

# LEBANON BOROUGH SEWERAGE AUTHORITY

## MINUTES

July 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, Glen Chandler, Edward Cichone, Benedict Valliere

Also present: Jim Hill – 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. Novak required the June minutes be amended to include the outcome of the Executive Session. **Mr. Valliere moved; Mr. Cichone seconded the motion to amend the June 2024 minutes to include the outcome of the Executive Session. All Ayes: Motion Carried.**

**Mr. Cichone moved, and Mr. Valliere seconded the motion to approve the June 20, 2024, minutes with the amendment. All Ayes: Motion Carried**

### **INFORMAL APPLICATION** – Round Valley School

The applicant was not present at the meeting. It was determined that this property is not within our sewer service area. LBSA will send a letter to the RVS representative with this finding.

### **INFORMAL APPLICATION** – Codd Liv, LLC (The Cap Connection Realty, LLC)

John Hansen with AKRF, Inc. and Scott Quigley with Ferber Co. attended to discuss B4/L9 requesting additional sewer capacity. They need a total of 10.5 for a proposed WAWA with 5900 sq. feet and 12 pumps. Mr. Hill stated that the TWA approval is pending. A new sewer service agreement would need to be established. The discussion included using a portion of L1.04 which is under contract. Cap Connection would be demolished. Mr. Novak added that the Town Center can meet phase 1 but not phase 2. Lot 1.03 needs a renewal for the TWA. Lot 1.04 needs a TWA application. The Town Center project is currently dormant. Further details were discussed regarding access to the property. Mr. Novak outlined the process to the applicants including they will need to see PB then come back to LBSA to move forward. Capacity applications are processed on a first come first served basis.

**PUBLIC COMMENTS** – no public comments

**ENGINEER'S REPORT**

Mr. Hill's report is on file.

Mr. Hill suggested smoke testing to move forward based on approval. Mr. Chandler questioned the price of smoke testing. Mr. Hill stated this would be done in the entire borough starting with the North side. We can remove easement clearing from the 2024 project list. Mr. Hill suggested we notify the borough residents and businesses regarding the smoke test. This may be done with post cards, Main St. sign and a reverse 911 call prior to the estimated smoke test date of Sept or Oct.

**Mr. Valliere moved; Mr. Crawford seconded the motion to approve smoke testing not to exceed \$2,300.00 with Oswald Enterprises. Roll Call Vote: Valliere, Cichone, Chandler, Crawford, Burton. All Ayes: Motion Carried.**

**Mr. Valliere moved; Mr. Crawford seconded the motion not to exceed charges of \$3,130.00 as a special project for Liberty Environmental. Roll Call Vote: Valliere, Crawford, Chandler, Cichone, Burton. All Ayes: Motion Carried.**

**Emergency Services** outlined in the letter from Mr. Hill dated 5/16/24 and discussed in detail during this meeting. Services include manhole repairs, jet/vacuum, video services, manhole/line grouting (items d., e. and f. from the 5/16/24 letter)

**Mr. Crawford moved; Mr. Valliere seconded the motion to approve Emergency Services as outlined in the dated 5/16/24 from Liberty Environmental recommending Oswald Enterprises and Tobin Barkman Excavating. This letter with quotes is on file with LBSA. Roll Call Vote: Valliere, Cichone, Chandler, Crawford, Burton. All Ayes: Motion Carried.**

**Informal Application process** – The escrow fee chart needs consideration when determining if a project falls under Informal or Formal. The discussion included raising the rate for an Informal Application.

**Mr. Valliere moved; Mr. Crawford seconded the motion to amend the Informal Application rates by increasing the Informal Application rate to \$500.00 for commercial properties and keeping the \$75.00 rate for residential applicants. Roll Call Vote: Valliere, Cichone, Chandler, Crawford, Burton. All Ayes: Motion Carried.**

**EXPENDITURES**

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

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

<u>GENERAL ACCT:</u>			July 2024	NF BANK Check#
24-069	PAYROLL ACCT	PAYROLL	\$3,136.65	EFT
24-070	RLSA	WASTE WATER TREATMENT	\$38,464.95	1214
24-071	LEBANON BOROUGH	LEASE	\$1,300.00	1215
24-072	NOVAK & NOVAK	RETAINER JULY 2024	\$4,333.33	1216
24-073	R&L DATACENTERS	INV# 112699	\$98.90	1217
24-074	ONE CALL CONCEPTS	INV# 4065384 STAMPED, WINDOW	\$13.58	1218
24-075	STAMP FULFILLMENT	ENVELOPES	\$454.90	1219
24-076	LIBERTY ENV.	INV# 1014	\$6,833.75	1220
<b>TOTAL</b>			<b>\$54,636.06</b>	
<u>ESCROW ACCT:</u>				TD BANK
ELIZABETHTOWN				
GAS	LIBERTY ENV.	INV# 1008	\$180.00	1531
			\$0.00	
		<b>TOTAL</b>	<b>\$180.00</b>	

**FINANCIAL REPORTS –** June (bank statements), July financial reports 2024

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

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

## **RLSA**

There was nothing to report.

## **MISCELLANEOUS/In Progress:**

- Liberty Environmental contract is in progress. This will be renewed with the 2024 rate of pay.
- A letter to RVS will be sent summarizing that they are not in our sewer service area.
- Mr. Novak discussed the need to amend the June 2024 minutes. The details of this discussion are added to the section above for approval of June 2024 minutes. **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 \_\_\_\_7/18/2024\_\_\_\_\_  
\_\_\_\_Anita Weingart, Secretary/Treasurer\_\_\_\_