

LEBANON BOROUGH SEWERAGE AUTHORITY
MINUTES
AUGUST 3RD, 2017

The meeting of the LEBANON BOROUGH SEWERAGE AUTHORITY was called to order by Vice Chairman, Richard Burton 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, Kayla Kern of Frey Engineering and Secretary Anita Weingart

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

APPROVE JULY MINUTES

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

ROSEMARIE RENDA – Block 3, Lots 27 & 28 Informal Application

The Informal Application is on file with LBSA. The discussion included options available to Ms. Renda with regard to selling this property. A small portion of this property is in Lebanon Borough. The majority of it is in Clinton Township. Ms. Renda applied for sewer service on the piece of land in Lebanon Borough.

Mr. Hill and Mr. Novak provided the following options for her to consider (in no particular order):

1. Attempt to connect to Presidential Place however; Presidential Place would need to agree to that. There would also be capacity concerns. Presidential Place may decide to impose a surcharge to Ms. Renda.
2. Use a current line; however that would entail running that line 800' resulting in high costs.
3. Change the property line with Clinton Township. LBSA would need to consider how that would affect our COAH obligations and capacity.
4. Re-zone the property for residential. That would allow for the septic that the Highlands would approve only if it is residential.
5. Ask NY Life if they can connect to their line. That could result in fees from NY Life.

Ms. Renda will email Mr. Hill the response received from the Highlands.

ENGINEER'S REPORT

Mr. Hill's report is on file.

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

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

Inspection of the main line should take place. This falls under the responsibility of RLSA. Mr. Burton will follow up with RLSA to complete this repair.

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

EXPENDITURES

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

<u>GENERAL ACCT:</u>			AUG 2017
17-094	PAYROLL ACCT	PAYROLL	\$2,534.33
17-095	RLSA	WATER TREATMENT	\$28,582.30
	LEBANON		
17-096	BOROUGH	LEASE	\$1,300.00
17-097	JCP&L	HEAT TAPE	\$5.16
	ONE CALL		
17-098	CONCEPTS	INV# 7065372	\$15.00
	NOVAK &		
17-099	NOVAK LAW	AUG RETAINER	\$3,468.30
	CONSUMER		
17-100	CELLULAR	HEAT TAPE PHONE	\$20.59
17-101	ALPAHDOG	INV# 23707	\$600.00
	R&L		
17-102	DATACENTERS	PAYROLL SERVICES	\$193.00
	FREY		
17-103	ENGINEERING	INV# 5478	5,692.08
		DEPT OF LABOR & WORKFORCE	
17-106	STATE OF NJ	DEVELOPMENT	11.74
	BANK FEE	DEPOSIT SCANNER	75.00
TOTAL			<u>\$42,497.50</u>

ESCROW ACCT:

PIVITOL	FREY		
GLADSTONE	ENGINEERING	INV# 5480	\$125.00
EQUITIES	FREY		
	ENGINEERING	INV# 5481	\$31.25
		TOTAL	\$156.25

PURCHASE ORDERS TO REVIEW:

Frey Engineering submitted to bills for review. One is approved for payment in August. The other one will be included in the monthly retainer instead of paid as a separate bill.

FINANCIAL REPORTS

Mr. Burton moved and Mr. Saharic seconded the motion to acknowledge the July reports.

Roll Call Vote: All Ayes: Motion Carried.

RESOLUTION 17-26 AUDIT RECOMMENDATIONS

Corrective Action Plan - 2016

WHEREAS, the 2016 Audit was prepared and presented to the Lebanon Borough Sewerage Authority, a component unit of the Borough of Lebanon, County of Hunterdon, and

WHEREAS, A Corrective Action Plan has been submitted to the Lebanon Borough Sewerage Authority covering all the findings and recommendations in the audit report in accordance with Federal and State requirements,

NOW THEREFORE BE IT RESOLVED, that the Lebanon Borough Sewerage Authority in the Borough of Lebanon, County of Hunterdon, approves the Corrective Action Plan for the 2016 Audit.

CERTIFICATION

I, Edward Cichone, Chairperson of the Lebanon Borough Sewerage Authority, County of Hunterdon, do hereby certify that the foregoing Resolution was duly adopted by the Members of Lebanon Borough Sewerage Authority, County of Hunterdon, at its meeting held on the ___th day of _____, 2017

**Corrective Action Plan
December 31, 2016**

Lebanon Borough Sewerage Authority
Hunterdon County, New Jersey

Finding # 2016-01	There is an overall lack of segregation of duties in the accounting control processes.
Recommendation	Procedures should be implemented to reduce the risk of errors occurring and going undetected.
Corrective Action	The Authority will take the necessary steps to implement compensating controls and continues to consider risk assessment as it relates to the likelihood of misstatement of financial statement amounts due to error or fraud.
Finding # 2016-02	Bank reconciliations were not prepared accurately.
Recommendation	A bookkeeping system should be implemented by the Authority to give the ability to maintain accurate bank reconciliations and supporting registers.
Corrective Action	The Authority will take the necessary steps to implement an accounting software to ensure accurate bank reconciliations and supporting registers.

RLSA

There is nothing to report.

MARDEN REALTY

The revised sewer service agreement was signed and returned by Marden Realty. Upon Chairman's signature and mailing back a copy to Marden, the total number of units will be increased to the agreed upon amount. The billing will be updated and mailed to Marden.

GLADSTONE EQUITIES

Mr. Novak mailed them a revised contract and letter dated 7/5/17. We have not received a response. LBSA Secretary will follow up with them.

EXECUTIVE SESSION: Capacity report request

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

CLOSE EXECUTIVE SESSION: Open to resume Public Meeting

Mr. Saharic moved and Mrs. Burton seconded the motion to open the session and resume public meeting. All Ayes: Motion Carried.

MISCELLANEOUS – Tax sale date is 10/13/17.

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