

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

OCTOBER 2nd, 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, Greg Crawford and Leona Burton

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

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

APPROVE SEPTEMBER MINUTES

Mrs. Burton moved, Mr. Burton seconded the motion to approve September 2014 minutes. All Ayes: Motion Carried.

ENGINEER'S REPORT

Mr. Hill's report is on file.

I&I – Smoke test repairs still needed on 6 properties. Five are residential, one is commercial (Lebanon cheese.) For Lebanon Cheese, a fine may need to be imposed if proper repairs are not made. Regular inspections will take place. The 5 residential are on file with Municipal Search Officer (Karen Romano). The infiltration from these 5 is minimal.

Flow Meter – RLSA is not interested in sharing the cost of installing flow meters based on their budgets. Mr. Burton is working on the budget with Ms. Hoffman for the flow meters based on flow meters for one year. RLSA is concerned about infiltration on their lines. Mr. Hill has requested numerous times the jet/video from RLSA on the main line and they have not responded. Mr. Cichone will continue to ask for it.

Presidential Place – The final inspection to close the Maintenance Bond is scheduled for 10/13/14.

Lebanon Heights – The final inspection to close the Maintenance Bond has taken place. There are a few minor repairs before closing it.

Easement Maintenance – We may want to partner with RLSA to clear this easement because it is close to their line. This should be cleared and inspected before winter as a priority.

Myrtle Ave – The top course of paving is completed and seems to be fine for driving snowplows over it, according to Mr. Hill and Ms. Hoffman.

RLSA

Additional steps are being made for a back-up system. This project is in progress. This will reduce costs.

EXPENDITURES

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

<u>GENERAL ACCT</u>		<u>EXPENSES</u>
14-095 PAYROLL ACCT	PAYROLL	\$5,188.53
14-096 RLSA	WATER TREATMENT	\$26,126.83
14-097 LEBANON BOROUGH	LEASE	\$1,300.00
14-098 JCP&L	PAYROLL SERVICES	\$96.50
14-099 R&L DATACENTERS	DEBT SERVICE	\$8,169.16
14-100 ONE CALL CONCEPTS	INV# 4085361	\$7.32
14-101 USPS	100 STAMPS	\$49.00
14-102 FREY ENGINEERING	INV# 3916	\$40.96
14-103 FREY ENGINEERING	INV# 3917	\$1,412.50
14-104 FREY ENGINEERING	INV# 3918	\$3,056.52
	TOTAL	\$42,552.09

ESCROW ACCT.

	\$0.00
TOTAL	\$0.00

MISCELLANEOUS

Sewer Capacity Application and Escrow Fee Table – Sub-Committee will meet before November meeting to discuss further.

Grease Trap Ordinance – This is the next task for Sub-Committee.

Road Opening Ordinance – This is planned for discussion at next Council Meeting.

TOC – Discussion took place regarding payment of Frey Engineering invoices, being on-site and communication between Frey and TOC. Mr. Cichone expressed concern for paying our professionals in a timely manner. Mr. Burton is concerned about the future phases of this project

and avoiding the same issues that have taken place in phase 1. We are waiting for a response from TOC regarding invoice from Frey.

Insurance – According to our agent Sharon Cooper with Public Entity Advocates, we will renew all of our policies 1/1/15. We are current. She will contact us when it is time to renew.

Tax Sale – This is scheduled for 10/10/14. We have 4 properties on the tax sale as of 10/2/14 due to overdue sewer payments.

15 High – This home is on the Real Estate market as a 2 family home. Mr. Hauck, the Zoning Officer contacted this homeowner's realtor to inform her that it is a 1 family home. The Tax Assessor has it assessed as a 2 family home. The homeowner is requesting a refund from LBSA for overpayment of sewer since 2008 if it became a 1 family home at that time (according to Mr. Hauck's letter). Because the Tax Assessor has it on file as a 2 family all along, LBSA has been charging 2 sewer units. No refund is due at this time. A letter to the homeowner will be sent stating this. We are waiting for clarification from Mr. Hauck, and Mr. Burd, our Tax Assessor as to when this home changed from a 2 family to a 1 family. The Zoning officer should informed us when status changes.

Smoke Detector Certificate – Is there a way to add sewer issues to this as a checklist. It may take an Ordinance that Council would need to vote on in order to add a sewer line. Discussion took place regarding that it may not be applicable.

Budget – Special Projects and Maintenance, discussion took place regarding where to put these items.

PUBLIC COMMENTS – There were no public comments made.

ADJOURN

Mr. Burton 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