

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

DECEMBER 6TH, 2013

The meeting of the LEBANON BOROUGH SEWERAGE AUTHORITY was called to order by Edward Cichone at 7:40 PM at the Boro Hall, 6 High Street, Lebanon NJ.

MEMBERS PRESENT: Chairman: Edward Cichone, Members: Richard 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.

NOVEMBER MINUTES

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

PUBLIC COMMENTS – There were no public comments made.

RESOLUTION 13-23: ADOPTION OF 2014 BUDGET

ADOPTION OF 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 Jan.1, 2014 and ending Dec. 31, 2014 has been presented for adoption before the governing body of the Sewerage Authority at its open public meeting of December 5th, 2013; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects total Revenues of \$654,212.00. Total Appropriations, including any Accumulated Deficit, if any, of \$693,680.00 and Total Unreserved Retained Earnings utilized of \$39,468.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital appropriations of \$ 0 and Total Revenues planned to be utilized \$ 0; and

NOW THEREFORE BE IT RESOLVED by the governing body of the Sewerage Authority, at an open public meeting held on December 5th, 2013 that the Annual Budget and Capital budget/Program of the Sewerage Authority for the Fiscal year beginning Jan. 1st, 2014 and ending Dec. 31st, 2014 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Anita Weingart, Secretary

Date

Governing Body Members	<u>RECORDED VOTE</u>			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
E. Cichone	X			
R. Burton	X			
L. Burton				X
G. Crawford	X			
J. Saharic	X			

Mr. Burton moved to approve the 2014 Budget. Mr. Crawford seconded the motion. Roll call vote – AYES: Mr. Burton, Mr. Crawford, Mr. Saharic and Mr. Cichone. All AYES: Motion Carried.

MISCELLANEOUS

The role of Qualified Purchasing Agent was discussed. We may have an occasional need for a QPA. Therefore, on an as needed basis, we will consider using the QPA for Lebanon Borough. A discussion with the QPA will take place to confirm and a flat rate will be determined.

The 2014 meeting schedule was discussed. The schedule will remain as is and adjust if needed. FR06 letter regarding escrow charges will be mailed certified and regular mail. Going forward, we will not send letters but if they need further work, no service will be provided until the escrow is reimbursed and replenished.

Mr. Hill will follow up with Mr. Maglio regarding the 3 year maintenance contract price for the heat tape. It was discussed that his contract price is higher than expected.

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

EXPENDITURES

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

<u>GENERAL ACCT</u>		<u>EXPENSES</u>
13-128 PAYROLL ACCT	PAYROLL	\$4,908.92
13-129 DCP	RETIREMENT ACCT	\$101.60
13-130 RLSA	WATER TREATMENT	\$26,094.17

13-131 LEBANON BOROUGH	LEASE	\$1,300.00
13-132 JCP&L	HEAT TAPE	\$6.21
13-133 R&L DATACENTERS	PAYROLL SERVICE	\$193.00
13-134 ONE CALL CONCEPTS	INV# 3105365	\$17.10
13-135 QUILL CORPORATION	INV# 7409910, 7435617	\$85.47
13-136 USPS	1 ROLL OF 100 STAMPS	\$46.00
13-138 ANITA WEINGART	VOID CHK#3739 FOR \$1,400.00	\$400.00
13-139 FREY ENGINEERING	INV# 3435	\$932.50
13-140 FREY ENGINEERING	INV# 3434	\$5,150.00
13-141 FRENCHTOWN INN	AWARDS DINNER	\$4,801.60
	TOTAL	\$44,648.49

ESCROW ACCT.

FREY ENGINEERING	INV#3436 – HUNTERDON HILLS PLAZA	<u>\$154.90</u>
	TOTAL	\$154.90

LBSA WEBSITE – Mrs. Schmidt and Mr. Burton will continue working on the website. They have what they need from LBSA Secretary.

RESOLUTION 13-25: EXTRA COMPENSATION FOR LBSA SECRETARY

WHEREAS, the Secretary-Treasurer of the Lebanon Borough Sewerage Authority is its only employee; maintaining regularly scheduled office hours and responsible for the administration and finances of the Authority’s day to day business; and

WHEREAS, the Secretary-Treasurer received a budgeted salary for the position; and

WHEREAS, during the calendar year 2013, the Secretary-Treasurer was called upon to provide additional services during non-scheduled hours of employment in order to fulfill the responsibilities of the Authority.

NOW THEREFORE BE IT RESOLVED on the 5th day of December, 2013, by the Lebanon Borough Sewerage Authority that the Secretary-Treasurer be paid the sum of \$1,000.00 extra compensation for the additional services which she rendered.

CERTIFICATION

I hereby certify that the foregoing is a true and accurate copy of the Resolution adopted by the Lebanon Borough Sewerage Authority at its regular meeting held on December 5, 2013.

Anita Weingart, Secretary
Lebanon Borough Sewerage Authority

Mr. Burton moved and Mr. Saharic seconded the motion approving the extra compensation for the Secretary. Roll call vote -AYES: Mr. Burton, Mr. Saharic, Mr. Crawford and Mr. Cichone. All AYES -Motion Carried.

ENGINEER'S REPORT

Mr. Hill's report is on file.

I&I – Mr. Hill and Anita continue to follow up on repairs with Tobin Barkman. There are 10 left in need of repair. These 10 either have not sent a deposit to Mr. Barkman, or have not responded at all. A letter was discussed and will be sent to those homeowners as a follow up.

Operations & Maintenance – Clearing of easements was discussed. We have a quote from Pine Brook and from J&J Landscaping. They need a public works Contractor's Registration in addition to the Business Registration. It is good policy to have both of those items from contractors. Public works contractor means they are registered with the state. It was discussed to add budget clearing of easements on an annual basis.

Mr. Crawford motioned to approve the Pine Brook quote, subject to receiving those certificates. Mr. Burton seconded the motion. Roll call Vote, All Ayes: Motion Carried.

One-call markouts - Mr. Hill verified the dates the LBSA office is closed. Mr. Hill will give one-call updates to their list.

RECESS

Mr. Burton moved to recess meeting until December 6, 2013 at 6:30 PM, Mr. Saharic seconded. All Ayes: Motion carried to recess meeting until December 6, 2013.

DECEMBER 6TH, 2013

MEETING RECONVENED – Frenchtown Inn.

Mr. Burton moved and Mr. Crawford seconded the motion to reconvene the meeting. Motion carried.

Mr. Cichone acknowledged Mr. Saharic and thanked the members and their spouses.

LEBANON BOROUGH SEWERAGE AUTHORITY RESOLUTION NO. 13-24

IN HONOR AND APPRECIATION OF JOHN D. SAHARIC

WHEREAS, John Saharic was first appointed to the Lebanon Borough Sewerage Authority in January, 1998, and has served continuously and with distinction, always challenging and seeking the best alternatives for delivery of sewer services to the citizens of the Borough; and

WHEREAS, John Saharic has served the Lebanon Community in multiple roles, including the Lebanon Borough Fire company as both a member and as treasurer; and

WHEREAS, John Saharic is an avid pianist, but also has devoted his free time to continue the development of the North Hunterdon Huskies Football Program serving as Team Commissioner, Assistant Coach, Vice-President and President of the N.H. Huskies Association; and

WHEREAS, John Saharic, has consistently manifested a willingness to take on challenging new projects, most recently serving as co-chair of the North Hunterdon Turf Committee which raised, procured and installed a new, \$600,000.00 synthetic turf athletic field for North Hunterdon High School at no cost to the taxpayers; and

WHEREAS, John Saharic has exemplified the qualities of commitment, loyalty and activism not just in the public sector, but in his personal life as well; and

WHEREAS, John and his wife, Lisa have raised three children, Christopher, Catherine and Stephen, reaffirming a sense of continuity of small town family; and

WHEREAS, John Saharic continues to serve selflessly and responsibly on the Lebanon Borough Sewerage Authority, recognizing his Father's recent admonition..."That every Sewer Authority needs at least one John who can participate without getting flushed or raising a stink...".

NOW THEREFORE BE IT RESOLVED, on this 6th day of December, 2013, by the Chairman and Commissioners of the Lebanon Borough Sewerage Authority on behalf of a grateful Community that John D. Saharic be recognized as an invaluable part of the Lebanon Borough family and receive both the gratitude and respect of the entire community.

ADJOURN

Mrs. Burton moved and Mr. Saharic seconded the motion to adjourn. Motion carried.

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