

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

DECEMBER 1ST, 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, Leona Burton,
John Saharic and Gregory Crawford

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

NOVEMBER MINUTES

Mr. Burton moved and Mr. Crawford seconded the motion to approve the November regular and closed session minutes.

Motion carried, all ayes

NITZER AVENUE

Mr. Saharic moved and Mr. Crawford seconded the motion approving Change Order #1 to the Top Line Construction work as presented by Ferriero Engineering; and authorized the chairman to sign the said Change Order #1. Motion carried on roll call vote: AYES: Mr. Cichone, Mr. Burton, Mrs. Burton, Mr. Crawford and Mr. Saharic

The Oswald Enterprises report and disc are on file in the LBSA office; Jim Hill was onsite at the time of the videoing and has reviewed the report.

ENGINEER'S REPORT

The monthly report is on file.

RLSA REPORT

The monthly payments have been submitted by the RLSA for 2012. At this time the monthly expense to the LBSA in 2012 is \$23,782.75.

EXPENDITURES

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

GENERAL ACCT

11-110	LBSA	PAYROLL ACCOUNT	\$4,259.09
11-111	NJSHBP	HEALTH INS	\$1,619.34
11-112	RLSA	TREATMENT PLANT	\$22,688.36
11-113	LEBANON BORO	RENT	\$1,300.00
11-114	R&L DATACENTERS	PAYROLL SERVICES	\$96.50
11-115	TL YAGER & ASSOCS	ENGINEERING	\$5,000.00
11-116	TL YAGER & ASSOCS	ENGINEERING (ESCROW)	\$3.00
11-117	VOID		
11-118	QUILL CORP	OFFICE SUPPLIES	\$120.86
11-119	JCP&L	HEAT TAPE METER	\$7.39
11-120	NJN PUBLISHING	LEGAL AD	\$14.34
11-121	E CICHONE	REIMBURSE- THE LEAGUE	\$761.71
11-122	LEBANON BOROUGH	NITZER AVE	\$6,512.20
11-123	FRENCHTOWN INN	AWARDS DINNER	<u>\$3,204.35</u>
	TOTAL		\$45,587.14

ESCROW ACCOUNT

E11-34	TL YAGER & ASSOCS	SERRA	<u>\$55.50</u>
		TOTAL	\$55.50

R. BURTON ~ RESOLUTION 11-028 & G. CRAWFORD ~ RESOLUTION 11-029

Mr. Saharic moved and Mrs. Burton seconded the motion approving Resolutions 11-028 and 11-029 as follows. Motion carried – all ayes

RESOLUTION NO. 11-028
RECOMMENDING THE APPOINTMENT OF
RICHARD BURTON

WHEREAS, the current term of office of Readington-Lebanon Sewerage Authority Commissioner Richard Burton expires on January 31, 2012; and

WHEREAS, Richard Burton has been a dedicated and integral member of the Readington-Lebanon Sewerage Authority since 2007:

NOW THEREFORE BE IT RESOLVED on this 1st day of December, 2011, by the Commissioners of the Lebanon Borough Sewerage Authority that they wholeheartedly and respectfully recommend and request of the Governing Body of the Borough of Lebanon, the reappointment of Richard Burton to a new five year term on the Readington-Lebanon Sewerage Authority commencing February 1, 2012.

RESOLUTION NO. 11-029
RECOMMENDING THE APPOINTMENT OF
GREGORY CRAWFORD

WHEREAS, the current term of office of Lebanon Borough Sewerage Authority Commissioner Gregory Crawford expires on January 31, 2012; and

NOW THEREFORE BE IT RESOLVED on this 1st day of December, 2011, by the Commissioners of the Lebanon Borough Sewerage Authority that they wholeheartedly and respectfully recommend and request of the Governing Body of the Borough of Lebanon, the reappointment of Gregory Crawford to a new five year term on the Lebanon Borough Sewerage Authority commencing February 1, 2012.

ADOPT BUDGET ~ RESOLUTION 11-031
PUBLIC HEARING

Notice placed in the HC Democrat and posted at Boro Hall.

Mr. Burton moved and Mr. Saharic seconded the motion to open the meeting to the public, motion carried.

None present.

Mr. Crawford moved and Mrs. Burton seconded the motion to close the meeting to the public.

Mr. Colantano reported that he has received verbal approving for the LBSA 2012 budget from the NJ Div. of Local government Services. Written approval will be received shortly.

Mr. Burton moved and Mr. Saharic seconded the motion approving Resolution 11-031 as follows, subject to the receipt of written approval from the State.

Motion carried on roll call vote – AYES: Mr. Cichone, Mr. Burton, Mrs. Burton, Mr. Crawford and Mr. Saharic NAYS: none ABSENT: none

RESOLUTION NO. 11-028
ADOPTION OF 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 Jan. 1, 2012 and ending Dec. 31, 2012 has been presented for adoption before the governing body of the Sewerage Authority at its open public meeting of December 1st, 2011; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

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

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital appropriations of \$ 0 and Total Revenues planned to be utilized \$0; and

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Sewerage Authority, at an open public meeting held on December 1st, 2011 that the Annual Budget and Capital Budget/Program of the Sewerage Authority for the Fiscal year beginning Jan. 1st, 2012 and ending Dec. 31st, 2012 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

PUBLIC COMMENTS – None

GRIST MILL CORRESPONDENCE

Correspondence received from Attorney Catherine Franz on behalf of the new owners of the Gristmill (Oasis Commons LLC) date 11/14/11, requesting a reduction on the quarterly sewer charges as only 3 of the 13 units are presently occupied.

The Members determined that a precedent cannot be set by allowing this; other companies are in similar situations, tenants continually come and go. The only way to reduce the amount charged is to return capacity and that would limit the use of his buildings and there would be no way to guarantee that capacity would be available to purchase back if the need arose.

CLOSED SESSION ~ RESOLUTION 11-027

Mr. Burton moved and Mrs. Burton seconded the motion to approve Resolution 11-032 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 REOPENED – Mr. Saharic moved and Mr. Burton seconded the motion to reopen the meeting. Motion carried – all ayes.

SECRETARY/TREASURER 2012

Mr. Cichone and Mr. Saharic will form the subcommittee to review the résumés

RECESS TO DEC. 2, 2011

Mrs. Burton moved and Mr. Burton seconded the motion to recess the meeting to 6:30PM on Dec. 2, 2011 at the Frenchtown Inn in Frenchtown NJ. Motion carried.

Respectfully submitted by,

Susan J. Woods,
Secretary/Treasurer

**LEBANON BOROUGH SEWERAGE AUTHORITY
MINUTES
DECEMBER 2ND, 2011**

The meeting was reconvened by Chairman Edward Cichone at 6:30 PM, December 2nd, 2011 at the Frenchtown Inn, Frenchtown, NJ.

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

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

RESOLUTION #11-030 ~ SUSAN WOODS

Mr. Burton moved and Mrs. Burton seconded the motion approving Resolution 11-030 as follows. Motion carried - All ayes.

RESOLUTION #11-030

IN HONOR AND APPRECIATION OF SUSAN J. WOODS

WHEREAS, the Lebanon Borough Sewerage Authority has unsuccessfully attempted to postpone the inevitable retirement of its long tenured Secretary/Treasurer, Susan J. Woods; and

WHEREAS, Susan J. Woods has served the residents of the Borough of Lebanon and the community at large with unparalleled competence, loyalty, and respect through all her years of service: and

WHEREAS, Susan J. Woods in addition to serving as Secretary/Treasurer of the Lebanon Borough Sewerage Authority from April, 2001 through December, 2011, has also continuously served the Borough since 1978 in various capacities, including Assistant to the Borough clerk, Deputy clerk, Planning Board Secretary, and eventually as Clerk of the Borough of Lebanon from 1993 through 2002; and

WHEREAS, Susan and her husband, John raised two daughters and a son, Sally, Claire and John, in the Borough of Lebanon contributing through family, Church and community service to make the Borough of Lebanon a stellar example of "Small Town America"; and

WHEREAS, Susan J. Woods is recognized by friends, family and the general public she has served, as an honest and compassionate woman of principles and ethics, yet tolerant and respectful of others' viewpoints and opinions; and

WHEREAS, Susan J. Woods has served with unparalleled distinction, integrity and professionalism; all attributes that those who follow can only hope to emulate.

NOW, THEREFORE, BE IT RESOLVED, on behalf of a grateful Community, on this 2nd day of December, 2011, by the Chairman and Commissioners of the Lebanon Borough Sewerage Authority, that Susan J. Woods enjoy the best of times and good health with her husband, three children and five grandchildren, and that God grant her untold rewards for the kindness and services she has provided to our community.

Attest:
Richard Burton, Vice-Chairman

Lebanon Borough Sewerage Authority
Edward Cichone, Chairman

ADJOURN

Mr. Saharic moved and Mr. Crawford seconded the motion to adjourn the meeting. 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

DECEMBER 1ST, 2011

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

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

PERSONNEL MATTERS:

ENGINEER:

Discussion held. It is a Professional Appointment, an individual is named.

Two letters of interest have been received.

Decision will be made at the February reorganization meeting.

SECRETARY/TREASURER:

Numerous résumés received.

Sub- Committee to be formed to review them.

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 _____.
