

# **LEBANON BOROUGH SEWERAGE AUTHORITY**

## **MINUTES**

**November 7, 2019**

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 OCTOBER MINUTES**

Mr. Burton moved and Mr. Saharic seconded the motion to approve the October 2019 minutes. All Ayes: Motion Carried.

### **PUBLIC COMMENTS**

There were no public comments.

### **ENGINEER'S REPORT**

Mr. Hill's report is on file.

Mr. Hill discussed the flow study and suggested we review commercial contracts for capacity. The LBSA meters and the RLSA pump station remain close with fluctuations from 5% to 17%. Mr. Hill also discussed the recent water usage report in comparison to the flow reports.

Mr. Hill anticipates \$55,000.00 in long term upgrades to our system to reduce I and I by at least 35,000 gpd.

HHP – needs further discussion based on the response from HHP.

**EXPENDITURES**

**Mr. Burton moved and Mr. Crawford seconded the motion to approve Nov 2019 and expenditures as listed below Roll Call Vote: All Ayes: Motion Carried.**

<u>GENERAL ACCT:</u>			NOV 2019
19-128	PAYROLL ACCT	PAYROLL	\$2,640.90
19-129	RLSA	WATER TREATMENT	\$38,583.42
19-130	JCP&L	HEAT TAPE	\$4.87
	LEBANON		
19-131	BOROUGH	LEASE	\$1,300.00
	ONE CALL		
19-132	CONCEPTS	INV# 9095371	\$24.48
	CONSUMER		
19-133	CELLULAR	HEAT TAPE PHONE	\$20.70
19-134	NOVAK & NOVAK	NOVEMBER RETAINER	\$3,715.30
		ELIZABETHTOWN - transfer to escrow	
19-135	ESCROW	account	\$250.00
19-136	MSI	QUOTE# 1168	\$1,420.00
	R&L		
19-137	DATA CENTERS	INV# 98182	\$96.50
	FREY		
19-138	ENGINEERING	INV# 6476	\$6,098.42
	BANK FEE		50.00
<b>TOTAL</b>			<b><u>\$54,204.59</u></b>

ESCROW ACCT:

	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>

**FINANCIAL REPORTS – Sept 2019 (Bank Statements), Nov 2019 Financial 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** – Discussion took place regarding the proposed 2020 payment schedule. Mr. Hill will contact RLSA to further discuss as it relates to the LBSA 2020 budget. It has been recommended that RLSA use their own meters to have a more accurate reading against ours.

**CLOSED SESSION – CONTRACTURAL ISSUES**

**Mr. Burton moved and Mr. Crawford seconded the motion to enter Closed Session.**

**OPEN SESSION – Mr. Burton moved and Mr. Saharic seconded the motion to enter into Open Session.**

Mr. Novak discussed the Awards Dinner recognition nomination. It was agreed by the LBSA members that the late Mr. Knox Felter will be honored. LBSA will donate \$100.00 to the Lebanon Fire Company in the name of Knox Felter as requested by the Felter family.

**Mr. Burton moved and Mr. Saharic seconded the motion to have LBSA donate \$100.00 to the Lebanon Fire Company in the name of Knox Felter. Roll Call Vote: (Mr. Crawford Abstained). All Ayes: Motion Carried.**

**RESOLUTION 19:19** – Review and release Closed Session Minutes.

**Mr. Crawford moved and Mr. Saharic seconded the motion to release the reviewed Closed Session Minutes. All Ayes: Motion Carried.**

**RESOLUTION 19:20** – Late Introduction of 2020 Budget – TABLED UNTIL 12/5/19 MEETING

**RESOLUTION 19:21** – Introduction of 2020 Budget – TABLED UNTIL 12/5/19 MEETING

**Mr. Burton moved and Mr. Crawford seconded the motion to table Resolution 19:20 and 19:21 until the next scheduled meeting of 12/5/19.**

**MISC** – Member Term expiration dates were discussed.

**ADJOURN -**

Mr. Saharic moved and Mrs. 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