

LEBANON BOROUGH SEWERAGE AUTHORITY
MINUTES
NOVEMBER 3rd, 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: Judith 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 OCTOBER MINUTES

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

ENGINEER'S REPORT

Mr. Hill's report is on file.

Easement Clearing – Predator will begin the easement clearing work.

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. January 1st, will be the date for daily late fees to begin.

Heat tape- Mr. Hill will schedule a face to face meeting with the Freeholders. Mr. Hill will check with Mr. Maglio about testing the heat tape.

Zone 2 Jet and Video – Mr. Hill proposed jet and video work to be done in Zone 2 instead of Zone 1 repairs. Mr. Hill will discuss this with Oswald, our approved contractor.

EXPENDITURES

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

GENERAL ACCT:

NOVEMBER 2016

16-134	PAYROLL ACCT	PAYROLL	\$2,303.60
16-135	RLSA	WATER TREATMENT	\$27,230.47
16-136	JCP&L	HEAT TAPE	\$9.34
16-137	LEBANON BOROUGH	LEASE	\$1,300.00
16-138	R&L DATACENTERS	PAYROLL SERVICES	\$96.50
16-139	CONSUMER CELLULAR	INV# 6085369	\$16.25
16-140	ONE CALL CONCEPTS	INV# 6095368	\$7.50
16-141	BUZAK LAW GROUP	8/21/16-9/20/16	\$1,375.00
16-142	NOVAK & NOVAK	NOV RETAINER	\$3,400.00
16-143	FREY ENGINEERING	INV# 5081	\$5,580.42
16-144	MAGLIO ELECTRIC	INV# 7177	\$227.38
16-145	BANK FEE	DEPOSIT SCANNER	\$75.00
TOTAL			\$41,621.45

ESCROW ACCT:

FREY ENGINEERING	PRESIDENTIAL PLACE	INV# 5045	\$88.75
		TOTAL	\$88.75

FINANCIAL REPORTS

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

INTRODUCE 2017 BUDGET

CLOSED SESSION: PERSONNEL ISSUES

Mr. Burton moved and Mrs. Burton seconded the motion to go into Executive Session to discuss Personnel Issues.

OPEN SESSION:

Mr. Burton moved and Mrs. Burton seconded the motion to go into Open Session. The meeting is now open to the public

Mr. Colantano introduced the budget and it was reviewed line by line. The 2017 Budget Report is on file. Salary increases were discussed in detail. The Professionals will receive a 2% increase. The Secretary/Treasurer will receive a 5% increase. We do not anticipate raising sewer payment amounts. The other line items remained the same or a slight increase. The worksheets are on file.

RESOLUTION 16-17: LATE INTRODUCTION OF 2017 BUDGET

2017 BUDGET
LATE INTRODUCTION

WHEREAS, the Lebanon Borough Sewerage Authority will introduce its 2017 Operating Budget on November 3, 2016; and

WHEREAS, the Lebanon Borough Sewerage Authority is aware that the budget is delinquent in accordance with the rules and regulations of the Division of Local government Services; and

WHEREAS, the Lebanon Borough Sewerage Authority has deemed it necessary to delay the Budget Introduction as all required information was not available for a timely introduction; and

NOW, THEREFORE, BE IT RESOLVED by the Lebanon Borough Sewerage Authority that permission is hereby requested to introduce the 2017 Operating Budget on the 3rd day of November, 2016.

RESOLUTION 16-18: INTRODUCTION OF THE 2017 BUDGET

INTRODUCTION OF THE 2017 BUDGET
Fiscal year: from January 1 to December 31, 2017

WHEREAS, the Annual Budget and Capital Budget/Program for the Sewerage Authority for the fiscal year beginning January 1, 2017 and ending December 31, 2017 has been presented for adoption before the governing body of the Lebanon Borough Sewerage Authority at its open public meeting of November 3rd, 2016: and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 745,273.00 Total Appropriations, including Accumulated Deficit if any, of \$ 745,273.00 and Total Unrestricted Net Position utilized of \$ -0-; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$0.00 and total unrestricted net position planned to be utilized as funding thereof, of \$-0-; total revenues of \$0.00

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, regulations 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 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 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 Lebanon Borough Sewerage Authority, at an open public meeting held on November 3rd, 2016 that the Annual Budget including all related Schedules and the Capital Budget/Program of the Lebanon Borough Sewerage Authority for the Fiscal year beginning January 1, 2017 and ending December 31, 2017 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, services contracts and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Lebanon Borough Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on January 5th, 2017.

Anita Weingart, Secretary

Date

GOVERNING BODY
MEMBERS

RECORDED VOTE

	AYE	NAY	ABSTAIN	ABSENT
E. CICHONE	X			
L. BURTON	X			
R. BURTON	X			
J. SAHARIC	X			
G. CRAWFORD	X			

**Mr. Burton moved and Mr. Saharic seconded the motion for Resolutions 16-17 and 16-18
Roll Call Vote: All Ayes: Motion Carried.**

RLSA

At this time, there is nothing new to report.

MISCELLANEOUS – There is nothing at this time.

PUBLIC COMMENTS

There were no public comments.

ADJOURN

Mrs. 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