

# **LEBANON BOROUGH SEWERAGE AUTHORITY**

## **MINUTES**

**APRIL 3<sup>RD</sup>, 2014**

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 of Frey Engineering, Eleanor Hoffman (Ellie) of Frey Engineering, Judith Novak of Novak & Novak LLC and William Colantano Jr., CPA

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

### **APPROVE MARCH MINUTES**

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

### **MISCELLANEOUS**

LBSA has received correspondence from Hunterdon Hills Plaza regarding escrow payment owed with regards to grease trap 7 days prior to this meeting. LBSA will look into it further.

LBSA may need to modify our application regarding the fees. An example is a non-refundable fee to review the application. Once the use is determined, the escrow fee can be calculated.

Mr. Burton moved and Mrs. Burton seconded the motion to cancel bounced check #1990 from FR06 escrow account for \$1,802.75. Roll Call vote: Mr. Burton, Mrs. Burton, Mr. Crawford, Mr. Saharic, Mr. Cichone. All Ayes: Motion Carried.

Mr. Burton moved and Mr. Saharic seconded the motion to waive \$32.75 owed to LBSA by JDN. They are no longer in business and are bankrupt. Roll Call vote: Mr. Burton, Mrs. Burton, Mr. Crawford, Mr. Saharic, Mr. Cichone. All Ayes: Motion Carried.

We received correspondence from the Garner residence on Nitzer Ave. They mailed us a payment for the connection fee but not the Benefit Assessment payment. Mr. Novak mailed back their connection fee explaining that we would need the Benefit Assessment payment before going forward with a connection. The letters are on file.

GES letter was received by LBSA informing us of remediation work being done to Exxon gas station. There is no action necessary by LBSA. This will be on file.

## **ENGINEER'S REPORT**

Mr. Hill's report is on file.

Discussion about status of Smoke test took place. Nine property owners have not responded to our letters about repairs due to the smoke test. Mr. Novak will review the proposed letter from the Secretary to send to these homeowners. It would be fair to the other homeowners that paid. Mr. Cichone would like the names of the delinquent homeowners. Mr. Hill will return to the Lebanon Cheese Factory to look for the cap on the pipe and keep it there. Discussion of back billing took place but a potential problem is being on someone's private property.

Mr. Hill suggested during our annual billing that we remind property owners about sump pumps illegally connected to the sewer system.

Mr. Hill suggested we obtain 2 contracts going forward: Jet and Video for the entire system. We can go up to \$50,000 without going to bid. We can do half the system at a time. We can try to file for the Environmental Trust Fund. Meters can be rented on a monthly basis and we can monitor them ourselves. Mr. Hill will obtain more information about this. Mr. Hill will look at manholes this Spring while the groundwater is still high.

Easements are now cleared to 10 foot wide. Next year we should do it 20 foot wide. Mr. Hill will get markers for manhole covers this month.

Clinton water is planning to start on Myrtle and Brunswick. Mr. Hill has the full set of plans for all the phases.

Operations Manual – Changes in regulations have occurred over the last few years. Mr. Hill will work with Karen using the Right to Know manual that should be referenced in our manual.

Mr. Hill will provide a grease trap list for LBSA secretary to keep on file. Discussion took place about fees for inspections and proper disposal.

**HIGHLANDS** – Going forward, this will be included in the Engineer's Report section of the minutes. There is nothing new to report.

### **RLSA**

There are gutters being replaced.

## **EXPENDITURES**

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

GENERAL ACCT

EXPENSES

14-031 PAYROLL ACCT	PAYROLL	\$5,188.53
14-032 RLSA	WATER TREATMENT	\$26,126.83
14-033 LEBANON BOROUGH	LEASE	\$1,300.00
14-034 JCP&L	HEAT TAPE	\$9.50
14-035 R&L DATACENTERS	PAYROLL SERVICES	\$96.50
14-036 ONE CALL CONCEPTS	INV# 4025364	\$7.32
14-037 PINE BROOK LANDSCAPING	INV# 10451	\$8,500.00
14-038 FREY ENGINEERING	INV# 3624, 3626, 3627, 3625	\$9,364.64
14-039 MSI	INV# 4188	\$1,410.00
14-040 EDWARD CICHONE	AEA UTILITY CONFERENCE	<u>\$663.52</u>
	<b>TOTAL</b>	\$52,666.84

ESCROW ACCT.

FREY ENGINEERING	GLADTONE EQUITIES	INV# 3628	<u>\$480.00</u>
	<b>TOTAL</b>		\$480.00

**PUBLIC COMMENTS** – There were no public comments made.

**ADJOURN**

Mr. Saharic moved and Mr. Burton moved seconded the motion to adjourn. All Ayes: 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