

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

October 17, 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, Edward Cichone, Glen Chandler

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

The meeting was convened in compliance with the OPEN PUBLIC MEETINGS ACT of 1975.

APPROVE MINUTES

Mr. Chandler moved, and Mr. Cichone seconded the motion to approve the Sept. 19, 2024, minutes with the amendment. All Ayes: Motion Carried

PUBLIC COMMENTS – There were no public comments

ENGINEER'S REPORT

Mr. Hill's report is on file.

Mr. Hill will complete the report for RLSA and email it to the LBSA Board.

LCF: The meter in MH 90 will remain until this matter is resolved.

The board members request a monthly report from Mr. Hill with readings added each month from 2019 – 2024.

We have 225 MH in total.

FINANCIAL REPORTS – Sept. (bank statements), Oct. financial reports 2024. Ms. Atwell reviewed and approved of these reports. Mr. Colantano reviewed and approved of these reports. He discussed the CD report indicating the growth LBSA has had with CD rates this year. Mr. Colantano has suggested RLSA do the same.

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

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

RLSA

Mr. Colantano, as a member of the RLSA, is involved in budget discussions. He recommended RLSA invest in CD's this year. He indicated that LBSA is still doing better with investments. He also recommended RLSA use a payroll service because if payroll taxes have errors, the penalty is high.

RLSA project is estimated at a \$25 million interest free loan for half of it. This would be a 20-year debt service. Engineers are calculating increases for each town. This may result in doubling sewer rates.

Mr. Burton added a brief comment about the method of calculation. DEP has changed regulations, so we must be in it within 5 years. We are 24% of the total budget based on usage. Expansion capacity rates for connection fees for new sewer users may be a possibility.

Mr. Novak suggested to LBSA that we start providing residents with information regarding rate increases due to legislative mandates. Mr. Novak further suggested we put an article in Lantern for this purpose and at some point, include the history of LBSA.

MISCELLANEOUS/In Progress:

- Smoke testing update – Mr. Hill provided a summary. A full report will be available after the second round.

EXPENDITURES

Mr. Cichone moved; Mr. Crawford seconded the motion to approve the October 2024 expenditure report as listed below. Roll Call Vote: Crawford, Cichone, Chandler, Burton. All Ayes: Motion Carried

<u>GENERAL ACCT:</u>			OCTOBER 2024	NF BANK
				Check#
24-095	PAYROLL ACCT	PAYROLL	\$3,136.65	EFT
24-096	RLSA	INV# 24-035	\$38,464.95	1237

24-097	LEBANON BOROUGH	LEASE	\$1,300.00	1238
24-098	ONE CALL CONCEPTS	INV #4095384	\$9.65	1239
24-099	R&L DATACENTERS	INV #113411	\$98.90	1240
24-100	NOVAK & NOVAK	RETAINER OCT 2024	\$4,333.33	1241
24-101	QUILL CORPORATION	INV# 40708276	\$296.95	1242
24-102	STATE OF NJ - DLWD OSWALD ENTERPRISES,	DIV OF EMPLOYER ACCOUNTS	\$7.48	1243
24-103	INC	INV# IN000014487	\$2,000.00	1244
24-104	USPS	ROLL OF STAMPS REGULAR, STAMPED	\$68.00	1245
24-105	STAMP FULFILLMENT LIBERTY	ENVELOPES	\$322.85	1246
24-106	ENVIRONMENTAL, INC	INV# 1611	\$7,039.17	1247
TOTAL			\$57,077.93	

<u>ESCROW ACCT:</u>				TD
				BANK
TOC - WATER	LIBERTY ENVIRONMENTAL	INV# 1607	\$205.00	1533
			\$0.00	
TOTAL			\$205.00	

Miscellaneous (continued)

- Board members reviewed the invoices and determined updates need to be made in Feb/Mar and Mar/Apr. 2024 invoices. The special project rates are billed at the 2023 rate. Mr. Hill suggested a credit back to LBSA. Mr. Hill is to provide the updated numbers for the Board to review. Mr. Hill indicated 2 people are required on the jobs for safety reasons regarding MH work by the insurance company. Mr. Colantano added we should get these paid by December of 2024 and we need the correct numbers to know what the deduction should be for credit by total. Discussion included how the time is calculated by Mr. Hill for phone calls, for example calls from Mr. Novak. Mr. Hill explained that additional items are added to the call for things that are done after the related call.
- Tax sale – 19 properties on the list. Letters have been sent by the Tax Collector. It is scheduled for 11/6/24

EXECUTIVE SESSION: Litigation Lebanon Cheese Company; Carden Properties of NJ; J&S Properties LLC and Joseph Lotito vs. LBSA

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

RE-ENTER PUBLIC SESSION:

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

Mr. Novak summarized that the Answer to the LCF claim has been filed and a counterclaim is asserted against LCF. These can be viewed by the public and are filed in the LBSA office.

ADJOURN

Mr. Crawford 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 ____10/17/2024____.

____Anita Weingart, Secretary/Treasurer____