

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

APRIL 16TH 2015

The meeting of the LEBANON BOROUGH SEWERAGE AUTHORITY was called to order by Chairman Edward Cichone at 7:30 PM at the Boro Hall, 6 High Street, Lebanon NJ.

MEMBERS PRESENT: Richard Burton, Leona Burton, Greg Crawford and John Saharic

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

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

APPROVE FEBRUARY MINUTES

Mr. Crawford moved and Mr. Burton seconded the motion to approve February 2015 minutes. All Ayes: Motion Carried.

EXECUTIVE SESSION: Entered into Closed Session at 7:35 to discuss Resolution 15-04 Professional Contracts. Also discussed was the pending litigation.

RETURN TO PUBLIC SESSION: Mr. Burton moved and Mr. Crawford seconded the motion to exit Closed Session and re-open the meeting to the public at 8:00.

RESOLUTION 15-04: AWARD OF NON-FAIR & OPEN PROFESSIONAL CONTRACTS FOR THE YEAR 2015

WHEREAS, the Lebanon Borough Sewerage Authority has a need to retain certain professionals to provide various consulting services and it has been resolved to retain such services on a non-fair and open contract basis pursuant to the provisions of *N.J.S.A. 19-44A-20.5*; and

WHEREAS, the term of the professional contracts shall be one (1) year, commencing on February 6, 2015 and terminating on January 31, 2016; and

WHEREAS, the Lebanon Borough Sewerage Authority Secretary has determined and certified in writing that the value of each of these professional services may, in the aggregate, exceed \$17,500.00; and

WHEREAS, each professional will be required to complete and submit a Business Entity Disclosure Certification which will certify that the said professional consultant and their firm have not made any reportable contributions to a political or candidate committee in the previous year, and that

their contract will prohibit the said professional consultant and their firm from making any reportable contributions through the term of the contract.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Commissioners of the Lebanon Borough Sewerage Authority, on this 16th day of April, 2015, as follows:

1. The following professionals are hereby retained by the Lebanon Borough Sewerage Authority for the period of time commencing on February 1, 2015 through January 31, 2016 on a non-fair and open basis.
 - James Hill, P.E., Frey Engineering, LLC – Engineer
 - William Colantano, William M. Colantano, Jr. – Auditor
 - Joseph S. Novak, Esq. – Novak & Novak – (Attorney as to Litigation and Special Projects)

2. The Business Entity Disclosure Certification to be executed by each professional and the Secretary's Determination of Value shall be placed on file with this Resolution.

3. Each Contract is awarded without competitive bidding and the Chairman and Authority Secretary are authorized to execute Contracts for these professional services, and which Contracts are subject to review and approval by the Authority Attorney.

Mrs. Burton moved to approve Resolution 15-04 Professional Contracts for 2015 to include James Hill with Frey Engineering, William Colantano as our Auditor and Joseph Novak with Novak Law Group. Mr. Burton seconded the motion. Roll call vote -AYES: Mr. Crawford, Mr. Burton, Mr. Saharic, Mrs. Burton and Mr. Cichone. All AYES -Motion Carried.

LANWIN GROUP

Mr. Pantel representing Belle Mead discussed the proposed project. The project has been modified and will need less capacity than originally planned. His calculations show a benefit to Lebanon Borough to have the proposed 200 apartments. The amount of apartments is not clearly identified as yet.

Ms. Fainberg of Belle Mead discussed flow data at the Heights and Presidential Place and the possibility of applying a lower standard of gallons per day use, and use any of that capacity in addition to reserved capacity that may be available.

Mr. Cichone discussed the existing agreements that are in place with Presidential Place and The Heights. Mr. Novak added that there are single owners at the Heights and therefore capacity is not attainable through those users. Mr. Cichone also stated that Lebanon does not have much capacity left. Any reserve that is accounted for is under contract with those current owners. Mr. Novak concurred that we are not going to change our existing contracts.

Mr. Pantel has an agreement with Town of Clinton Water for 60,000 gallons. Mr. Hill expressed a lack of contact from Lanwin to LBSA regarding the meetings they've had with DEP. Mr. Cichone suggested that Lanwin complete an application to include plans. Mr. Evans of Lanwin

felt it is too early in the planning stages to have complete plans ready. Mr. Evans would like approval from LBSA to meet with owners of reserved capacity on their own and will keep Mr. Hill and LBSA informed. Mr. Pantel will keep us informed.

ENGINEER'S REPORT

Mr. Hill's report is on file.

During easement clearing, they noticed markers that need replacement. Mr. Hill will provide an estimate for purchasing materials and for personnel to install the markers.

Manhole inspections Zone 1 are completed and a copy of the report is on file with LBSA. Mr. Hill will contact Oswald regarding Zone 1 maintenance work since we have them under contract. We are not metering this year.

Heat Tape – Mr. Hill is working with Sharon Cooper of PEA on preparing an insurance filing against the contractor.

Policy and Procedures will include the Grease Trap Ordinance once it is approved. Mr. Hill and Mr. Novak will finalize it and present it to LBSA so it can be posted on LBSA website.

TOC - Mr. Hill is awaiting Phase II meetings.

Mr. Hill continues to work with Eagle Rock (new owners of Presidential Place) to complete the final inspection that is long overdue.

EXPENDITURES

Mr. Saharic moved and Mr. Burton seconded the motion approving the following expenditures as listed for April 2015. Roll call vote -AYES: Mr. Crawford, Mr. Burton, Mr. Saharic, Mrs. Burton and Mr. Cichone. All AYES -Motion Carried.

<u>GENERAL ACCT</u>		<u>EXPENSES</u>
15-037 PAYROLL ACCT	PAYROLL	\$5,563.35
15-038 RLSA	WATER TREATMENT	\$27,649.11
15-039 LEBANON BOROUGH	LEASE	\$1,300.00
15-040 JCP&L	HEAT TAPE	\$17.35
15-041 R&L DATACENTERS	MARCH, APRIL SERVICES	\$193.00
15-042 ONE CALL CONCEPTS	INV# 5035369	\$6.20
15-043 USPS	100 STAMPS	\$49.00
15-044 PINEBROOK LANDSCAPE	INV# 11201	\$2,600.00
15-045 BUZAK LAW GROUP	BILLING 1/21/15-3/20/15	\$3,000.22
15-046 EDWARD CICHONE	REIMBURSE DINNER MEETING	\$109.75
15-047 FREY ENGINEERING	INV# 4244,4245,4248,4246	\$7,088.33
15-048 MUNICIPAL SOFTWARE	INV# 4188	\$1,410.00
TOTAL		\$48,986.31

ESCROW ACCT.

GLADSTONE EQUITIES	FREY ENGINEERING INV#4249	\$420.00
LANWIN HOLDINGS	FREY ENGINEERING INV#4251	\$240.00
LANWIN HOLDINGS	FREY ENGINEERING INV#4201	<u>\$1,320.00</u>
	TOTAL	\$1,980.00

Mr. Burton moved and Mrs. Burton seconded the motion approving the following expenditures as listed for March 2015. Roll call vote -AYES: Mr. Crawford, Mr. Burton, Mr. Saharic, Mrs. Burton and Mr. Cichone. All AYES -Motion Carried.

<u>GENERAL ACCT</u>		<u>EXPENSES</u>
15-025 PAYROLL ACCT	PAYROLL	\$5,563.35
15-025A PNC	OPEN NEW ACCOUNTS	\$20,750.00
15-026 RLSA	WATER TREATMENT	\$27,666.67
15-027 LEBANON BOROUGH	LEASE	\$1,300.00
15-028 JCP&L	HEAT TAPE	\$5.43
15-029 R&L DATACENTERS	FEB 2015 & W2 PROCESSING	\$208.50
15-030 ONE CALL CONCEPTS	INV# 5015366	\$6.10
15-031 BUZAK LAW GROUP	1/1/15-1/20/15	\$6,062.50
15-032 ANITA WEINGART	MOBILE PHONE	\$300.00
15-033 QUILL CORPORATION	INV# 1389887, 1313354	\$459.67
15-034 EDWARD CICHONE	DINNER MEETING	\$80.50
15-035 FREY ENGINEERING	INV# 4197, 4198, 4199, 4200	\$6,823.58
15-036 LEBANON BOROUGH	DEBT SERVICE	\$118,179.16
TOTAL		\$187,405.46

ESCROW ACCT.

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

Mr. Burton moved and Mrs. Burton seconded the motion approving the following expenditures as listed for July 2014. Roll call vote -AYES: Mr. Crawford, Mr. Burton, Mr. Saharic, Mrs. Burton and Mr. Cichone. All AYES -Motion Carried.

<u>GENERAL ACCT</u>		<u>EXPENSES</u>
14-062 PAYROLL ACCT	PAYROLL	\$5,188.53
14-063 RLSA	WATER TREATMENT	\$26,126.83
14-064 LEBANON BOROUGH	LEASE	\$1,300.00
14-065 JCP&L	HEAT TAPE	\$2.13
14-066 ONE CALL CONCEPTS	INV# 4055360	\$8.54
14-067 USPS	STAMPS	\$49.00
14-068 WILLIAM COLANTANO	2014 BUDGET & 2013 AUDIT	\$30,150.00
14-069 LEBANON BOROUGH	REIMBURSE FROM FREY TOC	\$1,077.00
14-070 QUILL CORPORATION	ACCT: 3816685	\$419.50
14-071 FREY ENGINEERING	INV# 3707	\$5,308.33
14-072 FREY ENGINEERING	INV# 3709	\$655.00
14-073 FREY ENGINEERING	INV# 3710	\$295.00

14-074 STATE OF NJ	DEPT OF LABOR & WORKFORCE DEV.	\$19.30
14-075 FREY ENGINEERING	INV# 3546	\$690.00
TOTAL		\$71,289.16

ESCROW ACCT: TOTAL \$0.00

RLSA

Mr. Burton reported that there is a bid out for a new press to replace the current one.

MISCELLANEOUS

Grease Trap Ordinance updates have been reviewed by LBSA.

Mr. Burton moved and Mr. Crawford seconded the motion adopting the revised Grease Trap Ordinance. All Ayes: Motion Carried

Approve 10/3/13 Closed Session minutes for public availability.

Mr. Burton moved and Mr. Crawford seconded the motion approving 10/3/13 Closed Session minutes for public availability.

PNC

LBSA is moving to PNC bank from TD Bank. Signature cards are being signed during this meeting.

INTEREST

Any interest from a bond that is closed belongs to LBSA and should be transferred to the General Account annually. Mr. Novak cited the statute that states this information.

PUBLIC COMMENTS

There were no public comments.

ADJOURN

Mr. Burton moved and Mr. Crawford seconded the motion to adjourn the meeting. 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