

**LEBANON BOROUGH SEWERAGE AUTHORITY**  
**MINUTES**  
**December 2, 2021**

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:** Edward Cichone, Richard Burton, Benedict Valliere, Greg Crawford, Glen Chandler

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

The meeting was convened in compliance with the OPEN PUBLIC MEETINGS ACT

**APPROVE NOVEMBER MINUTES**

Mr. Burton moved and Mr. Valliere seconded the motion to approve the Nov 2021 minutes. All Ayes: Motion Carried.

**PUBLIC COMMENTS**

There were no public comments.

**ENGINEER'S REPORT**

Mr. Hill's report is on file.

Mr. Hill continues monitoring and reporting flow study reports. Mr. Hill discussed water usage reports from the Town of Clinton Water.

Mr. Crawford moved and Mr. Valliere seconded the motion to approve the Engineer's report. All Ayes: Motion Carried.

**EXECUTIVE SESSION – Contractual RLSA**

Mr. Burton moved, Mr. Crawford seconded the motion to go into closed session. All Ayes: Motion Carried.

**PUBLIC SESSION – Close Executive Session**

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

**EXPENDITURES**

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

<u>GENERAL ACCT:</u>			<b>DEC 2021</b>
21-128	PAYROLL ACCT	PAYROLL	\$2,788.49
21-129	RLSA	WATER TREATMENT	\$37,490.00
	LEBANON		
21-130	BOROUGH	LEASE	\$1,300.00
21-131	JCP&L	HEAT TAPE	\$13.58
	ONE CALL		
21-132	CONCEPTS	INV# 1105375	\$18.59
		PH - OCT-DEC & REIMBURSE FOR	
21-133	ANITA WEINGART	S.WOODS AWARD	\$400.00
		REIMBURSE PRE-STAMPED ENVELOPES	
21-134	ANITA WEINGART	USPS#1686957368	\$354.95
	NJ ADVANCE		
21-135	MEDIA	AD# 0010152000	\$14.34
21-136	COURIER NEWS	ORDER# 0005012906, 0004983131	\$41.45
	NOVAK & NOVAK		
21-137	LAW	DECEMBER OF 2021	\$3,903.50
21-138	MAGLIO ELECTRIC	INV#00010074	\$150.00
	FREY		
21-139	ENGINEERING	INV# 7298	\$6,376.33
21-140	FRENCHTOWN INN	ANNUAL AWARDS DINNER	\$3,489.70
	BANK FEE		\$35.00
<b>TOTAL</b>			<b><u>\$56,375.93</u></b>
 <u>ESCROW ACCT:</u>			
	FREY ENGINEERING	TOWN CENTER - INV# 7282	\$490.00
			\$0.00
		<b>TOTAL</b>	<b>\$490.00</b>

**FINANCIAL REPORTS** – November and December financial reports 2021 and the Sept and Oct 2021 bank statements.

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

**BUDGET 2022- RESOLUTION 21-19 Adopt 2022 Budget**

**FISCAL YEAR: FROM: January 1, 2022 TO: December 31, 2022**

WHEREAS, the Annual Budget and Capital Budget/Program for the Lebanon Borough Sewerage Authority for the fiscal year beginning January 1, 2022 and ending, December 31, 2022 has been presented for adoption before the governing body of the Lebanon Borough Sewerage Authority at its open public meeting of December 2, 2021; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$730,000, Total Appropriations including any Accumulated Deficit if any, of \$738,280 and Total Unrestricted Net Position utilized of \$8,280; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$0 and Total Unrestricted Net Position planned to be utilized of \$0; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Lebanon Borough Sewerage Authority, at an open public meeting held on December 2, 2022 that the Annual Budget and Capital Budget/Program of the Lebanon Borough Sewerage Authority for the fiscal year beginning, January 1, 2022 and, ending, December 31, 2022 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

\_\_\_\_\_  
(Secretary's Signature)

\_\_\_\_\_  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
E Cichone	X			
R Burton	X			
B Valliere	X			
G Crawford	X			
G Chandler	X			

**Mr. Burton moved and Mr. Crawford seconded the motion to adopt the 2022 LBSA Budget. Roll Call Vote: Cichone, Burton, Valliere, Chandler, Crawford. All Ayes: Motion Carried.**

**RLSA**

No report

**MISCELLANEOUS**

- a) JCP&L line was discontinued as of November of 2021
- b) Mr. Hill discussed escrow accounts to close
- c) Town Center – Mr. Novak will review draft letter to send them regarding fees
- d) 2022 Meeting dates will be the 3<sup>rd</sup> Thursday of each month. This will be advertised in 2 newspapers before the January 2022 meeting.
- e) As of November of 2021, Russell Reid is not a vendor we are under contract with. Their contract was not executed for 2021.

**RECESS-**

**Mr. Valliere moved and Mr. Burton seconded the motion to recess the meeting until 12/3/21. 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