

# **LEBANON BOROUGH SEWERAGE AUTHORITY**

## **MINUTES**

**JUNE 4<sup>th</sup> 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, John Saharic and Greg Crawford

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

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

### **APPROVE MAY MINUTES**

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

### **ENGINEER'S REPORT**

Mr. Hill's report is on file.

Mr. Bross' line was cleaned out, repaired and a sleeve installed. The clean out was buried when a street sign was installed. This repair is the homeowner's responsibility.

Mr. Hill will follow up with 81 Main St. It appears this area has been dug up.

Heat tape – Mr. Maglio is working on an estimate for a heat pipe in case we have to make the repair before insurance responds. Konkus Insurance is not responding. Mr. Hill and LBSA continue to record cold temperatures and the performance of the pipes. We can use the sensor on the outside of the pipe as needed.

Mr. Hill will contact Oswald regarding Zone 1 maintenance work since we have them under contract. Oswald is the contract on record after the bids from two additional contractors. Mr. Hill will contact RLSA about joining in on the Zone 1 maintenance work.

### **EXPENDITURES**

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

<u>GENERAL ACCT</u>		<u>EXPENSES</u>
15-055 PAYROLL ACCT	PAYROLL	\$5,563.35
15-056 RLSA	WATER TREATMENT	\$27,649.11
15-057 LEBANON BOROUGH	LEASE	\$1,300.00
15-058 JCP&L	HEAT TAPE	\$5.10
15-059 ONE CALL CONCEPTS	INV# 5045368	\$11.16
15-060 MAGLIO ELECTRIC	2 <sup>ND</sup> YR OF 3 YR CONTRACT	\$623.30
15-061 ANITA WEINGART	PHONE REIMBURSEMENT	\$300.00
15-062 FLEMINGTON PRECAST	INV# T-3256	\$246.00
15-063 BUZAK LAW GROUP	BILLING 3/21/15-4/20/15	\$562.50
15-064 USPS	STAMPS	\$49.00
<b>TOTAL</b>		<b>\$36,309.52</b>

ESCROW ACCT.

**TOTAL** **\$0.00**

**RLSA**

Mr. Burton reported that they are moving forward on a new press and moved additional funds to repair the old press.

**AUDIT REPORT**

There are no recommendations.

Mr. Colantano pointed out the financial condition of the LBSA. During 2014 there were professional fees that exceeded the budgeted amount. The surplus amount is being depleted.

Mr. Colantano does recommend accepting the Financial Reports monthly during meetings and add a column of percent available to the budget sheet. The Net surplus is of concern. He further recommends that the Borough release the money that was put aside for debt balance. Two Resolutions will be needed. The Borough will pass a resolution at the next Council Meeting.

We may need to consider raising rates again. Mr. Cichone suggests a 5 year plan with Mr. Hill be put in place.

We are fine regarding Capital. Capital related expenses exceed \$5,000.00. Mr. Hill has a partial list of repairs that are needed such as manholes etc. Mr. Hill will update this list and will check on all the items that can go into a 5 year plan.

## **RESOLUTION 15-16**

WHEREAS, NJSA 40A: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, 2014 has been completed and filed with the Lebanon Borough Sewerage Authority pursuant to NJSA 40A:5A-15 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 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 the resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON June 4, 2015.

Mr. Burton moved and Mr. Crawford seconded the motion to approve Resolution 15-16 Audit 2014. Roll Call Vote: All Ayes: Motion Carried.

## **MISCELLANEOUS**

Thompson Holdings – LBSA received a copy of the deed at the end of May 2015. Mr. Novak will draft a new Sewer Agreement for the new owners and add that the billing will change accordingly. Mr. Novak will also include that a walk-through will be required by our Engineer. Mr. Hill will follow up by checking on the content that flows through the lines. LBSA Secretary will request the formation documents from Thompson Holdings. There are 5 buildings on the property.

19 Cokesbury – Digital Cable was initially going to have the lines installed overhead but instead went underground and disturbed the sewer lateral. It is repaired.

Blk 2, Lot 9 – Informal Application MariEllen Hagicostas, a potential tenant was discussed. We will need to work with the owner of the property, Mark Drabich directly. Mr. Novak will draft a letter to the new owner if needed to amend the Sewer Agreement.

**PUBLIC COMMENTS**

There were no public comments.

**ADJOURN**

Mr. Burton moved and Mr. Saharic 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