

LEBANON BOROUGH SEWERAGE AUTHORITY
MINUTES
MARCH 2nd, 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, Leona Burton, John Saharic, Greg Crawford

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

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

APPROVE FEBRUARY MINUTES

Mrs. Burton moved and Mr. Saharic seconded the motion to approve the February 2017 minutes. All Ayes: Motion Carried.

ENGINEER'S REPORT

Mr. Hill's report is on file.

Mr. Hill introduced Kayla Kern as his assistant with Frey Engineering.

Easement clearing quotes: Three RFPs went out. Two came back. Predator came in with the best price. Mr. Lex Saharic has a copy on behalf of the Environmental Commission and Mr. Brightly has a copy on behalf of the Borough. We are reviewing this as 3 lump sum quotes, 1 for LBSA, 1 for the Borough and 1 for the Environmental Commission due to separate budgets.

As a shared agreement with the Borough and Environmental Commission, we can approve this tonight and wait for the Borough and the Commission. After all approvals are made we may go forward with the contract.

We will be done with major easement clearing for all 3 zones in 2017. Going forward we will just have maintenance.

Mr. Cichone suggested we consider a 2 year contract in the future.

Mr. Burton moved and Mr. Crawford seconded the motion to approve the Easement Clearing contractor Predator subject to approvals by Lebanon Borough and the Environmental Commission. Roll Call Vote: All Ayes: Motion Carried.

Annual Emergency Services quotes: Five RFPs went out. We have 4 quotes back.

Mr. Hill made the following recommendations:

Russell Reid as primary then Accurate 2nd for pump truck & haulage.

Oswald as primary for jet & vacuum with Russell Reid as 2nd.

Prevailing wage is 17,500

Oswald as primary then 2nd National Water Main for jet & video.

Mr. Burton moved and Mrs. Burton seconded the motion to approve the contractors for Emergency services as stated. Roll Call Vote: All Ayes: Motion Carried.

Flow reports: Nov/Dec there were 6-8" of rain; therefore flows were higher. LBSA flows went down.

Grease Trap 2016 – Completed

Mr. Burton moved and Mr. Saharic seconded the motion to approve the Engineering report. All Ayes: Motion Carried.

EXPENDITURES

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

<u>GENERAL ACCT:</u>			MAR 2017
17-032	PAYROLL ACCT	PAYROLL	\$2,407.76
17-033	RLSA	WATER TREATMENT	\$26,037.75
17-034	LEBANON BOROUGH	LEASE	\$1,300.00
17-035	JCP&L	HEAT TAPE	\$12.58
17-036	R&L DATACENTERS	PAYROLL SERVICES	\$258.50
	ONE CALL		
17-037	CONCEPTS	INV# 7015369	\$5.00
	CONSUMER		
17-038	CELLULAR	HEAT TAPE CELL PHONE	\$20.58
17-039	BUZAL LAW GROUP	1/1/17-1/20/17	\$1,187.50
	NOVAK & NOVAK		
17-040	LAW	FEB RETAINER	\$3,468.30
17-041	ANITA WEINGART	MOBILE PHONE, JAN, FEB, MAR	\$300.00
17-042	FREY ENGINEERING	INV# 5268	\$5,580.42
17-043	QUILL	INV# 3950705	\$143.99

17-044	LEBANON BOROUGH	DEBT SERVICE	123,134.19
17-045	BANK FEE	DEPOSIT SCANNER	\$75.00
TOTAL			\$163,931.57

<u>ESCROW ACCT:</u>			
GLADSTONE EQUITIES, LLC	GLADSTONE EQUITIES, LLC	CLOSE ESCROW - ON HOLD FROM FEB	\$1,141.75
TOTAL			1,141.75

FINANCIAL REPORTS

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

RLSA

LBSA is coordinating with RLSA to schedule a tour of the facility for the LBSA members.

RESOLUTION 17-18: Gladstone Equities

On Hold

RESOLUTION 17-19 : Grease Control Amendment

WHEREAS, The New Jersey Administrative Code and the Lebanon Borough Sewerage Authority Operations and Maintenance Regulations require the annual inspection of grease traps located on commercial properties located within the Lebanon Borough Sewerage Authority sewer service area; and

WHEREAS, The Lebanon Borough Sewerage Authority has previously established a fee to partially compensate the Authority Engineer for the annual grease trap inspections.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Commissioners of the Lebanon Borough Sewerage Authority, on this 2nd day of March 2017, as follows:

1. The Policy, Procedures, and Rules & Regulations of the Lebanon Borough Sewerage Authority shall be amended to provide as follows:

Section V. Food Related Grease Control, Subsection 9. Maintenance and Operations, subparagraph 10.E. shall be amended to add ----- “The inspection fee shall be included in the annual sewer service fee bill to the owner of the property, and payable in quarterly installments with the regular quarterly, sewer service charge.”

2. All other provisions shall remain unaltered and in effect.

LEBANON BOROUGH SEWERAGE AUTHORITY

Mr. Burton moved and Mrs. Burton seconded the motion to adopt Resolution 17-19. Roll Call Vote: All Ayes: Motion Carried.

MISCELLANEOUS – Grease trap letters to business owners. The letter will be revised by Mr. Novak. Discussion of the process took place. This will be mailed out to all business owners who have grease traps on their properties by LBSA.

PUBLIC COMMENTS

There were no public comments.

CLOSED SESSION: Contractual Issues

Mr. Burton moved, Mr. Saharic seconded the motion to enter into Closed Session. All Ayes: Motion Carried.

CLOSE EXECUTIVE SESSION: NOW IN PUBLIC SESSION

Mr. Burton moved, Mrs. Burton seconded the motion to enter into Public Session. All Ayes: Motion Carried.

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