

# LEBANON BOROUGH SEWERAGE AUTHORITY

## MINUTES

OCTOBER 4, 2012

The meeting of the LEBANON BOROUGH SEWERAGE AUTHORITY was called to order by Edward Cichone at 7:45 PM at the Boro Hall, 6 High Street, Lebanon NJ.

MEMBERS PRESENT: Chairman: Edward Cichone, Vice Chairmain: Richard Burton, Members: Leona Burton, John Saharic and Greg Crawford

Also present: Secretary Anita Weingart, As well as Joseph Novak, Esq. of Novak & Novak, James Hill, P.E. of Frey Engineering LLC and William Colantano Jr., C.P.A.

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

### SEPTEMBER MINUTES

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

Motion carried – All Ayes.

### EXPENDITURES

Mr. Burton moved and Mr. Crawford 2<sup>nd</sup> the motion approving the following expenditures as listed. Motion carried on roll call vote – AYES: Mr. Burton, Mrs. Burton, Mr. Saharic, Mr. Crawford and Mr. Cichone. All Ayes – Motion Carried.

GENERAL ACCT	EXPENSES	
12-079 PAYROLL ACCT	PAYROLL	\$4,765.68
12-080 RLSA	TREATMENT PLANT	\$24,469.08
12-081 LEBANON BOROUGH	LEASE	\$1,300.00
12-082 JCP & L	USAGE	\$ 6.47
12-083 R&L DATACENTERS, INC.	PAYROLL SERVICES	\$96.50
12-084 FREY ENGINEERING	INV. # 2756	\$10,000.00
12-085 FREY ENGINEERING	INV. # 2757	\$286.25
12-086 FREY ENGINEERING	INV. # 2759	\$1,262.50
12-087 QUILL CORP.	SUPPLIES	<u>\$12.78</u>
	TOTAL	\$42,199.26
ESCROW ACCT		
1200015805 PRESIDENTIAL PLACE	INV. # 2660	<u>\$1,634.05</u>
	TOTAL	\$1,164.05

## **RLSA REPORT**

The flow reports are on file. Emergency repairs were done to the race track. It was covered by insurance.

## **ENGINEER'S REPORT**

### **System Testing**

Mr. Hill's report is on file.

**Smoke Test** – The contract with Oswald was signed and mailed to them. Upon receipt, the smoke test date will be scheduled for early November to allow proper public notice of the project and notification to Emergency services.

**The Heights at Lebanon** - The final inspection of the manholes took place 10/1/12. Mr. Hill submitted a report on 10/2/12 that necessary repairs have been made and the system is ready for inclusion into the LBSA operating system.

### **Pizzo and Pizzo Presidential Place** –

This site is fully C.O.'d and is in the process of being closed out. Mr. Hill reports that the flows are within the site capacity allocation. The maintenance bond is ready for approval.

Mrs. Burton motioned to release the Performance Bond for Presidential Place. Mr. Crawford 2<sup>nd</sup> the motion. Motion carried on a roll call vote: Mr. Burton, Mrs. Burton, Mr. Crawford, Mr. Saharic and Mr. Cichone. All Ayes.

**FR06** – No action taken in September due to lack of plan submittal from FR06. The plan from Mimma's must be revised and re-submitted regarding grease traps. No change for October meeting.

**BELLEMEAD** – Mr. Hill is working on coordinating a meeting with the committee. No further action at this time. Discussion about the possibility of Celldex Therapeutics coming into to 200 Corporate Drive.

**ENVIRONMENTAL INFRASTRUCTURE TRUST** – A letter of intent for obtaining a low interest loan was filed 10/1/12 for fiscal year 2014. The sum total of the loan would be about \$234,000.00, for investigating and repairing the entire system for I & I. the total loan would include professional and administrative fees for design, bidding and construction.

**POLICY AND PROCEDURE** – Mr. Hill and Mr. Novak continue this project. Discussion held about gallons per day application and what the correct process is. Trying to establish an agreement with pb that a business needs approval from lbsa for capacity. This is an agreement but not in the policy and procedure. The best scenario is when the owner and tenant come to a meeting together to discuss plans for a property. Lbsa should have their own set of plans and pb have their own set. Pb secretary should distribute plans when the owner gives them to her. Discussed that pb should give us their minutes and we should share ours with them.

Goal is to get policy and procedures and bylaws/rules regulations merged together. Then this will be presented as 1 document but it will continue to have items added to it. In the end, it will be web friendly. It would be a separate code for rules and regulations. Lbsa rules and regulations. It will have an operations section, rules regulations sections, appendixes, etc.

### **NITZER AVE**

Extensive preparation and planning has been invested in handling this in a fair manner for existing and new users. The proposed Resolution shows that LBSA has contributed to these property owners. In our planning for the overall health of the community, we've reserved this capacity for them. They have been included in the sewer service area. Preliminary engineering and administrative work has been paid for by LBSA. LBSA installed the lines prior to paving that road to be proactive. This has been interest free for Nitzer residents for many years.

The interest rate is established at 5%. This is the lowest rate found in researching this type of assessment. The statutes regarding this are in the Resolution.

Residents are required to connect within 1 year of signing the agreement. Once connected, the first quarterly payment is due. Discussion held regarding interest fees and payments.

A start date of June 30, 2013 was proposed as opposed to the date of December 31, 2012. June 30<sup>th</sup> is end of the state fiscal year. This date will give residents ample time to research financing. Residents will abandon septic system once connecting to the sewer system. From an engineering standpoint, June will be an easier time of year for the work to be done. Once this Resolution is adopted, the property owners will be notified and a copy will be filed at the Tax Collector's office as a lien.

Mr. Saharic moved to change the date on Resolution item #4 to 6/30/13, Mrs. Burton 2<sup>nd</sup> the motion. Motion carried on a roll call vote: Mr. Burton, Mrs. Burton, Mr. Saharic, Mr. Crawford and Mr. Cichone. All Ayes.

Mr. Novak will add clauses 7-9 to the Resolution. These amendments further address scenarios that may arise; as one example, sale of a property before connecting to sewer. Further discussion held regarding amendments and other scenarios that may arise. Mr. Novak will work with LBSA Secretary to distribute Resolution to residents and file a copy with Tax office. This Resolution will be on file in the LBSA office.

Mr. Burton moved, Mr. Crawford 2<sup>nd</sup> the motion to adopt entire Resolution with amendments. Motion carried on a roll call vote: Mr. Burton, Mrs. Burton, Mr. Crawford, Mr. Saharic and Mr. Cichone. All ayes.

**PUBLIC COMMENTS**

There are no public comments to report.

**MISCELLANEOUS**

Tax sale report has 7 properties up for sewer lien. The tax sale date was changed from 10/3/12 to 10/10/12.

Joe Piesecki from MSI and Kay Winzenried propose to merge the tax account numbers with the sewer account numbers. The purpose of this would be for the annual tax sale. The concerns are addresses, billing and our end of year is different from the tax end of year. LBSA would need to see what the differences between the 2 systems would be before agreeing to the merge. We do not want sewer bills to go to mortgage companies. LBSA also recommends backing up the database before he does anything. If a merge takes place, it should be done before our end of year. Anita will follow up to address these concerns.

**ADJOURN**

Mr. Crawford 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 \_\_\_\_\_.

\_\_\_\_\_  
Anita Weingart, Secretary/Treasurer