

**LEBANON BOROUGH SEWERAGE AUTHORITY**  
**MINUTES**  
**September 3<sup>rd</sup>, 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, 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 AUGUST MINUTES**

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

**ENGINEER'S REPORT**

Mr. Hill's report is on file.

Flow Study – The latest flow study from RLSA indicates flows are running close to true in the pump station at meters. Water usage in town, 3 Q, LBSA is 30,000 gpd. Commercial usage is down as residential is increased possibly due to more people at home. Mr. Hill continues to report quarterly with RLSA. RLSA is showing more leaks than LBSA. Meters for RLSA are recommended to reduce costs overall.

HHP – Mr. Hill is in contact with Rapid Meter Pump Company and will meet with them at the end of September.

Presidential Place – the building is for sale. Mr. Hill will continue working with their Operator for the reports required.

**BID OPENING – Sewer Line Grouting, Point Repairs, Manhole & Cleanout Repairs**

Mr. Hill discussed the bid opening on 9/3/2020 for internal work and requests an approval resolution. Mr. Hill recommended Oswald Enterprises, Inc. with a bid of \$51,000.00. National Water Main submitted a bid that was higher.

**Mr. Burton moved and Mr. Saharic seconded the recommendation to award the contract to Oswald Enterprises, Inc. as the lower bid. Roll Call Vote: Saharic, Burton, Valliere and Cichone. All Ayes: Motion Carried.**

**RESOLUTION 20-16**

**AWARDING A CONTRACT FOR SANITARY SEWER SYSTEM REPAIRS AND UPGRADES FOR GROUTING, MANHOLE REHABILITATION AND LATERAL REPAIRS.**

**WHEREAS**, the Lebanon Borough Sewerage Authority (LBSA) has determined that certain repairs and upgrades of the sanitary sewer system are for the purpose of reducing and eliminating Infiltration and Inflow (I&I) as much as necessary and practical from time to time, including infiltration and inflow pressure jetting and CCTV video investigation; and repairs to the infrastructure.

**WHEREAS**, the Lebanon Borough Sewerage Authority, through their agent Frey Engineering, LLC, have sought bids publicly for said work, pursuant to New Jersey law and Borough policy; and

**WHEREAS**, the Lebanon Borough Sewerage Authority has received the lowest responsible bid from Oswald Enterprises, LLC based on the recommendation of Frey Engineering, LLC.

**NOW, THEREFORE, BE IT RESOLVED**, by the Lebanon Borough Sewerage Authority, County Hunterdon, State of New Jersey that the said contract for certain investigations, repairs and upgrades of the Borough's sanitary sewer system, including collection system high pressure jetting and CCTV video investigation, Phase grouting of select locations, point repairs of select areas, and Manhole and Lateral repairs and rehabilitation, is hereby awarded to Oswald Enterprises, LLC for the bid amount of \$51,000.00 for said work, upon written certification of funds by the Borough/Authority QPO and Auditor.

**BE IT FURTHER RESOLVED**, that the Authority Chair or Vice Chair, the Lebanon Authority Secretary/Treasurer, and Frey Engineering, LLC, are authorized to execute all necessary documents to effectuate the contract.

**CERTIFICATION**

I, Anita Weingart, Secretary/Treasurer of the Lebanon Borough Sewerage Authority of the Borough of Lebanon, County of Hunterdon, State of New Jersey, do hereby certify the foregoing to be a true and correct copy of a Resolution adopted by, at a meeting of the Lebanon Borough Sewerage Authority of September 3, 2020, and that said Resolution was adopted by not less than the legal vote needed of the members of the Lebanon Borough Sewerage Authority.

Mr. Hill requested a limitation of up to 10% for a change order. This will help reduce the stop of work due to a change order at the work site.

**Mr. Burton moved and Mr. Cichone seconded the motion to include a limitation of up to 10% for a change order. Roll Call Vote: Saharic, Burton, Valliere and Cichone. All Ayes: Motion Carried.**

Mr. Hill plans to smoke test the system to include the RLSA trunk line. The last smoke test was completed in 2013. LBSA Secretary will notify residents when we have a date.

### **RLSA**

Mr. Burton discussed the sub-committee in place for RLSA and LBSA to negotiate the agreement. Mr. Novak stated that the Borough of Lebanon needs to appoint 2 members for the sub-committee.

Mr. Burton moved and Mr. Saharic seconded the motion to appoint Mr. Crawford and Mr. Valliere as the 2 members from LBSA to work on the sub-committee. All Ayes: Motion Carried. LBSA Secretary will send the appointees names to Lebanon Borough Council for approval.

### **PUBLIC COMMENTS**

There were no public comments.

### **1231 ROUTE 22, LLC –**

Bryan O'Neill, Owner of 1231 Route 22, LLC requested a sewer capacity reduction. He purchased the property 12/2019, (formerly Weber & Scher). He currently pays for 24 units of sewer. Mr. O'Neill uses this property as forensic storage. He has 1 full time employee and 2 owners. Mr. Hill, Mr. Novak and the LBSA Board members explained how reducing the capacity could impact the value of the property and once capacity is returned, it may not be available in the future if they need it back.

Mr. O'Neill will provide a drawing of the finished square footage, the usage of the space and zoning. LBSA also requested that Mr. O'Neill submit a future-plan such as digital use that may further reduce the amount of staff in the building. Upon receiving this, the LBSA Board will further review the request reducing capacity to a level corresponding to preserving the value of

the square footage and usage of the building. LBSA will amend the Sewer Agreement with 1231 Route 22, LLC if the capacity is reduced.

**EXPENDITURES**

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

GENERAL

<u>ACCT:</u>			<b>SEPT 2020</b>
20-096	PAYROLL ACCT	PAYROLL	\$2,720.46
20-097	RLSA	WATER TREATMENT	\$38,523.92
20-098	LEBANON BOROUGH CONSUMER	LEASE	\$1,300.00
20-099	CELLULAR	HEAT TAPE PHONE	\$20.73
20-100	R&L DATACENTERS	PAYROLL SERVICES	\$96.50
20-101	ONE CALL CONCEPTS	INV# 0075369	\$28.59
20-102	ANITA WEINGART	MOBILE PHONE - JULY, AUG, SEPT	\$300.00
20-103	NOVAK & NOVAK FREY ENGINEERING,	SEPT RETAINER	\$3,808.33
20-104	LLC	INV# 6796	\$6,220.83
20-105	COURIER NEWS	ORDER# 0004334188	\$108.96
20-106	NJ ADVANCE MEDIA GANNETT NJ	AD# 0009698658	\$61.96
20-107	NEWSPAPERS BANK FEE	INV# 0003420652	\$55.64 35.00
<b>TOTAL</b>			<b>\$53,280.92</b>

ESCROW

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

**FINANCIAL REPORTS** – Sept 2020 reports, Aug bank statements

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

**MISCELLANEOUS -**

Brief review of Special Projects bills discussed.

Tax sale is schedule for 10/9/2020. We currently have 11 properties on the tax sale list.

**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