

**LEBANON BOROUGH SEWERAGE AUTHORITY**  
**MINUTES**  
**SEPTEMBER 1<sup>st</sup>, 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 and John Saharic

Also present: Joseph Novak of Novak & Novak LLC, James Hill of Frey Engineering and Secretary Anita Weingart

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

**APPROVE JULY MINUTES**

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

**ENGINEER'S REPORT**

Mr. Hill's report is on file.

Ellie Hoffman is no longer with Frey Engineering. Kayla Kearn will eventually take her place and may be attending the next meeting.

The easement on 156 Main is cleared. Weber Sher easement is also cleared. Mr. Hill will provide 3 updated quotes for the October meeting for repairs and easement clearing. There is debris behind the Firehouse. LBSA secretary will talk to Karen about this debris.

Grease traps – LBSA Secretary all but 4 payments for 2016 grease trap inspections. Mr. Hill will begin with those who have paid. LBSA has received all reports for 2015.

LBSA secretary will send a letter to Mr. Moglia, owner of Lebanon Plaza regarding labeling the grease trap drum on the property. By law, that drum should be properly labeled as a grease trap drum.

Heat tape- Another letter to the Freeholders was mailed and emailed regarding the reimbursement LBSA is seeking for the repair we made. There has been no response.

Policy & Procedures – Mr. Novak suggested that LBSA adopt the Policy & Procedures document with the latest revisions and to make it available online. There will be 4 more appendices to be attached at a later date. Any updates going forward will have an adoption date in the footer. This was originally adopted December 2014 and revised through current date. The DRAFT version is currently posted on the LBSA website.

Mr. Burton moved and Mrs. Burton seconded the motion to adopt the Policy & Procedure document. Roll Call Vote: All Ayes: Motion Carried.

Mr. Hill pointed out that the Operation & Maintenance Manual is a separate document that must be kept on file under the state regulations. The last one on file was approved in 2007. He will have it updated and ready for the October meeting. This document does not require posting it online.

**At this time Mr. Novak suggested we go into Closed Session to discuss Personnel Issues. Mr. Burton moved and Mr. Saharic seconded the motion to go into Executive Session.**

**Mr. Burton moved and Mr. Saharic seconded the motion to close Executive Session and re-open the meeting.**

Mr. Novak presented the Frey Engineering bill for LBSA to consider regarding a road opening. The sewer line is near the mark out and monitored the work to avoid damage to the sewer line. LBSA is to consider paying the bill or passing it on to the developer. Mr. Hill discussed the reason for the bill and the work that was done for this road opening on Lynwood Drive. Mr. Burton suggested LBSA pay this bill and going forward LBSA will follow the procedure in place for all bills regarding TOC. The procedure is that all the bills regarding TOC are discussed with the LBSA before it is sent to TOC.

Mr. Burton moved and Mrs. Burton seconded the motion to have LBSA pay invoice #4980 to Frey Engineering. Roll Call Vote: All Ayes: Motion Carried.

Mr. Novak will ask the Borough Clerk, Mrs. Romano to send TOC a letter regarding the voided invoice #4980.

**EXPENDITURES**

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

<u>GENERAL ACCT:</u>			<b>JULY 2016</b>
16-104	PAYROLL ACCT	PAYROLL	\$2,303.60
16-105	RLSA	WATER TREATMENT	\$27,230.94
16-106	LEBANON BOROUGH	LEASE	\$1,300.00
16-107	JCP&L	HEAT TAPE	\$4.47
	CONSUMER		
16-108	CELLULAR	HEAT TAPE PHONE	\$13.01
16-109	LEBANON BOROUGH	DEBT SERVICE	\$2,856.59
	ONE CALL		
16-110	CONCEPTS	INV# 6075370	\$7.50
16-111	R&L DATACENTERS	PAYROLL SERVICES	\$96.50
16-112	ANITA WEINGART	MOBILE PHONE-JUL, AUG, SEPT	\$300.00
16-113	POST OFFICE	ROLL OF STAMPS	\$47.00
16-114	BUZAK LAW GROUP	6/21/16-7/20/16	\$1,960.20
	NOVAK & NOVAK		
16-115	LAW	SEPT 2016 RETAINER	\$3,400.00
16-116	NJ PRESS MEDIA	INV# 0030758355	\$164.00
16-117	FREY ENGINEERING	INV#4979	\$5,580.42
	BANK FEE	DEPOSIT SCANNER	\$75.00
<b>TOTAL</b>			<b><u>\$45,339.23</u></b>

ESCROW ACCT:

**TOTAL 0.00**

## **FINANCIAL REPORTS**

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

Updates were made 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**

Their meeting was cancelled.

## **MISCELLANEOUS**

Tax Sale is scheduled for 10/4/16. We currently have 14 properties on tax sale for sewer charges.

The heat tape phone will soon need to be upgraded because it will no longer be supported. Mr. Maglio and Mr. Hill advise on purchasing the basic flip phone option that is being offered to us. LBSA secretary will complete the process.

## **PUBLIC COMMENTS**

There were no public comments.

## **ADJOURN**

Mr. Saharic 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