

LEBANON BOROUGH SEWERAGE AUTHORITY

MINUTES

February 20th, 2025

The meeting of the LEBANON BOROUGH SEWERAGE AUTHORITY was called to order by Joseph Novak at 7:30 PM.

MEMBERS PRESENT: Richard Burton, Greg Crawford, Edward Cichone, Benedict Valliere

Also present: Jim Hill – Liberty Environmental, Joseph Novak – Novak & Novak,
Laura Atwell – BKC and Anita Weingart

Absent: Glen Chandler

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

OATH OF OFFICE – Benedict Valliere

Mr. Novak administered the Oath of Office for Benedict Valliere as a member of the LBSA for a 5-year term.

NOMINATE CHAIRPERSON – Mr. Cichone nominated Mr. Burton; Mr. Valliere seconded the motion for Mr. Burton as Chairman. Roll Call Vote: Crawford, Cichone, Valliere, Burton. All Ayes: Motion Carried.

The meeting was turned over to the newly appointed Chairman, Richard Burton.

NOMINATE VICE-CHAIRPERSON – Mr. Burton nominated Mr. Crawford; Mr. Cichone seconded the motion for Mr. Crawford as Vice Chairman. Roll Call Vote: Cichone, Valliere, Burton, Crawford. All Ayes: Motion Carried.

APPOINT SECRETARY/TREASURER – Mr. Burton moved; Mr. Cichone seconded the motion to appoint Anita Weingart as Secretary/Treasurer. Roll Call Vote: Crawford, Cichone, Valliere, Burton. All Ayes: Motion Carried.

EXECUTIVE SESSION – Contractual – LCF and Liberty Environmental

Mr. Cichone moved; Mr. Crawford seconded the motion to enter into the Closed Session. All Ayes: Motion Carried.

PUBLIC SESSION –

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

RESOLUTIONS 25-01 THROUGH 25-10

Mr. Crawford moved; Mr. Valliere seconded the motion to adopt Resolutions 25-01 through 25-10 as listed below. Roll Call Vote: Crawford, Cichone, Valliere, Burton. All Ayes: Motion Carried.

25-01: “NON-FAIR AND OPEN” – PROFESSIONAL SERVICES

25-02: ALPHADOG WEBSITE MANAGEMENT

25-03: PROFESSIONAL INSURANCE

25-04: WAIVER OF LATE FEES

25-05: INVOICES IF MEETING IS CANCELLED

25-06: INVESTMENT OF IDLE FUNDS & FUND TRANSFERS

25-07: REGULAR MEETINGS DATES/TIMES & NEWSPAPERS

25-08: PURCHASES UNDER \$1,000.00

25-09: BANK DEPOSITORIES

25-10: PACO

Mr. Crawford moved; Mr. Valliere seconded the motion to adopt Resolutions 25-14 through 25-16 as listed below. Roll Call Vote: Crawford, Cichone, Valliere, Burton. All Ayes: Motion Carried.

25-14: APPOINTMENT OF AUDITOR: Laura Atwell with BKC

25-15: APPOINTMENT OF ATTORNEY: Joseph Novak with Novak & Novak Law

25-16: APPOINTMENT OF ENGINEER ON A MONTH-TO MONTH BASIS: James Hill with Liberty Environmental, Inc.

REGULAR MEETING

APPROVE MINUTES

Mr. Crawford moved, and Mr. Chandler seconded the motion to approve Jan 16, 2025, minutes. All Ayes: Motion Carried

PUBLIC COMMENTS – There were no public comments.

Mr. Novak confirmed that the RESOLUTION 25-11 CONNECTION FEES & SEWER SERVICE CHARGES has been advertised in 2 newspapers.

PUBLIC HEARING ON CONNECTION FEES & SEWER SERVICE CHARGES

Mr. Cichone moved; Mr. Valliere seconded to open public hearings for connection fees and rate charges. Ms. Atwell reviewed the connection fees and sewer service charges for 2025.

Close public hearing: Mr. Cichone moved; Mr. Valliere seconded the motion to close the public hearing for the 2025 Rates and Connection Fees. All Ayes: Motion Carried.

RESOLUTION 25-11: CONNECTION FEES & SEWER SERVICE RATES 2025
Mr. Cichone moved; Mr. Valliere seconded the motion to adopt Resolution 25-11: Connection Fees & Sewer Service Rates for 2025. Roll Call Vote: Cichone, Valliere, Crawford, Burton. All Ayes: Motion Carried.

RESOLUTION 25-12: SALARY RESOLUTION
Mr. Cichone moved; Mr. Valliere seconded the motion to adopt Resolution 25-12: Salary Resolution for 2025. Roll Call Vote: Crawford, Valliere, Cichone, Burton

RESOLUTION 25-13: CLEAN OUT FEE
Mr. Crawford moved; Mr. Cichone seconded the motion to adopt Resolution 25-13: Clean out Fee for 2025. Roll Call Vote: Crawford, Valliere, Cichone, Burton. All Ayes: Motion Carried.

Mr. Novak asked Mr. Hill if the Clean out fee is listed in the Rules and Regulations on the website. Mr. Hill thinks it is. If not, LBSA will put it on the website.

ENGINEER'S REPORT

Mr. Hill's report is on file.

Smoke testing issues were notified and repaired in some cases by now. Mr. Hill discussed in detail manhole issues regarding smoke testing and in some areas may need lids replaced on an as needed basis.

No work is presently being done for LCF.

Providing flow reports on a regular basis.

EXPENDITURES – Feb 2025

Mr. Crawford moved; Mr. Cichone seconded the motion to approve the Feb 2025 expenditures as listed below. Roll Call Vote: Crawford, Valliere, Cichone, Burton. All Ayes: Motion Carried.

GENERAL

ACCT:

FEBRUARY 2025

NF
BANK

Check#

25-016	PAYROLL ACCT	PAYROLL	\$3,234.56	EFT
25-017	RLSA	INV# 24/043	\$44,662.42	1287
25-018	LEBANON BOROUGH	LEASE	\$1,300.00	1288
25-019	R&L DATACENTERS	INV# 114352	\$274.90	1289
25-020	JCP&L	ACCT# 100150227336	\$46.31	1290
25-021	ONE CALL CONCEPTS	INV# 5015385	\$21.09	1291
25-022	COURIER NEWS	INV# 10881693, 10964046	\$83.95	1292
		INV# 42509790, 42558021,		
25-023	QUILL CORPORATION	42581956, 42333092	\$860.91	1293
25-024	AJ MAGLIO CONSULTANT	INV# 2025	\$900.00	1294
25-025	SELECTIVE INSURANCE	ACCT: 136-119-320	\$30.00	1295
25-026	NOVAK & NOVAK LAW	FEB 2025 RETAINER	\$4,483.33	1296
25-027	LIBERTY ENVIRONMENTAL	INV# 2341 (DEC 2024)	\$7,039.17	1297

TOTAL **\$62,936.64**

<u>ESCROW</u>				TD
<u>ACCT:</u>				BANK
			\$0.00	
			\$0.00	
		TOTAL	\$0.00	

FINANCIAL REPORTS – Jan. 2025 (bank statements), Feb. financial reports 2025. Ms. Atwell reviewed and approved of these reports. Mr. Colantano reviewed and approved of these reports.

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

A proposal from the engineering firm is on hold for now. The RLSA will have a re-organization meeting next week.

MISCELLANEOUS/In Progress:

- Close savings account – discussion for approval of closing this account took place.

Crawford moved, Valliere seconded the motion to close the savings account and transfer the funds to the operating account. Roll Call Vote: Cichone, Crawford, Valliere, Burton. All Ayes: Motion Carried.

ADJOURN MEETING

Mr. Crawford moved; and Mr. Valliere seconded the motion to adjourn the meeting. 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 __02/20/2025_____.

___Anita Weingart, Secretary/Treasurer___