

# LEBANON BOROUGH SEWERAGE AUTHORITY

## MINUTES

JULY 5, 2012

The meeting of the LEBANON BOROUGH SEWERAGE AUTHORITY was called to order by Edward Cichone at 7:35 PM at the Boro Hall, 6 High Street, Lebanon NJ.

MEMBERS PRESENT: Edward Cichone, Richard Burton,  
Leona Burton

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

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

### JUNE MINUTES

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

**FR06** – FR06 was approved for preliminary site plan at the last Planning Board meeting. The sewer capacity for the pizzeria and dry cleaner was explained to the PB and the agreement was still in effect. In the agreement, the warehouse was to be removed. The 2 single family dwellings were demolished. The Planning Board approved limited gallons and use of warehouse. FR06 must come before the LBSA to amend the sewer agreement restriction of the warehouse. LBSA will respond to FR06 after we hear from the PB with the Resolution. LBSA will not remove the condition of the L-shaped building at this time. FR06 will need to present an updated proposal, escrow monies and site plans to LBSA.

### ENGINEER'S REPORT

**Emergency Clean out**– The clean out went well for Myrtle Ave., part of Brunswick Ave., part of Main St. and the manholes by the Exxon Station. A total of 5,000 feet of sewer has been cleaned under emergency. Discussion was held about the pricing estimate and the bid law. The estimates are on file.

**Pizzo Bond** – The end of the original bond is 7/10/12. Mr. Hill will inspect the pump stations before the end of July. They have not applied for a Maintenance bond. The bond will be called unless Mr. Kerwin provides the Evergreen clause and extension. Since the inspection is not been completed and since the developer has not indicated an extension. The bonding company will be put on notice for insufficient performance.

Mr. Burton moved, Mrs. Burton seconded the motion to call the Pizzo Bond unless we receive a document extending it by 7/6/12. Motion carried on roll call vote – AYES: Mr. Cichone, Mr. Burton and Mrs. Burton.

**Wastewater Management Plan** – A letter to the Executive Director went sent. We responded back with changes we requested. The other portions of the plan are being worked on at the PB level.

**System Testing** - Smoke Test quote from Oswald is on file. Discussion about bidding and testing details took place.

**TLYA** – Mr. Hill received and approved the LBSA electronic files from TLYA.

**AT&T pre-paid phone card** – This is now pre-paid for one year for the KB meter.

Mr. Hill provided a contact, John Ross C-2 operator during his vacation.

**Mr. Hill's report is on file.**

## **POLICY AND PROCEDURE**

Mr. Novak presented a Draft copy for a Policy Manual with Rules and Regulations Sections 11, 12 and 13. Mr. Hill continues to work with Mr. Novak on the manuals. The Draft copy is on file. This will provide clear steps for applicants. All applicants will need to submit an application and establish an escrow account. This would be a separate code from the Lebanon Borough Code.

It is recommended that PB and LBSA have a joint meeting. This meeting would be to discuss how an applicant is to proceed with a project, the limited sewer capacity and the mutually agreed upon checklist.

## **NITZER AVE – CONNECTION FEE**

This discussion was tabled.

## **RLSA REPORT**

The flow reports were reviewed and are on file.

## **EXPENDITURES**

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

GENERAL ACCT

EXPENSES

12-050	PAYROLL ACCT	PAYROLL	\$4765.68
12-051	TREASURY STATE OF NJ	NOTARY APPLICATION	\$25.00
12-052	RLSA	TREATMENT PLANT	\$24,469.08
12-053	LEBANON BOROUGH	LEASE	\$1,300.00
12-054	JCP & L	USAGE	\$3.61
12-054	MAGLIO ELECTRIC	2 <sup>ND</sup> YEAR FEE FROM 6/10-6/9/13	\$540.00
12-055	TLYA	LBSA ELECTRONIC FILES	\$916.00
12-056	EDWARD CICHONE	SYNOPSIS OF AUDIT 2011	\$124.85
12-057	EDWARD CICHONE	PRE-PAID PHONE CARD	\$107.00
12-058	WILLIAM COLANTANO	2012 BUDGET & 2011 AUDIT	<u>\$26,750.00</u>
		TOTAL	\$58,912.12

ESCROW ACCT			
CUTSHAW	7200015837	TOTAL	\$982.50

### **PUBLIC COMMENTS**

There are no public comments to report.

### **MISCELLANEOUS**

Mrs. Susan Woods offered to come in one hour per day during Mrs. Weingart's vacation.

Mr. Burton moved and Mrs. Burton seconded the motion to authorize coverage for Mrs. Weingart's vacation. Motion carried on roll call vote – AYES: Mr. Cichone, Mr. Burton and Mrs. Burton.

### **ADJOURN**

Mrs. Burton moved and Mr. Burton seconded the motion to adjourn the meeting there being no further business to come before the Board.

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