

# **LEBANON BOROUGH SEWERAGE AUTHORITY**

## **MINUTES**

**May 16<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, Glen Chandler, 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. Cichone moved, and Mr. Chandler seconded the motion to approve the Apr 18, 2024, minutes. All Ayes: Motion Carried**

**PUBLIC COMMENTS** – no public comments

### **ENGINEER'S REPORT**

Mr. Hill's report is on file.

Mr. Hill recommended smoke testing for the north side of the Borough. Smoke testing was last completed in 2021. This would be a 1-day job. Jet/video would be used if the smoke test reveals a problem. The last jet/video was done in 2019. The borough is split into 3 sections.

A list of contractors was provided for approval for routine and emergency work. The LBSA board can decide about moving forward with that list. No action was taken at this meeting.

A line break occurred on Cindy Court; a GC made repair for the homeowner. It was determined that the TOC work caused the break accidentally. A mark-out was done. This break was in the street. The water line and sewer line are very close together. Jim requested the TOC to pay for the repair. The TOC refused to pay for this, stating; insurance can take care of it.

Flows at the station remain where they should be.

**EXPENDITURES**

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

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

<u>GENERAL ACCT:</u>			May 2024
24-047	PAYROLL ACCT	PAYROLL	\$3,136.65
24-048	RLSA	WASTE WATER TREATMENT	\$38,464.95
24-049	LEBANON BOROUGH	LEASE	\$1,300.00
24-050	R&L DATACENTERS	INV# 112222	\$98.90
24-051	JCP&L	HEAT TAPE	\$45.61
24-052	NOVAK & NOVAK	RETAINER MAY 2024	\$4,333.33
24-053	QUILL CORP.	INV# 38409218, 38309470	\$344.46
24-054	ONE CALL CONCEPTS	INV# 4045386	\$15.73
24-055	LOCALiQ	AD# 10124646	\$99.69
24-056	NJ ADVANCE MEDIA	AD# 0010861790	\$58.65
24-057	LIBERTY ENV.	INV# 562	\$6,833.75
<b>TOTAL</b>			<b>\$54,731.72</b>
 <u>ESCROW ACCT:</u>			
ELIZABETHTOWN			
GAS	LIBERTY ENV.	INV# 556	\$3,230.00
			\$0.00
		<b>TOTAL</b>	<b>\$3,230.00</b>
NOTE:	Check #1193	CD - Unity Bank 5/1/24	\$50,000.00

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

**Mr. Cichone moved; Mr. Chandler seconded the motion to acknowledge the financial reports and bank statements.**

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

## RLSA

Mr. William Colantano had been appointed as a member of the RLSA representing LBSA.

## MISCELLANEOUS

- Mr. Hill provided updated documents for the LBSA website: “O&M Manual” and the “Policy, Procedure, Rules & Regulations”.
- One of the outstanding items for the Liberty Environmental contract is the COI.

## EXECUTIVE SESSION – Contractual – Liberty Environmental, Inc. and LCF

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

## PUBLIC SESSION

Mr. Crawford moved; Mr. Chandler seconded the motion to open public session. All Ayes: Motion Carried.

Mr. Cichone moved; Mr. Crawford seconded the motion to complete the yearly summaries on the cost of excess effluent treatment and notify & bill the customer for the excess costs; and upon satisfaction of past delinquencies, suggest that the customer apply for additional capacity. Roll Call Vote: Crawford, Cichone, Chandler, Burton, 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 \_\_\_\_5/16/2024\_\_\_\_.

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