

# LEBANON BOROUGH SEWERAGE AUTHORITY

## MINUTES

NOVEMBER 1<sup>st</sup>, 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 & Kayla Kearns- Frey Engineering, William Colantano of BKC and Secretary Anita Weingart

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

### **APPROVE OCT MINUTES**

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

**MARK DRABICH, MARDEN REALTY -** Informal Meeting: Donlon Brew Works, LLC  
Mr. Donlon shared a preliminary proposal for a micro-brewery next to Metropolitan Seafood. Discussion of current capacity for the location, water usage took place and waste management.

### **PUBLIC COMMENTS**

There were no public comments.

### **ENGINEER'S REPORT**

Mr. Hill's report is on file.

Grease trap inspections will start in November. Secretary mailed letters notifying properties that will be inspected.

Metering program – Meters have been in 3 different locations since mid-August. Data was pulled 10/29/18. Flow charts were discussed.

**EXPENDITURES**

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

<u>GENERAL ACCT:</u>			<b>NOV 2018</b>
18-119	PAYROLL ACCT	PAYROLL	\$2,540.10
18-120	RLSA	WATER TREATMENT	\$31,314.69
18-121	JCP&L	HEAT TAPE	\$4.82
	LEBANON		
18-122	BOROUGH	LEASE	\$1,300.00
	R&L		
18-123	DATA CENTERS	PAYROLL SERVICES	\$193.00
	ONE CALL		
18-124	CONCEPTS	INV# 8095373	\$8.75
	CONSUMER		
18-125	CELLULAR	HEAT TAPE PHONE	\$20.59
	QUILL		
18-126	CORPORATION	INV# 1546617, 1716897	\$451.78
	NOVAK &		
18-127	NOVAK	NOV RETAINER	\$3,607.08
	STEADYFLOW		
18-128	SERVICES	DHA# 090718-1	\$14,379.00
	FREY		
18-129	ENGINEERING	INV# 5953, 6010	\$4,197.50
	FREY		
18-130	ENGINEERING	INV# 6003	\$5,920.83
	QUILL		
18-131	CORPORATION	INV# 2095206, 2091020	\$72.54
	BANK FEE		90.00
<b>TOTAL</b>			<b>\$64,100.68</b>

<u>ESCROW ACCT:</u>			\$0.00
		<b>TOTAL</b>	<b>\$0.00</b>

**FINANCIAL REPORTS – Sept 2018 (Bank Statements), and Nov 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** – The Budget for 2019 was introduced.

**MISC** – Mr. Novak briefly shared the discussion with HHP regarding line maintenance. Mr. Hill will list the maintenance items required from HHP and this will be sent with a letter to them. Mr. Hill will follow up with Lex Saharic about the Emergency Response Plan.

**RESOLUTION 18-17 – LATE INTRODUCTION OF 2019 BUDGET**

WHEREAS, the Lebanon Borough Sewerage Authority will introduce its 2019 Operating Budget on November 1, 2018; 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 2019 Operating Budget on the 1<sup>st</sup> day of November, 2018.

**Mr. Burton moved and Mr. Crawford seconded the motion for Resolution 18-17: Late Introduction of the 2019 Budget. Roll Call Vote: All Ayes: Motion Carried**

**CLOSED SESSION: CONTRACTURAL**

**Mr. Burton moved and Mr. Crawford seconded the motion to have closed session to discuss contractural matters.**

**OPEN SESSION**

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

Mr. Colantano discussed the proposed 2019 Budget including raising the sewer service rate by \$10.00 per quarter per unit. This budget will be adopted in the January, 2019 meeting. The sewer service rate hearing will take place in the February 2019 meeting.

## **RESOLUTION 18-18 – INTRODUCTION OF 2019 BUDGET**

Fiscal year: from January 1 to December 31, 2019

WHEREAS, the Annual Budget and Capital Budget/Program for the Sewerage Authority for the fiscal year beginning January 1, 2019 and ending December 31, 2019 has been presented for adoption before the governing body of the Lebanon Borough Sewerage Authority at its open public meeting of November 1<sup>st</sup>, 2018: and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$714,000.00 Total Appropriations, including Accumulated Deficit if any, of \$ 741,774.00 and Total Unrestricted Net Position utilized of \$ 26,803.00; 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 1<sup>st</sup>, 2018 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, 2019 and ending December 31, 2019 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 3<sup>rd</sup>, 2019.

\_\_\_\_\_  
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			

**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