

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

Also present: Joseph Novak, 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 JUNE MINUTES**

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

**ENGINEER'S REPORT**

Mr. Hill's report is on file.

Monthly flow reports will be provided as they are available.

Grease trap inspections will begin by 7/7/17.

Brunswick Ave project is complete.

Jet and video 2017 – This will be considered for Zone III and checking grouting repairs from 2016 if the budget allows.

Sewer repairs 2017 – Limited funds will remain after jet and video of zone III take place.

**EXPENDITURES**

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

GENERAL ACCT:

**JUL 2017**

17-081	PAYROLL ACCT	PAYROLL	\$2,534.33
17-082	RLSA LEBANON	WATER TREATMENT	\$28,582.30
17-083	BOROUGH	LEASE	\$1,300.00
17-084	JCP&L ONE CALL	HEAT TAPE	\$5.77
17-085	CONCEPTS NOVAK & NOVAK	INV# 7055372	\$7.50
17-086	LAW QUILL	JULY RETAINER	\$3,468.30
17-087	CORPORATION	INV# 7009616	\$181.70
17-088	BKC BUZAK LAW	INV# 209379	\$32,310.00
17-089	GROUP R&L	4/21/17-5/20/17	\$250.00
17-090	DATACENTERS NJ ADVANCE	PAYROLL SERVICES	96.50
17-091	MEDIA	INV# S2609801000	111.46
17-092	COURIER NEWS CONSUMER	AD# 000220100	149.38
17-093	CELLULAR ROBERT WALKER	HEAT TAPE PHONE	20.60
17-094	PLUMBING FREY	INV# 53676	392.60
17-095	ENGINEERING	INV#5416, 5380 NOTARY RENEWAL, QUICKBOOKS	10,725.83
17-096	ANITA WEINGART BANK FEE	REIMBURSE DEPOSIT SCANNER	243.68 75.00
<b>TOTAL</b>			<b>\$80,454.95</b>

ESCROW ACCT:

**TOTAL \$0.00**

**FINANCIAL REPORTS**

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

## **RLSA**

RLSA was awarded a contract for a new well. Their Audit Review went well.

## **RESOLUTION 17-24**

### **AUDIT RECOMMENDATIONS** **Corrective Action Plan - 2016**

**WHEREAS**, The 2016 audit report of the Lebanon Borough Sewerage Authority found an overall lack of segregation of duties in the accounting control process and recommended a Correction Action Plan be undertaken; and

**WHEREAS**, The Lebanon Borough Sewerage Authority implemented a Corrective Action Plan which outlines the actions to be taken to correct the audit findings in accordance with Federal and State requirements; and

**WHEREAS**, a copy of the plan was placed on file and is available to the public for inspection in the office of the Lebanon Borough Sewerage Authority.

**NOW, THEREFORE, BE IT RESOLVED** by the Chairman and Commissioners of the Lebanon Borough Sewerage Authority, on this 6<sup>th</sup> day of July 2017, that as a result of the prior audit recommendations, the Authority has taken steps and has implemented compensating controls, and continues to consider risk assessments as it relates to the financial reporting process; and

**BE IT FURTHER RESOLVED**, that the responsible staff person, is the secretary/treasurer of the Authority, under the guidance and direction of the Authority Commissioners; and

**BE IT FURTHER RESOLVED**, that there is no completion date, as such compensating controls and risk assessment shall continue on an on-going basis.

LEBANON BOROUGH SEWERAGE AUTHORITY

**Mr. Burton moved and Mr. Saharic seconded the motion to adopt Resolution 17-24. Roll Call Vote: All Ayes: Motion Carried.**

Mr. Colantano recommended that checks for Frey Engineering be separated for the monthly retainer and special projects. Mr. Colantano will make suggestions in the near future for having a CFO or someone else look into checking the reconciliations quarterly. This would be to remove the item from the audit that states “lack of segregation of duties”.

**REVISED SEWER SERVICE AGREEMENTS**

LBSA Secretary will mail the revised Sewer Service contract to Marden Realty.  
Mr. Novak mailed a revised contract to Gladstone Equities.

**RESOLUTION 17-23**

**MOVE OPERATING ESCROW AMOUNT FROM BANK OF AMERICA TO LBSA MONEY MARKET ACCOUNT**

WHEREAS, the developer as listed below is no longer in service and unable to reach, the balance remaining in the Escrow Operating Account from BOA will be moved to the LBSA Money Market account until further notice from Bank of America; and

WHEREAS, until it is finalized that our Attorney nor our Engineer anticipate further invoices for the following escrow accounts;

NOW, THEREFORE, BE IT RESOLVED that the Lebanon Borough Sewerage Authority does hereby authorize moving the funds from the following escrow operating account:

ACCT #	NAME	BALANCE
7200015796	Escrow operating account	\$418.66

LEBANON BOROUGH SEWERAGE AUTHORITY

**Mr. Burton moved and Mr. Saharic seconded the motion to adopt Resolution 17-23. Roll Call Vote: All Ayes: Motion Carried.**

**MISCELLANEOUS** – Block 3, Lots 27 & 28, property owner Roecar, LLC, Rosemarie Renda has requested an Informal Meeting with LBSA. This will take place in August.

**CLOSED EXECUTIVE SESSION: LITIGATION**

**Mr. Burton moved and Mr. Saharic seconded the motion to enter into closed session.**

**EXECUTIVE SESSION CLOSED: OPEN PUBLIC MEETING**

**Mr. Burton moved and Mr. Saharic seconded the motion to open the meeting.**

**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