

# **LEBANON BOROUGH SEWERAGE AUTHORITY**

## **MINUTES**

**December 15, 2022**

The meeting of the LEBANON BOROUGH SEWERAGE AUTHORITY was called to order by Chairman Richard Burton 7:00 PM.

**MEMBERS PRESENT:** Richard Burton, Glen Chandler, Greg Crawford, Ben Valliere

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

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

### **APPROVE Nov and Dec 2 MINUTES**

**Mr. Valliere moved and Mr.Crawford seconded the motion to approve the Nov 10 and Dec 2, 2022 minutes. All Ayes: Motion Carried**

### **PUBLIC COMMENTS**

There were no public comments.

### **ENGINEER'S REPORT**

Mr. Hill's report is on file.

Mr. Hill will be requesting 2 dozen markers that LBSA will purchase. will suggest another electrician to cover the heat tape maintenance to replace Maglio Electric.

Metering: Data provided by Mr. Hill's was reviewed and discussed.

Grease trap inspections are completed for 2022.

**RESOLUTION 22-019: APPROVE ANTICIPATED RATE INCREASE**

WHEREAS, the Authority is anticipating an adjustment to the sewer rates for user charges pending the adoption of the 2023 budget;

BE IT RESOLVED that the anticipated adjustment to the rate for user fees to increase from \$516.00 to \$524.00 upon adoption of the 2023 budget and approval at the public hearing.

Adopted December 15, 2022

**Governing Body Recorded Vote**

<b>Member</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstain</b>	<b>Absent</b>
Edward Cichone	x			
R. Burton	x			
B. Valliere	x			
G. Crawford	x			
G. Chandler	x			

**Mr. Valliere moved, Mr. Crawford seconded the motion to approve Resolution 22-019 Anticipated Rate Increase for 2023 sewer service. Roll Call Vote: Valliere, Cichone, Crawford, Chandler, Burton. All Ayes: Motion Carried.**

**RESOLUTION 22-020: BUDGET 2023 ADOPT**

# 2023 ADOPTED BUDGET RESOLUTION 22-020

## Lebanon Borough Sewerage Authority

### FISCAL YEAR: January 01, 2023 to December 31, 2023

WHEREAS, the Annual Budget and Capital Budget/Program for the Lebanon Borough Sewerage Authority for the fiscal year beginning January 01, 2023 and ending December 31, 2023 has been presented for adoption before the governing body of the Lebanon Borough Sewerage Authority at its open public meeting of November 10, 2022; 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 presented for adoption reflects Total Revenues of \$751,172.00, Total Appropriations, including any Accumulated Deficit, if any, of \$756,172.00, and Total Unrestricted Net Position utilized of \$5,000.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$0.00 and Total Unrestricted Net Position Utilized of \$0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Lebanon Borough Sewerage Authority at an open public meeting held on November 10, 2022 that the Annual Budget and Capital Budget/Program of the Lebanon Borough Sewerage Authority for the fiscal year beginning January 01, 2023 and ending December 31, 2023 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.

[lbsa@lebanonboro.com](mailto:lbsa@lebanonboro.com)



12/15/2022

(Secretary's Signature)

**Governing Body Recorded Vote**

Member	Aye	Nay	Abstain	Absent
Edward Cichone	X			
R. Burton	X			
B. Valliere	X			
G. Crawford	X			
G. Chandler	X			

**Mr. Crawford moved, Mr. Valliere seconded the motion for Resolution 22-020 to Adopt the 2023 LBSA Budget. Roll Call Vote: Valliere, Cichone, Crawford, Chandler, Burton. All Ayes: Motion Carried.**

**EXPENDITURES**

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

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

		DEC 2022	Check#
PAYROLL ACCT	PAYROLL	\$2,872.31	EFT
BEAVER BROOK			
COUNTRY CLUB	ANNUAL AWARDS DINNER	\$2,526.79	1009
RLSA	WASTE WATER TREATMENT	\$36,711.84	1010
LEBANON BOROUGH	LEASE	\$1,300.00	1011
ONE CALL CONCEPTS	INV# 2115383	\$16.80	1012
ANITA WEINGART	Mobile phone Oct-Dec	\$300.00	1013
R&L DATACENTERS	INV# 108054	\$96.50	1014
NOVAK & NOVAK	DEC RETAINER	\$3,983.33	1015
MGL PRINTING			
SOLUTIONS	INV# 193419	\$455.00	1016
FREY ENGINEERING			
LLC	INV# 7813	\$6,508.33	1017
	PERSONALIZED, WINDOW, STAMPED		
US POSTAL SERVICE	ENVELOPES	\$734.00	1018
QUILL CORPORATION	INV# 28809605, 29306766	\$101.57	1019
ALL SEASON FLOWERS	POINSETTIAS FOR AWARDS DINNER	\$171.00	1020
		<u>\$55,777.47</u>	
Frey Engineering, LLC	INV# 7814	\$807.50	1521
Frey Engineering, LLC	INV# 7773	\$258.00	1522
	<b>TOTAL</b>	<b>\$1,065.50</b>	

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

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

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

### **MISCELLANEOUS**

Mr. Heiner discussed in detail the different flow meter options available. Deviations, accuracy, and options were also discussed. Mr. Heiner suggested a pump station would be the next step to accurately measure flow. He also discussed the metering systems in place with a local business.

### **RLSA**

There is nothing new to report.

### **EXECUTIVE SESSION: Contractual LCF**

**Mr. Valliere moved, Mr. Crawford seconded the motion to enter Closed Session. All Ayes: Motion Carried.**

### **PUBLIC SESSION**

**Mr. Crawford moved, Mr. Valliere seconded the motion to return to Public Session. All Ayes: Motion Carried.**

### **ADJOURN**

**Mr. Burton 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 \_\_\_\_12/15/2022\_\_\_\_.

\_\_\_\_Anita Weingart, Secretary/Treasurer\_\_\_\_