

**LEBANON BOROUGH SEWERAGE AUTHORITY**  
**MINUTES**  
**OCTOBER 4, 2018**

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:** Edward Cichone, Richard Burton, Gregory Crawford

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

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

**APPROVE SEPT MINUTES**

**Mr. Crawford moved and Mr. Burton seconded the motion to approve the Sept 2018 minutes. All Ayes: Motion Carried.**

**PUBLIC COMMENTS**

There were no public comments.

**ENGINEER'S REPORT**

Mr. Hill's report is on file.

Mr. Hill discussed briefly the metering results he has at this time. Grease traps will be inspected in Oct or Nov.

**CLOSED SESSION - CONTRACTURAL**

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

**OPEN SESSION: Mr. Burton moved and Mr. Crawford seconded the motion to open into public session.**

**Mr. Burton moved and Mr. Crawford seconded the motion for additional meters. Roll Call Vote: All Ayes: Motion Carried.**

**EXPENDITURES**

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

<u>GENERAL ACCT:</u>			OCT 2018
18-107	PAYROLL ACCT	PAYROLL	\$2,540.10
18-108	RLSA	WATER TREATMENT	\$31,314.69
	LEBANON		
18-109	BOROUGH	LEASE	\$1,300.00
18-110	JCP&L	HEAT TAPE	\$5.08
	R&L		
18-111	DATACENTERS	PAYROLL SERVICES	\$96.50
	ONE CALL		
18-112	CONCEPTS	INV# 8085373	\$15.00
	CONSUMER		
18-113	CELLULAR	HEAT TAPE PHONE	\$20.55
	QUILL		
18-114	CORPORATION	INV# 9719639, 1278625	\$2,598.27
	STEADYFLOW		
18-115	SERVICES	DHA# 080118-4	\$6,147.50
	NOVAK &		
18-116	NOVAK	OCT RETAINER	\$3,607.08
	FREY		
18-117	ENGINEERING	INV# 5986	\$5,920.83
18-118	PNC CHECKS	ORDER CHECKS	\$72.77
	BANK FEE		90.00
<b>TOTAL</b>			<b><u>\$53,728.37</u></b>
 <u>ESCROW ACCT:</u>			
	FREY		
PIVOTAL	ENGINEERING	INV#5987	\$470.50
		<b>TOTAL</b>	<b>\$470.50</b>

**FINANCIAL REPORTS – Aug 2018 (Bank Statements), and Oct 2018 Financial Reports**

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

**RLSA** – There is nothing new to report.

**MISC** – Secretary will mail a letter to HHP for follow up. Mr. Hill will follow up with Lex regarding the Emergency Response Plan. Secretary mailed a letter to Lebanon Commons regarding ownership of the trees near the clean outs. Tax sale is scheduled for 10/12/18. We have 4 properties on the list for sewer. All of them were notified by the tax collector 3 times and it was advertised in the newspapers.

**Mr. Burton moved and Mr. Crawford seconded the motion to open and release the following closes session minutes: 5/8/14, 9/4/14, 11/6/14, 4/16/15, 5/7/15, 8/15/15, 11/5/15 (2 sets) and 12/3/15. All Ayes: Motion Carried.**

**Mr. Crawford moved and Mr. Burton seconded the motion to pay Frey Engineering special project bills that are outstanding for 2018. All Ayes: Motion Carried.**

**ADJOURN**

**Mr. Burton moved and Mr. Crawford 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