

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

MARCH 7th, 2013

The meeting of the LEBANON BOROUGH SEWERAGE AUTHORITY was called to order by Edward Cichone at 7:30 PM at the Boro Hall, 6 High Street, Lebanon NJ.

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

Also present: Secretary Anita Weingart, 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.

FEBRUARY MINUTES

Mr. Saharic moved, Mrs. Burton seconded the motion approving the open session and closed sessions of the February meeting. Motion carried – All AYES.

ENGINEER'S REPORT

Mr. Hill's report is on file.

I&I – Smoke testing is rescheduled for March 25-29th, 2013 weather permitting. Notification procedures are in place. Newspapers, reverse 911 and Borough Board on Main St. are options.

OPERATIONS & MAINTENANCE – Manhole Inspections will be in March 2013 weather permitting.

SPECIAL PROJECTS – Environmental Infrastructure Trust: Mr. Hill will continue working with this project to see if LBSA will be approved for funds. Mr. Hill would need to design a planner's report. The preliminary report put us in the first round for 2013. We may be able to fund ourselves for less money. The project as shown on their website is \$207,000.00. Mr. Hill will see if we can stay on the list. The DOT is planning on work 78 westbound. They would be in need of mark-outs if plans come through.

RLSA – Permits are in compliance.

EXPENDITURES

Mr. Burton moved and Mr. Saharic seconded the motion approving the following expenditures as listed for February. Roll call vote -AYES: Mr. Burton, Mrs. Burton, Mr. Crawford and Mr. Cichone. All AYES -Motion Carried.

<u>GENERAL ACCT</u>		<u>EXPENSES</u>
13-027 PAYROLL ACCT	PAYROLL	\$4,907.98
13-028 RLSA	WATER TREATMENT	\$25,871.50
13-029 LEBANON BOROUGH	LEASE	\$1,300.00
13-030 R&L DATACENTERS	PAYROLL SERVICE	\$208.50
13-031 JCP&L	HEAT TAPE	\$15.86
13-032 BROWN & BROWN	RENEW BOND	\$444.00
13-033 FREY ENGINEERING	INV # 2989, 2988	\$5,106.25
13-034 FREY ENGINEERING	OVERDUE ESCROW-FR06	\$4,376.75
13-035 LEBANON BOROUGH	DEBT SERVICE	<u>\$112,003.93</u>
	TOTAL	\$154,234.77
<u>ESCROW ACCT</u>	TOTAL	\$0.00

NITZER – We have not had further correspondence from the residents of Nitzer Ave.

FR06 – We are short on escrow funds and can't pay our professionals. Secretary will send a letter to the 3 professionals stating that the FR06 escrow funds are depleted. Secretary should keep track of all escrow accounts and if they get below 25% of the original value. A letter must go to the property owner with a copy to the professionals and the PB. Mr. Cichone will be listed as point of contact on letters regarding escrow accounts that are delinquent.

OASIS – Mr. Hill calculated 21,000 square feet for this property. Based on 1/10 of a gallon per square foot that would be about 10 or 11 units they should have. They may want to keep additional units in case they get more tenants. They are billed for 20 units. We will invite them for the April meeting. We will let him know what he has now and if he wants to change that and how that could affect him. If he reduces from the 20 units, he should keep a few units in reserve. Mr. Hill will have a report ready for the owner prior to the next meeting. Discussion about any capacity coming from the state took place. At this point, we don't have more capacity coming from the state.

Mr. Colantano – would like to see a detailed breakdown of the Professional services on the quarterly spreadsheet and the monthly budget spreadsheet.

PUBLIC COMMENTS – No public comments.

ADJOURN

Mr. Burton moved, Mr. Crawford seconded. All Ayes: Motion carried to adjourn.

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