

LEBANON BOROUGH SEWERAGE AUTHORITY
MINUTES
JANUARY 5TH, 2017

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: Richard Burton, John Saharic, 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 DECEMBER MINUTES

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

ENGINEER'S REPORT

Mr. Hill's report is on file.

Operations & Maintenance Manual has been updated and is in compliance with the NJ statutes.

Zone 1 & 2 repairs are partially completed, Central St. and the other one is the line on Cokesbury Rd./Alpaugh Ln. The remaining repairs should be scheduled in 2017. After he sees the December report, he will see the flows and where there are problems. Sleeves are \$2,000.00 a piece, grouting is much less expensive. Grouting must get done first before installing a sleeve according to Mr. Hill.

Easements – Mr. Hill was satisfied with Predator and proposes we put out a minimal bid for the rest of the easements this spring. Mr. Hill will bring quotes in for the February meeting. Mr. Hill plans to contact Raposo & Kaiser to remove the storage bins. It could be used by Fresh Deli 22. Mr. Hill will get quotes for more easement clearings and possibly share services with Lebanon Borough.

Quotes for emergency and routine services for 2017 will be ready for the February meeting.

After the jet & video, Mr. Hill discovered gravel in the line near the manhole by the railroad station. Mr. Hill will follow up on this.

Heat tape – The reimbursement is still pending. Mr. Hill will follow up.

EXPENDITURES

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

<u>GENERAL ACCT:</u>			JANUARY 2017
17-001	PAYROLL ACCT	PAYROLL	\$2,303.60
17-002	RLSA	WATER TREATMENT	\$26,037.75
	LEBANON		
17-003	BOROUGH	LEASE	\$1,300.00
17-004	JCP&L	HEAT TAPE	\$8.09
	R&L		
17-005	DATACENTERS	PAYROLL SERVICES	\$96.50
17-006	MGL PRINTING	INV# 143053	\$436.00
	ONE CALL		
17-007	CONCEPTS	INV# 6115370	\$16.25
	NJ ADVANCE		
17-008	MEDIA	2017 MEETING DATES	\$24.61
17-009	COURIER NEWS	2017 MEETING DATES	\$52.63
	BUZAK LAW		
17-010	GROUP	BILLING 10/21/16-11/20/16	\$562.50
	NOVAK & NOVAK		
17-011	LAW	JAN RETAINER & INV# 3856	\$5,375.20
	MAGLIO		
17-012	ELECTRIC	INV# 7329, 7301	\$1,098.81
	FREY		
17-013	ENGINEERING	INV# 5188,5189, 5190	\$11,107.36
	OSWALD		
17-014	ENTERPRISES, INC	INV# 11256, 11255	\$12,640.00
	CONSUMER		
17-015	CELLULAR	HEAT TAPE CELL PHONE	\$20.61
17-016	BANK FEE	DEPOSIT SCANNER	\$75.00
TOTAL			\$61,154.91
 <u>ESCROW ACCT:</u>			
	FREY		
ENGINEERING	LANWIN HOLDINGS	INV# 5056	\$156.25
		TOTAL	156.25

FINANCIAL REPORTS

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

RESOLUTION 17:02

WHEREAS, the New Jersey Administrative Code requires Sewerage Authorities to adopt and update Operations and Maintenance Manuals regarding the administration of its sewerage system; and

WHEREAS, such Operation and Maintenance Manuals have been previously adopted and amended, with the last revision occurring on June 7, 2007; and

WHEREAS, the Lebanon Borough Sewerage Authority, in consultation with its Engineer and Attorney, have examined and prepared revisions to the Operations and Maintenance Manual through December 31, 2016, which Manual is attached by reference and on file at the business office of the Lebanon Borough Sewerage Authority and available to the public in print copy and online.

NOW THEREFORE BE IT RESOLVED, on this 5th day of January, 2017, by the Chairman and Commissioners of the Lebanon Borough Sewerage Authority, as follows:

1. The June 7, 2007 Operations and Maintenance Manual of the Lebanon Borough Sewerage Authority is hereby readopted; and

2. The December 31, 2016 revisions of the Lebanon Borough Sewerage Authority Operations and Maintenance Manual are hereby adopted and shall amend, revise and be incorporated in the June 7, 2007 revision with a new title of “Lebanon Borough Sewerage Authority – Operations and Maintenance Manual, revised through December 31, 2016.”

3. The original copy of the December 31, 2016 revision of the Lebanon Borough Sewerage Authority Operations and Maintenance Manual shall be kept on file in the business office of the Lebanon Borough Sewerage Authority; and copies thereof shall be made available to the public upon request; and the Manual shall also be maintained on the Lebanon Borough Sewerage Authority/Borough of Lebanon website.

Mr. Burton moved and Mr. Crawford seconded the motion to adopt the Operations & Maintenance Manual. Roll Call Vote: All Ayes: Motion Carried.

RLSA

Richard Burton was re-appointed through 2020. Greg Crawford will be re-appointed to LBSA.

RESOLUTION 17:01 – BUDGET 2017

FISCAL YEAR – January 1, 2017 to December 31, 2017

WHEREAS, the Annual Budget and Capital Budget/Program for the Lebanon Borough 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 January 5, 2017; and

WHEREAS, the Annual Budget and Capital budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Capital budget as presented for adoption reflects Total Capital Appropriations of \$-0- and Total Unrestricted Net Position planned to be utilized of \$-0-; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Lebanon Borough Sewerage Authority, at an open public meeting held on January 5, 2017 and, ending, December 31, 2017 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Recorded vote – on file with LBSA and State of NJ

Mr. Saharic moved to adopt the 2017 Budget and Mr. Crawford seconded the motion. All Ayes: Motion Carried.

MISCELLANEOUS – There was a discussion regarding the grease trap inspection payments. Currently these are collected by the owners of each food establishment. For 2017 and going forward, the inspection fee will become part of the annual sewer payment. It will be billed quarterly and built into their sewer bill. Mr. Novak agrees that this is acceptable.

Mr. Colantano recommended this is added as part of the ordinance to the Rates & Connection fee. The restaurant owners who rent will have to pay their landlord. This fee will be added to the owner of the property and the owner will therefore bill the tenants. Mr. Hill recommends we also add this to the grease trap ordinance.

Mr. Hill will confirm the list we have for grease traps from the County.

Mr. Novak will mail a letter notifying the property owners with restaurants regarding the annual grease trap inspection fee that will be added to their sewer bill. Mr. Cichone suggested that a health violation be issued if the payment is not made. Mr. Novak read the fee schedule to us. If they fail to pay the sewer/fee which becomes one bill, then the property will be placed under lien. Only a re-inspection fee would become an issue of a separate check from the property owner.

Lebanon Plaza has not yet labeled their grease trap drum. Secretary will follow up for a 2nd time regarding labeling the drum according to the NJ state statute.

According to Mr. Hill, the sewer laterals have not been turned over to LBSA. As a courtesy, we flush and smoke the lines. The line came up through stowaway storage but there was an issue of acceptance to the LBSA. They should have their own operator technically.

PUBLIC COMMENTS

There were no public comments.

ADJOURN

Mr. Burton moved and Mr. Crawford 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