

# **LEBANON BOROUGH SEWERAGE AUTHORITY**

## **MINUTES**

**JANUARY 3<sup>RD</sup>, 2019**

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, John Saharic

Also present: Joseph Novak- Novak & Novak LLC, Jim Hill – Frey Engineering, Kayla Kearns-Frey Engineering, John Ross – Frey Engineering, William Colantano of BKC and Secretary Anita Weingart

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

### **APPROVE DEC MINUTES**

Mr. Burton moved and Mr. Saharic seconded the motion to approve the Dec 2018 minutes. All Ayes: Motion Carried.

### **PUBLIC COMMENTS**

There were no public comments.

### **RESOLUTION 19-01: ADOPT 2019 BUDGET**

## 2019 AUTHORITY BUDGET RESOLUTION Lebanon Borough Sewerage Authority

FISCAL YEAR: FROM: January 1, 2019 TO: December 31, 2019

WHEREAS, the Annual Budget and Capital Budget for the Lebanon Borough Sewerage Authority for the fiscal year beginning, January 1, 2019 and ending, December 31, 2019 has been presented 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 \$714,971, Total Appropriations, including any Accumulated Deficit if any, of \$741,774 and Total Unrestricted Net Position utilized of \$26,803; 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

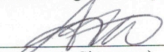
WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation 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 or expend 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 a 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, service 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.

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

11-1-18  
\_\_\_\_\_  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
E Cichone	X			
R Burton	X			
L Burton				X
J Saharic				X
G Crawford	X			

**Mr. Burton moved and Mr. Saharic seconded the motion to adopt the 2019 Budget. Roll Call: All Ayes: Motion Carried.**

**CLOSED SESSION: CONTRACTURAL ISSUES – LEBANON CHEESE FACTORY**

**Mr. Burton moved and Mr. Saharic seconded the motion to enter into a closed Executive Session. All Ayes: Motion Carried.**

**OPEN SESSION: ENTER INTO PUBLIC MEETING**

**Mr. Burton moved and Mr. Saharic seconded the motion to end the closed session.**

**ENGINEER’S REPORT**

Mr. Hill’s report is on file.

Mr. Hill discussed flows and difference between the RLSA meter readings and our readings. Mr. Novak and Mr. Hill recommend a meeting with RLSA to further discuss.

Mr. Hill suggested 2 more meters be purchased.

**Mr. Saharic moved and Mr. Burton seconded the motion to purchase 2 additional meters. Roll Call Vote: All Ayes: Motion Carried.**

**EXPENDITURES**

**Mr. Saharic moved and Mr. Burton seconded the motion to approve Jan 2019 expenditures as listed below Roll Call Vote: All Ayes: Motion Carried.**

<u>GENERAL ACCT:</u>			<b>JAN 2019</b>
19-001	PAYROLL ACCT	PAYROLL	\$2,540.10
19-002	RLSA	WATER TREATMENT	\$36,948.42
	LEBANON		
19-003	BOROUGH	LEASE	\$1,300.00
19-004	JCP&L	HEAT TAPE	\$12.68
	CONSUMER		
19-005	CELLULAR	HEAT TAPE PHONE	\$20.59
	ONE CALL		
19-006	CONCEPTS	INV# 8115375	\$16.25
	R&L		
19-007	DATACENTERS	PAYROLL SERVICES	\$96.50

	INC		
19-008	GANNETT	COURIER NEWS, ORDER # 3294091, 3294080	\$110.42
19-009	NJ ADVANCE MEDIA	INV# 8938671, 8938680	\$38.95
19-010	STEADYFLOW SERVICES	SSI# 5825-18	\$1,080.00
19-011	NOVAK & NOVAK	01/01/19	\$3,607.08
19-012	QUILL CORPORATION	INV# 3445317	\$170.61
19-013	OTTERSTEDT INSURANCE	INV# 17006, BOND RENEWAL	\$355.00
19-014	MGL PRINTING SOLUTIONS	INV# 160381	\$437.00
19-015	HAMPTON- CLARKE	INV# 8112009	\$586.00
19-016	USPS	100 STAMPS	\$55.00
19-017	FREY ENGINEERING	INV# 6086	\$5,920.83
	BANK FEE		90.00
<b>TOTAL</b>			<b>\$53,385.43</b>

ESCROW ACCT:

	FREY ENGINEERING	INV# 6087	\$227.50
		<b>TOTAL</b>	<b>\$227.50</b>

**FINANCIAL REPORTS – Nov 2018 (Bank Statements), and Jan 2019 Financial Reports**

**Mr. Burton moved and Mr. Saharic 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** – The letter for HHP will be finalized before the February meeting. Lebanon Commons has not responded to our request about who owns the trees near the clean outs. Mr. Hill will updated us on the Emergency Response Plan that Lex Saharic accepted the final draft and will drop it off to LBSA. The 2019 meeting dates were reviewed before publishing on the newspaper.

**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