

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

June 19, 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 (8:25), Greg Crawford, Glen Chandler

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

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

APPROVE May MINUTES

Mr. Crawford moved and Mr.Chandler seconded the motion to approve the May 2022 minutes.
All Ayes: Motion Carried

PUBLIC COMMENTS

There were no public comments.

ENGINEER’S REPORT

Mr. Hill’s report is on file.

Metering – Mr. Hill discussed metering and flow reports.

Smoke testing – Mr. Hill will send LBSA further information.

Grease trap inspections – These will take place July/August. This will include HHP.

Construction Specialties, Inc. – Mr. Hill confirmed the capacity return from CSI. Mr. Novak submitted an updated contract between LBSA and CSI to include the return of unused sewer capacity from CSI back to LBSA. Included in this agreement is the refund of Q1 payment back to CSI from LBSA.

Lebanon Cheese – Mr. Hill plans to discuss capacity and the need to apply for more with Mr. Lotito (Owner of Lebanon Cheese).

Engineer’s Report accepted.

CONSTRUCTION SPECIALTIES INC

Mr. Chandler moved, Mr. Crawford seconded the motion to approve the agreement dated 6/1/2022 regarding CSI returning unused sewer capacity to LBSA. This will include refunding CSI for their Q1 2022 payment. Roll Call Vote: Chandler, Cichone, Crawford, Burton, All Ayes: Motion Carried.

EXPENDITURES

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

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

| <u>GENERAL ACCT:</u> | | | JUNE 2022 |
|----------------------|------------------|----------------------------|--------------------|
| 22-063 | PAYROLL ACCT | PAYROLL | \$2,872.31 |
| 22-064 | RLSA | WATER TREATMENT | \$36,711.80 |
| | LEBANON | | |
| 22-065 | BOROUGH | LEASE | \$1,300.00 |
| | ONE CALL | | |
| 22-066 | CONCEPTS | INV# 2055377 | \$17.87 |
| 22-067 | ANITA WEINGART | MOBILE PH - APR, MAY, JUNE | \$300.00 |
| | NOVAK & NOVAK | | |
| 22-068 | LLC | JUNE RETAINER | \$3,983.33 |
| | FREY | | |
| 22-069 | ENGINEERING | INV# 7583 | \$6,508.33 |
| 22-070 | BANK FEE | | \$48.26 |
| TOTAL | | | \$51,741.90 |
| | | | |
| <u>ESCROW ACCT:</u> | | | |
| ELIZABETHTOWN | | | |
| GAS | FREY ENGINEERING | INV# 7584 | \$225.00 |
| TOWN CENTER | FREY ENGINEERING | INV# 7585 | \$1,927.50 |
| | | TOTAL | \$2,152.50 |

FINANCIAL REPORTS – May bank statements), June financial reports 2022

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

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

AUDIT REPORT – Resolution 22-013

Laura Atwell presented the Audit Report of 2021. Laura provided suggestions that IBSA is currently using moving forward regarding reports she will review each month. There were no other recommendations as stated in the Audit 2021 report.

RESOLUTION 22-014

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, 2021 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”, “Recommendations”, and “Schedule of Findings and Responses”**, 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”, “Recommendations”, and “Schedule of Findings and Responses”**, in accordance with N.J.S.A 40A: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 annual audit report for the fiscal year ended December 31, 2021, and specifically has reviewed the sections of the audit report entitled **“General Comments”, “Recommendations”, and “Schedule of Findings and Responses”**, 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 this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION

PASSED AT THE MEETING HELD ON JUNE 16, 2022


Secretary

JUNE 16, 2022
Date

Mr. Crawford moved, Mr. Chandler seconded the motion to approve the Audit 2021 Report. Roll Call Vote: Chandler, Crawford, Cichone, Burton. All Ayes: Motion Carried.

RLSA

There was nothing new to report.

MISCELLANEOUS – All items were discussed throughout the meeting. Nothing further to report.

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 ____6/16/2022____.

_____ Anita Weingart, Secretary/Treasurer