

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

JUNE 2nd, 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. The meeting was convened in compliance with the Open Public Meetings Act.

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

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

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

APPROVE MAY MINUTES

Mr. Saharic moved and Mrs. Burton seconded the motion to approve the MAY 2016 minutes. All Ayes: Motion Carried.

ENGINEER'S REPORT

Mr. Hill's report is on file.

Letters to Freeholders.

Easement clearing is estimated to be \$2,600.00 for Zone 1. Repairs are recommended. Photos were provided for the areas Mr. Hill is referring to. It has been roughly two years since the last clearing. Local landscapers are quoted for the clearing work. Mr. Hill will look into a simple annual clearing with a weed wacker to keep costs down.

There is a residence on Main St. that is accumulating debris in the easement and encroaching on the Grist Mill property. Mr. Cichone offered to contact them regarding clearing it.

Mr. Hill recommends a letter goes to the Freeholders again for help on the Cokesbury Rd., heat tape repair. Mr. Hill confirmed that the heat tape is working properly. DOT was not present during any of the testing.

Mrs. Romano sent a letter to Mr. Phalen regarding escrow for TOC phase II project. Mr. Colantano asked for clarification regarding escrow for LBSA. There is no escrow account established for TOC with LBSA at this time. Mr. Novak explained the relationship between municipalities is a set protocol. Mr. Colantano reminded everyone about the importance of

establishing escrow before any work is done. Mr. Hill has already started work on this project and submitted a bill to LBSA. All bills will be submitted to the Borough Clerk. Mr. Colantano strongly urges that the escrow account be established before any work is done based on past experiences.

Mr. Novak explained there is an ordinance that is very specific about the cost amounts regarding road opening. Mr. Burton assures that the bills will be paid through the TOC escrow with LBSA and the Borough.

EXPENDITURES

Mrs. Burton moved and Mr. Crawford seconded the motion to approve MARCH expenditures as listed below Roll Call Vote: All Ayes: Motion Carried.

Mr. Burton moved and Mrs. Burton seconded the motion to approve JUNE expenditures as listed below. Roll Call Vote: All Ayes: Motion Carried.

<u>GENERAL ACCT:</u>			MARCH 2016
16-031	PAYROLL ACCT	PAYROLL	\$2,925.54
16-032	RLSA	WATER TREATMENT	\$28,048.92
16-033	LEBANON BOROUGH	LEASE	\$1,300.00
16-034	JCP&L	HEAT TAPE	\$17.88
16-035	R&L DATACENTERS	PAYROLL SERVICES	\$162.00
16-036	ONE CALL CONCEPTS	INV#6015370	\$7.46
16-037	BUZAK LAW GROUP	11/21/15-12/20/15&12/21/15-12/31/15	\$1,836.04
16-038	ANITA WEINGART	PHONE: JAN, FEB, MAR	\$300.00
16-039	FREY ENGINEERING	INV# 4727, 4729	\$5,398.33
16-040	LEBANON BOROUGH	DEBT SERVICE	\$119,233.42
	BANK FEE	DEPOSIT SCANNER	\$75.00
TOTAL			\$159,304.59

<u>ESCROW ACCT:</u>			
GLADSTONE EQUITIES	FREY ENGINEERING	INV#4731	\$12.00
		TOTAL	\$12.00

<u>GENERAL ACCT:</u>			JUNE 2016
16-061	PAYROLL ACCT	PAYROLL	\$2,303.60
16-062	RLSA	WATER TREATMENT	\$27,230.47
16-063	LEBANON BOROUGH	LEASE	\$1,300.00
16-064	JCP&L	HEAT TAPE	\$4.74
16-065	ONE CALL CONCEPTS	INV#6045369	\$16.25

16-066	NOVAK & NOVAK	MAY RETAINER	\$3,400.00
16-067	ANITA WEINGART	MOBILE PHONE - APRIL, MAY, JUNE	\$300.00
16-068	BUZAK LAW GROUP	BILLING - 3/21/16-4/20/16	\$4,905.70
16-069	USPS	100 STAMPS @ \$.49	\$49.00
16-070	QUILL CORPORATION	INV# 5519860, 5535150	\$38.95
16-071	CONSUMER CELLULAR	HEAT TAPE PHONE - INV# 102517191	\$23.38
16-072	FREY ENGINEERING LLC	INV# 4821	\$5,580.42
	BANK FEE	DEPOSIT SCANNER	\$75.00
TOTAL			\$45,227.51

ESCROW ACCT:

ELIZABETHTOWN GAS	FREY ENGINEERING	INV#4823	\$107.50
LANWIN HOLDINGS	FREY ENGINEERING	INV#4768	\$187.50
ELIZABETHTOWN GAS	FREY ENGINEERING	INV#4823	\$107.50
		TOTAL	402.50

FINANCIAL REPORTS

Mr. Burton moved and Mr. Saharic seconded the motion to acknowledge the reports. Roll Call Vote: All Ayes: Motion Carried.

RLSA

There is nothing new to report.

MISCELLANEOUS

LBSA website – Mr. Cichone suggested that the wording for the approval of our minutes be changed. It currently has our minutes being approved by the Council rather than our Board. LBSA Secretary will contact Alphadog to make that change.

Mr. Saharic inquired about the Fire Dept. receiving sewer bills that they have not paid for in the past. LBSA Secretary will work with Boro Treasurer to determine why this is happening.

PUBLIC COMMENTS

There were no public comments.

ADJOURN

Mrs. Burton moved and Mr. Burton 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