

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

May 18, 2023

The meeting of the LEBANON BOROUGH SEWERAGE AUTHORITY was called to order by Richard Burton at 7:30 PM.

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

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

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

APPROVE MINUTES

Mr. Crawford moved and Mr.Chandler seconded the motion to approve the April 2023 minutes. All Ayes: Motion Carried

INFORMAL APPLICATION – 161 Main St. – Giordano

Mr. and Mrs. Giordano submitted an Informal Application with the non-refundable payment of \$75.00 within the 10 days prior to our meeting for review.

Based on the review of the application, Mr. Hill determined an additional unit of sewer would be needed for their project on the carriage house/garage for additional living space not used for rental income but for extended family. This property currently has 1 unit of sewer.

Mr. Cichone moved, Mr. Valliere seconded the motion approving 1 additional sewer unit for 161 Main Street, subject to Planning Board approval. Roll Call Vote: Valliere, Cichone, Chandler, Crawford, Burton. All Ayes: Motion Carried.

Mr. Hill will provide an approval letter for LBSA to issue to Mr. and Mrs. Giordano for them to provide to the Planning Board. The additional unit is subject to PB approval.

PUBLIC COMMENTS

Mr. Lotito, representing Lebanon Cheese Company (LC), stated he received the application for additional sewer service from LBSA. LBSA Attorney Novak has been providing requested information to John Thatcher, Esq., Mr. Lotito's Attorney.

Discussion ensued on previously identified over-usage of allotted capacity by LC, internal changes made by LC, and pump station/metering necessity for the combined residential and commercial use of properties owned by LC. Mr. Novak stated that the next steps are for LC to settle past issues and cost reimbursement for excess capacity usage; and then LC to apply for additional capacity conditioned upon their financing the construction of a meter pit/pump station to monitor LC flows into the LBSA system.

LC site meeting to take place and include plumbing and metering representatives as well as LC and LBSA representatives.

ENGINEER'S REPORT

Mr. Hill's report is on file.

Mr. Hill discussed the quote from Predator Tree Service for clearing all easements.

Mr. Valliere moved, Mr. Chandler seconded the motion for Predator Tree Service to clear all easements for LBSA not to exceed \$4,500.00 based on the quote provided by Predator dated 5/9/23. Roll Call Vote: Valliere, Chandler, Cichone, Crawford, Burton. All Ayes: Motion Carried.

Mr. Hill discussed the quotes received for emergency services from Oswald Enterprises, Russell Reid and Wind River Environmental. Mr. Crawford asked for clarification on the rates. Mr. Hill will ask for hourly rates to help clarify the structure of the charges.

Mr. Chandler moved, Mr. Crawford seconded the motion for the following emergency services:

Pump truck and haulage: Russell Reid as primary, Wind River Environmental as secondary

Jet/vacuum services: Oswald Enterprises as primary, Russell Reid as secondary

Jet/vacuum and video services: Oswald Enterprises as primary, Wind River as secondary

Manhole/line grouting: Oswald Enterprises as primary, no secondary provided

Minor manhole repairs: Oswald Enterprises as primary, no secondary provided

Not to exceed the amounts provided on the individual quotes on file with LBSA as provided by each of the above vendors on file 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 May 2023 expenditures as listed below.

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

<u>GENERAL ACCT:</u>			MAY 2023
23-045	PAYROLL ACCT	PAYROLL	\$3,015.98
23-046	RLSA	WASTE WATER TREATMENT	\$37,587.30
23-047	LEBANON BOROUGH	LEASE	\$1,300.00
23-048	R&L DATACENTERS	INV# 109303	\$96.50
23-049	JCP&L	HEAT TAPE	\$6.42
23-050	NOVAK & NOVAK	MAY 2023	\$4,182.50
23-051	ALPHADOG	INV# 25439	\$600.00
23-052	QUILL CORPORATION OSWALD	INV# 31796053, 31754266	\$44.88
23-053	ENTERPRISES	INV# 13909	\$4,100.00
23-054	FREY ENGINEERING	INV# 7984	\$6,833.75
23-055	FREY ENGINEERING	INV# 7944	\$1,735.00
TOTAL			\$59,502.33
 <u>ESCROW ACCT:</u>			 \$0.00
			\$0.00
TOTAL			\$0.00

FINANCIAL REPORTS – Apr (bank statements), May financial reports 2023

Mr. Cichone moved, Mr. Valliere seconded the motion to acknowledge the financial reports and bank statements.

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

RLSA

Mr. Burton discussed the possibility of increasing the size of the plant and upgrades by 2027.

MISCELLANEOUS

Closed session minutes of the following dates, were approved for release to the public:
3/5/20, 4/2/20, 8/6/20, 11/5/20, 4/1/20, 6/3/21, 8/5/21, 9/2/21, 10/7/21, 11/4/21

Mr. Cichone moved, Mr. Valliere seconded the motion to release the approved closed session minutes as listed for the public. All Ayes: Motion Carried.

EXECUTIVE SESSION – Contractual

Mr. Crawford moved, Mr. Chandler seconded the motion to enter into closed session. All Ayes: Motion Carried.

CLOSE EXECUTIVE SESSION – Enter into Public Session

Mr. Chandler moved, Mr. Valliere seconded the motion to enter into Public Session. All Ayes. Motion carried.

FREY ENGINEERING – LIBERTY ENGINEERING CONTRACT

Mr. Crawford moved, Mr. Valliere seconded the motion honoring the existing contract with Frey Engineering under Liberty Engineering under the condition that Mr. Cinelli signs the letter provided by Liberty Engineering notifying LBSA of the change from Frey Engineering to Liberty Engineering.

SPECIAL PROJECT BILLING – LCF

Mr. Crawford moved, Mr. Chandler seconded the motion to allow special project billing regarding Lebanon Cheese Factory. Roll Call Vote: Valliere, Crawford, Cichone, Chandler, Burton. All Ayes: Motion Carried.

ADJOURN

Mr. Valliere moved and Mr. Crawford 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 ____5/18/2023_____
____Anita Weingart, Secretary/Treasurer____