

LEBANON BOROUGH SEWERAGE AUTHORITY
MINUTES
JULY 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. 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, 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 JUNE MINUTES

Mr. Saharic moved and Mr. Crawford seconded the motion to approve the JUNE 2016 minutes. All Ayes: Motion Carried.

ENGINEER'S REPORT

Mr. Hill's report is on file.

Jet and video is on hold for now due to budget.

Manhole inspection Zone 2 is complete and the report is in draft.

Policy & Procedures – Add in the grease trap portion now that it is approved. Mr. Hill and Mr. Novak will meet to proceed with codification of the regulation.

Weber Sher will clear their own easement in July at their expense and this will reduce the cost for LBSA. The owner of 156 Main is cleared. There is still debris behind the firehouse. Mr. Hill is working with Mr. Lex Saharic on this. The estimate for this is approximately \$700.00.

TOC water line is on hold due to waiting for escrow payment.

Grease traps – LBSA Secretary will mail certified letters to those who have not complied with supplying annual reports and their maintenance plans. The letter will include information about the daily fine starting 8/1/16 that is in our Statute. This would be a Final Notice with a copy to the Board of Health and the previous letters.

Mr. Saharic moved and Mr. Crawford seconded the motion to send certified letters to the violating grease trap owners. All Ayes: Motion Carried.

EXPENDITURES

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

<u>GENERAL ACCT:</u>			JULY 2016
16-073	PAYROLL ACCT	PAYROLL	\$2,303.60
16-074	RLSA	WATER TREATMENT	\$27,230.47
16-075	LEBANON BOROUGH	LEASE	\$1,300.00
16-076	JCP&L	HEAT TAPE	\$4.65
	ONE CALL		
16-077	CONCEPTS	INV# 6055369	\$6.25
16-078	NOVAK & NOVAK	JULY RETAINER	\$3,400.00
	QUILL		
16-079	CORPORATION	INV# 6732421	\$226.93
16-080	MAGLIO ELECTRIC	INV# 00006731	\$4,077.50
16-081	MAGLIO ELECTRIC	3 YEAR CONTRACT - YEAR 1	\$641.10
	BUZAK LAW GROUP,		
16-082	LLC	BILLING 4/21/16-5/20/16	\$1,707.83
16-083	R&L DATACENTERS	PAYROLL SERVICES	\$193.00
16-084	NJN PUBLISHING	2015 AUDIT	\$164.00
16-085	NJ ADVANCE MEDIA	2015 AUDIT	\$117.06
	CONSUMER		
16-086	CELLULAR	HEAT TAPE PHONE SERVICE	\$22.40
16-087	FREY ENGINEERING	INV# 4867, 4906	\$11,160.84
	BANK FEE	DEPOSITSCANNER	\$75.00
TOTAL			\$52,630.63

ESCROW ACCT:

TOTAL 0.00

FINANCIAL REPORTS

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

Updates to the Financial Reports will need to include the following going forward:

1. Change the 2016 expenses to show that was spent in actuality in 2015
2. Frey Engineering should submit all bills before the end of the year when possible. The monthly fee can however be paid up by the end of the year.
3. The reports need to be reviewed and corrected where necessary.

RLSA

Merck gave back units to RLSA. Our fee with RLSA is based on usage. This should bring our fee down. We should see savings on our Regional budget.

AUDIT REPORT 2015

Mr. Colantano explained in detail the Audit Report and recommendations he provided. This report is on file and advertised in two newspapers.

AUDIT RESOLUTION 16-16

RESOLUTION *16-16*

WHEREAS, NJSA 40A:5A-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, 2015 has been completed and filed with the Lebanon Borough Sewerage Authority pursuant to NJSA 40A:5A-15 and

WHEREAS, NJSA 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "**General Comments**" and "**Recommendations**", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, 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 governing body of the Lebanon Borough Sewerage Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2015, and specifically has reviewed the sections of the audit report entitled "**General Comments**" and "**Recommendations**", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER 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 this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON *July 7 2016*


Secretary

7-7-2016
Date

Mr. Burton moved and Mrs. Burton seconded the motion to accept the 2015 Audit Report. ROLL CALL VOTE: All Ayes: Motion Carried.

MISCELLANEOUS

The annual Right To Know report was submitted by LBSA Secretary in July 2016.

Maglio 3 year Contract is due for renewal.

Mr. Saharic moved and Mr. Crawford seconded the motion to renew the 3 year Maglio contract at the current rate. ROLL CALL VOTE: All Ayes: Motion Carried.

Mr. Saharic discussed the sewer bill that the Fire Department is receiving when previously they were not paying that bill. According to Council, the Fire Department will be responsible for paying their own bills.

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