

# **LEBANON BOROUGH SEWERAGE AUTHORITY**

## **MINUTES**

**April 21, 2022**

The meeting of the LEBANON BOROUGH SEWERAGE AUTHORITY was called to order by Chairman Richard Burton 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, Kayla Kern– Frey Engineering, William Colantano – BKC, Laura Atwell - BKC and Secretary Anita Weingart

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

### **APPROVE MARCH MINUTES**

Mr. Cichone moved and Mr.Chandler seconded the motion to approve the Mar 2022 minutes.

**All Ayes: Motion Carried**

### **PUBLIC COMMENTS**

There were no public comments.

### **ENGINEER'S REPORT**

Mr. Hill's report is on file.

Metering – There are currently 3 meters being used in addition to the meter at the pump station. Metering locations MH-50, MH8, MH35.

HHP – We receive monthly reports. The operator for HHP has been notified regarding the grease trap inspections. LBSA is still responsible for the grease trap inspections.

### **RLSA**

Mr. Novak received a response from RLSA regarding his letter about the contract between RLSA and LBSA. RLSA does not plan to change anything in the contract.

**EXECUTIVE SESSION:** Contractual: Lebanon Cheese, Werner Way, Town Center, Frey Engineering Contract, RLSA

**Mr. Burton moved, Mr. Crawford seconded the motion to enter into executive session**

**CLOSE EXECUTIVE SESSION:** Re-enter public session

**Mr. Crawford moved, Mr. Valliere seconded the motion to re-enter public session**

**FREY ENGINEERING 2022 CONTRACT:**

**Mr. Crawford moved, Mr. Chandler seconded the motion to approve the 2022 Frey Engineering, LLC contract with LBSA.**

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

**EXPENDITURES**

**Mr. Crawford moved, Mr. Chandler seconded the motion to approve April 2022 expenditures as listed below.**

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

<u>GENERAL ACCT:</u>			<b>APR 2022</b>
22-039	PAYROLL ACCT	PAYROLL	\$2,872.31
22-040	RLSA	WATER TREATMENT	\$36,711.80
	LEBANON		
22-041	BOROUGH	LEASE	\$1,300.00
	NOVAK & NOVAK		
22-042	LAW	APRIL	\$3,983.33
22-043	ALPHADOG	INV# 25116	\$600.00
	ONE CALL		
22-044	CONCEPTS	INV# 2035375	\$26.45
	QUILL		
22-045	CORPORATION	ACCT# 3816685	\$3.60
	R&L		
22-046	DATA CENTERS	INV# 106032	\$96.50
	FREY		
22-047	ENGINEERING	INV# 7510	\$6,508.33
	FREY		
22-048	ENGINEERING	INV# 7511	\$2,225.00
		ACCT# LEBABOR-01: PACKAGE	
22-049	SCIROCCO	RENEWAL	\$6,608.00

	GROUP		
	NJ ADVANCE		
22-050	MEDIA	ACCT# 1160684	\$18.68
22-051	BANK FEE		\$48.26
<b>TOTAL</b>			<b>\$61,002.26</b>

ESCROW ACCT:

TOWN OF			
CLINTON	FREY ENGINEERING	INV# 7512	\$37.50
ELIZABETHTOWN			
GAS	FREY ENGINEERING	INV# 7513	\$105.00
TOWN CENTER	FREY ENGINEERING	INV# 7514	\$2,340.00
		<b>TOTAL</b>	<b>\$2,482.50</b>

**FINANCIAL REPORTS –** Mar. (bank statements), Apr. financial reports 2022

Mr. Valliere moved, Mr. Crawford seconded the motion to acknowledge the Financial reports and bank statements.

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

**MISCELLANEOUS**

- Financial Disclosure deadlines were briefly discussed.
- The 2022 Grease Trap file was discussed. Mr. Hill and Mr. Novak will work on a letter for HHP to have a clear determination of how grease trap inspections will be conducted.

**ADJOURN**

Mr. Crawford moved and Mr. Chandler 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 4/21/2022.

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