

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

NOVEMBER 7TH, 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, Members: Richard Burton, Leona Burton, John Saharic 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.

OCTOBER MINUTES

Mr. Saharic moved and Mr. Burton seconded the motion approving the open session of the October meeting. Motion carried – All AYES.

HUNTERDON HILLS PLAZA, MR. PATRICK BALDONI and CHINA III

Mr. Baldoni and his client David Lin from China III discussed proposed plans to open a Chinese Restaurant in the vacant space that once occupied Weight Watchers in the Hunterdon Hills Plaza. They submitted the application and necessary items to LBSA. China III currently owns two similar restaurants in PA. This would be the 3rd food business in the Plaza. Discussion of the application for capacity took place. A concern would be the grease trap. Mr. Hill advised that there is enough capacity for the project; however we need China III to provide the following items: ~ water flows from the existing restaurants ~ copy of plans they submit to the code office especially regarding the grease trap ~ plumbing diagram.

The DEP minimum is 630 gallons per day for a restaurant. Mr. Hill estimates 1,200 gpd for this project. The current schedule from now to completion according to Mr. Baldoni is a total of 90-120 days. LBSA will provide a letter to Mr. Baldoni regarding enough capacity; however, we do need the three items listed above from China III. Mr. Novak agrees that a letter from LBSA regarding the application and capacity to Mr. Baldoni is acceptable before they meet with the Planning Board.

ENGINEER'S REPORT

Mr. Hill's report is on file.

I&I – Toby Barkman, Inc., Mr. Hill and Anita have been communicating regularly for the status of repairs that still need to be made. The goal is to be completed before the end of the year.

Operations & Maintenance – Emergency cleaning took place on Myrtle and Brunswick along with jetting about 4,000 feet of line. A map of the work is on file with LBSA.

Easement clearing – Mr. Hill is working with landscape contractors requesting recommendations from them for clearing those easements. We are on a C1 stream and must be cautious about the environment by hand clearing and brush hogging. Our goal is to maintain below the \$17,500 for all quotes. Mr. Hill suggests annual maintenance for keeping easements clear. RLSA has equipment that perhaps they can share with LBSA to maintain easements. We will also need to address manholes that are above ground next year.

RLSA – There is nothing new to report at this time.

INSURANCE – LBSA has evaluated Brown & Brown and Public Entity Advocates for the purpose of selecting insurance coverage for 2014. We currently have coverage with Brown & Brown. We have met with representatives from both firms. Due to the record history and lack of response from Brown & Brown regarding our coverage; we have selected Public Entity Advocates with Sharon Cooper as our Representative going forward.

Mr. Burton moved to select Public Entity Advocates (PEA) with Sharon Cooper as our Representative. Mr. Crawford seconded the motion. Roll Call Vote - Ayes: Mr. Burton, Mrs. Burton, Mr. Saharic, Mr. Crawford and Mr. Cichone. All Ayes: Motion Carried.

Mr. Burton moved to select PEA with Sharon Cooper as our Representative for our Workman Compensation, Package Policy and Bond coverage. Mr. Crawford seconded the motion. Roll Call Vote - Ayes: Mr. Burton, Mrs. Burton, Mr. Saharic, Mr. Crawford, Mr. Cichone. All Ayes: Motion Carried.

EXPENDITURES

Mr. Burton moved and Mr. Saharic seconded the motion approving the following expenditures as listed for November. 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>
13-115 PAYROLL ACCT	PAYROLL	\$4,908.92
13-116 DCP	RETIREMENT ACCT	\$101.60
13-117 RLSA	WATER TREATMENT	\$26,094.17
13-118 LEBANON BOROUGH	LEASE	\$1,300.00
13-119 JCP&L	HEAT TAPE	\$4.60
13-120 R&L DATACENTERS	PAYROLL SERVICE	\$96.50
13-121 ONE CALL CONCEPTS	INV# 3095364	\$7.98
13-122 OSWALD	INV# IN000009769	\$1,250.00
13-123 QUILL CORPORATION	INV# 6491799	\$42.47
13-124 FREY ENGINEERING	INV# 3341	\$5,150.00
13-125 FREY ENGINEERING	INV# 3342	\$1,102.50
13-126 FREY ENGINEERING	INV# 3390	\$1,513.75
13-127 FREY ENGINEERING	INV# 3389	\$5,150.00
	TOTAL	\$46,722.49

<u>ESCROW ACCT.</u>		
FREY ENGINEERING	CUTSHAW INV# 3343	<u>\$230.00</u>
	TOTAL	\$230.00

RESOLUTION 13-19 - INTRODUCTION OF THE 2014 BUDGET

Mr. Colantano suggested raising the rates in the future due to the fact that we do not have new users. Discussion of the budget took place.

CLOSED SESSION – RESOLUTION 13-22

Mr. Burton moved to enter into Executive session to discuss personnel issues, Mr. Saharic seconded the motion. All Ayes: Motion Carried

OUT OF CLOSED SESSION

Further discussion of the budget concerning salaries took place. There will be a 3% increase to the Professionals and the LBSA Secretary beginning January 2014.

Extra compensation of \$1,000.00 to the Secretary is coming from “Other” under the budget line in 2013. Qualified Purchasing Agent compensation would also come from the “Other” line item in 2014. Kay Winzenried’s Assistant is the proposed QPA agent for LBSA.

RESOLUTION 13-19 – INTRODUCTION OF THE 2014 BUDGET – Fiscal Year: from January 1 to December 31, 2014

WHEREAS, the Annual Budget and Capital Budget/Program for the Sewerage Authority for the fiscal year beginning January 1, 2014 and ending December 31, 2014 has been presented for adoption before the governing body of the Lebanon Borough Sewerage Authority at its open public meeting of November 7th, 2013: and

WHEREAS, the Annual budget as introduced reflects Total Revenues of \$654,212.00 Total Appropriations, including Accumulated Deficit if any, of \$693,680.00 and Total Unreserved Retained Earnings utilized of \$39,468.00: and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$0 and Renewal and Replacement Reserve planned to be utilized as funding thereof, \$0 ; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such services, all as may be required by law, regulations or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2 does not confer any authorization to raise funds; rather it is a document to be used as part of the said Authority’s planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Lebanon Borough Sewerage Authority, at an open public meeting held on November 7th, 2013 that the Annual Budget including appended Supplemental Schedules and the Capital Budget/Program of the Lebanon Borough Sewerage Authority for the Fiscal year beginning January 1, 2014 and ending December 31, 2014 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, services contracts and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Lebanon Borough Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 5th, 2013.

Anita Weingart, Secretary

Date

<u>GOVERNING BODY MEMBERS</u>	<u>RECORDED VOTE</u>			
	AYE	NAY	ABSTAIN	ABSENT
E. CICHONE	X			
L. BURTON	X			
R. BURTON	X			
J. SAHARIC	X			
G. CRAWFORD	X			

Mrs. Burton made a motion to approve Resolution 13-19. Mr. Burton seconded the motion. Roll Call Vote – Ayes: Mr. Burton, Mrs. Burton, Mr. Saharic, Mr. Cichone, Mr. Crawford. All Ayes: Motion Carried.

RESOLUTION 13-20 - 2014 BUDGET LATE INTRODUCTION

WHEREAS, the Lebanon Borough Sewerage Authority will introduce its 2014 Operating Budget on November 7, 2013; and

WHEREAS, the Lebanon Borough Sewerage Authority is aware that the budget is delinquent in accordance with the rules and regulations of the Division of Local government Services; and

WHEREAS, the Lebanon Borough Sewerage Authority has deemed it necessary to delay the Budget Introduction as all required information was not available for a timely introduction; and

NOW THEREFORE BE IT RESOLVED by the Lebanon Borough Sewerage Authority that permission is hereby requested to introduce the 2014 Operating Budget on the 7th day of November, 2013.

CERTIFICATION

I, hereby certify this to be a true and correct copy of the Resolution passed by the Lebanon borough Sewerage Authority at its meeting of November 7th, 2013.

Anita Weingart, Secretary

Mr. Saharic made a motion to approve Resolution 13-20. Mrs. Burton seconded the motion. Roll Call Vote – Ayes: Mr. Burton, Mrs. Burton, Mr. Saharic, Mr. Crawford and Mr. Cichone. All Ayes: Motion Carried.

RESOLUTION 13-21 - RECOMMENDING THE RE-APPOINTMENT OF EDWARD CICHONE

WHEREAS, the current term of office of Lebanon Borough Sewerage Chairman Edward Cichone ends on January 31, 2013; and

WHEREAS, Edward Cichone has been an active and integral member of the Lebanon Borough Sewerage Authority, having served on the LBSA with distinction for the past twenty six years; and

NOW THEREFORE BE IT RESOLVED on this 7th day of November, 2013, by the Commissioners of the Lebanon Borough Sewerage Authority that they wholeheartedly and respectfully recommend and request of the governing body, the reappointment of Edward Cichone to a new term as Lebanon Borough Sewerage Authority Chairman commencing February 1, 2014.

CERTIFICATION

I hereby certify that the foregoing is a true and accurate copy of a Resolution adopted by the Lebanon Borough Sewerage Authority at its regular meeting held on November 7, 2013.

Anita Weingart, Secretary
Lebanon Borough Sewerage Authority

Mr. Burton made a motion to approve Resolution 13-21. Mrs. Burton seconded the motion. All Ayes: Motion Carried.

LBSA WEBSITE – Discussion of the updated content took place. Anita will provide the files to Mr. Burton and Mrs. Schmidt for posting.

MISCELLANEOUS –

- The results of the tax sale were discussed.
- Anita will request from Kay Winzenried for her Assistant to take the role of Qualifying Purchasing Agent (QPA).
- Nitzer Ave. - Discussion of an annual reminder to the homeowners that have not paid the Assessment fee took place. There are no liens placed on these properties; however the letter will remind them of the accrued interest. It was agreed this will take place annually.
- Certifying Officers – Anita Weingart and Kay Winzenried are updated as the two C.O.'s for LBSA.

PUBLIC COMMENTS – There were no public comments made.

ADJOURN

Mrs. Burton moved to adjourn, 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