

LEBANON BOROUGH SEWERAGE AUTHORITY
MINUTES
June 19th, 2025

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

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

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

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

APPROVE MINUTES

Mr. Crawford moved, and Mr. Valliere seconded the motion to approve Apr. 2025 minutes.
All Ayes: Motion Carried

PUBLIC COMMENTS – There were no public comments.

ENGINEER'S REPORT

Mr. Hill's report is filed for May and June of 2025.

AUDIT REPORT – 2024

Ms. Atwell- BKC reviewed the report that is on file with LBSA. She further discussed the revenues, expenses and surplus. There were no recommendations.

RESOLUTION 25-017 – ADOPT AUDIT REPORT FOR THE YEAR 2024

(The original signed copy is on file in the LBSA office)

WHEREAS, N.J.S.A 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, N.J.S.A 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each

member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled “General Comments”, “ Recommendations:”, and “Schedule of Findings and Responses”, and has evidences same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled “General Comments”, “Recommendations”, and “Schedule of Findings and Responses”, in accordance with N.J.S.A 40 A:5A-17,

NOW, THEREFORE BE IT RESOLVED that the governing body of the Lebanon Borough Sewerage Authority hereby certifies to the Local Finance Board of the Stat of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2024, and specifically has reviewed the sections of the audit report entitle “General Comments”, “Recommendations”, and “Schedule of Fining and Responses”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEAREY CERTIFIED THAT THIS IS A TRUE COPY OF THE REOLUTION PASSED AT THE MEETING HELD ON JUNE 19, 2025.

Mr. Cichone moved, Mr. Valliere seconded the motion to adopt the Annual Audit Report for 2024 as presented by Ms. Atwell of BKC. Roll Call Vote: Chandler, Cichone, Valliere, Crawford, Burton. All Ayes: Motion Carried.

EXPENDITURES

Mr. Cichone moved; Mr. Valliere seconded the motion to approve the May and June 2025 expenditure report as listed below. Roll Call Vote: Chandler, Cichone, Valliere, Crawford, Burton. All Ayes: Motion Carried

**GENERAL
ACCT:**

MAY 2025

**NF
BANK**

Check#

25-051	PAYROLL ACCT	PAYROLL	\$3,234.56	EFT
25-052	RLSA LEBANON	INV# 24/052	\$44,662.42	1317
25-053	BOROUGH	LEASE - May 2025	\$1,300.00	1318
25-054	R&L DATACENTERS	INV# 115047	\$101.40	1319
25-055	JCP&L NOVAK & NOVAK	Heat Tape due 5/1/25	\$65.36	1320
25-056	LAW ONE CALL	May-25	\$4,483.33	1321
25-057	CONCEPTS LIBERTY	INV# 5045386	\$28.50	1322
25-058	ENVIRONMENTAL LIBERTY	INV# 3011	\$7,039.17	1323
25-059	ENVIRONMENTAL	INV# 3022	\$3,130.00	1324
TOTAL			\$64,044.74	

25-050 (April)	LIBERTY ENVIRONMENTAL	April check#1316 was written as \$267.50, when it should have been \$287.50. I discovered this when reconciling April bank statement. Per W. Colantano and Liberty Env., the way to correct this is to send in a check referencing the error to the last payment for the difference of \$20.00.		1325
----------------	--------------------------	---	--	------

<u>ESCROW ACCT:</u>				TD BANK
CODD LIV, LLC	NOVAK & NOVAK LIBERTY	INV# 4384	\$484.50	1535
CODD LIV, LLC	ENVIRONMENTAL LIBERTY	INV# 2002	\$1,000.00	1536
BRIGHTSPEED	ENVIRONMENTAL	INV# 2752	\$3,651.25	1537
TOTAL			\$5,135.75	

<u>GENERAL ACCT:</u>				NF BANK
			JUN 2025	Check#
25-060	PAYROLL ACCT	PAYROLL	\$3,234.56	EFT
25-061	RLSA LEBANON	INV# 24/053	\$44,662.42	1326
25-062	BOROUGH	LEASE - Jun 2025	\$1,300.00	1327

25-063	TOC	escrow replenishment	\$1,265.00	1328
25-064	R&L DATACENTERS	INV# 115274	\$101.40	1329
25-065	ALPHADOG	INV# 26126	\$600.00	1330
	ONE CALL			
25-066	CONCEPTS	INV# 5055385	\$29.70	1331
25-067	ANITA WEINGART	MOBILE PH: APR-JUN	\$300.00	1332
25-068	NOVAK & NOVAK	Jun-25	\$4,483.33	1333
	LIBERTY			
25-069	ENVIRONMENTAL	INV# 3177	\$7,039.17	1334
TOTAL			\$63,015.58	

<u>ESCROW</u>				TD
<u>ACCT:</u>				BANK
CODD LIV, LLC	LIBERTY ENVIRONMENTAL	INV# 3062 (replaces 2338, 2347, 2565)	\$840.00	1538

TOTAL \$840.00

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

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

Mr. Colantano recommended opening an additional CD in the amount of \$50,000.00. The LBSA Board agreed and approved. LBSA Sec/Treas. will complete this transaction.

RLSA

RLSA is working on an RFP for design engineers. Mr. Crawford asked if grants are available. Mr. Burton is researching other towns for their process/information on expansion, costs and grants available (if any).

MISCELLANEOUS/In Progress:

Mr. Cinelli of Liberty Environmental inquired about the status of the contract with LBSA and expressed concerns about payment at the 2024 rate due to training new staff. Mr. Burton stated that we are on a month-to-month basis with Liberty Environmental with the 2024 rate. Mr.

Burton's priority is to reduce engineering expenses with a commitment to maintenance of the system. Mr. Novak inquired about any additional changes within Liberty Environmental. Mr. Hill confirmed that Kayla Nissen is no longer with Liberty Environmental. Mr. Cinelli said they have an EIT (engineer in training).

Review of open invoices for Liberty Environmental – all outstanding issues are completed. Any new invoices will continue to be reviewed by LBSA Sec/Treas and the Board for payment.

Easement Clearing – Mr. Hill will provide quotes from contractors.

Grease trap letters – A review of the current list in need of inspections for grease traps took place. Mr. Ross – Liberty Env. will also review and let us know when to send the letters.

MH inserts – Mr. Hill stated they are replaced as needed while inspections are done.

Delicious Bites – A review of the response letter took place, and it was agreed that Green Nature Recycling should receive the grease trap letter on behalf of Delicious Bites as they are the company that collects their grease.

Borough playground – sewer unit – no further action needed at this time. LBSA Sec/Treas will provide billing information for this property at the next meeting.

Review of current sewer service capacity contracts – Mr. Colantano cited as an example Sunkin Silo as a company to look at for capacity versus actual use. The tent on the property was approved by the state Marden Realty (Metropolitan Seafood/Sunkin Silo) during Covid. These are 2 separate businesses but in the same building owned by Marden Realty. Mr. Hill indicated they may be over their contracted capacity. Mr. Novak asked if they had come before the PB for an increase in usage of parking, tent, etc.

LBSA Sec/Treas stated that Marden Realty (owner of the building) applied for additional capacity a few years ago and had already increased their number of units to a total of 11 units. Mr. Novak stated that as other projects apply for capacity, it is a concern if anyone is exceeding capacity.

EXECUTIVE SESSION:

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

PUBLIC SESSION:

Mr. Cichone moved; Mr. Crawford seconded the motion to enter into public session. 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 __06/19/2025_____.

___Anita Weingart, Secretary/Treasurer___