

# LEBANON BOROUGH SEWERAGE AUTHORITY

## MINUTES

JANUARY 5<sup>TH</sup>, 2012

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, Auditor William Colantano and Secretary Susan Woods; Engineer James Hill arrived a little later in the meeting.

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

Also present Mr. Thomas Yager and Mr. John Kearney of Thomas Yager & Associates and Mr. Leo Frey of Frey Engineering LLC.

### **DECEMBER MINUTES**

Mrs. Burton moved, Mr. Saharic seconded the motion approving both the open and closed session of the December meeting; the closed session is not released for public review at this time.

Motion carried.

### **NITZER AVENUE**

Mr. Burton moved and Mr. Crawford seconded the motion approving the final payment to Lebanon Borough for Top Line Construction for the installation of the dry sewer line on Nitzer Avenue. Motion carried on roll call vote: AYES – Mr. Cichone, Mr. Burton, Mrs. Burton, Mr. Crawford and Mr. Saharic

### **PRESENTATION OF ENGINEERS FOR 2012**

Mr. Novak advised that the Engineer is a professional service; that the decision on hiring an engineer will be made on his qualifications and experience rather than the dollar amounts of the rates to be charged.

Thomas Yager of Thomas L Yager & Associates made a presentation and introduced his Professional Engineer John Kearney.

Leo Frey of Frey Engineering LLC made his presentation and introduced his Professional Engineer James Hill

A Sub-Committee will review the information and make its recommendation to the Board.

**ENGINEER'S REPORT**

Mr. Hill's report is on file.

Mr. Hill reported that he is monitoring the water/sewer usage at both Presidential Place and the Heights.

In process of updating information for The Highlands/Waste Water Quality Management

**RLSA REPORT** Nothing to report at this time.

**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, Mrs. Burton, Mr. Crawford and Mr. Saharic

GENERAL ACCT	EXPENSES	
12-001 LBSA	PAYROLL	\$4,260.61
12-002 LBSA PETTY CASH	INITIAL DEPOSIT	\$200.00
12-003 NJSHBP	HEALTH BENEFIT	\$1,621.78
12-004 LBSA PETTY CASH	PETTY CASH	\$50.00
12-005 RLSA	SEWER PLANT	\$23,782.75
12-006 LEBANON BORO	LEASE	\$1,300.00
12-007 TL YAGER & ASSOCS	ENGINEERING	\$5,190.00
12-008 LEBANON BOROUGH	NITZER AVE	\$1,756.81
12-009 R BURTON	REIMBURSE – THE LEAGUE	\$483.31
12-010 MUNICIPAL SOFTWARE INC	BILLING SYSTEM	\$1,410.00
12-011 QUILL CORP	PRINTER SUPPLIES	\$139.98
12-012 BROWN & BROWN METRO	INSURANCE /WORKERS COMP	\$8,814.00
12-013 MGL PRINTING SOLUTIONS	SEWER BILLS, MINUTE BK	\$577.90
	TOTAL	\$49,587.14

ESCROW ACCT

E12-01 TL YAGER & ASSOCS      PRES. PLACE      \$996.00

**PUBLIC COMMENTS** - none

**MISCELLANEOUS**

McKEESON CLASS ACTION SUIT: Mr. Novak reported that the amount due us would be so infinitesimally small as not to be worth the work involved.

2012 USER RATE: Mr. Colantano has recommended the User Rate remain the same, therefore the sewer bills can be mailed out.

OASIS COMMONS (GRISTMILL COMMONS): Request received to waive payment for sewer capacity from the new owner as the site is not fully occupied. A reply will be sent advising that there must be sufficient capacity for the site as approved by the Planning Board. Should capacity be returned the use of the site would be limited and there would be no assurance that capacity would be available in the future.

### **RESOLUTION 12-001 ~ CLOSED SESSION**

Mr. Burton moved, Mr. Crawford seconded the motion approving Resolution 12-001 as follows. Motion carried – all ayes

#### **CLOSED SESSION**

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**

Mr. Hill left the room.

Mrs. Woods left the room for the last half of the closed session

### **MEETING RECONVENED**

Mrs. Burton moved and Mr. Saharic seconded the motion to reconvene the meeting. Motion carried.

### **SECRETARY/TREASURER POSITION**

Sub-Committee will review the résumés and interview some candidates ready for a recommendation for the February meeting.

1. Salary Range - \$12,500.00 to \$20,000.00.
2. 15 hours per week plus one evening meeting per month.
3. Hours of employment to be determined by mutual agreement with a minimum of 3 days per week and options as follows:
  - Each day, Monday through Friday for 3 daytime hours per day, (ex. 9-12 or as agreed upon)
  - 3 non-consecutive days at 5 daytime hours per day, (ex. M, W & F; or Mon., Tues & Thurs, etc.) with hours 9-2 or as agreed upon.

4. The Secretary-Treasurer will be required to check phone messages each day that Secretary is not in the office during the work week.
5. Limited Benefits -- Depending on the days of employment, 1 week paid vacation will be provided, that is, 15 hours allocated over 3 or 5 days dependent on the Secretary's office hours. Up to 1 additional unpaid 15 hour week vacation time may be taken but the Secretary shall be required to make up such hours within the 2 week period before or after the vacation. No sick time is provided, and any hours lost due to illness shall be made up by the Secretary within the two weeks immediately succeeding such absence. There shall be no other benefits available or provided.
6. Initial employment shall be for a 90 day probationary period with the right to terminate such employment, without cause, in the sole discretion of the Authority.

### **SUSAN WOODS**

Mr. Burton moved and Mr. Saharic seconded the motion that Susan Woods will still stay on a temporary basis to fill in until the new Secretary/Treasurer is hired and then to assist the new hire. January wage - \$1,250.00, and \$7,000.00 for February, March and April. Motion carried on roll call vote: AYES: Mr. Cichone, Mr. Burton, Mrs. Burton, Mr. Crawford and Mr. Saharic

### **ADJOURN**

Mr. Crawford moved and Mrs. Burton 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 pro tem

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**

**JANUARY 5<sup>TH</sup>, 2012**

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

Also present: Attorney Joseph Novak, Auditor William Colantano  
Secretary Susan Woods present for the first portion of the meeting.

PERSONNEL MATTERS:

ENGINEER:

Professional Service – Engineer and C2 Operator  
Will assess experience and capabilities.

SUSAN WOODS left the meeting.

SECRETARY/TREASURER:

61 résumés received; Sub-Committee will narrow the list down to 9 who will be personally interviewed.

*Susan J. Woods,*

Secretary/Treasurer pro tem

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

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