

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

November 30, 2023

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

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

Also present: Jim Hill, Kayla Kern – Liberty Environmental, Judie Novak – Novak and Novak, and Laura Atwell – BKC, Secretary Anita Weingart

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

APPROVE MINUTES

Mr. Cichone moved, Mr. Crawford seconded the motion to approve Oct 2023 Minutes, All Ayes: Motion Carried

PUBLIC COMMENTS

There were no comments from the public.

ENGINEER'S REPORT

Mr. Hill's report is on file.

Mr. Hill indicated he will complete his report after he gets flows by year and differences and what is owed to us by LCF by next week. He is scheduled to meet with LCF next week. Meters will be certified in Dec or Jan. No major work is expected to be done for next year. Mr. Hill suggested we have another round of manhole cover checks. A section a year is the normal schedule for manhole inspections. One full round is due (155 manholes). Sewer lines are about 8' underground.

APPROVE A TRANSFER BETWEEN BUDGET CATAGORIES

Special Projects 2023– Engineering are currently overbudget. A transfer from “Other Contractor Maintenance” to “Special Projects” in the amount of \$7,500.00 is necessary for payables through the end of 2023 in Engineering.

Mr. Valliere moved; Mr. Cichone seconded the motion approving a transfer of \$7,500.00 from “Other Contractor Maintenance” to “Special Projects” to cover costs through 2023 for Special Projects – Engineer.

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

BKC – BUDGET WORKSHOP & LATE INTRODUCTION – 2024

Ms. Atwell discussed the budget worksheet for 2024 line by line. The total amounts starting with appropriations and continuing to each category were compared to previous years. Also taken into consideration are the current cost of living rates and professional rates to maintain the sewer service system.

CLOSED SESSION – Contractual/Personnel

Mr. Valliere moved; Mr. Cichone seconded the motion to enter Closed, Executive Session for Contractual and Personnel as it pertains to the 2024 budget. All Ayes: Motion Carried.

PUBLIC SESSION

Mr. Crawford moved; Mr. Cichone seconded the motion to re-enter Public Session. All Ayes: Motion Carried.

Commissioners and Ms. Atwell continued the discussion in further detail. The percentage rate of increase was discussed to be 4% for Secretary salary, 4% for the Attorney and 3% for the Auditor and Engineer. Special Projects proposed at 3% increase. The budget discussion continued with the other categories of insurance, capital, revenues, reserve accounts. Further discussion utilizing reserves to avoid rate increases for our sewer service rate payers.

Total Budget: \$770,867.00

Cichone moved; Valliere seconded proposed budget workshop 2024. Roll Call Vote: Chandler, Crawford, Valliere, Cichone, Burton. All Ayes: Motion Carried.

RESOLUTION 23-15 LATE INTRODUCTION BUDGET 2024

WHEREAS, the Lebanon Borough Sewerage Authority will introduce its 2024 Operating Budget on November 30, 2023; 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 30th day of November, 2023.

This Resolution shall be become effective on November 30, 2023

Introduced and adopted: November 30, 2023

Ayes: 5
Nays: 0
Absent: 0

Valliere moved; Crawford seconded the Resolution 23-15 Late Introduction Budget 2024. Roll Call Vote: Chandler, Crawford, Cichone, Valliere, Burton. All Ayes: Motion Carried.

EXPENDITURES

Mr. Cichone moved; Mr. Valliere seconded the motion to approve November 2023 expenditures as listed below.

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

<u>GENERAL ACCT:</u>			NOV 2023
23-115	PAYROLL ACCT	PAYROLL	\$3,015.98
23-116	TROPHY PARTNER	ANNUAL AWARD	\$82.08
23-117	RLSA	WASTE WATER TREATMENT	\$37,587.30

23-118	LEBANON BOROUGH	LEASE	\$1,300.00
23-119	JCP&L	HEAT TAPE	\$14.63
23-120	ONE CALL CONCEPTS	INV# 3105386	\$22.88
23-121	QUILL CORPORATION	INV# 35357106, 35009968	\$83.06
23-122	R&L DATACENTERS	INV# 110767	\$96.50
23-123	NOVAK & NOVAK	2023 NOV	\$4,182.50
23-124	STAMP FULFILLMENT SERVICES	INV# (to follow)	\$812.50
23-125	USPS	1 Roll of stamps	\$66.00
TOTAL			\$47,263.43

ESCROW ACCT:

	\$0.00
	\$0.00
TOTAL	\$0.00

FINANCIAL REPORTS – Oct (bank statements), Nov financial reports 2023

Mr. Crawford moved; Mr. Cichone 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 reported improvements moving slowly for RLSA that will take place over the next year.

MISCELLANEOUS

- Burden Informal App update – Mr. Hill explained his report. The Secretary will follow up again with Mr. Novak regarding sending the report to Mr. Burden prior to opening an escrow account with LBSA as Mr. Hill reported additional time needed for the report.
- Informal Application process was reviewed and approved to add an escrow line in the application.
- The 2024 Meeting Dates were reviewed and accepted.
- The Sewer Rate Hearing date was reviewed and accepted for 2/8/24.

RECESS

Mr. Valliere moved and Mr. Crawford seconded the motion to recess until 12/10/23. 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 ____11/30/2023_____
____Anita Weingart, Secretary/Treasurer____