

# LEBANON BOROUGH SEWERAGE AUTHORITY

## MINUTES

July 2, 2020

The meeting of the LEBANON BOROUGH SEWERAGE AUTHORITY was called to order by Chairman Edward Cichone 7:30 PM at the Borough Hall, 6 High Street, Lebanon NJ.

**MEMBERS PRESENT:** Richard Burton, John Saharic, Gregory Crawford, Benedict Valliere

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

The meeting was convened in compliance with the OPEN PUBLIC MEETINGS ACT

### **APPROVE JUNE MINUTES**

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

### **PUBLIC COMMENTS**

There were no public comments.

### **ENGINEER'S REPORT**

Mr. Hill's report is on file.

HHP – Mr. Hill and Mr. Novak will send a letter to HHP with a list of standard requirements needed from their report.

Alpaugh Lane – Addresses 3 and 5 may share the cost of the blockage. Mr. Hill and Mr. Novak will send a letter about property owners paying for blockages they cause.

Metering – LBSA and RLSA are on track with 130,000 gpd.

Capital improvements: Mr. Hill proposed a plan for repairs to Zone 1,2 and 3. He will provide a draft bid package at the next meeting. The total estimate is \$73,840.00, which includes Mr. Hill's amount of \$9,700.00 not to exceed a total amount of \$73,837.50 including the Engineer's amount of \$9,700.00 as stated in his letter to LBSA dated 7/1/2020.

**Mr. Burton moved and Mr. Valliere seconded the motion to approve the total amount not to exceed the total amount of \$73,840.00 of which \$9,700.00 of Engineer's costs are included**

**as stated in Mr. Hill's letter from 7/1/2020. Roll call vote: Saharic, Valliere, Burton, Crawford, Cichone: All Ayes: motion carried.**

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

**EXPENDITURES**

**Mr. Crawford moved and Mr. Saharic seconded the motion to approve July 2020 expenditures as listed below Roll Call Vote: Burton, Crawford, Saharic, Valliere, Cichone, All Ayes: Motion Carried**

GENERAL

<u>ACCT:</u>			<b>JULY 2020</b>
20-071	PAYROLL ACCT	PAYROLL	\$2,720.46
20-072	RLSA	WATER TREATMENT	\$38,523.92
	LEBANON		
20-073	BOROUGH	LEASE	\$1,300.00
	CONSUMER		
20-074	CELLULAR	HEAT TAPE PHONE	\$20.59
20-075	NOVAK & NOVAK	JULY RETAINER	\$3,808.33
	ONE CALL		
20-076	CONCEPTS	INV# 0055369	\$38.61
20-077	R&L DATACENTERS	PAYROLL SERVICES	\$96.50
	OSWALD		
20-078	ENTERPRISES, INC.	INV# IN000012815	\$950.00
	FRANK APGAR &		
20-079	SONS	INV# 2957	\$290.00
20-080	NJ ADVANCE MEDIA	AD# 0009638442	103.38
20-081	COURIER NEWS	INV# 0004237685	55.64
20-082	BKC	INV# 9003	\$20,450.00
20-083	NJ DIV OF REVENUE	ANNUAL REPORT	\$30.50
	FREY ENGINEERING,		
20-084	LLC	INV# 6732	\$6,220.83
	BANK FEE		35.00
<b>TOTAL</b>			<b><u>\$74,643.76</u></b>

ESCROW

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

**FINANCIAL REPORTS – July 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 –** Mr. Hill will provide a list of what was done and what RLSA will do to keep the system flow within range.

**AUDIT REPORT: BKC 2019 Audit**

Mr. Colantano discussed in further detail the previously approved 2019 Audit. There were no recommendations.

The RLSA and LBSA agreement are being reviewed for updates that may be needed through sub-committees.

Mr. Valliere suggested the contract is re-assessed every 5 years.

Mr. Colantano and Mr. Valliere suggested this be included in the letter to RLSA with the capacity and usage updates that LBSA is charged for.

**Mr. Valliere moved and Mr. Saharic seconded the motion authorizing Mr. Cichone and Mr. Burton to negotiate with RLSA regarding any necessary updates to our sewer service agreement with them.**

**MISCELLANEOUS -** Refer to the Engineer's report regarding HHP.

**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