

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

November 14th, 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, Benedict Valliere

Also present: Jim Hill – Liberty Environmental, Laura Atwell - BKC, and Secretary Anita Weingart

Absent: Joseph Novak – Novak and Novak Law

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

APPROVE MINUTES

Mr. Cichone moved, and Mr. Valliere seconded the motion to approve the Oct 17th, 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 continues to work with Manuel Ponte and Rob O'Brien from RLSA on flow numbers. The Marriot is flowing approximately 2,000 gpd higher than usual.

November should be the last month to work on LCF in anticipation of a response from their attorney. Mr. Hill continues to monitor the meter at MH 90.

FINANCIAL REPORTS – Oct (bank statements), Nov. financial reports 2024. Ms. Atwell reviewed and approved of these reports. Mr. Colantano reviewed and approved of these reports.

Mr. Valliere moved; Mr. Crawford seconded the motion to acknowledge the financial reports and bank statements. Roll Call Vote: Chandler, Crawford, Cichone, Valliere, Burton. All Ayes: Motion Carried

Smoke testing update – Mr. Hill will confirm with LBSA Secretary as to which properties should receive a smoke test repair letter. The letter may include the suggestion to use Barkman as the contractor.

RLSA

The Engineer from R3M, Mike Samuel passed away unexpectedly. No other news to report.

MISCELLANEOUS/In Progress:

Liberty Environmental special project invoices were reviewed.

Mr. Burton questioned the amounts on the invoices. Mr. Colantano questioned Mr. Ross's role in the invoices. Mr. Hill explained that Mr. Ross has done inspections on this invoice. Mr. Hill will no longer be billing LBSA for LCF from late October 2024.

Mr. Colantano pointed out that meter readings are part of the lump sum. Mr. Hill has been tracking additional readings since 2018 and continues to add to the detailed chart.

Mr. Novak worked on the final figures that LCF would owe us with Hill. Nothing new has been done about this. Mr. Chandler requested a spreadsheet of expenditures for special projects.

Mr. Crawford moved, Mr. Cichone seconded the motion to pay INV# 1890 in the amount of \$720.00 and INV# 1606 in the amount of \$1,500.00 both for work done for LCF. Roll Call Vote: Chandler, Crawford, Cichone, Valliere, Burton. All Ayes: Motion Carried

Discussion continued with INV# 1892 – smoke testing \$5,163.75. This amount exceeds Mr. Hill's approved amount for his fees by \$2,000.00 on this project.

Mr. Chandler expressed his disappointment with Oswald running out of smoke. Mr. Hill will ask Oswald to reduce the bill for the project. Oswald's bill was \$1,800 for October's half day. Oswald's bill was \$2,000.00 for September's day of testing. This exceeded the approved amount by \$600.00.

It was further discussed that awarding a contract not to exceed may also need to include a contingency plan. Mr. Hill alerted us by email. It was discussed that email may not be the most efficient method to decide changes in the scope of work. It is preferred to receive a call.

Mr. Burton and Mr. Crawford confirmed with Mr. Hill that if Oswald hadn't run out of smoke, the project would have been completed in 1 day. Mr. Valliere noted Oswald should incur that cost due to their lack of supplies. Mr. Chandler pointed out that we also use them for special

services. Mr. Burton requested that Oswald consider covering the overage for Liberty Environmental and for themselves for not having the materials for the whole 1 day. Mr. Hill will contact Oswald about this. Mr. Hill told Oswald the amount they were approved for.

The board decided that the Oswald payment will not be included in the November payment list. The board also decided that the special project invoice #1892 for Mr. Hill’s work on the smoke testing will also be on-hold. Both are on- hold until further notice from Mr. Hill after he settles it with Oswald Enterprises.

EXPENDITURES

Mr. Valliere moved; Mr. Cichone seconded the motion to approve the November 2024 expenditure report as listed below with the exception of the Oswald Enterprises invoice. Roll Call Vote: Chandler, Crawford, Cichone, Valliere, Burton. All Ayes: Motion Carried

<u>GENERAL</u>				NF	
<u>ACCT:</u>		NOVEMBER	2024	Check#	BANK
24-107	PAYROLL ACCT	PAYROLL	\$3,136.65	EFT	
24-108	RLSA	INV# 27/037	\$38,464.95	1248	
24-109	LEBANON BOROUGH	LEASE	\$1,300.00	1249	
24-110	ONE CALL CONCEPTS	INV# 4105384	\$10.01	1250	
24-111	QUILL CORPORATION	INV# 41208715	\$44.99	1251	
24-112	R&L DATACENTERS	INV# 113645	\$98.90	1252	
24-113	STAMP FULFILLMENT	(refer to email) - the difference	\$128.90	1253	
24-114	OSWALD ENTERPRISES, INC	INV# 14514	\$1,800.00	1254	payment on hold
24-115	ANITA WEINGART	Reimbursement - Trophy Partner Order # 172729	\$83.47	1255	
24-116	NOVAK & NOVAK	NOV. 2024	\$4,333.33	1256	
24-117	NOVAK & NOVAK	INV# 4371	\$1,757.50	1257	
24-118	LIBERTY ENVIRONMENTAL, INC	INV# 1895	\$7,039.17	1258	
24-119	LIBERTY ENVIRONMENTAL, INC	INV# 1870, 1869, 1868	\$4,840.00	1259	
TOTAL			\$63,037.87		

<u>ESCROW</u>					TD
ACCT:					BANK
TOC -	LIBERTY				
WATER	ENVIRONMENTAL	INV# 1891		\$480.00	1534
				\$0.00	
			TOTAL	\$480.00	

BUDGET WORKSHOP

Ms. Atwell - BKC and the LBSA Board members followed each line item on the budget worksheet with a discussion of budget amounts deemed appropriate for 2025. A review of the last 10 years provided by Mr. Colantano also took place. Ms. Atwell added that it was helpful to have the amounts other towns charge for sewer service. Mr. Burton asked about GPD from towns that offer sewer service. The Joint Authority costs are a big driver on this budget as Ms. Atwell pointed out.

EXECUTIVE SESSION – Contractual, Salaries

Mr. Chandler moved, Mr. Valliere seconded the motion to enter Executive Session.

PUBLIC SESSION

Mr. Chandler moved; Mr. Valliere seconded the motion to re-enter public session.

A line-by-line detailed discussion took place including mention of the 3% increase for professionals and secretary. As one of the professionals receiving a 3% increase, Ms. Atwell on behalf of BKC stated they will not be taking part in the increase. Sewer rate increases were discussed and projected for years to come.

The next edition of the Lebanon Lantern will include information concerning sewer rate increases. The 2025 annual sewer rate is projected to be \$576.00.

RESOLUTION 24-15 – LATE INTRODUCTION

Mr. Valliere moved; Mr. Chandler seconded the motion to adopt Res 24-15 the Late introduction of the 2025 Budget. Roll call vote: Chandler, Crawford, Cichone, Valliere, Burton. All Ayes: Motion Carried.

RESOLUTION 24-16 – RATE INCREASE (Preliminary)

Mr. Valliere moved; Mr. Crawford seconded the motion to adopt Res 24-16 Rate Increase to \$576.00 annual rate. Roll call vote: Chandler, Crawford, Cichone, Valliere, Burton. All Ayes: Motion Carried.

RESOLUTION 24-17 – BUDGET INTRODUCTION 2025

Mr. Crawford moved, Mr. Valliere, seconded the motion to adopt Res 24-17 Budget Introduction 2025. Roll call vote: Chandler, Crawford, Cichone, Valliere, Burton. All Ayes: Motion Carried.

RECESS MEETING

Mr. Valliere moved; and Mr. Crawford seconded the motion to recess until 12/8/24. 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 ____11/14/2024_____
____Anita Weingart, Secretary/Treasurer____