

**LEBANON BOROUGH SEWERAGE AUTHORITY**  
**MINUTES**  
**OCTOBER 6<sup>TH</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, John Saharic and Greg Crawford

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

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

**APPROVE SEPTEMBER MINUTES**

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

**ENGINEER'S REPORT**

Mr. Hill's report is on file.

Grease traps – Secretary will mail follow up letters to the three food service establishments that still require their 2016 inspection. The others have paid and have been inspected. Mr. Hill's office will supply the report.

Easement Clearing - The three bids for easement clearing were discussed and on file. The bids came from J&J Landscaping, Pinebrook Landscape and Predator Tree Service. Predator Tree Service has the best price with the least amount of time quoted.

Mr. Burton moved to approve Predator Tree Service \$1,900.00. Mrs. Burton seconded the motion. Roll Call Vote: All Ayes: Motion Carried.

Heat tape- After the last letter that was sent in September, there has been no response. Mr. Cichone suggested a face to face meeting. All were in agreement.

**POLICY AND PROCEDURE**

Mr. Novak presented the final copy of the Policy & Procedures document with the latest revisions and a .pdf to make it available online. 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 and any changes going forward would be reflected in the footer and page numbers. 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 November meeting. This document does not require posting it online.

**EXPENDITURES**

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

<u>GENERAL ACCT:</u>			<b>OCTOBER 2016</b>
16-120	PAYROLL ACCT	PAYROLL	\$2,303.60
16-121	RLSA	WATER TREATMENT	\$27,230.47
16-122	LEBANON BOROUGH	LEASE	\$1,300.00
16-123	JCP&L	HEAT TAPE	\$4.66
16-124	R&L DATACENTERS	PAYROLL SERVICES	\$193.00
16-125	ONE CALL CONCEPTS	INV# 6085369	\$16.25
16-126	CONSUMER CELLULAR	ACCT: 102517191	\$13.63
16-127	MGL PRINTING	INV# 140601	\$161.00
16-128	QUILL CORPORATION	INV# 9051428	\$141.01
16-129	NOVAK & NOVAK	OCT RETAINER	\$3,400.00
16-130	BUZAK LAW GROUP	7/21/16-8/20/16	\$312.50
16-131	FREY ENGINEERING	INV# 5051	\$5,580.42
16-132	FREY ENGINEERING	INV# 5055, 5054, 5053, 5052, 4980	\$2,399.30
16-133	BANK FEE	DEPOSIT SCANNER	\$75.00
<b>TOTAL</b>			<b>\$45,130.84</b>

ESCROW ACCT:

FREY ENGINEERING	ELIZABETHTOWN GAS	INV# 4907	\$173.75
FREY ENGINEERING	ELIZABETHTOWN GAS	INV# 4730	\$474.50
		<b>TOTAL</b>	<b>\$646.25</b>

## **FINANCIAL REPORTS**

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

## **RLSA**

Their budget meeting will be held during the month of October in 2016. LBSA will discuss their budget during the November 2016 meeting.

## **MISCELLANEOUS**

Tax Sale took place on 10/4/16. We had 6 properties sold at the tax sale for sewer charges.

The heat tape phone will be installed by Tony Maglio of Maglio electric. Secretary will follow up.

## **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