

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

JANUARY 7TH, 2016

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

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

APPROVE DECEMBER MINUTES

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

EXPENDITURES

Mr. Burton moved and Mr. Saharic seconded the motion approving the following expenditures as listed for January 2016. Roll call vote -AYES: Mrs. Burton, Mr. Burton, Mr. Crawford, Mr. Saharic and Mr. Cichone, All AYES -Motion Carried.

JANUARY

<u>GENERAL ACCT</u>		<u>EXPENSES</u>
16-001 PAYROLL ACCT	PAYROLL	\$5,563.35
16-002 RLSA	WATER TREATMENT	\$28,048.92
16-003 LEBANON BOROUGH	LEASE	\$1,300.00
16-004 JCP&L	HEAT TAPE- ON HOLD	\$0.00
16-005 R&L DATACENTERS	PAYROLL SERVICES	\$96.50
16-006 MGL PRINTING	INV# 126199	\$436.00
16-007 ONE CALL CONCEPTS	INV# 5115370	\$2.48
16-008 NJN PUBLISHING	2016 MEETING DATES	\$35.82
16-009 BUZAK LAW GROUP	10/21/15-11/20/15	\$1,062.50
16-010 QUILL CORPORATION	INV# 009445647, 009426622	\$236.14
16-011 FREY ENGINEERING	INV# 4587,4588	\$9,419.58
16-012 SASCO INSURANCE	PACKAGE POLICY	\$5,334.00
16-013 SASCO INSURANCE	WORKERS COMP	\$544.00
BANK FEE	DEPOSIT SCANNER	\$75.00
TOTAL		\$52,164.29

ESCROW ACCT.

TOWN OF CLINTON	FREY ENGINEERING	INV# 4589	\$191.25
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GLADSTONE EQUITIES	FREY ENGINEERING	INV# 4590	\$78.75
GLADSTONE EQUITIES	FREY ENGINEERING	REPLACING CHECK# 1442	\$480.00
LANWIN HOLDINGS	FREY ENGINEERING	INV# 4342	\$60.00
LANWIN HOLDINGS	NOVAK&NOVAK	INV# 3754	\$544.00
TOTAL			\$1,354.00

FINANCIAL REPORTS

Mr. Burton moved and Mr. Saharic seconded the motion to acknowledge the Financial Reports for January 2016. All Ayes: Motion Carried.

RLSA

RLSA did not have a meeting as they did not have a quorum.

RESOLUTION 16:01

ADOPTION 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 Jan. 1, 2016 and ending Dec. 31, 2016 has been presented for adoption before the governing body of the Sewerage Authority at its open public meeting of November 5th, 2015; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects total Revenues of \$734,577. Total Appropriations, including any Accumulated Deficit, if any, of \$734,577 and Total Unreserved Retained Earnings utilized of \$-0-; and

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, regulation 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 or expend 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 a 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 Sewerage Authority, at an open public meeting held on January 7th, 2015 that the Annual Budget and Capital Budget/Program of the Sewerage Authority for the Fiscal year beginning Jan. 1st, 2016 and ending Dec. 31st, 2016 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Anita Weingart, Secretary

Date

Governing Body Members	<u>RECORDED VOTE</u>			
	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
E. Cichone				
R. Burton				
L. Burton				
G. Crawford				
J. Saharic				

Mrs. Burton moved and Mr. Burton seconded the motion to Resolution 16:01- 2016 Budget. Roll Call Vote: Mrs. Burton, Mr. Burton, Mr. Saharic, Mr. Crawford and Mr. Cichone, All Ayes: Motion Carried.

RESOLUTION 16:02 – USER RATES AND CONNECTION FEES

CONSIDERED FOR TONIGHT AND TABLED UNTIL THE FEBRUARY RE-ORG MEETING FOR ADOPTION

ALPHADOG WEBSITE MANAGEMENT

Mr. Burton explained how this company would support LBSA and the Borough website. They specifically support Authorities. Mr. Burton further explained the level of experience this company has. The Borough will be billed by Alphadog and the LBSA would be billed 1/3 of the

total amount by the Borough. The initial set-up is \$750.00. LBSA Secretary will have the ability to contact Alphadog directly to get files loaded on the LBSA website. The monthly fee for LBSA will be \$150.00. The Borough will provide LBSA a copy of the contract with Alphadog to attach to our Resolution.

RESOLUTION 16:03

ALPHADOG WEBSITE MANAGEMENT

WHEREAS, a need has arisen to maximize Lebanon Borough Sewerage Authority's ability to be in compliance with the State of New Jersey's regulations in all departments for website management. AlphaDog will be utilized to maintain and create the Borough website for public notification of road projects, recreation projects, record retention, education needs and include Lebanon Borough Sewerage Authority's administration tasks; and

NOW THEREFORE, BE IT RESOLVED by the Lebanon Borough Sewerage Authority with regard to obtaining website management, the Administrator recommends engagement of AlphaDog to perform specific website services and associated services with a \$750.00 for a yearly maintenance fee sum not-to-exceed \$1,800.00 has been approved to be paid to the Borough of Lebanon.

Mr. Burton moved and Mr. Saharic seconded the motion to adopt Resolution 16:03 – Alphadog Website Management. Roll Call Vote: Mrs. Burton, Mr. Burton, Mr. Saharic, Mr. Crawford and Mr. Cichone, All Ayes: Motion Carried.

PUBLIC COMMENTS

There were no public comments.

ENGINEERS REPORT

The report is on file.

Mr. Hill discussed infiltration studies for possible projects in 2016. We should renew our emergency response contract. Mr. Hill will provide information with 3 bids. Mr. Hill will provide this and 2016 project plan for next month.

Heat tape: The charger is being ordered for the phone as it burned out.

Lanwin: Plans to appear before Planning Board. Mr. Hill may attend that meeting. Their plans may have changed.

CLOSED SESSION: Mr. Burton moved and Mr. Saharic seconded the motion to enter into Executive session to discuss litigation. All Ayes: Motion Carried.

PUBLIC SESSION: Mr. Burton moved and Mr. Crawford seconded the motion to enter into public session. All Ayes: Motion Carried.

MISCELLANEOUS

Alphadog Website Management – see Resolution details above.

ADJOURN

Mr. Burton moved and Mr. Saharic 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