

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

SEPTEMBER 5TH, 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: John Saharic. Leona Burton and Gregory Crawford

Also present: Secretary Anita Weingart, James Hill, P.E. of Frey Engineering LLC, Joseph 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.

JULY MINUTES (August meeting was cancelled – newspapers were notified)

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

EXECUTIVE SESSION: We entered Executive Session to discuss Insurance Contracts at 7:40. We came out of Executive Session at 7:50.

BROWN & BROWN

Bob Gemmell and Marie Viscione discussed our current coverage and service they provide. We discussed any possible lapses in coverage at any time during the year. Mr. Gemmell and Ms. Viscione confirmed that we did not have any lapses at any time during the year. They also confirmed that we would have been covered back to the original date for the employees (Secretary) and Commissioners. Brown & Brown has since brought that coverage in-house and service should improve as a result. Brown & Brown agreed to send LBSA a letter stating that we never had any lapse in coverage. They also agreed to send any related documentation.

Brown & Brown should have a quote for 2014 coverage by December 2013. LBSA stated that we will need the quote by November or the first week of December. They recommend we remain with the same amount of coverage.

There was discussion about a pool insurance structure. It is currently known as a Joint Insurance Fund. A Joint Insurance Fund is not recommended by Brown & Brown. They acknowledged that we have had no claims in over five years.

ENGINEER'S REPORT

Mr. Hill's report is on file.

I&I – Mr. Barkman and Mr. Hill have been working with LBSA Secretary gathering a list of property owners interested in the repairs. Mr. Barkman will provide the COI's for the homeowners and the HOA (for Lebanon Commons residents). Discussion about a letter from an

attorney for a home on Myrtle Ave. Mr. Novak will get a letter to the homeowner recommending that a plumber check to ensure there are no leaks. The smoke may have come from a dryer vent.

The monthly chart shows Lebanon compared to the total flow. We've been consistent with our flows. Mr. Hill continues to try getting funds for repairs. He suggests we do jet and video going forward. Mr. Burton suggests that Mr. Hill try to line up with the water company during their updates to the water system for the jet and video and any repairs to the sewer system.

There is nothing new to report for the Highlands.

RLSA – There is nothing new to report.

EXPENDITURES

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

<u>GENERAL ACCT</u>		<u>EXPENSES</u>
13-092 PAYROLL ACCT	PAYROLL	\$4,908.92
13-093 DCP	RETIREMENT ACCT	\$101.60
13-094 RLSA	WATER TREATMENT	\$26,094.17
13-095 LEBANON BOROUGH	LEASE	\$1,300.00
13-096 R&L DATACENTERS	PAYROLL SERVICE	\$96.50
13-097 JCP&L	HEAT TAPE	\$1.27
13-098 LEBANON DEBT	DEBT SERVICE	\$96.50
13-099 FREY ENGINEERING	INV# 3286	\$747.50
13-100 FREY ENGINEERING	INV# 3284	\$5,150.00
13-101 FREY ENGINEERING	USA BLUE BOOK INV#987703	\$97.39
13-103 ONE CALL CONCEPTS	INV# 3075363	\$6.84
13-104 QUILL	INV# 4930257	\$192.12
	TOTAL	\$49,364.53

ESCROW ACCT

	<u>\$0.00</u>
TOTAL	\$0.00

NITZER – LBSA has received two Assessment payments for Nitzer Ave.

Mr. Novak discussed the different classes of LBSA users. Mr. Novak is asking the Board to review the classes of sewer users and provide feedback before the October meeting.

As an Authority, our Resolutions are our laws.

MISCELLANEOUS – The tax sale list was discussed.

PUBLIC COMMENTS – There were no public comments.

ADJOURN

Mrs. Burton moved, Mr. Saharic 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