

**LEBANON BOROUGH SEWERAGE AUTHORITY**  
**MINUTES**  
**January 20, 2022**

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,

Also present: Joseph Novak- Novak & Novak LLC, Jim Hill, 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 DECEMBER MINUTES**

Mr. Burton moved and Mr. Crawford seconded the motion to approve the Dec 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. He discussed reducing to 2 meters. Mr. Hill suggested a smoke test for the entire borough. He will notify HHP's operator about grease in the line. He discussed that RLSA has 10 meters in the system and they are making repairs.

Mr. Hill discussed the pros and cons of shared services with RLSA. Mr. Novak and Mr. Burton, suggested a further discussion on pricing for shared services.

**EXPENDITURES**

**Mr. Burton moved and Mr. Crawford seconded the motion to approve Jan 2022 expenditures as listed below Roll Call Vote: Burton,Valliere, Crawford, Cichone, All Ayes: Motion Carried**

<u>GENERAL ACCT:</u>			<b>JAN 2022</b>
22-001	PAYROLL ACCT	PAYROLL	\$2,788.49
22-002	RLSA	WATER TREATMENT	
	LEBANON		
22-003	BOROUGH	LEASE	\$1,300.00
22-004	R&L DATACENTERS	PAYROLL SERVICES	\$193.00
22-005	COURIER NEWS	INV# 0005032405	\$53.06
	NJ ADVANCE		
22-006	MEDIA	INV# 0010184138	\$25.55
	NOVAK & NOVAK		
22-007	LAW	Jan-22	\$3,903.50
22-008	MGL PRINTING	INV# 185424	\$443.00
	OSWALD	INV# IN000013457, IN000013487 (DEC	
22-009	ENTERPRISES	2021 WORK)	\$21,200.00
22-010	ALPHADOG	INV# 25011	\$600.00
	QUILL		
22-011	CORPORATION	INV# 21680668	\$104.16
22-012	EDWARD CICHONE	REIMBURSEMENTS	\$821.29
	ONE CALL		
22-013	CONCEPTS	INV# 1115375	\$18.23
	FREY		
22-014	ENGINEERING	INV# 7354, 7396	\$12,752.66
	BANK FEE		\$35.00
<b>TOTAL</b>			<b>\$44,237.94</b>
 <u>ESCROW ACCT:</u>			
TOWN CENTER	FREY ENGINEERING	INV# 7355, 7400	\$280.00
TOWN OF			
CLINTON WATER	FREY ENGINEERING	INV# 7397	\$376.25
ELIZABETHTOWN			
GAS	FREY ENGINEERING	INV# 7398	\$910.00
		<b>TOTAL</b>	<b>\$1,566.25</b>

**FINANCIAL REPORTS** – January financial reports 2022, the Nov and Dec bank statements.

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

**EXECUTIVE SESSION:** Contractual RLSA

**Mr. Burton moved and Mr. Valliere seconded the motion to enter into closed session. All Ayes: Motion Carried.**

**PUBLIC SESSION:**

**Mr. Burton moved and Mr. Crawford seconded the motion to enter back into public session. All Ayes: Motion Carried.**

### **RLSA**

Mr. Burton was approved for a 5 year term with RLSA by Council.

### **MISCELLANEOUS**

- a) Mr. Novak briefly discussed the 2022 Professional contracts.
- b) Frey Engineering special project invoiced was passed around for review.
- c) Lebanon Cheese gets water flow report from TOC. Mr. Hill will work with Mr. Novak regarding sewer billing changes for them.
- d) Quickbooks version 2017 expired for automatic backup – it was approved that if the LBSA plans to continue using this software, the upgrade can be made.

### **ADJOURN**

**Mr. Valliere moved and Mr. Burton seconded the motion to adjourn. 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 \_\_\_\_1/20/22\_\_\_\_.

\_\_\_APPROVED\_\_\_ Anita Weingart, Secretary/Treasurer