

# **LEBANON BOROUGH SEWERAGE AUTHORITY**

## **MINUTES**

**AUGUST 5<sup>TH</sup>, 2021**

The meeting of the LEBANON BOROUGH SEWERAGE AUTHORITY was called to order by Edward Cichone at 7:30 PM at the Lebanon Borough Hall, 6 High Street, Lebanon NJ. The meeting was convened in compliance with the Open Public Meetings Act.

**MEMBERS PRESENT:** Richard Burton, Greg Crawford, Ben Valliere, Glen Chandler

Also present: James Hill and Kayla Kern of Frey Engineering, Joseph Novak of Novak and Novak Law, William Colantano and Laura Atwell of BKC and LBSA Secretary Anita Weingart

The meeting was convened in compliance with the Open Public Meetings Act.

### **APPROVE July 2021 MINUTES**

Mr. Burton moved, Mr. Valliere seconded the motion to approve the minutes for July 2021.

### **TOWN CENTER**

Mr. Kent-Smith as Attorney representing the Town Center project discussed the 2 phases of the project.

Mr. Nusser as Engineer representing the Town Center project discussed the placement, maintenance, and ownership of the sewer lines.

Mr. Novak asked for clarification of who the owners of the Town Center project are. Mr. Kent-Smith explained the formation of a new Urban Renewal Entity to include Mr. Patron and Mr. Gershwin.

Mr. Kent-Smith asked about relocating the easement and different options for maintaining the sewer lines. He further discussed the preference of the Developers to have LBSA take ownership of the sewer lines. Mr. Nusser pointed out the location of the manholes.

Mr. Novak pointed out that the Developer owns all of Corporate Drive. He further described how Presidential Place maintains their line by way of an Operator. The Commissioners anticipate and will endorse the TWA application as to conformance based upon Town Center owning and operating their own lines. Mr. Novak discussed potential blockages in the system from residential buildings with The Heights and Presidential Place as comparable to this project. He further expressed concern for who would have responsibility to handle the blockage repairs.

Mr. Valliere discussed the different options for where the lines would be located. He suggested LBSA own the portion of the line that may be in between the portions the Developer would own.

Mr. Kent-Smith requested LBSA endorse the TWA application.

**Mr. Burton moved and Mr. Valliere seconded the motion to consent to the Treatment Works Permit application for Town Center at Lebanon, LLC, B4, L1.03 and authorized the LBSA Chairman and Secretary to endorse the Application Consent. Roll Call Vote: Valliere, Burton, Crawford, Chandler, Cichone. All Ayes: Motion Carried.**

### **PUBLIC COMMENTS**

There were no public comments.

### **ENGINEER'S REPORT**

Mr. Hill's report is on file.

Metering – Monitoring flow studies continue. The monthly reports continue to show a decrease in average flows.

Lebanon Cheese's water use report went from 6,000 to 1,000,000 gallons over the last quarter.

Mr. Hill discussed different methods of collecting blockages.

Mr. Chandler suggested installing one of the machines that could either collect blockages or grind them at the Marriott and at the Town Center location. He further suggested this would be at the cost of the Developer at the time of building.

**Mr. Burton moved, Mr. Chandler seconded the motion to accept the Engineer's Report. The Engineer's report was accepted.**

### **EXPENDITURES**

**Mr. Crawford moved and Mr. Chandler seconded the motion to approve August 2021 expenditures as listed below. Roll Call Vote: Valliere, Crawford, Burton, Chandler, Cichone; All Ayes: Motion Carried.**

| <u>GENERAL ACCT:</u> |                           |                 | <b>AUG 2021</b>           |
|----------------------|---------------------------|-----------------|---------------------------|
| 21-086               | PAYROLL ACCT              | PAYROLL         | \$2,788.49                |
| 21-087               | RLSA<br>LEBANON           | WATER TREATMENT | \$37,490.00               |
| 21-088               | BOROUGH                   | LEASE           | \$1,300.00                |
| 21-089               | JCP & L<br>CONSUMER       | HEAT TAPE       | \$1.81                    |
| 21-090               | CELLULAR                  | HEAT TAPE PHONE | \$20.84                   |
| 21-091               | NOVAK & NOVAK<br>ONE CALL | AUG RETAINER    | \$3,903.50                |
| 21-092               | CONCEPTS<br>R&L           | INV# 1065376    | \$13.94                   |
| 21-093               | DATACENTER<br>FREY        | INV# 103707     | \$289.50                  |
| 21-094               | ENGINEERING<br>FREY       | INV# 7172       | \$6,376.33                |
| 21-095               | ENGINEERING<br>STEADYFLOW | INV# 7173       | \$280.00                  |
| 21-096               | SERVICES, INC<br>BANK FEE | INV# 6345-21    | \$485.00<br>\$35.00       |
| <b>TOTAL</b>         |                           |                 | <b><u>\$52,984.41</u></b> |

| <u>ESCROW ACCT:</u> |                     |              |                   |
|---------------------|---------------------|--------------|-------------------|
| TOWN CENTER         | FREY<br>ENGINEERING | INV# 7174    | \$280.00          |
| SUPERIOR            | FREY                |              |                   |
| TOWING, LLC         | ENGINEERING         | INV# 7175    | \$350.00          |
| TOWN CENTER         | NOVAK & NOVAK       | INV# 4176    | \$513.00          |
| SUPERIOR            |                     |              |                   |
| TOWING, LLC         | NOVAK & NOVAK       | INV# 4174    | \$72.00           |
|                     |                     | <b>TOTAL</b> | <b>\$1,215.00</b> |

## **FINANCIAL REPORTS & BANK STATEMENTS**

**Mr. Burton moved and Mr. Valliere seconded the motion to accept the Aug 2021 financial reports and the June, July 2021 bank statements. Roll Call Vote: Burton, Chandler, Cichone. All Ayes: Motion Carried.**

## **RLSA**

A meeting is scheduled for 8/16/21 between LBSA and RLSA.

## **MISCELLANEOUS**

- Grease trap inspections have begun for 2021. Another update will be provided at the next meeting.
- HOA letters were reviewed and are ready to send out.

## **CLOSED SESSION: CONTRACTURAL ISSUES – TOWN CENTER**

**Mr. Crawford moved and Mr. Burton seconded the motion to enter into Executive Session to discuss contractual issues. All Ayes: Motion Carried.**

## **PUBLIC SESSION**

**Mr. Crawford moved and Mr. Burton seconded the motion to close Executive Session and enter into Public Session. All Ayes: Motion Carried.**

## **ADJOURN**

**Mr. Burton moved and Mr. Valliere 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