

**LEBANON BOROUGH SEWERAGE AUTHORITY**  
**MINUTES**  
**October 1, 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, Greg 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 SEPTEMBER MINUTES**

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

**PUBLIC COMMENTS**

There were no public comments.

**ENGINEER'S REPORT**

Mr. Hill's report is on file.

Flow Study – RLSA is catching up on trunk line work.

Smoke test – In 2013, 72 spots had leaks. Mr. Hill plans to smoke test and make repairs by the end of Oct. Mr. Hill will provide LBSA Secretary a list of property owners that need to be notified about the testing.

HHP – An official letter or document to transfer responsibility from LBSA to HHP. Mr. Novak will send an agreement to include Rapid Pump and Meter as their operator. Mr. Hill met with them to clarify what is needed in the reports.

Presidential Place – the building is for sale. Mr. Hill will continue working with their Operator for the reports required. LBSA Secretary will send Presidential Place management a letter regarding the reports.

COO – Mr. Hill will research the process other townships use to inspect sewer related issues for a Certificate of Occupancy (COO). Mr. Novak suggested a Code Staff position may be the way

to handle this function. Mr. Valliere questioned if not inspecting sewer/septic issues would be a health and safety concern. Mr. Novak explained that at the time of sale, this can be inspected.

**EXPENDITURES**

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

GENERAL

<u>ACCT:</u>			OCT 2020
20-108	PAYROLL ACCT	PAYROLL	\$2,720.46
20-109	RLSA	WATER TREATMENT	\$38,523.92
20-110	LEBANON BOROUGH	LEASE	\$1,300.00
20-111	ONE CALL CONCEPTS CONSUMER	INV# 0085369	\$10.01
20-112	CELLULAR	HEAT TAPE PHONE	\$20.73
20-113	R&L DATACENTERS	PAYROLL SERVICES	\$96.50
20-114	STATE OF NJ	DEPT OF LABOR & WORKFORCE DEVEL	\$7.95
20-115	NOVAK & NOVAK	OCT RETAINER	\$3,808.33
20-116	NOVAK & NOVAK FREY ENGINEERING,	SPECIAL PROJECT INV: 4121	\$1,143.00
20-117	LLC FREY ENGINEERING,	INV# 6825	\$6,220.83
20-118	LLC BANK FEE	SPECIAL PROJECT INV: 6797, 6826, 6827	\$8,156.25
			<u>35.00</u>
<b>TOTAL</b>			<b>\$62,042.98</b>

ESCROW

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

**FINANCIAL REPORTS –** Oct 2020 reports were reviewed.

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

**RLSA**

The RLSA trunk line has 12 locations that Lebanon Borough connects into.

Sub-committee work continues.

**MISCELLANEOUS -**

- Tax sale is schedule for 10/9/2020. We currently have 6 properties on the tax sale list.
- Annual Awards dinner is scheduled for 12/4/2020 at Frenchtown Inn

**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