

# **LEBANON BOROUGH SEWERAGE AUTHORITY**

## **MINUTES**

**November 10, 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:** Richard Burton, Benedict Valliere, Glen Chandler, Greg Crawford

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

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

### **APPROVE October MINUTES**

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

### **PUBLIC COMMENTS**

There were no public comments.

### **ENGINEER'S REPORT**

Mr. Hill's report is on file.

Metering remains at 2 locations – pump station and MH 90.

Mr. Hill will provide a list of repairs needed for the December meeting as a result of the jet/video and smoke testing.

### **RESOLUTION 22-015: POLICY AND PROCEDURE Update**

**Mr. Valliere moved, Mr. Crawford seconded the motion to approve the update to the LBSA Policy and Procedure Manual. Roll Call Vote:Valliere, Burton, Crawford, Chandler. All Ayes: Motion Carried.**

## **BUDGET 2023**

Laura Atwell of BKC reviewed the Budget Worksheet for 2023 line by line with discussion from the LBSA Board Members

## **EXECUTIVE SESSION – SALARIES**

**Mr. Crawford moved and Mr. Valliere seconded the motion for a closed session. All Ayes: Motion Carried.**

## **PUBLIC SESSION**

**Mr. Chandler moved and Mr. Crawford seconded the motion to return to public session.**

Ms. Atwell continued the discussion for the 2023 Budget regarding salaries. The Budget Worksheet details are on file.

Mr. Novak thanked the Board on behalf of Professionals and Secretary for what the Board has done for us.

Rate increases were discussed. Ms. Atwell discussed changes at the state level.

Motion is needed to approve an anticipated rate increase for action to adopt in the December meeting with the Budget adoption.

**Mr. Valliere moved, Mr. Crawford seconded the motion to approve an anticipated rate increase for 2023. Roll Call Vote: Valliere, Crawford, Chandler, Burton. All Ayes: Motion Carried.**

## **RESOLUTION 22-016: LATE INTRODUCTION OF 2023 BUDGET**

WHEREAS, the Lebanon Borough Sewerage Authority will introduce its 2023 Operating Budget on November 10, 2022; and

WHEREAS, the Lebanon Borough Sewerage Authority is aware that the budget is delinquent in accordance with the rules and regulations of the Division of Local government Services; and

WHEREAS, the Lebanon Borough Sewerage Authority has deemed it necessary to delay the Budget Introduction as all required information was not available for a timely introduction; and

NOW, THEREFORE, BE IT RESOLVED by the Lebanon Borough Sewerage Authority that permission is hereby requested to introduce the 2023 Operating Budget on the 10<sup>th</sup> day of November, 2022.

This Resolution shall be become effective on November 10, 2022 Introduced and adopted: November 10, 2022

**Mr. Crawford moved, Mr. Valliere seconded the motion to approve the Resolution 22-016 for Late Introduction of 2023 Budget. Roll Call Vote: Valliere, Crawford, Chandler, Burton. All Ayes: Motion Carried.**

**EXPENDITURES**

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

<u>GENERAL ACCT:</u>			<b>NOV 2022</b>
22-117	PAYROLL ACCT	PAYROLL	\$2,872.31
22-118	RLSA	WATER TREATMENT	\$36,711.80
	LEBANON		
22-119	BOROUGH	LEASE	\$1,300.00
	LEBANON	Recording Device 1/2 of the	
22-120	BOROUGH	maintenance contract	\$247.50
	ONE CALL		
22-121	CONCEPTS	INV# 2095384	\$14.30
22-122	R&L DATACENTERS	INV# 27624956, 27626948, 27610498	\$96.50
22-123	FREY ENGINEERING	INV# 107553	\$6,508.33
22-124	NOVAK & NOVAK	OCT RETAINER	\$3,983.33
22-125	BANK FEE		\$48.26
<b>TOTAL</b>			<b><u>\$51,782.33</u></b>

ESCROW ACCT:

Elizabethtown Gas	Frey Engineering, LLC	INV# 7738	\$673.75
		<b>TOTAL</b>	<b>\$673.75</b>

**FINANCIAL REPORTS –** Oct. (bank statements), Nov. financial reports 2022

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

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

**RLSA**

A brief discussion took place regarding the 2023 Proposed Payment Schedule.

**MISCELLANEOUS**

LBSA will submit the standard information for publication in the Lebanon Lantern – Winter Edition.

**EXECUTIVE SESSION – Contractual LCF**

**Mr. Crawford moved and Mr. Chandler seconded the motion for a closed session. All Ayes: Motion Carried.**

**PUBLIC SESSION**

**Mr. Crawford moved and Mr. Chandler seconded the motion to return to public session. All Ayes: Motion Carried.**

**RECESS**

**Mr. Crawford moved and Mr. Valliere seconded the motion to recess until 12/2/22. 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 \_\_\_\_\_ 11/10/2022 \_\_\_\_\_.

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