

**LEBANON BOROUGH SEWERAGE AUTHORITY**  
**MINUTES**  
**FEBRUARY 1<sup>st</sup>, 2018**

The meeting of the LEBANON BOROUGH SEWERAGE AUTHORITY was called to order by Attorney, Joseph Novak 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:** Edward Cichone, Richard Burton, John Saharic, Greg Crawford, Leona Burton

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.

**REORGANIZATION**

**OATH OF OFFICE: John Saharic**

Mr. Saharic has been nominated by Council to serve a 5 year term with LBSA. Mr. Novak administered the Oath of Office to John Saharic of 16 Chestnut Place. Mr. Saharic's term as an LBSA member will expire 2/1/2023. **ALL AYES: MOTION CARRIED**

**NOMINATION OF CHAIRMAN:**

Mr. Burton moved and Mr. Crawford seconded the motion to nominate Edward Cichone as Chairman of LBSA for 2018. There being no further nominations, ALL AYES: MOTION CARRIED

The meeting was then turned over to Mr. Cichone, Chairman of LBSA

**NOMINATION OF VICE CHAIRMAN:**

Mr. Saharic moved and Mr. Crawford seconded the motion to nominate Richard Burton as Vice Chairman of LBSA for 2018. There being no further nominations, ALL AYES: MOTION CARRIED

**APPOINTMENT OF SECRETARY/TREASURER:**

Mr. Burton moved and Mrs. Burton seconded the motion to appoint Anita Weingart as Secretary/Treasurer for LBSA for 2018. **Roll Call Vote: All Ayes: Motion Carried.**

**APPOINTMENT OF Professional Engineer, Attorney and Auditor (subject to review and approval of contracts):**

Mr. Burton moved and Mr. Saharic seconded the motion to appoint Novak & Novak Law Office with Joseph Novak, Frey Engineering, LLC with James Hill and Bedard, Kurowicki & Co with William Colantano. **Roll Call Vote: All Ayes: Motion Carried.**

**RESOLUTIONS 18-01, 17-05 through 18-11**

Mr. Burton moved and Mr. Crawford seconded the motion to adopt the following Resolutions: 18-01, 17-05 through 18-11. **Roll Call Vote: All Ayes: Motion Carried.**

**RESOLUTION 18-01: BUDGET 2018**

# 2018 ADOPTED BUDGET RESOLUTION 18-01

## Lebanon Borough Sewerage Authority

FISCAL YEAR: FROM: January 1, 2018 TO: December 31, 2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Lebanon Borough 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 February 1, 2018; 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 Annual Budget as introduced reflects Total Revenues of \$ 649,210, Total Appropriations, including any Accumulated Deficit if any, of \$ 649,210 and Total Unrestricted Net Position utilized of -\$0-; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$0 and Total Unrestricted Net Position planned to be utilized as funding thereof, of -\$0-; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Lebanon Borough Sewerage Authority, at an open public meeting held on February 1, 2018 that the Annual Budget and Capital Budget/Program of the Lebanon Borough Sewerage Authority for the fiscal year beginning, January 1, 2018 and, ending, December 31, 2018 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.

  
\_\_\_\_\_  
(Secretary's Signature)

2-1-18  
(Date)

Governing Body Member	Recorded Vote			
	Aye	Nay	Abstain	Absent
Edward Cichone	X			
Richard Burton	X			
Leona Burton	X			
John Saharic	X			
Gregory Crawford	X			

## **RESOLUTION 18-02: “NON-FAIR AND OPEN” – PROFESSIONALS**

WHEREAS, on January 1, 2006, the “New Jersey Local Unity Pay-To-Play” Law, *N.J.S.A.* 19:44A-20.4 et. Seq. became effective; and

WHEREAS, the Lebanon Borough Sewerage Authority has a need to award certain professional contracts for services required by the Authority in calendar year 2018; and

WHEREAS, the Pay-to-Play Law permits such services to be acquired through two processes, including the “non-fair and open” process as defined in *N.J.S.A.* 19:44a-20.7 on those contracts where it is anticipated that the total cost will exceed \$17,500.00; and

WHEREAS, the public good and interest of the citizens of the Borough of Lebanon will be best served by the “non-fair and open” process to secure experienced professional services, rather than the “fair and open” process of awarding a contract to the lowest bidder; and

WHEREAS, each professional will be required to first complete and submit a Business Entity Disclosure Certification.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Commissioners of the Lebanon Borough Sewerage Authority, as follows:

1. The following professional 2018 contracts shall be awarded under the “non-fair and open” process:
  - Authority Auditor
  - Authority Engineer
  - Authority Attorney
  - Authority Insurance Agent
  - Special Counsel for Garner Litigation
2. The said professional, prior to securing such contract, shall execute and file with the Secretary of the LBSA, a 2018 Business Entity Disclosure Certification pursuant to *N.J.S.A.* 19:44A-20.8.

## **RESOLUTION 18-03: ALPHADOG WEBSITE MANAGEMENT**

WHEREAS, a need has arisen to maximize Lebanon Borough Sewerage Authority’s ability to be in compliance with the State of New Jersey’s regulations in all departments for website management. AlphaDog will be utilized to maintain and create the Borough website for public notification of road projects, recreation projects, record retention, education needs and include Lebanon Borough Sewerage Authority’s administration tasks; and

NOW THEREFORE, BE IT RESOLVED by the Lebanon Borough Sewerage Authority with regard to obtaining website management, the Administrator recommends engagement of AlphaDog to perform specific website services and associated services with a \$750.00 for a yearly maintenance fee

sum not-to-exceed \$1,800.00 has been approved to be paid to the Borough of Lebanon or directly billed from AlphaDog. This will be billed \$150.00 monthly or quarterly. The contract is on file from 2016 for details.

#### **RESOLUTION 18-04: AWARD OF NON-FAIR & OPEN PROFESSIONAL SERVICES (INSURANCE) FOR THE YEAR 2018**

WHEREAS, the Lebanon Borough Sewerage Authority has a need to retain certain professionals to provide various consulting services and it has been resolved to retain such services on a non-fair and open contract basis pursuant to the provisions of *N.J.S.A. 19-44A-20.5*; and

WHEREAS, the term of the professional contracts shall be one (1) year, commencing on January 1, 2018 and terminating on December 31, 2018; and

WHEREAS, the Lebanon Borough Sewerage Authority Secretary has determined and certified in writing that the value of each of these professional services may, in the aggregate, exceed \$17,500.00; and

WHEREAS, each professional will be required to complete and submit a Business Entity Disclosure Certification which will certify that the said professional consultant and their firm have not made any reportable contributions to a political or candidate committee in the previous year, and that their contract will prohibit the said professional consultant and their firm from making any reportable contributions through the term of the contract.

NOW, THEREFORE, BE IT RESOLVED by the Chairman and Commissioners of the Lebanon Borough Sewerage Authority, on this 1<sup>ST</sup> day, of February, 2018, as follows:

1. The following professionals are hereby retained by the Lebanon Borough Sewerage Authority for the period of time commencing on January 1, 2018 through December 31, 2018 on a non-fair and open basis.
  - Public Entity Advocates – Insurance Agent
2. The Business Entity Disclosure Certification to be executed by each professional and the Secretary's Determination of Value shall be placed on file with this Resolution.
3. Each Contract is awarded without competitive bidding and the Chairman and Authority Secretary are authorized to execute Contracts for these professional services, and which Contracts are subject to review and approval by the Authority Attorney.

#### **RESOLUTION 18-05: WAIVER OF LATE FEES**

WHEREAS, on occasion sewer users request a waiver of interest on past due accounts; and

WHEREAS, there are occasions when such requests have merit;

NOW, THEREFORE, BE IT RESOLVED, that the Lebanon Borough Sewerage Authority Secretary/Treasurer, is hereby given the authority to waive up to Fifty Dollars (\$50.00) in interest on past due accounts if she determines that the circumstances warrant a waiver.

#### **RESOLUTION 18-06: PAYMENT OF INVOICES IF MEETING CANCELLED**

WHEREAS, in the absence of a regular meeting of the Lebanon Borough Sewerage Authority, which was required to be cancelled; and

WHEREAS, invoices for the operating expenses which would normally be approved for payment at said meeting should be paid in a prompt manner;

NOW, THEREFORE, BE IT RESOLVED that the Chairman and or Vice/Chairman and/or Secretary/Treasurer be authorized to approve said invoices and issue checks in payment thereof; and

BE IT FURTHER RESOLVED that a listing of said invoices be submitted to the full membership for ratification at the next regularly scheduled meeting of the Authority.

#### **RESOLUTION 18-07: AUTHORIZING THE INVESTMENT OF IDLE FUNDS AND FUND TRANSFERS**

WHEREAS, it is desirable that idle funds of the Lebanon Borough Sewerage Authority (LBSA) be invested in legal investment vehicles at all times; and

WHEREAS, it is occasionally necessary to transfer funds for the purpose of meeting current Authority expenses or for the purpose of effecting investment;

NOW, THEREFORE, BE IT RESOLVED by the Lebanon Borough Sewerage Authority in the County of Hunterdon and State of New Jersey, that it does hereby authorize the Secretary/Treasurer to request bids and to place orders for the investment of idle funds solely in legal authorized investment vehicles during the year 2018; and

BE IT, FURTHER RESOLVED that the Secretary/Treasurer is hereby authorized to transfer funds solely for the purposes and subject to all pertinent regulations.

1. To or from LBSA checking or savings accounts to other LBSA accounts
2. To or from LBSA checking or savings accounts to or from specified banks or the State of New Jersey Cash Management Fund solely for the purpose of investing for the account of the LBSA.

**RESOLUTION 18-08: DESIGNATING REGULAR MEETING PLACE AND DATES,  
AND OFFICIAL NEWSPAPERS**

WHEREAS, the Open Public Meetings Act requires that notice of meetings for the year be sent to a local newspaper for information purposes. Any changes in meeting dates, times or place shall be sent to the official newspaper at least 48 hours in advance of all such meetings.

NOW, THEREFORE, BE IT RESOLVED by the Lebanon Borough Sewerage Authority that:

1. The Lebanon Borough Sewerage Authority hereby adopts the first Thursday of each month as its regular meeting date, to be held at 7:30 PM, at the Boro Hall, 6 High Street, Lebanon NJ.
2. The Authority hereby designates the Hunterdon County Democrat as the official newspaper, with the Courier News and Hunterdon Review as alternate/additional official newspapers.

**RESOLUTION 18-09: PURCHASES UNDER \$1,000.00**

WHEREAS, there regularly needs to be purchased office equipment or supplies:

NOW, THEREFORE, BE IT RESOLVED that Lebanon Borough Sewerage Authority personnel are authorized to purchase such equipment or supplies without prior Board approval for any item under \$1,000.00; and said purchases are to be confirmed at the next regular meeting of the Authority.

**RESOLUTION 18-10: BANK DEPOSITORIES**

WHEREAS, it is desirable that idle funds of the Lebanon Borough Sewerage Authority be invested in legal vehicles at all times:

NOW, THEREFORE, BE IT RESOLVED by the Lebanon Borough Sewerage Authority in the County of Hunterdon, State of New Jersey that it does hereby approve the following depositories, contingent upon the bank being covered by the Government Unit Deposit Protection Act (GUDPA).

TD BANK  
UNITY BANK  
REGAL BANK  
PEAPACK & GLADSTONE BANK  
PNC BANK  
INVESTORS SAVING BANK  
NJ CASH MANAGEMENT FUND

## **RESOLUTION 18-11: PUBLIC AGENCY COMPLIANCE OFFICER**

WHEREAS, it is required by State Law that no public contract can be awarded until the prospective contractor has agreed to contract performance which complies with the approved Affirmative Action Plan; and

Whereas, the Lebanon Borough Sewerage Authority is required to annually designate a Public Agency Compliance Officer (PACO):

NOW, THEREFORE, BE IT RESOLVED that the Lebanon Borough Sewerage Authority does hereby designate Anita Weingart as Public Agency Compliance Officer for the year 2018.

### **REGULAR MEETING**

#### **APPROVE DECEMBER MINUTES – (Jan meeting was cancelled)**

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

#### **PUBLIC COMMENTS**

There were no public comments.

## **RESOLUTION 18-12: 2018 SERVICE CHARGES AND CONNECTION FEES**

### **OPEN TO THE PUBLIC:**

WHEREAS, NJSA.40:14A-8 authorizes the Lebanon Borough Sewerage Authority (hereinafter “LBSA”) to charge and collect rents, rates, fees or other charges (hereinafter “service charges”) for the direct or indirect connection with, or the use or services of, the LBSA system; and

WHEREAS, such service charges may be charged to and collected from any person contracting for such connection or use or service of from the owner or occupant, or both of them, of any property which directly or indirectly is, or has been connected with the system, or from or on which originates, or has original sewage or other waste which directly or indirectly have entered or may enter the LBSA system, and the owner of any such property shall be liable and shall pay such service charges to the LBSA at the time and place as established by the Authority; and

WHEREAS, in addition to such periodic service charges, a separate charge in the nature of a connection fee or tapping fee, in respect to each connection of any property with the LBSA system may be imposed upon the owner or occupant of property so connected, and which charges shall be uniform and equivalent to the actual cost of physical connection, plus an amount computed to represent a fair payment toward the cost of the system, which amount shall be sufficient to pay all expenses of the

construction, operation and maintenance of the LBSA system, including reserves, insurance, extensions and replacements as from time to time may be necessary; and

WHEREAS. The members of the LBSA, in consultation with their Auditor, Engineer and Attorney have reviewed the LBSA records of the Authority and recomputed such service charges and connection fees to be applicable for the **2018** fiscal year of the Authority as more particularly is set forth in the attached “**2018** Schedule of Service and Other Charges”; and

WHEREAS, the Secretary of the LBSA has arranged for publication of notice of the proposed adjustment of service charges and other charges in at least two (2) newspapers of general circulation in the area serviced by the Authority, the said public hearing on 1<sup>st</sup> of February, 2018 and a copy of such notice and the proposed “**2018** Schedule of Service and Other Charges” was served upon the Clerk of the Borough of Lebanon.

NOW, THEREFORE, BE IT RESOLVED, on this 1<sup>st</sup> day February, **2018** by the Chairman and members of the Lebanon Borough Sewerage Authority as follows:

1. The LBSA has conducted a public hearing and with the assistance of the Authority Auditor and Engineer, provided evidence at the public hearing showing that the proposed adjustment of the service charges and other charges is necessary and reasonable; and providing those persons in attendance at the public hearing with an opportunity for questions and statements for the consideration of the LBSA; and a copy of the minutes of such public hearings are available upon request to any interested party.
2. Based upon the foregoing, the Lebanon Borough Sewerage Authority hereby adopts the “**2018** Schedule of Service and Other Charges” to be paid for services and for sewer service or use charges and connection fees for the fiscal year **2018** of the Authority commencing as of January 1st, **2018** through December 31<sup>st</sup>, **2018**.
3. A true copy of the “**2018** Schedule of Service and Other Charges” shall be kept on file at the office of the LBSA and shall be available for public inspection during normal business hours of the Authority.

### **2018 SCHEDULE OF SERVICE CHARGES**

The following Schedule of Service and Other Charges and Fees is hereby established for users of the Lebanon Borough Sewerage Authority system for the fiscal year **2018**:

These charges have been determined to be necessary in order to pay all expenses of the operation and maintenance of the Lebanon Borough Sewerage Authority system, including reserves, insurance, extensions, replacements, as well as principal and interest on any and all debt services and to maintain such reserves of sinking funds therefore as may be deemed necessary or desirable by the Lebanon Borough Sewerage Authority.

#### **SEWER SERVICE OR USE CHARGE**

The annual Sewer Service or Use Charge shall be **\$446.00** per unit of measurement, payable in equal quarterly installments by March 30<sup>th</sup>, June 30<sup>th</sup>,

September 30<sup>th</sup> and December 30<sup>th</sup> of each year, and in accordance with the Resolution of this Authority establishing the units of measurement on various types of uses being serviced or allocated by the Sewerage Authority.

#### **CONNECTION FEE**

A one-time Connection Fee shall be paid by those persons making application for connection to and receiving approval by the Lebanon Borough Sewerage Authority of an allocation of sewerage capacity during the fiscal year **2018**. The amount of the Connection Fee shall be **\$3,123.16** per unit as defined in the Unit of Measurement Resolution #10-2004 previously adopted by the LBSA. Thereafter, in addition to the Connection Fee the approved party shall commence paying the annual Sewer Service Charge beginning with the quarter next following execution of the Contribution, Allocation and Service Agreement with the user.

#### **GREASE TRAP INSPECTION FEE**

An Annual Fee of \$50.00 per applicable business use on a property will be added to the properties' annual sewer service payment; and payable in quarterly installments by the property owner. The Annual Grease Trap Inspection is mandatory and reference can be made to the LBSA Operations & Maintenance Manual and the Policy & Procedure Manual.

Adopted at the meeting of \_\_\_\_\_

Mr. Colantano led the discussion regarding our increase with RLSA. We increased based on 22.5%. We have an assured minimum of 20%.

**Mr. Burton moved and Mrs. Burton seconded the motion to adopt Resolution 18-12: Rates & Connection Fees. Roll Call Vote: All Ayes: Motion Carried.**

**OPEN PUBLIC HEARING CLOSED: Mr. Burton moved and Mr. Saharic seconded the motion to close the public hearing for the 2018 Rates & Connection fees.**

**RESOLUTION 18-13: CONTRACTS REVIEWED AND APPROVED, CLOSED SESSION NOT NEEDED**

**Mr. Burton moved and Mr. Saharic seconded the motion approving the Professional Contracts in the amounts agreed upon. Roll Call Vote: All Ayes: Motion Carried.**

**RESOLUTION 18-14: SALARY SCHEDULE**

The following salary schedule is hereby approved for the year 2018.

Anita Weingart, Secretary/Treasurer	\$ 27,520.00
& Mobile Phone allowance	\$ 1,200.00

**Mr. Burton moved and Mr. Saharic seconded the motion to adopt Resolution 18-14. Roll Call Vote: All Ayes: Motion Carried.**

**RESOLUTION 18-15: AUTHORIZING SETTLEMENT - GARNER**

**LEBANON BOROUGH SEWERAGE AUTHORITY  
RESOLUTION NO. 18-15**

**WHEREAS**, on or about July 7, 2014 Peter Garner and Dana Garner (“Garner”) filed litigation against the Lebanon Borough Sewerage Authority (“LBSA” or “Authority) captioned Peter Garner and Dana Garner, Plaintiffs vs. Lebanon Borough Sewerage Authority, Defendants, Docket No. HNT-L-321-14 in the Superior Court of New Jersey, Law Division, Hunterdon County (the “Litigation”); and

**WHEREAS**, the Litigation proceeded through the judicial process, culminating in an Order of Disposition entered on or about February 16, 2017 by the Honorable Michael F. O’Neill, J.S.C., dismissing the Litigation without prejudice, including Counterclaims filed by the LBSA against Garner and remanded the matter to the LBSA for further proceedings in accordance with a written opinion entered by the Court of even date; and

**WHEREAS**, Garner and the Authority have come to an amicable disposition of the various claims that were made or could have been made in the Litigation by both Garner and the Authority;

**WHEREAS**, there has been prepared a certain Settlement Agreement by and between Garner and the Authority, dated January 15, 2018 which sets forth the rights, duties and obligations of the parties; and

**WHEREAS**, there have been prepared mutual Releases between the parties and a Consent Order for Dismissal of the Litigation with prejudice and without costs; and

**WHEREAS**, the Authority desires to approve the terms and conditions of the Settlement Agreement; the mutual Releases; and the Consent Order of Dismissal with prejudice and without costs and authorize its officers and professionals to take any and all actions necessary to effectuate the purposes of this Resolution; and

**WHEREAS**, the Authority is of the view that the approval of these documents and the amicable resolution of the Litigation is in the best interests of the Authority and its customers and users.

**NOW, THEREFORE, BE IT RESOLVED** by the Lebanon Borough Sewerage Authority, in the County of Hunterdon, State of New Jersey as follows:

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1. The terms and conditions of a certain Settlement Agreement by and between Garner and the LBSA, dated January 15, 2018, together with the mutual Releases of the parties and the Consent Order of Dismissal with prejudice and without costs have been reviewed at the public meeting of the Authority conducted on February 1, 2018, and the same are hereby approved, ratified and confirmed by the Authority.

2. The Chairman and Secretary of the Authority are hereby authorized and directed to execute the Settlement Agreement and the Release of Garner by the Authority, and those officers, together with all appropriate officers, employees and professionals of the Authority are hereby authorized and directed to take any and all steps necessary and to execute any appropriate documents to effectuate the purposes of this Resolution.

3. This Resolution shall take effect immediately, PROVIDED, HOWEVER, that the execution of the documents as authorized herein shall only take place after the same have been physically executed by Garner.

**LEBANON BOROUGH  
SEWERAGE AUTHORITY**

**ATTEST:**

\_\_\_\_\_  
**Anita Weingart, Secretary/Treasurer  
Lebanon Borough Sewerage Authority**

\_\_\_\_\_  
**Edward R. Cichone, Chairman**

**DATE: February 1, 2018**

**CERTIFICATION**

I hereby certify that the foregoing is a true and accurate copy of the Resolution adopted by the Lebanon Borough Sewerage Authority at its regular meeting held on February 1, 2018.

\_\_\_\_\_  
Anita Weingart, Secretary  
Lebanon Borough Sewerage Authority

Mr. Novak explained that LBSA is waiting for the signed approval from the Garners’.

**Mr. Burton moved and Mr. Crawford seconded the motion to adopt Resolution 18-15. Roll Call Vote: All Ayes: Motion Carried.**

### **ENGINEER’S REPORT**

Mr. Hill’s report is on file.

Mr. Hill plans to update the O&M Manual. He will complete the Emergency Response Preparedness/Planning document by the March 2018 meeting.

Annual contract for sewer maintenance and emergency response: Jet & Video is not scheduled for 2018 but Mr. Hill will recommend repairs within the special projects budget.

Manhole repairs: Mr. Hill will prepare a draft of proposed work for the March 2018 meeting.

Easement clearing 2018: The Environmental Commission and Borough Clerk plan to use their own contractor through a QPA. Mr. Hill plans to use last year’s vendor and having them quote for a general maintenance cleanup.

### **EXPENDITURES**

**Mr. Burton moved and Mr. Saharic seconded the motion to approve Jan and Feb 2018 expenditures as listed below Roll Call Vote: All Ayes: Motion Carried.**

GENERAL ACCT:		JAN 2018
18-001	PAYROLL ACCT	2,418.96
18-002	RLSA	30,201.25
18-003	LEBANON BOROUGH	1,300.00
18-004	JCP&L	10.47
18-005	CONSUMER CELLULAR	20.62
18-006	COURIER NEWS	52.63
18-008	BUZAK LAW GROUP	62.50
18-009	NOVAK & NOVAK	3,468.30
18-010	QUILL CORPORATION	27.97
18-011	SASCO INSURANCE	355.00
18-012	FREY ENGINEERING	5,692.08
18-013	ANITA WEINGART	50.00
	<u>BANK FEE</u>	<u>75.00</u>
TOTAL:		43,680.09

<u>GENERAL ACCT:</u>			FEB 2018
18-014	PAYROLL ACCT	PAYROLL	\$2,567.53
18-015	RLSA LEBANON	WATER TREATMENT	\$30,104.25
18-016	BOROUGH	LEASE	\$1,300.00
18-017	JCP&L ONE CALL	HEAT TAPE	\$21.31
18-018	CONCEPTS	INV# 7125372	\$5.00
18-019	ALPHADOG	INV# 23868	\$600.00
18-020	BUZAK LAW COURIER	BILLING PER. 11/21/17-12/20/17 & 12/21/17-12/31/17	\$750.00
18-021	NEWS NJ ADVANCE	ORDER# 0002658101	\$42.74
18-022	MEDIA R&L	ACCT# 1160684	\$51.42
18-023	DATACENTERS CONSUMER	PAYROLL SERVICES	\$96.50
18-024	CELLULAR SASCO	HEAT TAPE PHONE	20.58
18-025	INSURANCE SASCO	RENEW WORKMAN'S COMP	\$455.00
18-026	INSURANCE NOVAK &	RENEW PACKAGE POLICY	\$5,873.00
18-027	NOVAK	FEB RETAINER	\$3,607.08
18-028	MGL PRINTING	INV# 152319	\$436.00
18-029	USPS FREY	100 STAMPS	\$50.00
18-030	ENGINEERING BANK FEE	INV# 5700 SCANNER	\$5,692.08 75.00
<b>TOTAL</b>			<b>\$51,747.49</b>

ESCROW ACCT:

PIVOTAL UTILITY	FREY ENGINEERING	INV # 5702	\$62.50
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**TOTAL \$62.50**

**FINANCIAL REPORTS – Nov and Dec 2017 (Bank Statements), and Jan - Feb 2018  
Financial Reports**

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

**RLSA** – Discussion included the possibility of revising the contract between RLSA and LBSA before the end of 2018.

**MISC** – Merck will need to contact LBSA with regards to ceasing the grease trap maintenance reports until the building is occupied again.

**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