

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

April 1st, 2021

The meeting of the LEBANON BOROUGH SEWERAGE AUTHORITY was called to order by 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, Ben Valliere, Greg Crawford, Glen Chandler

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

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

APPROVE March 2021 MINUTES

Mr. Burton moved, Mr. Crawford seconded the motion to approve the minutes for March 2021.

TOWN CENTER

Henry Kent-Smith: Partner Fox Rothschild LLP, John Hansen: Engineer, and Christopher Patron: Developer for Town Center, presented their request for Phase 1 sewer capacity allocation. The request for phase 1 is for a total of 32,692 gallons per day. Mr. Hill stated this allocation request for phase 1 is acceptable. Further discussion took place regarding the project timeline.

Mr. Burton moved, and Mr. Crawford seconded the motion to approve phase 1 allocation as presented.

Roll Call Vote: Mr. Burton, Mr. Valliere, Mr. Cichone, Mr. Crawford, Mr. Chandler

All Ayes: Motion Carried.

PUBLIC COMMENTS

There were no public comments.

ENGINEER'S REPORT

Mr. Hill's report is on file.

Metering – These activities continue on a regular basis.

Easement clearing - Mr. Hill presented the quote for land clearing from Predator Tree Service.

Mr. Burton moved, Mr. Valliere seconded the motion to accept the quote from Predator Tree Service not to exceed \$2,800.00 for easement clearing. Roll Call Vote: Mr. Burton, Mr. Valliere, Mr. Cichone, Mr. Crawford, Mr. Chandler
All Ayes: Motion Carried.

Request for sewer maintenance services and emergency services responders 2021- This will be presented in May. Mr. Hill is waiting for more quotes.

The Engineer's report was accepted.

AUDIT

Laura Atwell of BKC reviewed the comments and recommendations. The Financial presentation will take place in the May meeting. Ms. Atwell further discussed the importance of including the Political Contribution form with the Professional's contracts and any vendor with expenses of greater than \$17,500.00.

Mr. Novak clarified the difference between quotes and bids.

RESOLUTION 21-14 – LBSA to accept the General Comments and Recommendations of the 2020 Audit

WHEREAS, N.J.S.A 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2020 has been completed and filed with the Lebanon Borough Sewerage Authority pursuant to N.J.S.A 40 A:5A-15 and

WHEREAS, N.J.S.A 40A; 5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations", in accordance with N.J.S.A 40 A:5A-17,

NOW, THEREFORE BE IT RESOLVED that the governing body of the Lebanon Borough Sewerage Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of the resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON _____4/1/2021_____.

Mr. Crawford moved and Mr. Burton seconded to accept the comments and recommendations for the LBSA 2020 Audit.

Roll Call Vote: Mr. Burton, Mr. Valliere, Mr. Cichone, Mr. Crawford, Mr. Chandler, All Ayes: Motion Carried.

FINANCIAL DISCLOSURE FORMS

The roster opens 4/5/21 and the completed forms are due by 4/30/21.

EXPENDITURES

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

GENERAL

<u>ACCT:</u>			APR 2021
21-037	PAYROLL ACCT	PAYROLL	\$2,788.49
21-038	RLSA	WATER TREATMENT	\$37,490.00
	LEBANON		
21-039	BOROUGH	LEASE	\$1,300.00
	NOVAK &		
21-040	NOVAK	APRIL RETAINER	\$3,903.50
	CONSUMER		
21-041	CELLULAR	HEAT TAPE PHONE	\$20.84
	ONE CALL		
21-042	CONCEPTS	INV# 1025373	\$6.79

21-043	JCP&L OSWALD	HEAT TAPE	\$7.65
21-044	ENTERPRISES FREY	INV# IN000013122	\$39,490.00
21-045	ENGINEERING FREY	INV# 7019	\$6,376.33
21-046	ENGINEERING	INV# 6963, 7020, 7021	\$11,405.00
	BANK FEE		<u>35.00</u>
TOTAL			\$102,823.60

ESCROW ACCT:

TOWN CENTER	FREY ENGINEERING	INV# 7022	\$1,120.00
		TOTAL	\$1,120.00

FINANCIAL REPORTS – April 2021 reports.

Mr. Crawford moved and Mr. Burton seconded the motion to acknowledge the reports.

Roll Call Vote: Mr. Burton, Mr. Valliere, Mr. Chandler, Mr. Crawford, Mr. Cichone, All

Ayes: Motion Carried.

RLSA

Discussions continue regarding flows.

MISC

HOA – Discussion took place regarding agreements with HOA’s for blockages in the system that are linked to properties with HOA policies. Mr. Hill and Mr. Novak will draft a letter to the HOA contacts.

Insurance – Mr. Novak will work on the employee manual for cannibus law updates.

CCO – This continues to be reviewed as a possibility moving forward with the Borough.

EXECUTIVE SESSION

Mr. Burton moved, Mr. Crawford seconded the motion for a closed session. All Ayes: Motion Carried.

Mr. Crawford moved, Mr. Valliere seconded the motion to return to public session. All Ayes: Motion Carried.

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