

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

AUGUST 7TH, 2014

The meeting of the LEBANON BOROUGH SEWERAGE AUTHORITY was called to order by Edward Cichone at 7:45 PM at the Boro Hall, 6 High Street, Lebanon NJ.

MEMBERS PRESENT: Chairman: Edward Cichone, Members: John Saharic and Greg Crawford. ABSENT: Leona Burton, Richard Burton

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 JUNE MINUTES (July meeting was cancelled)

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

ENGINEER'S REPORT

Mr. Hill's report is on file.

Manhole inspections reveal that repairs are needed. The estimated cost per manhole is \$25.00 including materials. There are approximately 25 manholes infiltrators that need repair. This will be included with Mr. Hill's monthly fees. We can log it under the maintenance part of the budget but further discussion with Mr. Colantano may be needed to finalize where the expense belongs in the budget.

Grease trap inspection has been completed for China III. Mr. Hill and LBSA Secretary worked on a grease trap letter to send out to all establishments requiring grease traps.

Presidential Place – Final inspections almost completed. Mr. Hill approves the release of the Maintenance Bond. The owner of Presidential Place is responsible to maintain an operator of the system and currently this is Frank Kunz. The system is running efficiently.

Three different flow meter estimates were provided by Mr. Hill. It is estimated that it will cost \$150,000.00 to rent and monitor the meters. Metering will help pinpoint where there is infiltration in the system. Mr. Hill will contact RLSA regarding joining LBSA on this project and sharing the cost. This process should take place between the months of April –June. This would help allow us to identify higher users. LBSA Secretary also receives an annual water report from Town of Clinton water. Mr. Hill will get back to us on his fees for 4 meters. This project may need to go out for bid. He will point us in the right direction by narrowing the choices down to two. This will be discussed at the next meeting.

Town of Clinton – Phase I is completed. Mr. Hill will provide all billing to Borough Clerk. Mr. Hill will continue working directly with Suburban and represent the Borough regarding sewer lines.

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

RLSA

A larger, more efficient press will be purchased.

EXPENDITURES

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

<u>GENERAL ACCT</u>		<u>EXPENSES</u>
14-075 PAYROLL ACCT	PAYROLL	\$5,188.53
14-076 RLSA	WATER TREATMENT	\$26,126.83
14-077 LEBANON BOROUGH	LEASE	\$1,300.00
14-078 JCP&L	HEAT TAPE (credit \$2.70)	\$6.91
14-079 R&L DATACENTERS	PAYROLL SERVICES JUNE, JULY	\$193.00
14-080 ONE CALL CONCEPTS	INV# 4065360	\$17.08
14-081 USA BLUE BOOK	INV# 394591	\$41.79
14-082 USPS	PRE-STAMPED ENVELOPES	\$1,196.55
14-083 FREY ENGINEERING	INV# 3782	\$5,308.33
	TOTAL	\$39,379.02

ESCROW ACCT.

PRESIDENTIAL PLACE	FREY ENGINEERING	INV# 3784	\$180.00
HUNTERDON HILLS PLAZA	LBSA	REIMBURSEMENT	\$289.00
	TOTAL		\$469.00

MISCELLANEOUS

Sewer Capacity Application Update – Mr. Hill presented his updated version. Escrow fees were

also discussed. The Informal Application is still separate and will be available as part of the application process.

The grease trap letter is ready to send to all establishments that should have grease traps. Mr. Hill and Mr. Novak will continue to work on the Grease Trap Ordinance to include information on industrial and manufacturing establishments. Mr. Hill will contact Readington Farms regarding their ordinance. E-code is available to view grease trap ordinances in other towns. The goal is to bring ordinances up to date.

Road Opening Ordinance – Mr. Hill will work with Mr. Burton.

Prevailing wage – there may be changes and if there are, we will be notified by State of NJ office.

Right to know Coordinator– LBSA Secretary will file for this before the deadline in September.

Newspapers are raising their advertising rates slightly.

The OPRA request for Mr. Garner from Nitzer Ave. was satisfied within the proper timeframe. We have not heard from them.

Ann C. Zawartkay, CPA, CGMA Chief of Authorities and Auditing required a Resolution that she supplied for our 2013 Audit. She advised us to rescind our original Audit Resolution 14-14 and adopt her version (14-15).

Mr. Saharic moved and Mr. Crawford seconded the motion to rescind Audit Resolution 14-14. All Ayes: Motion Carried.

Mr. Crawford moved and Mr. Saharic seconded the motion to adopt Audit Resolution 14-15. All Ayes: Motion Carried.

PUBLIC COMMENTS – There were no public comments made.

ADJOURN

Mr. Saharic moved and Mrs. Crawford 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