

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

January 9, 2020

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: Richard Burton, Gregory Crawford, John Saharic

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

APPROVE DECEMBER MINUTES

Mr. Saharic moved and Mr. Crawford seconded the motion to approve the December 2020 minutes. All Ayes: Motion Carried.

PUBLIC COMMENTS

There were no public comments.

ENGINEER'S REPORT

Mr. Hill's report is on file.

Manholes- All MH's are taken care of except for #10. Mr. Hill will get a quote to repair for the February meeting.

Metering – This remains as part of Lump Sum. Now that the MH's are sealed, Mr. Hill is looking for a decrease in the differential. Mr. Hill met with Kevin from RLSA. Kevin suggested that the flume wasn't maintained properly during the time the readings were off. Mr. Hill suggested a bubbler. Mr. Burton summarized the need to work with RLSA to share the costs of the study. The actual gpd is 146,000 versus the 175,000 we are billed for.

Mr. Burton requested a letter from Mr. Heiner to Jill at RLSA regarding how our meters are calibrated. Mr. Hill will take care of this.

Mr. Hill predicts that by the May meeting, he will have a final report for RLSA. Mr. Burton asked what the value is of professional services and meters for this entire project.

After the study is complete, a new agreement should be adopted. Mr. Hill requested video of the line multiple times. Mr. Burton requested those emails. The Board Members expressed their concern for the costs and the amount of work LBSA has taken on for this study that RLSA should share the costs.

Mr. Hill recommended LBSA install a modem, supply & mount bubbler tube and calibration. Mr. Hill supplied a quote (on file) # 60-4307-102 for a total of \$2,042. This does not include the Verizon costs. Mr. Hill will work with LBSA Secretary to set up with Verizon.

Mr. Crawford moved and Mr. Saharic seconded the motion to install the modem according to the quote# 60-4307-102. Roll Call Vote: All Ayes: Motion Carried.

Lebanon Cheese – Mr. Hill is waiting for them to provide data. Mr. Hill still needs to send a letter to video the residential parts of the property. Mr. Hill said he will have an answer by the February meeting.

Mr. Saharic moved and Mr. Crawford seconded the motion to accept Mr. Hill's report.

RESOLUTION 20-01: ADOPT 2020 BUDGET

2020 ADOPTED BUDGET RESOLUTION

This resolution is for Adoption of the Budget Only Don't use for introduction of the Budget

Note Fill in the name of Each Commissioner and indicate their recorded Vote

Lebanon Borough Sewerage Authority AUTHORITY

FISCAL YEAR: FROM: January 1, 2020 TO: December 31, 2020

WHEREAS, the Annual Budget and Capital Budget/Program for the Lebanon Borough Sewerage Authority for the fiscal year beginning January 1, 2020 and ending, December 31, 2020 has been presented for adoption before the governing body of the Lebanon Borough Sewerage Authority at its open public meeting of January 9th, 2020; 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 presented for adoption reflects Total Revenues of \$734,650, Total Appropriations, including any Accumulated Deficit, if any, of \$734,650 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$0 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Lebanon Borough Sewerage Authority, at an open public meeting held on January 9th, 2020 that the Annual Budget and Capital Budget/Program of the Lebanon Borough Sewerage Authority for the fiscal year beginning, January 1, 2020 and, ending, December 31, 2020 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)

1-9-2020

(Date)

Governing Body Member:	Recorded Vote		Abstain	Absent
	Aye	Nay		
E Cichone	E. CICHONE			
R Burton	R. BURTON			
L Burton				L. BURTON
J Saharic	J. SAHARIC			
G Crawford	G. CRAWFORD			

Note Fill in the name of Each Commissioner and indicate their recorded Vote

Mr. Burton moved and Mr. Crawford seconded the motion to adopt the 2020 Budget.
Roll Call Vote: All Ayes: Motion Carried.

EXPENDITURES

Mr. Saharic moved and Mr. Crawford seconded the motion to approve Jan 2020 expenditures as listed below Roll Call Vote: All Ayes: Motion Carried.

<u>GENERAL ACCT:</u>			JAN 2020
20-001	PAYROLL ACCT	PAYROLL	\$2,640.90
20-002	RLSA LEBANON	WATER TREATMENT	\$38,727.25
20-003	BOROUGH	LEASE	\$1,300.00
20-004	JCP&L CONSUMER	HEAT TAPE	\$5.83
20-005	CELLULAR ONE CALL	HEAT TAPE PHONE	\$20.70
20-006	CONCEPTS R&L	INV# 9125372, 9115374	\$36.72
20-007	DATACENTERS	PAYROLL SERVICES	\$96.50
20-008	COURIER NEWS NJ ADVANCE	ORDER #3963199, 3963974	\$106.98
20-009	MEDIA	AD# 9451154, 9451161	\$38.95
20-010	NOVAK & NOVAK MGL PRINTING	JAN RETAINER	\$3,715.30
20-011	SOLUTIONS	CLIENT# L028-01	\$437.00
20-012	USPS	ROLL OF STAMPS	\$55.00
20-013	FREY ENGINEERING BANK FEE	INV# 6545	\$6,098.42 50.00
TOTAL			<u>\$53,329.55</u>

ESCROW ACCT:

\$0.00

TOTAL **\$0.00**

FINANCIAL REPORTS – Nov and Dec 2019 (Bank Statements), Jan 2020 Financial Reports

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

RLSA – There was nothing new to report.

MISC – Professional Contracts 2020 will be due before February meeting. LBSA Secretary will begin finding out how sewers are billed in surrounding areas (gallons per day or flat rate).

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