

# LEBANON BOROUGH SEWERAGE AUTHORITY

## MINUTES

MAY 2<sup>nd</sup>, 2013

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: Chairman: Edward Cichone, Vice Chairmain: Richard Burton,  
Members: Leona Burton and Greg Crawford

Also present: Secretary Anita Weingart, James Hill, P.E. of Frey Engineering LLC, Judith Novak of Novak and Novak LLC and William Colantano Jr., C.P.A.

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

### APRIL MINUTES

Mr. Burton moved, Mr. Crawford seconded the motion approving the open sessions of the April meeting. Motion carried – All AYES.

RLSA – Credit of \$250.00 was issued towards insurance bill due to attending a safety meeting.

### EXPENDITURES

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

<u>GENERAL ACCT</u>		<u>EXPENSES</u>
13-047 PAYROLL ACCT	PAYROLL	\$4,908.92
13-048 DCP	RETIREMENT ACCT	\$101.60
13-049 RLSA	WATER TREATMENT	\$26,094.17
13-050 LEBANON BOROUGH	LEASE	\$1,300.00
13-051 JCP&L	HEAT TAPE	(\$7.64)
13-052 USPS	STAMPS	\$45.00
13-053 QUILL	SUPPLIES	\$82.56
13-054 ALL SEASON	FRUIT BASKET J.SAHARIC	\$40.00
13-055 OSWALD ENTERPRISES	SMOKE TEST	\$3,500.00
13-056 ONE CALL CONCEPTS	MARKOUT	\$4.56
13-057 ANITA WEINGART	CELL PHONE REIMBURSE FEB-APR	\$300.00
13-058 FREY ENGINEERING	INV# 3091	\$4,800.00
13-059 FREY ENGINEERING	INV# 3092	\$970.00
13-060 FREY ENGINEERING	INV# 2991	\$60.00
	<b>TOTAL</b>	<b>\$42,199.17</b>
<u>ESCROW ACCT</u>		
BELLEMEAD - FREY ENGINEERING	INV# 3093	\$30.00
	<b>TOTAL</b>	<b>\$30.00</b>

**MISCELLANEOUS** – Financial Disclosure forms are due 5/31/2013. DCRP Certifying Officers are Edward Cichone and Anita Weingart. A discussion was held regarding reverse 911 plans if LBSA should ever need it. Alexandria Twp. may have a plan we can model after. Mrs. Novak offered to speak to the mayor of Alexandria about it. Deadline for next Lebanon Lantern is 6/9/13.

## **ENGINEER'S REPORT**

Mr. Hill's report is on file.

**I&I** – Smoke testing took place on 4/1/13 and 4/2/2013. The final report is on file. Mr. Hill will work on letters to residents that need repairs. The letter will include the steps residents need to take to complete the repairs, pictures with detailed descriptions and a time limit for the repairs to be made. Mrs. Novak suggested 30 days for the resident to respond to the letter with a plan of how the repairs will be made. Also in the letter, LBSA will offer to make repairs and bill the homeowner. Inspections will take place by Mr. Hill once the repairs are made. Mr. Burton suggests that Mr. Hill coordinate with Clinton Twp. regarding repairs on Myrtle to avoid fixing the road and digging it up again.

## **OPERATIONS & MAINTENANCE:**

**Manhole inspections** – Started in 2013 during smoke testing. Details of the report are on file.

**Exxon** – Mr. Hill will contact them to re-mark their storm drains with another color and to mark the sewer cleanouts with green.

**The Heights** – During the smoke testing we were advised at the site that all units were CO'd and occupied.

Easements will need to be cleaned throughout the Borough. Discussion about the Commons and Jacober property were included.

Jet and Video have not been done in 5 years in certain areas. Mr. Hill will coordinate with Lebanon Borough and get pricing for the next meeting.

**OASIS** – The Secretary will contact the owner about filing for capacity adjustments now that we have learned they may expand by 4,000 s.f.

**HEAT TAPE METER** – Mr. Hill will test the system to make sure nothing was damaged by the partial outage the Borough experienced.

**HIGHLANDS** – During the 4/24/13 meeting, WMP, master plan and mapping concerns were discussed. WMP is still under review by the Highlands. Clinton Twp. is considering combining water requirements and wastewater requirements. We are subject to what Clinton does with water. Trucks driving to PA have been seen opening up their valves to release fluid. This can go into the recharge area, end up in the well and cause damage. Highlands are planning to set up a meeting with Clinton Twp. to use the 2 reservoirs. Mr. A. Saharic, Mr. Burton and Mr. Reino met with Clinton Twp. to discuss water. The goal is that everyone is treated fairly.

**ENVIRONMENTAL INFRASTRUCTURE TRUST** – We are on the list to resubmit for the fall around 2013. Mr. Hill thinks we would be re-filing our application in the fall and that before that was done we would file a waiver for the requirements for a Level I Environmental Report.

**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