

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

NOVEMBER 3RD, 2011

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

MEMBERS PRESENT: Edward Cichone, Richard Burton and Gregory Crawford
ABSENT: Leona Burton and John Saharic

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

The meeting was convened in compliance with the OPEN PUBLIC MEETINGS ACT OF 1975

OATH OF OFFICE ~ GREGORY CRAWFORD

Oath of Office administered by Mr. Novak to Gregory F. Crawford, LBSA Member, term expiring 1/31/2012.

OCTOBER MINUTES

Mr. Cichone stepped away as Chairman.

Mr. Burton moved and Mr. Cichone seconded the motion to approve the October minutes.
Motion carried, all ayes

Mr. Cichone returned as Chairman.

ENGINEER'S REPORT

The monthly report is on file.

The manhole inspection file is complete

The WWQMP cd is on file – Nitzer Ave to be added.

The flush and video is scheduled for Nitzer tomorrow.

The Boro will pave when the weather permits.

RLSA REPORT

Mr. Burton reported that information on the phosphorous situation looks good.

Mr. Novak reported that Merck is challenging Readington Twps. to enforce its ordinance regarding sewer capacity recapture if not used.

EXPENDITURES

Mr. Burton moved and Mr. Crawford seconded the motion approving the following Expenditures. Motion carried on roll call vote – AYES: Mr. Cichone, Mr. Burton and Mr. Crawford

GENERAL ACCT

| | | | |
|--------|-------------------|------------------|-----------------|
| 11-101 | LBSA | PAYROLL ACCOUNT | \$4,259.18 |
| 11-102 | NJSHBP | HEALTH INS | \$1,619.34 |
| 11-103 | RLSA | TREATMENT PLANT | \$22,688.33 |
| 11-104 | LEBANON BORO | RENT | \$1,300.00 |
| 11-105 | R&L DATACENTERS | PAYROLL SERVICES | \$96.50 |
| 11-106 | TL YAGER & ASSOCS | ENGINEERING | \$7,047.25 |
| 11-107 | LEBANON BOROUGH | NITZER AVE | \$79,571.31 |
| 11-108 | QUILL CORP | PRINTER | \$349.99 |
| 11-109 | GRAMCO | RECORDER SUPPORT | <u>\$450.00</u> |
| | | TOTAL | \$117,381.90 |

ESCROW ACCOUNT

TOTAL \$0.00

TD BANK – NEW SIGNATURES ~ RESOLUTION 11-026

Mr. Burton moved and Mr. Crawford seconded the motion approving the TD Bank resolution with the new signature list which includes Mr. Crawford.

DELAY OF BUDGET ~ RESOLUTION 11-024

Mr. Burton moved and Mr. Crawford seconded the motion approving Resolution 11-024 as follows. Motion carried.

WHEREAS, the Lebanon Borough Sewerage Authority will introduce its 2012 Operating Budget on November 3, 2011; and

WHEREAS, the Lebanon Borough Sewerage Authority is aware that the budget is delinquent in accordance with the rules and regulations of the Division of Local government Services; and

WHEREAS, the Lebanon Borough Sewerage Authority has deemed it necessary to delay the Budget Introduction as all required information was not available for a timely introduction; and

NOW, THEREFORE, BE IT RESOLVED by the Lebanon Borough Sewerage Authority that permission is hereby requested to introduce the 2012 Operating Budget on the 3rd of November, 2011.

CLOSED SESSION ~ RESOLUTION 11-027

Mr. Burton moved and Mr. Crawford seconded the motion to approve Resolution 11-027 as set forth below. Motion carried.

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 23, PL 1975 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED by the Lebanon Borough Sewerage Authority as follows:

The public shall not be permitted to attend this meeting.

The general nature of the subject matter to be discussed is as follows:

➤ *PERSONNEL MATTERS*

It is anticipated at this time that the above subject matter will be made public as soon as the members deem it wise to relay the information to the public.

Formal action may/will not be taken on the subject matter when the regular meeting is reconvened.

MEETING RECESSED.

MEETING RECONVENED – Mr. Burton moved and Mr. Crawford seconded the motion to reopen the meeting. Motion carried – all ayes.

INTRODUCTION OF THE 2012 BUDGET ~ RESOLUTION 11-025

Discussion held. 2012 User Fees can stay the same at \$352.00 annually per unit.

Mr. Crawford moved and Mr. Burton seconded the motion approving Resolution 11-025 as set forth below. Motion carried on roll call vote – AYES: Mr. Cichone, Mr. Burton and Mr. Crawford ABSENT: Mr. Saharic and Mrs. Burton

INTRODUCTION OF THE 2012 BUDGET

Fiscal year: from January 1 to December 31, 2012

WHEREAS, the Annual Budget and Capital Budget/Program for the Sewerage Authority for the fiscal year beginning January 1, 2012 and ending December 31, 2012 has been presented for adoption before the governing body of the Lebanon Borough Sewerage Authority at its open public meeting of November 3rd, 2011: and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$629,537.00. Total Appropriations, including Accumulated Deficit if any, of \$684,192.00 and Total Unreserved Retained Earnings utilized of \$54,655.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$0 and Renewal and Replacement Reserve planned to be utilized as funding thereof, \$0 ; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements,

and to provide for such services, all as may be required by law, regulations or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C.5:31-2 does not confer any authorization to raise funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Lebanon Borough Sewerage Authority, at an open public meeting held on November 3rd, 2011 that the Annual Budget including appended Supplemental Schedules and the Capital Budget/Program of the Lebanon Borough Sewerage Authority for the Fiscal year beginning January 1, 2012 and ending December 31, 2012 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, services contracts and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Lebanon Borough Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 1st, 2011.

OLD PRINTER

Mr. Burton moved and Mr. Crawford seconded the motion to dispose of the old HP printer as it is not working and has no value. Motion carried.

PUBLIC COMMENTS – None

NITZER AVENUE

Mr. Novak advised that the Authority will need to establish a Class of Service Connection Fee for the property owners on Nitzer Avenue not currently connected into the sewer system. A figure cannot be reached until the end of the year as engineering work is ongoing. Once a figure has been calculated a Public Hearing will be scheduled and advertised, most likely in January 2012.

KB TOYS ~ BLK 3 LOT 1

The new property owners have been before the Clinton Township Planning Board for site plan approval. LBSA needs to know of any changes to ensure the site has sufficient sewer capacity.

ADJOURN

Mr. Burton moved and Mr. Crawford 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 _____.

LEBANON BOROUGH SEWERAGE AUTHORITY

CLOSED SESSION MINUTES

NOVEMBER 3RD, 2011

MEMBERS PRESENT: Edward Cichone, Richard Burton and Gregory Crawford
ABSENT: Leona Burton and John Saharic

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

PERSONNEL MATTERS:

SECRETARY/TREASURER: Appoint a Secretary/Treasurer in place of Susan Woods for the year 2012. Knowledge of bookkeeping preferred. Approximately 15 hours a week plus the monthly meeting. Salary range - \$15,000.00 to \$30,000.00 depending on experience. Legal ad to be placed in The HC Democrat.

ENGINEER: Jim Hill is switching to Frey Engineering LLC, a full service engineering firm. He will be able to continue to provide services for the LBSA with Frey. Engineering budget to be the same as with Yager.
Jim has been an engineer for the LBSA since the 1980s.

Professionals left the meeting.

PROFESSIONAL SALARIES: Attorney & Auditor– 5% Engineer can remain the same
Special Projects:

Engineer - \$10,000.00

Attorney - \$6,000.00

Auditor - \$6,000.00

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 _____.
