

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

JUNE 5th, 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: Leona Burton, John Saharic and Greg Crawford (late)

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

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

APPROVE MAY MINUTES

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

ENGINEER'S REPORT

Mr. Hill's report is on file.

I&I – Smoke test repairs that are still open are on file with LBSA Secretary and Municipal Search Officer. This will alert a potential buyer that a repair is outstanding.

Manholes – A repair was done on Myrtle and Brunswick. Oswald should clean it annually. Mr. Hill is checking easements.

Presidential Place – Ownership has transferred to Eagle Rock Management. Frank Kunz will remain the licensed operator on site. Currently this site remains within its' capacity limitations. The new owners are aware of the Maintenance Bond coming due in August 2014.

Water line – A few breaks in the laterals took place. TOC still needs to do meter connections. A break on a private property took place recently. It was outside the cleanout so it was not in our jurisdiction; however, Mr. Hill is working closely with Suburban Consulting to keep communication open.

Meters - Mr. Hill has 3 options for LBSA to consider for a permanent meter. The system most recommended is a portable system logging device. It logs velocity and depth. Mr. Hill will provide quotes for purchasing a meter and running an installed meter for 1 year. There is also a lease price he will provide.

Re-submit TOC bill – Mr. Hill received a letter from Public Works Administrator, Mr. Phalen. He was concerned about bills that were from March. Mr. Hill prepared a response and needs Clerk and LBSA Secretary to review before sending. Mark-outs should not be a cost to TOC. Mr. Hill will revise the invoice addressing Mr. Phalen’s concerns. Mr. Phalen does not want phases 2-5 reviewed by Mr. Hill yet. The initial escrow was just for Myrtle and Brunswick. Mr. Hill would like to review the other phases and will discuss it with the concerned parties.

O&M Manual – Progress is on hold until LBSA approves an application, escrow agreement and grease trap ordinance updates.

RLSA

There is nothing new to report at this time.

EXPENDITURES

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

<u>GENERAL ACCT</u>		<u>EXPENSES</u>
14-052 PAYROLL ACCT	PAYROLL	\$5,188.53
14-053 RLSA	WATER TREATMENT	\$26,126.83
14-054 LEBANON BOROUGH	LEASE	\$1,300.00
14-055 JCP&L	HEAT TAPE (credit \$2.70)	0.00
14-056 ONE CALL CONCEPTS	INV# 4045364	\$14.64
14-057 NJN PUBLISHING	INV# S2608878000	\$125.78
14-058 MAGLIO ELECTRIC	1 st YR of 3 YR CONTRACT	\$600.00
14-059 EDWARD CICHONE	REIMBURSE DINNER MEETING	\$298.78
14-060 ANITA WEINGART	REIMBURSE MOBILE PHONE	\$300.00
14-061 R&L DATACENTERS	PAYROLL SERVICES	\$96.50
	TOTAL	\$34,051.06

ESCROW ACCT.

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

MISCELLANEOUS

Financial Disclosures – These have been filed. Everyone has a copy of their own. Next year, everyone will be responsible for filing on their own. Any changes to what has been filed this year will be given to Secretary for updates.

Hunterdon Plaza – Mr. Novak responded to Mr. Baldoni to reduce the amount he owes us for the escrow bill. As a result of this incident, we are revising our application process.

Sewer Capacity Application Update – The Sub-committee has met and made modifications. Discussion took place regarding the following: “Application Request for Informal Meeting”, “Application for Sewer Capacity and Service”, and the “Escrow Agreement”. This discussion also included grease trap compliance. Mr. Hill and Mr. Novak will continue to work on it to include a checklist with this package. Our application is contingent upon the Planning Board approving a project first. Also discussed is the requirement that the owner and their Attorney are to be present at the initial meeting. We need to establish what the escrow fees will be. The checklist, fee schedule, escrows, application forms are due in 15 working days prior to LBSA meeting. Mr. Cichone suggested we have the application papers date stamped. If an applicant doesn’t need an Informal Meeting, they can go directly to the application process. Mr. Hill and Mr. Novak will finalize the escrow fee schedule. They will make a recommendation to LBSA with the proposed fee schedule. The Grease trap ordinance is to be included in packet. Also discussed was: Do we need to charge a fee for annual inspections?

TD checking account – This account will not be closed as discussed in May meeting. This account is tied to the Master Escrow account.

MSI – LBSA needs to consider merging account numbers with the Tax portion. LBSA would remain separate if the account numbers merged. Further discussion may be needed.

PUBLIC COMMENTS – There were no public comments made.

ADJOURN

Mr. Crawford moved and Mrs. 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