

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

MAY 8th, 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, and John Saharic

Also present: Secretary Anita Weingart, James Hill of Frey Engineering, Eleanor Hoffman (Ellie) of Frey Engineering, Joseph Novak of Novak & Novak LLC and William Colantano Jr., CPA

The meeting was convened in compliance with the Open Public Meetings Act of 1975.

APPROVE APRIL MINUTES

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

ENGINEER'S REPORT

Mr. Hill's report is on file.

Smoke letter - The 3rd notice was sent out to the final few property owners. Mr. Novak discussed that the 3rd notice clearly states that the tax office is notified. It is not a lien but if the homeowner sells the property, this repair is outstanding. The Lebanon Commons Homeowners Association office has also been copied regarding properties in the Commons with outstanding repairs.

Mr. Hill has been checking on the progress of the water line project. Pressure testing will be taking place soon for the main line on Myrtle and Brunswick. They are not testing the lines connecting to the home. Mr. Cichone expressed concern for the lines connecting to the homes. Mr. Hill will take the concern regarding water flow from the meter to the house to Suburban Engineering. For billing regarding the water line project: prior to the date the Town of Clinton established escrow with Lebanon Borough, LBSA should be billed. LBSA Secretary will check with Borough Clerk for dates the escrow was established.

Operations Manual – Mr. Novak and Mr. Hill continue to work on the manual. Mr. Hill has a draft of the manual. A final draft will be ready for the June meeting.

Grease trap list – Mr. Hill will provide a list for LBSA to keep on file. Some properties have more than one grease trap. Mr. Hill will review the list regularly and maintain an inspection list for each of these grease traps.

Metering Quotes – Mr. Hill provided a quote for renting the metering equipment starting in the fall of 2014 from Steadyflow Services. Mr. Hill will get the quote of purchasing and installing rather than renting. Mr. Cichone suggested that we purchase meters for just 5 certain areas and monitor that flow for a time.

RLSA

Two new trucks have been purchased. The gutters have been replaced on the building.

AUDIT REVIEW RESOLUTION 14-14

Mr. Colantano discussed the 2013 Audit. There are no recommendations. He further discussed the comparison from 2013 and previous years. The reserve we have for debt is short and it should be built back up again. Mr. Colantano suggested the annual sewer service rate to be increased by 10% for 2015 for approximately five years. This would be done during our re-organization meeting in February of 2015. The rate increase will also help cover the increasing maintenance costs. The Regional Sewer Authority costs have not increased but ours have. The Regional costs are not controlled by LBSA.

RESOLUTION 14-14

WHEREAS, NJSA 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2013 has been completed and filed with the Lebanon Borough Sewerage Authority pursuant to NJSA 40A:5A-15 and

WHEREAS, NJSA 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled “General Comments” and “Recommendations”, in accordance with NJSA 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED that the governing body of the Lebanon Borough Sewerage Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2013, and specifically has reviewed the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON May 8th, 2014.

Mr. Burton made a motion to accept the Audit Resolution 14-14. Mr. Saharic seconded the motion. Roll call vote: Mr. Burton, Mrs. Burton, Mr. Saharic and Mr. Cichone. All Ayes: Motion Carried.

EXPENDITURES

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

<u>GENERAL ACCT</u>		<u>EXPENSES</u>
14-041 PAYROLL ACCT	PAYROLL	\$5,188.53
14-042 RLSA	WATER TREATMENT	\$26,126.83
14-043 LEBANON BOROUGH	LEASE	\$1,300.00
14-044 JCP&L	HEAT TAPE (credit \$8.47)	0.00
14-045 ONE CALL CONCEPTS	INV# 4035364	\$11.78
14-046 QUILL CORPORATION	INV# 2084776	\$415.64
14-047 USA BLUE BOOK	INV# 315094	\$96.75
14-048 ISU SASCO INSURANCE	INV# 17359	\$1,425.00
14-049 ANITA WEINGART	REIMBURSE PO & DD	\$57.56
14-050 R&L DATACENTERS	PAYROLL SERVICES	\$96.50
14-051 FREY ENGINEERING	INV# 3646, 3647, 3648, 3649, 3650	\$10,600.77
	TOTAL	\$45,319.36

ESCROW ACCT.

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

MISCELLANEOUS

Closed minutes were reviewed by Mr. Novak.

Mr. Burton moved and Mrs. Burton seconded the motion to approve making the closed minutes from 2/7/13, 7/11/13 and 11/7/13 available to the public. Roll Call Vote: Mr. Burton, Mrs. Burton, Mr. Saharic and Mr. Cichone. All AYES: Motion Carried.

Financial Disclosures are due in May 2014; however there have been updates made to the system for filing and there are problems using the NJ State website. LBSA Secretary is working with State of NJ and Borough Clerk to enter Financial Disclosure information in a timely manner.

Mr. Gordon from TD Bank met with LBSA Secretary to discuss banking fees. Mr. Gordon suggested we close the \$0.00 balance checking account to save on future fees.

Mrs. Burton moved and Mr. Burton seconded the motion to close TD checking account #7850164075. This account has maintained a \$0.00 balance for over two years. Roll Call Vote: Mr. Burton, Mrs. Burton, Mr. Saharic and Mr. Cichone. All AYES: Motion Carried.

The Maglio Electric contract was submitted for service for the next three years to monitor the heat tape on Cokesbury Road.

Mr. Burton moved and Mrs. Burton seconded the motion to approve the contract for Maglio Electric for heat tape service from 6/2014- 6/2017. Roll Call Vote: Mr. Burton, Mrs. Burton, Mr. Saharic and Mr.Cichone.

EXECUTIVE SESSION – Contractual and Personnel Matters

Mr. Burton made a motion to enter into Executive Session. Mr. Saharic seconded the motion. All Ayes: Motion Carried, entered into Executive Session 8:15 PM.

Mr. Burton made a motion to open the meeting. Mr. Saharic seconded the motion. All Ayes: Motion Carried to re-convene the meeting at 8:40 PM.

Mr. Novak suggested a Sub-committee to update the sewer application and escrow agreement for residential and commercial properties. The sub-committee consists of Mr. Burton, Mr. Cichone, LBSA Professionals and LBSA Secretary.

Hunterdon Plaza submitted incomplete plans and insufficient water usage. There were additional billings that took place because we did not receive all that was needed initially. LBSA went forward but should have followed protocol more strictly. As a result, LBSA will absorb the cost of the escrow bill that is owed to Frey Engineering, LLC and bill Hunterdon Plaza for the \$74.90. Going forward, we will make sure the applications are complete and submitted in a timely manner. The sub-committee will ensure the application and escrow agreement are clearly stating our expectations including grease trap information. The O&M manual explains the regular maintenance of the grease traps.

Mr. Burton made a motion to pay Frey Engineering for the outstanding Hunterdon Plaza escrow bill from the LBSA General Account. Mrs. Burton seconded the motion. Roll Call Vote: Mr. Burton, Mrs. Burton, Mr. Saharic and Mr. Cichone. All Ayes: Motion Carried.

NITZER

Mr. Novak sent back the connection fee check LBSA received from the Garner residence with a letter explaining that if they wish to connect, they can pay the Assessment fee first. The connection fee is separate and determined each year during the re-organization meeting.

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