

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

September 21, 2023

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

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

Also present: Jim Hill, Kayla Kern – Liberty Environmental, Joseph Novak – Novak and Novak, and Secretary Anita Weingart

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

APPROVE MINUTES

Mr. Chandler moved, Mr. Cichone seconded the motion to approve July 2023 Minutes (Aug was cancelled). All Ayes: Motion Carried

PUBLIC COMMENTS

There were no comments from the public.

ENGINEER'S REPORT

Mr. Hill's report is on file.

EXECUTIVE SESSION – CONTRACTURAL – Lebanon Cheese

Mr. Cichone moved to enter closed session. Mr. Chandler seconded. All Ayes: Motion Carried.

PUBLIC SESSION

Mr. Chandler moved to close Executive Session and re-enter public session. Mr. Valliere seconded the motion. All Ayes: Motion Carried.

Mr. Novak statement summary: LCF continues to over-use the capacity billed for. LBSA attempted to discuss this with them and there has been no communication since May.

Mr. Novak further suggested that calculations be made on a per year basis for the unpaid overflow amount. Mr. Novak will send a letter requiring payment for treatment charges on behalf of LBSA.

Mr. Valliere moved and Mr. Crawford seconded the motion to have Mr. Novak send a letter to LCF regarding the overflow and the amount owed to LBSA.

Mr. Hill continued his report with the general meters and maintenance of the lines. Mr. Hill reported the DEP response and a Highlands' update was given. He will work with the Borough Planner and Mr. Brightly the Borough Engineer. This is under special project of Highlands. He will check with Karen Romano about billing the Borough for this work.

Mr. Crawford suggested payment for work outside of our LBSA scope should be paid by RLSA or the party requesting the work.

A quote from Barkman of \$22,000.00 was provided. Mr. Hill will provide 2 more quotes based on the bid threshold. Ms. Atwell clarified the process for bid threshold amounts. The QPA for Lebanon Borough is Christine Burke (Clerk - Franklin Township).

EXPENDITURES

Mr. Chandler moved, Mr. Cichone seconded the motion to approve July 2023 expenditures as listed below.

Mr. Cichone moved, Mr. Valliere seconded the motion to approve Aug and Sept 2023 expenditures as listed below.

Roll Call Vote for all expenditures Jul - Sept: Valliere, Chandler, Cichone, Crawford, Cichone All Ayes: Motion Carried

<u>GENERAL ACCT:</u>			JULY 2023
23-067	PAYROLL ACCT	PAYROLL	\$3,015.98
23-068	RLSA	WASTE WATER TREATMENT	\$37,587.30
23-069	LEBANON BOROUGH	LEASE	\$1,300.00
23-070	NOVAK & NOVAK	JULY	\$4,182.50
23-071	R&L DATACENTERS	INV# 109799	\$96.50
23-072	JCP&L	HEAT TAPE	\$5.94
23-073	ONE CALL CONCEPTS	INV# 3065386	\$11.08
23-074	NJ ADVANCE MEDIA	ORDER# 0010675894	\$143.53
23-075	BKC	INV# 23552	\$23,955.00
23-076	NO FLOW IN FLOW	INV# 3516	\$2,000.00
23-077	EDMUNDS GOVTECH LIBERTY	INV# 23-IN3717	\$2,575.00
23-078	ENVIRONMENTAL	LUMP SUM	\$6,833.75
23-079	FREY ENGINEERING	INV# 8016	\$2,049.00

23-079	USPS	ROLL OF STAMPS	\$66.00
TOTAL			\$83,821.58

ESCROW ACCT:
ELIZABETHTOWN
GAS

FREY ENGINEERING	INV# 165.00	\$165.00
		\$0.00
	TOTAL	\$165.00

GENERAL ACCT:

AUG 2023

23-080	PAYROLL ACCT	PAYROLL	\$3,015.98
23-081	RLSA	WASTE WATER TREATMENT	\$37,587.30
23-082	LEBANON BOROUGH	LEASE	\$1,300.00
23-083	JCP&L	HEAT TAPE	\$1.09
23-084	NOVAK & NOVAK	Aug-23	\$4,182.50
23-086	ONE CALL CONCEPTS	INV# 3075384	\$7.15
23-087	ALPHADOG	INV# 25530	\$600.00
23-088	QUILL CORP.	INV# 33392484	\$236.96
23-089	COURIER NEWS	ORDER# 0005778161	\$37.73
23-090	STATE OF NJ STAMP	DLWD	\$6.96
23-091	FULFILLMENT LIBERTY	ENVELOPES	\$109.20
23-092	ENVIRONMENTAL LIBERTY	INV# 29542	\$6,833.75
23-093	ENVIRONMENTAL	INV# 29429, 29541, 29604	\$9,001.25
23-094	R&L DATACENTERS	PAYROLL SERVICE	\$96.50
TOTAL			\$62,919.87

ESCROW ACCT:

	\$0.00
	\$0.00
TOTAL	\$0.00

<u>GENERAL ACCT:</u>			SEPT. 2023
23-095	PAYROLL ACCT	PAYROLL	\$3,015.98
23-096	RLSA	WASTE WATER TREATMENT	\$37,587.30
23-097	LEBANON BOROUGH	LEASE	\$1,300.00
23-098	ONE CALL CONCEPTS	INV# 3085385	\$21.45
23-099	ANITA WEINGART	MOBILE PH - Jul-Sept	\$300.00
23-100	NOVAK & NOVAK	SEPT. RETAINER	\$4,182.50
	LIBERTY		
23-101	ENVIRONMENTAL	INV# 29750	\$6,833.75
	LIBERTY		
23-102	ENVIRONMENTAL	INV# 29749	\$3,183.75
23-103	QUILL CORPORATION	ORDER# 1722245623	\$23.58
		This amount was part of the approved total signed, but was not added into the last check and therefore should have been included in the Aug check. The amount is \$7,405.00	
	LIBERTY		
	ENVIRONMENTAL		
23-104	STATE OF NJ	ANNUAL REPORT	\$30.50
TOTAL			\$56,478.81

FINANCIAL REPORTS – Jul, Aug (bank statements), Sept financial reports 2023

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

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

RLSA

Mr. Cichone reported a small expansion is needed for additional capacity for Readington.

MISCELLANEOUS

- The tax sale is scheduled for 11/1/23.
- Edmund transition is on hold for now.
- Awards dinner date was discussed.

ADJOURN

Mr. Valliere 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 ____9/21/2023_____
____Anita Weingart, Secretary/Treasurer____