

# **LEBANON BOROUGH SEWERAGE AUTHORITY**

## **MINUTES**

**APRIL 5, 2012**

The meeting of the LEBANON BOROUGH SEWERAGE AUTHORITY was called to order by Edward Cichone at 7:40 PM at the Boro Hall, 6 High Street, Lebanon NJ.

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

Also present: Attorney Joseph Novak, Auditor William Colantano, and Secretary Anita Weingart, As well as James Hill, P.E. of Frey Engineering LLC

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

### **MARCH MINUTES**

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

### **CUTSHAW, BLK 2, LOT 15, 28 COKESBURY RD.**

Mr. and Mrs. Cutshaw wish to move forward with their site plan. They have provided payment for escrow and to the NJDOT with the Utility Opening Application. They will send DOT the plans. They have permits from DOT for the guiderail and curb work. The signed Sewer Agreement and capacity remain the same from 2008. There are 2 buildings, 1 is planned for a rental.

Mr. Saharic moved that the Sewer Agreement and capacity from 2008 are still adequate.  
Resolution to sign the Utility Opening Application. Mr. Burton seconded the motion. All AYES.

### **POLICY AND PROCEDURE**

Mr. Novak and Mr. Hill are researching the proper format to meet codification requirements to complete Policy and Procedure. They plan to include Resolutions adopted by the Authority. There is a plan to establish an escrow policy patterned after state statute to include amounts due. An appeal procedure for escrow should be established. We want to be able to provide people with an application packet that will provide details for the rules and regulations.

**ENGINEER'S REPORT**

Mr. Hill's report is on file. The plan is to release the current Pizzo bond after we get a Maintenance Bond. Mr. Novak will send a letter to Presidential Place. Mr. Hill will provide a final report recommending the release of the Performance Bond after his inspections. Mr. Hill will also check with Mr. Brightly on this matter.

**RLSA REPORT**

The flow reports were reviewed. Mr. Burton did not have any new information to report. There was a brief discussion about copper to be pulled out of the pipes.

**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 and Mr. Saharic

GENERAL ACCT	EXPENSES	
12-032 PAYROLL ACCT	PAYROLL	\$7,279.48
12-033 RLSA	TREATMENT PLANT	\$24,469.08
12-034 LEBANON BOROUGH	LEASE	\$1,300.00
12-035 R&L DATA CENTERS	PAYROLL SERVICE	\$96.50
12-036 LEBANON	POST OFFICE	\$51.00
12-037 MGL PRINTING	CHECKS AND DEPOSIT SLIPS	\$117.00
12-038 JCP&L	POWER AND LIGHT	\$11.05
12-039 QUILL	SUPPLIES	\$156.66
12-040 RECOGNITION GRAPHICS	NAME PLATE	\$12.50
12-041 BROWN AND BROWN	NEW BOND	\$444.00
12-042 BOROUGH OF ALPHA	PARSONS INSERTS	<u>\$1,872.00</u>
	TOTAL	\$35,809.27
ESCROW ACCT		
E12-04 NOVAK & NOVAK	FRO6	\$264.00
	TOTAL	<u>\$264.00</u>

**NITZER AVE – CONNECTION FEE**

The Members need further review to calculate an amount based on construction, pre-planning and actual planning costs from 2010 and 2011. We need to have these figures memorialized. We need Mr. Hill's individual bills for 2010 and 2011. Another factor to consider is if T. Markey paid a connection fee. He paid the difference between a 4 and 8 inch line. Upon further review and agreement, a public announcement will be made. At that time the four homeowners will be notified.

A proposed fee of \$109,819.57 was provided by Mr. Colantano based on accumulated costs.

**RESOLUTION 12-18 ~ TRANSFER FUNDS TO RLSA BUDGET LINE ITEM**

**WHEREAS**, the Lebanon Borough Sewerage Authority (LBSA) prepared and approved its 2012 budget with preliminary figures provided by the Readington Lebanon Sewerage Authority (RLSA) for annual expenses in the operation of the Regional Authorities (RLSA) treatment plant; and

**WHEREAS**, the RLSA has finalized its budget figures for 2012 which thereby necessitates an increase in the LBSA budget line item for the anticipated expenses for the Regional Authority treatment services.

**NOW THEREFORE BE IT RESOLVED** by the Lebanon Borough Sewerage Authority that the 2012 budget shall be amended and appropriations authorized in the amount of \$2,000.00 by reducing the line item for Salaries/Other, and increasing the RLSA line item by the same amount of \$2,000.00

I hereby certify that the foregoing is a true and accurate copy of a Resolution adopted by the Lebanon Borough Sewerage Authority at its regular meeting held on April 5, 2012.

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Anita Weingart Secretary  
Lebanon Borough Sewerage Authority

**PUBLIC COMMENTS**

There are no public comments to report.

**MISCELLANEOUS**

Ethics forms will be filled out and returned to Secretary either before or during the next meeting. The 24 caps LBSA purchased from Alpha are stored in Mr. Hill's office.

**ADJOURN**

Mr. Burton 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,

*Anita Weingart,*

Secretary/Treasurer

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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Anita Weingart, Secretary/Treasurer