

# **LEBANON BOROUGH SEWERAGE AUTHORITY**

## **MINUTES**

**NOVEMBER 5<sup>TH</sup> 2015**

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

MEMBERS PRESENT: Richard Burton, Leona Burton and John Saharic

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

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

### **APPROVE OCTOBER MINUTES**

Mr. Saharic moved and Mrs. Burton seconded the motion to approve October 2015 minutes. All Ayes: Motion Carried.

### **ENGINEER'S REPORT**

Mr. Hill's report is on file.

Heat tape – Reconstruction for the heat tape on Cokesbury Rd. will begin the week of 11/9/15. Maglio Electric will inspect for wiring. Frey Engineering will inspect for construction. The potential cost for Frey Engineering's inspections will be adjusted down according to Mr. Hill. Mr. Maglio's will be part of his contract with us. Mr. Hill plans to attempt to recoup the funds spent by LBSA to Frey Engineering on this project. This will be pursued after the work is completed. Mr. Hill will follow up with Mr. Holt.

Zone 1 jet and video – The work is completed and some repairs are necessary. Perhaps the repairs can be budgeted for 2016. There were 3 complaints for minor backups.

Grease trap inspections – The work is completed and the results are on file. Billing for the inspections will be mailed out. Mr. Hill will provide a plan in the December meeting for the 2016 grease trap inspections that will include suggested fines. The plan will also include streamlining the grease trap inspection process including maintenance plans.

Town of Clinton - Main St. had a repair but not at a depth that could affect sewer line.

Gladstone – They have submitted a plan to turn the property into a parking lot.

Easement inspections – Mr. Hill recommends budgeting 2016 for easement clearing.

Policy and Procedures – Work continues with Mr. Novak for codification. Current updates to O&M Manual are also continuing.

## **EXPENDITURES**

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

### **NOVEMBER**

<b><u>GENERAL ACCT</u></b>		<b><u>EXPENSES</u></b>
15-107 PAYROLL ACCT	PAYROLL	\$5,563.35
15-108 RLSA	WATER TREATMENT	\$27,649.11
15-109 JCP&L	HEAT TAPE	\$5.18
15-110 LEBANON BOROUGH	LEASE	\$1,300.00
15-111 R&L DATACENTERS	PAYROLL SERVICES	\$91.68
15-112 ONE CALL CONCEPTS	INV# 5095370	\$7.44
15-113 BUZAK LAW GROUP	8/21/15 – 9/20/15	\$62.50
15-114 MSI	INV# 4647	\$1,410.00
15-115 OSWALD ENTERPRISES	INV# IN000010756	\$12,300.00
15-116 FREY ENGINEERING	INV# 4524, 4525	\$5,368.33
<b>TOTAL</b>		<b>\$53,757.59</b>

### **ESCROW ACCT.**

LANWIN HOLDINGS	FREY ENGINEERING - REPLACEMENT CHECK	\$240.00
LANWIN HOLDINGS	FREY ENGINEERING – REPLACEMENT CHECK	\$1,320.00
GLADSTONE EQUITIES	FREY ENGINEERING – INV# 4526	\$240.00
<b>TOTAL</b>		<b>\$1,800.00</b>

## **FINANCIAL REPORTS**

Mr. Saharic moved and Mrs. Burton seconded the motion to acknowledge the Financial Reports for November 2015. Roll Call Vote: All Ayes: Motion Carried.

## **RLSA**

They are working on the filter press and the goal is to be completed by the end of 2015. The RLSA board hired Jill Plesnarski as Administrator, replacing Mr. Robert McCrae. Mr. McCrae retired.

### **RESOLUTION 15-17: Recommendation to Re-appoint Richard Burton**

**WHEREAS**, the current term of office of Lebanon Borough Sewerage Member Richard Burton ends on January 31, 2016; and

**WHEREAS**, Richard Burton has been an active and integral member of the Lebanon Borough Sewerage Authority, having served on the LBSA with distinction for the past seventeen years; and

**NOW THEREFORE BE IT RESOLVED** on this 5<sup>th</sup> day of November, 2015, by the Commissioners of the Lebanon Borough Sewerage Authority that they wholeheartedly and respectfully recommend and request of the governing body, the reappointment of Richard Burton to a new term as Lebanon Borough Sewerage Authority Member commencing February 1, 2016.

Mr. Saharic moved, Mrs. Burton seconded the motion re-appointing Mr. Burton to LBSA Board. All Ayes: Motion Carried.

### **RESOLUTION 15-18: Payment of Debt Service**

**WHEREAS**, on September 16, 2015 the Borough of Lebanon canceled the unexpended balance of the ordinance entitled "Expansion of the Sewerage Treatment Capacity of the Readington-Lebanon Sewerage Authority" in the amount of \$221,929, and

**WHEREAS**, the unexpended balance was transferred to the Lebanon Borough Sewer Authority now

**THEREFORE, BE IT** resolved that the amount of \$149,750 be reserved for "payment of debt service" and \$72,179 be reserved for "renewals and replacements."

Mrs. Burton moved and Mr. Saharic seconded the motion for Payment of Debt Service. Roll Call Vote: Mrs. Burton, Mr. Saharic and Mr. Burton. All Ayes: Motion Carried.

### **RESOLUTION 15-19: Late Introduction of Budget**

**WHEREAS**, the Lebanon Borough Sewerage Authority will introduce its 2016 Operating Budget on November 5, 2015; and

**WHEREAS**, the Lebanon Borough Sewerage Authority is aware that the budget is delinquent in accordance with the rules and regulations of the Division of Local government Services; and

WHEREAS, the Lebanon Borough Sewerage Authority has deemed it necessary to delay the Budget Introduction as all required information was not available for a timely introduction; and

NOW, THEREFORE, BE IT RESOLVED by the Lebanon Borough Sewerage Authority that permission is hereby requested to introduce the 2016 Operating Budget on the 5<sup>th</sup> day of November, 2015.

Mr. Saharic moved and Mrs. Burton seconded the motion to Delay the 2016 Budget.  
All Ayes: Motion Carried

### **CLOSED SESSION: Litigation Garner vs. LBSA**

Mr. Saharic moved, Mrs. Burton seconded the motion to go into Closed Session to discuss litigation Garner vs. LBSA. All Ayes: Motion Carried.

ENTER INTO PUBLIC SESSION

### **CLOSED SESSION: Personnel**

Mr. Saharic moved, Mrs. Burton seconded the motion to go into Closed Session to discuss Personnel. Mr. Saharic will act as Secretary while the salaries including Secretary, Attorney, Engineer and Auditor are discussed. All Ayes: Motion Carried.

ENTER INTO PUBLIC SESSION

### **BUDGET 2016**

Mr. Colantano briefly explained the new budget process from the State of NJ. The LBSA 2016 budget will be adopted at the January 2016 meeting. Mr. Colantano led the discussion of the budget for 2016 line by line, including salaries for Secretary, Attorney, Engineer and Auditor. Mr. Colantano suggested LBSA raise sewer rates by 10% for 2016 due to an increase in rates for maintaining the system. Mr. Colantano noted that our Capital is fine but our Surplus is diminishing due to litigation.

Mr. Hill discussed briefly the plans and budget needed to maintain our system for 2016. Rates and connection fees will be advertised in newspapers and Lebanon Lantern.

RESOLUTION 15-20 – INTRODUCTION OF 2016 BUDGET

Fiscal year: from January 1 to December 31, 2016

WHEREAS, the Annual Budget and Capital Budget/Program for the Sewerage Authority for the fiscal year beginning January 1, 2015 and ending December 31, 2015 has been presented for adoption before the governing body of the Lebanon Borough Sewerage Authority at its open public meeting of November 5<sup>th</sup>, 2015; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 734,577.00 Total Appropriations, including Accumulated Deficit if any, of \$ 734,577.00 and Total Unrestricted Net Position utilized of \$ -0-; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$25,000.00 and total unrestricted net position planned to be utilized as funding thereof, of \$-0-; total revenues of \$25,000.00

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulations or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C.5:31-2 does not confer any authorization to raise funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law

NOW, THEREFORE, BE IT RESOLVED by the governing body of the Lebanon Borough Sewerage Authority, at an open public meeting held on November 5<sup>th</sup>, 2015 that the Annual Budget including all related Schedules and the Capital Budget/Program of the Lebanon Borough Sewerage Authority for the Fiscal year beginning January 1, 2016 and ending December 31, 2016 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, services contracts and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Lebanon Borough Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on January 7<sup>th</sup>, 2016.

\_\_\_\_\_  
Anita Weingart, Secretary

\_\_\_\_\_  
Date

GOVERNING BODY  
MEMBERS

RECORDED VOTE

	AYE	NAY	ABSTAIN	ABSENT
E. CICHONE				X
L. BURTON	X			
R. BURTON	X			
J. SAHARIC	X			
G. CRAWFORD				X

**MISCELLANEOUS**

Mr. Hill briefly discussed the Module 2 for the Highlands master plan update to include water and sewer. This is to comply with new COAH amendments.

**PUBLIC COMMENTS**

There were no public comments.

**ADJOURN**

Mrs. 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