

LEBANON BOROUGH SEWERAGE AUTHORITY
MINUTES
NOVEMBER 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, Edward Cichone

Also present: Joseph Novak, 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 OCTOBER MINUTES

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

PUBLIC COMMENTS - There were no public comments.

ENGINEER'S REPORT

Mr. Hill's report is on file.

A draft of the 2018 Budget for Engineering work was proposed to LBSA.

Annual Contract for Sewer Maintenance and Emergency Response for Jet, Video, and Tankage – Mr. Hill will prepare a draft of proposed work for the December meeting. The Borough Engineer requested we include some work items for the Borough. Mr. Hill plans to meet with him to discuss this.

Mr. Craig an interested buyer for the Dollhouse Factory called Mr. Hill to discuss possibility of 2 apartments in the building.

The RLSA easements are cleared.

Jet & Video – Zone 3 is completed. There were no major leaks or problems reported.

I&I – Work continues with tracking flows. If Mr. Hill can get point data from RLSA during a storm, he can make a clearer determination. Metering would be the best way to determine where flow issues are. Mr. Hill and Mr. Cichone will meet with RLSA for further discussion.

O&M – Mr. Hill is in the process of streamlining inspections and reports on the manholes. When mark-outs are done, they are taking pictures of the locations and addresses to update the lateral location sheets. This will be filed with LBSA and will be used if a homeowner has a question about their service location.

Mrs. Burton moved and Mr. Burton seconded the motion to accept Mr. Hill’s report. All Ayes: Motion Carried.

EXPENDITURES

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

<u>GENERAL ACCT:</u>			NOV 2017
17-130	PAYROLL ACCT	PAYROLL	\$2,534.33
17-131	RLSA	WATER TREATMENT	\$28,582.30
17-132	JCP&L	HEAT TAPE	\$5.27
	LEBANON		
17-133	BOROUGH	LEASE	\$1,300.00
	LEBANON		
17-134	BOROUGH	REIMBURSE FOR NOVAK GET WELL	\$50.00
	R&L		
17-135	DATA CENTERS	PAYROLL SERVICES	\$96.50
	ONE CALL		
17-136	CONCEPTS	INV# 7095373	\$7.50
	CONSUMER		
17-137	CELLULAR	HEAT TAPE PHONE	\$20.62
	QUILL		
17-138	CORPORATION	INV# 1787237	\$267.74
	NOVAK &		
17-139	NOVAK	SEPT RETAINER	3,468.30
	OSWALD		
17-140	ENTERPRISES	INV# 11599	\$9,992.34
17-141	USA BLUEBOOK	INV# 397924	\$74.22
	FREY		
17-142	ENGINEERING	INV# 5586 - SPECIAL PROJECTS	5305.48
	FREY		
17-143	ENGINEERING	INV# 5585	5,692.08

	BANK FEE	SCANNER	75.00
TOTAL			<u>\$57,471.68</u>

ESCROW ACCT:

TOTAL	\$0.00
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FINANCIAL REPORTS and BANK RECONCILIATION JAN-SEPT 2017

Mr. Burton moved and Mrs. Burton seconded the motion to acknowledge the November reports and the bank reconciliation reports from Jan – Sept 2017.
Roll Call Vote: All Ayes: Motion Carried.

RLSA

Mr. Burton and Mr. Cichone will discuss flows with RLSA. Repairs are still needed on the RLSA line. A discussion about our flows being less than 20% and the possibility that RLSA should pay more based on LBSA using less took place. LBSA secretary will send the latest RLSA agreement to Mr. Novak.

RESOLUTION 17-27: 2018 BUDGET LATE INTRODUCTION

WHEREAS, the Lebanon Borough Sewerage Authority will introduce its 2018 Operating Budget on November 2, 2017; 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 2018 Operating Budget on the 2nd day of November, 2017.

Mrs. Burton moved and Mr. Burton seconded the motion to adopt Resolution 17-27. Roll Call Vote: All Ayes: Motion Carried.

RESOLUTION 17-28: INTRODUCTION OF THE 2018 BUDGET

Fiscal year: from January 1 to December 31, 2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Sewerage Authority for the fiscal year beginning January 1, 2018 and ending December 31, 2018 has been presented for adoption before the governing body of the Lebanon Borough Sewerage Authority at its open public meeting of November 2nd, 2017; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$649,210.00 Total Appropriations, including Accumulated Deficit if any, of \$ _____ 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 2nd, 2017 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, 2018 and ending December 31, 2018 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 4th, 2018.

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

A detailed discussion took place for each line item. Mr. Colantano proposed a rate increase for 2018 for sewer service to \$446.00 annually. This will be discussed and adopted along with the connection fee in the February meeting.

Mrs. Burton moved and Mr. Burton seconded the motion to adopt Resolution 17-28. Roll Call Vote: All Ayes: Motion Carried.

CLOSED SESSION: SALARIES

LBSA Engineer, Attorney, Auditor and Secretary were excused from this session.

Mr. Burton moved and Mrs. Burton seconded the motion to go into Executive closed session. All Ayes: Motion Carried.

OPEN CLOSED EXECUTIVE SESSION:

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

GLADSTONE EQUITIES

A letter from Gladstone Equities attorney stated they are still interested in the capacity and would like to meet with Mr. Cichone and Mr. Novak. Mr. Cichone and Mr. Novak are planning to meet with Gladstone Equities to discuss the capacity issue. They will report back to LBSA after they meet.

NITZER AVE:

Mr. Novak presented a 4th draft of the proposed Resolution memorializing classes of users and establishing Class C costs. A public hearing will be held on 12/7/17 to establish Class C costs and memorialize classes of users.

MISCELLANEOUS – Mr. Cichone plans to attend the League of Municipalities and the Association of Environmental Authority.

ADJOURN

Mrs. Burton moved and Mrs. Burton 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