

# LEBANON BOROUGH SEWERAGE AUTHORITY

## MINUTES

Aug 1, 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, Gregory Crawford, John Saharic

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

### **APPROVE JUNE MINUTES - (July was cancelled due to holiday)**

Mr. Burton moved and Mr. Crawford seconded the motion to approve the June 2019 minutes.

All Ayes: Motion Carried.

### **PUBLIC COMMENTS**

There were no public comments.

### **ENGINEER'S REPORT**

Mr. Hill's report is on file.

Oasis Commons – The repair has been completed.

RT. 22, EB RT 78 to RT 28 – The paving company needs to clean off the manhole lids properly after the paving project was completed. This must be done so Frey Engineering staff can access the manholes for inspection. Mr. Hill will follow up with Ms. Zacchino from DOT on this. This location is on the shoulder near Exon. Mr. Hill will speak with Mr. Lance about completing this.

HHP - Mr. Hill researched easements and reviewed them with Mr. Novak regarding maintaining sewer service lines. Mr. Hill and Mr. Novak continue to work on this.

METERING PROGRAM – The flow studies continue. RLSA and LBSA continue to have close matching flows.

FUTURE PROJECTS – Mr. Hill provided a list of recommendations. Under public bid it can go up to \$17,500.00 with QPA.

- 156 Main still has a problem with water building up. The MH needs to be raised.

- MH behind Lebanon Plaza has the go pro now due to blockages and spiked in the readings.
- Mr. Hill expects \$30,000 back from the intervener and it is well established that any capacity needs to come back to LBSA.
- RLSA and LBSA dropped 30,000 gpd once meters synced up. LBSA is under 90% but we should be down an extra 30,000 gpd.

LEBANON CHEESE – Flows are becoming consistent with ours. The meters they installed were necessary to continue to monitor flows and stay pro-active regarding fluctuations. LBSA will recover funds from the last year. Billing should reflect an extra 5,000 gpd with reallocation with 1 year retro-active based on data.

RLSA – Mr. Hill will draft a letter for RLSA summarizing their flows are higher from Aug 2018 through Jan 2019. LBSA should obtain either more capacity or get a refund for the time their flows were higher. RLSA or Readington should pay back LBSA flow overcharges for 3 years. The 2020 RLSA billing for LBSA should reduce.

- 12/2016 – 1<sup>st</sup> jump in flow, RLSA installed parshal flume
- 2017 – Lebanon Cheese used more flow
- 2018 – MH blocked
- 2019 – water flow doubled

MH REPAIR – Mr. Hill recommended he gather 3 MH repair quotes. He estimates \$10,000.00 for the work.

Mr. Burton moved and Mr. Crawford seconded the motion for 3 MH Repair quotes. Roll Call Vote: All Ayes: Motion Carried.

Mr. Hill and Mr. Colantano discussed Capital Expenditures and budgeting. Mr. Hill pointed out that one fact is that a project taking 5 years or more makes it a capital expenditure. Mr. Hill will give Mr. Colantano a letter about long term repairs and I&I budget vs. capital.

Mr. Colantano discussed the policy for bill payment. Going forward, only the regular monthly bills will be paid when a meeting does not occur. Payments that are not a regular monthly payment will wait until a meeting takes place to be approved for payment.

**EXPENDITURES**

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

**GENERAL ACCT:**

**JUL 2019**

19-075	PAYROLL ACCT	PAYROLL	\$2,640.90
19-076	RLSA	WATER TREATMENT	\$38,583.42
19-077	LEBANON BORO	LEASE	\$1,300.00
19-078	JCP&L	HEAT TAPE	\$5.28
19-079	CONSUMER CELLULAR	HEAT TAPE PHONE	\$20.53
19-080	NOVAK & NOVAK	JULY	\$3,715.30
19-081	ONE CALL CONCEPTS	INV# 9055373	\$69.14

19-082	R&L DATACENTERS	PAYROLL SERVICES	\$193.00
19-083	FRANK APGAR & SONS	INV# 2948	\$270.00
19-084	ANYTIME PLUMBING	INV# 9753	\$195.00
19-085	FREY ENGINEERING	INV# 6316	\$6,098.42
19-086	FREY ENGINEERING	INV# 6160, 6187, 6220, 6274, 6317	\$52,271.01
19-087	STATE OF NJ	DEPT LABOR & WORKFORCE 2018	\$7.59
19-088	USPS	100 STAMPS	\$55.00
	BANK FEE		<u>\$50.00</u>

TOTAL \$105,474.59

ESCROW ACCT:

MARDEN REALTY NOVAK & NOVAK, INV# 4060 \$828.00

GENERAL ACCT:

**AUG 2019**

19-089	PAYROLL ACCT	PAYROLL	\$2,640.90
19-090	RLSA	WATER TREATMENT	\$38,583.42
19-091	LEBANON BORO	LEASE	\$1,300.00
19-092	JCP&L	HEAT TAPE	\$4.91
	CONSUMER		
19-093	CELLULAR	HEAT TAPE PHONE	\$20.68
19-094	NOVAK & NOVAK	AUG	\$3,715.30
19-095	ONE CALL CONCEPTS	INV# 9065374	\$13.38
19-096	R&L DATACENTERS	PAYROLL SERVICES	\$96.50
	QUILL		
19-097	CORPORATION	INV# 8603162	\$294.62
	STATE OF NJ -		
19-098	ANNUAL REPORT	CONF# 1261728103	\$30.50
19-099	FREY ENGINEERING	INV# 6338	\$6,098.42
19-100	BKC	INV# 6189	\$15,000.00
	BANK FEE		<u>50.00</u>
<b>TOTAL</b>			<b>\$67,848.63</b>

ESCROW ACCT:

\$0.00

**TOTAL**

**\$0.00**

**FINANCIAL REPORTS – May and June 2019 (Bank Statements), and Jun and Aug 2019  
Financial Reports**

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

**CLOSED SESSION: CONTRACTURAL, Frey Engineering LLC, Easement HHP**

**Mr. Burton moved and Mr. Crawford seconded the motion to enter Closed Session.**

**OPEN SESSION:**

**Mr. Saharic moved and Mr. Crawford seconded the motion to enter Open Session.**

Mr. Novak summarized the closed which included the purchased meters and monitoring. LBSA took emergent action to study the flows. As a result, we went over in budget. It is now required to have a cap on projects that are proposed to LBSA. There have been overcharges by RLSA. Mr. Novak will submit a claim to RLSA to be reimbursed. The metering/monitoring will be stopped at RLSA but continues at Cheese Factory for comparison. The services of Frey Engineering were required to come to the results and an action plan seeking reimbursement from RLSA.

**Mr. Burton moved and Mr. Crawford seconded the following motion for Resolution 19-18  
Recovery of costs from RLSA.**

**RESOLUTION 19-18: RECOVERY OF COSTS FROM RLSA**

**AUDIT REPORT 2018:**

Mr. Colantano presented the 2018 Audit Report.

**Mr. Burton moved and Mr. Saharic seconded the motion to accept the 2018 Audit Report.**  
**Roll Call Vote: All Ayes: Motion Carried.**

RESOLUTION 19-17

**WHEREAS**, N.J.S.A 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

**WHEREAS**, the annual audit report for the fiscal year ended December 31, 2018 has been completed and filed with the Lebanon Borough Sewerage Authority pursuant to N.J.S.A 40 A:5A-15 and

**WHEREAS**, N.J.S.A 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "**General Comments**" and "**Recommendations**", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

**WHEREAS**, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "**General Comments**" and "**Recommendations**", in accordance with N.J.S.A 40A:5A-17,

**NOW, THEREFORE BE IT RESOLVED** that the governing body of the Lebanon Borough Sewerage Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2018, and specifically has reviewed the sections of the audit report entitled "**General Comments**" and "**Recommendations**", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED** that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

**IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION**  
**PASSED AT THE MEETING HELD ON** August 1, 2019



Secretary

8-1-19  
Date

**LOCAL AUTHORITIES  
GROUP AFFIDAVIT FORM**

**PRESCRIBED BY  
THE NEW JERSEY LOCAL FINANCE BOARD**

**AUDIT REVIEW CERTIFICATE**

We, the members of the governing body of the Lebanon Borough Sewerage Authority being of full age being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed/elected (cross out one) members of the  
Lebanon Borough Sewerage Authority
2. We certify, pursuant to N.J.S.A 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2018, and specifically the sections of the audit report entitled "General Comments" and "Recommendations."

(PRINT - NAME)

(SIGNATURE)

Edward Cichone \_\_\_\_\_

Richard Burton \_\_\_\_\_

Leona Burton \_\_\_\_\_

Gregory Crawford \_\_\_\_\_

John Saharic \_\_\_\_\_

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*[Handwritten signatures in blue ink]*

SWORN to and subscribed before me

this 2 day of August, 2019

*[Handwritten signature: Karen M. Romano]*  
\_\_\_\_\_  
Notary Public of New Jersey

(RESOLUTION)

**KAREN M. ROMANO  
NOTARY PUBLIC OF NEW JERSEY  
My Commission Expires June 14, 2020**

**RLSA** – Mr. Colantano discussed the approval of the RLSA 2018 Audit Report

**MISC** – Rollin’ Fast also requires follow up. Lebanon Commons responded with an email regarding the trees in the islands where sewer cleanouts exist. If a sewer related issue should arise in the islands between the units, the repair will be the responsibility of both unit owners.

**ADJOURN**

Mr. Saharic moved and Mr. 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