

# **LEBANON BOROUGH SEWERAGE AUTHORITY**

## **MINUTES**

**April 18<sup>th</sup>, 2024**

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, Ben Valliere, Edward Cichone

Also present: Jim Hill, Kayla Nissen – Liberty Environmental, 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 MINUTES**

**Mr. Crawford moved, and Mr. Cichone seconded the motion to approve the Mar 21, 2024, minutes. All Ayes: Motion Carried**

**PUBLIC COMMENTS** – no public comments

### **ENGINEER'S REPORT**

Mr. Hill's report is on file.

Mr. Hill suggested smoke testing first then, jet/video on the north side of town. He has a quote from Oswald working on additional quotes. His goal is to maintain 1/3 of the manholes each year.

The meters are currently located at MH18, MH17, MH50 and MH90.

Easement clearing is also suggested.

Mr. Burton asked if RLSA would be part of the easement clearing but Mr. Hill said they missed that window of opportunity. Easements are at a point where the contractor can finish them in 1 day. Mr. Burton would like to combine this maintenance function with RLSA.

Mr. Hill will get quotes for a lateral for a home in the Commons. He suggested LBSA cover the cost.

Mr. Burton asked about rainstorms. Mr. Hill reported where the flooding occurs by the pump station.

### **BKC – AUDIT REPORT 2023**

Ms. Atwell reported the Audit of 2023 findings, including an explanation of cash flows and revenue. Revenue exceeded expenditures by \$50,000. Expenses were up by \$38,000.00 compared to the prior year. Largest increases in engineering. Cash flows increased and better rates this year for CD; therefore, opened more CD accounts. There were no findings or recommendations for this audit. There were no prior year findings or recommendations. Ms. Atwell reported 2023 went smoothly and is satisfied with the reporting and forms from the LBSA Secretary/Treasurer.

### **RESOLUTION 24-014 – Audit 2023**

**Mr. Crawford moved; Mr. Valliere seconded the motion to accept Resolution 24-014 Audit 2023. Roll Call Vote: Crawford, Cichone, Valliere, Burton. All Ayes: Motion Carried.**

RESOLUTION 24-14

**WHEREAS**, N.J.S.A 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

**WHEREAS**, the annual audit report for the fiscal year ended December 31, 2023 has been completed and filed with the Lebanon Borough Sewerage Authority pursuant to N.J.S.A 40 A:5A-15 and


**WHEREAS**, N.J.S.A 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "**General Comments**", "**Recommendations**", and "**Schedule of Findings and Responses**", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

**WHEREAS**, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "**General Comments**", "**Recommendations**", and "**Schedule of Findings and Responses**", in accordance with N.J.S.A 40A:5A-17,

**NOW, THEREFORE BE IT RESOLVED** that the governing body of the Lebanon Borough Sewerage Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2023, and specifically has reviewed the sections of the audit report entitled "**General Comments**", "**Recommendations**", and "**Schedule of Findings and Responses**", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED** that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

**IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION**  
**PASSED AT THE MEETING HELD ON** APRIL 18, 2024

  
Secretary

4-18-2024  
Date

**LOCAL AUTHORITIES  
GROUP AFFIDAVIT FORM**

**PRESCRIBED BY  
THE NEW JERSEY LOCAL FINANCE BOARD**

**AUDIT REVIEW CERTIFICATE**

We, the members of the governing body of the Lebanon Borough Sewerage Authority being of full age being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed/elected (cross out one) members of the:  
  
Lebanon Borough Sewerage Authority
2. We certify, pursuant to N.J.S.A 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2023, and specifically the sections of the audit report entitled "General Comments", "Recommendations", and "Schedule of Findings and Responses".

(PRINT - NAME)

(SIGNATURE)

Edward Cichone \_\_\_\_\_

Richard Burton \_\_\_\_\_

Gregory Crawford \_\_\_\_\_

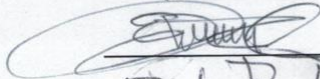
Glen Chandler \_\_\_\_\_

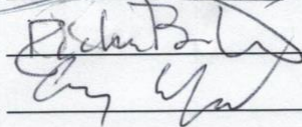
BEN VALLIERE \_\_\_\_\_

\_\_\_\_\_

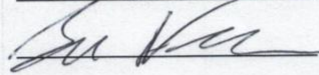
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ABSENT



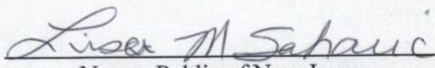
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SWORN to and subscribed before me

this 18<sup>th</sup> day of APRIL, 2024

  
Notary Public of New Jersey

**LISA M. SAHARIC  
NOTARY PUBLIC OF NEW JERSEY  
My Commission Expires February 15, 2027**



**EXPENDITURES**

**Mr. Valliere moved; Mr. Cichone seconded the motion to approve April 2024 expenditures as listed below.**

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

<u>GENERAL ACCT:</u>			<b>APR 2024</b>
24-036	PAYROLL ACCT	PAYROLL	\$3,136.65
24-037	RLSA	WASTE WATER TREATMENT	\$38,464.95
24-038	LEBANON BOROUGH	LEASE	\$1,300.00
24-039	NOVAK & NOVAK	APRIL RETAINER	\$4,333.33
24-040	ONE CALL CONCEPTS	INV# 4035386	\$28.24
24-041	R&L DATACENTERS	INV# 111983	\$98.90
24-042	JCP&L	HEAT TAPE	\$102.64
24-043	ALPHADOG	INV# 25759	\$600.00
24-044	EDMUNDS GOV/TECH	INV# 24-IN4523	\$500.00
24-045	BKC	INV# 28201	\$20,000.00
24-046	LIBERTY ENV.	INV# 542	\$6,833.75
<b>TOTAL</b>			<b>\$75,398.46</b>
 <u>ESCROW ACCT:</u>			
ELIZABETHTOWN GAS	LIBERTY ENV.	INV# 536	\$767.50
			\$0.00
		<b>TOTAL</b>	<b>\$767.50</b>

**FINANCIAL REPORTS –** March (bank statements), April financial reports 2024

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

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

**RLSA**

Richard Burton is the Chairman now replacing Vincent Schaible. A brief discussion occurred regarding the need to have LBSA representation at the RLSA meetings. Mr. Colantano is a candidate.

**Mr. Valliere moved to have William Colantano represent LBSA at RLSA meetings. Mr. Cichone seconded the motion. All Ayes: Motion Carried.**

## **MISCELLANEOUS**

- Mr. Hill will email updates needed to the LBSA website with regards to engineering documents/files. He will continue to work with Mr. Novak on the updates. Mr. Hill suggested the Board members review the documents and forward their findings.
- LBSA to open another CD in the amount of \$50,000.00 Unity Bank for an 11-month term at 5%.

## **EXECUTIVE SESSION**

**Mr. Valliere moved; Mr. Cichone seconded the motion to enter closed session. All Ayes: Motion Carried.**

## **PUBLIC SESSION**

**Mr. Valliere moved; Mr. Cichone seconded the motion to open public session. All Ayes: Motion Carried.**

## **ADJOURN**

**Mr. Valliere moved, and Mr. Cichone 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 \_\_\_\_4/18/2024\_\_\_\_.

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