, Mrs. Burton and Mr. Saharic.

**EXPENDITURES**

Mr. Burton moved and Mr. Saharic seconded the motion approving the following expenditures as listed. Motion carried on roll call vote – AYES: Mr. Cichone, Mr. Burton, Mr. Bachman, Mrs. Burton and Mr. Saharic

GENERAL ACCT	EXPENSES	
11-017 LBSA	PAYROLL	\$4,260.57
11-018 NJSHBP	HEALTH INS	\$1,619.34
11-019 RLSA	SEWER PLANT	\$22,332.00
11-020 LEBANON BORO	RENT	\$1,300.00
11-021 R&L DATACENTERS	PAYROLL SERVICE	192.00
11-022 L BURTON	CONSULTANT	\$396.50
11-023 TL YAGER & ASSOCS	ENGINEERING	\$8,708.75
11-024 THE RECORDER PUBLISHING CO	LEGAL AD	\$46.86
11-025 COURIER NEWS	LEGAL AD	\$42.92
11-026 US POSTAL SERVICE	STAMPED ENVELOPES	\$1,060.60
11-027 BROWN & BROWN METRO	INSURANCE	\$5,045.00
11-028 QUILL CORP.	OFFICE SUPPLIES	\$127.96
11-029 NJN PUBLISHING	LEGAL AD	\$14.34
	TOTAL	\$45,146.84

ESCROW ACCT		
E11-05 TL YAGER & ASSOCS	PRES. PLACE	\$187.50
E11-06 TL YAGER & ASSOCS.	COACH HOUSE	\$191.25
E11-07 NOVAK & NOVAK	JDN	\$2,173.00
E11-08 TL YAGER & ASSOCS	JDN	\$248.50
E11-09 HUNTERDON PLAZA	HUNTERDON PLAZA	\$312.50
E11-10 NOVAK & NOVAK	COACH HOUSE	\$303.00
E11-11 COACH HOUSE	COACH HOUSE	\$1,000.00
E11-12 NOVAK & NOVAK	PRES. PLACE	\$392.00
E11-13 NOVAK & NOVAK	BANK OF AMERICA	\$144.00
	TOTAL	\$4,845.75

**BANK OF AMERICA - BLK 6 LOT 11**

Notice received from Bank of America of Planning Board/Bd of Adjustment hearing on 3/9/11.

**SEPTEMBER MEETING**

Mr. Burton moved and Mr. Bachman seconded the motion approving the meeting in September to be held on the 8<sup>th</sup>. Motion carried.

**SPECIAL PROJECTS**

Mr. Hill will have an estimate for the Nizter Avenue Special Project for the next meeting.

Mr. Burton moved and Mr. Bachman seconded the motion approving the KBT/HEAT TAPE METER Special Project (Engineer) to be \$700.00. Motion carried on roll call vote – AYES: Mr. Cichone, Mr. Burton, Mr. Bachman, Mrs. Burton and Mr. Saharic

**INSURANCE POLICIES** - On file in the office.

**PURCHASES UNDER \$1,000.00 AMEND RESOLUTION 11/011**

Mr. Colantano, CPA suggested the resolution authorizing purchases under \$1,000.00 to be changed.

Mr. Burton moved and Mr. Bachman seconded the motion approving the following resolution amending the wording in Resolution 11-011. Motion carried on roll call vote – AYES: Mr. Cichone, Mr. Burton, Mr. Bachman, Mrs. Burton and Mr. Saharic

RESOLUTION NO. 11-011 (amended)  
PURCHASES UNDER \$1,000.00

WHEREAS, there regularly needs to be purchased office equipment or supplies:  
NOW, THEREFORE, BE IT RESOLVED that Lebanon Borough Sewerage Authority persons are authorized to purchase such equipment or supplies without prior Board approval for any item under \$1,000.00; and to be confirmed at the next regular meeting of the Authority.

**EMERGENCY REPAIR**

Mr. Hill stated that the Shared Service Agreement with Readington Township was still in effect.

He will seek quotes from 3 vendors for emergency repair work.

Mr. Colantano raised the idea of back billing customers for emergency call outs when the problem is caused by a customer or is within their lines.  
It can be included in the Operations and Policy Manual for customers with habitual problems.

**ADJOURN**

Mrs. Saharic moved and Mr. Bachman seconded the motion to adjourn the meeting there being no further business to come before the Board. Motion carried.

Respectfully submitted by,

*Susan J. Woods,*

Secretary/Treasurer

CERTIFICATION: I hereby certify these to be true and correct copies of minutes as approved by the Commissioners at the meeting of \_\_\_\_\_.