

# READINGTON-LEBANON SEWERAGE AUTHORITY AGENDA

December 17, 2025

## Meeting Agenda

Announcement that the Sunshine laws have been satisfied for the convening of this meeting.

### ***Pledge of Allegiance.***

### ***Roll call:***

Board Members: Mr. Burton, Mr. Heller, Mr. Villa, Mr. Mueller, Mr. Pittinger and Mr. Colantano, Administrator Michael Hajjar.

### ***Budget vs. Actual Report:***

### ***Approval of the minutes:***

From November 25<sup>th</sup>, 2025 meeting.

### ***Approval of:***

**Resolution: # 25-38:** Adopt 2026 Budget

**Resolution: # 25-39:** Transfer of Funds from Bank of America General Fund to NJ Cash Management fund, year-end transfer.

**Resolution: # 25-40:** Transfer of Funds from Cash Management to Bank of America General Fund to cover services for CP Engineering as per Resolution 25-34.

### ***Approval of Decembers Bills List.***

**Approval of invoices:** for December in the amount of **\$87,389.30** and authorization for the Administrative Assistant to transfer this amount into the Operating Checking Account on January 1, 2026.

**Approval of General Fund payment for CP Engineering services for December.**

As per Resolution 25-40 , CP Engineering- invoices. **\$31,177.53**

***Approval of December Payroll Transfers:***

As per Resolution # 24-17, Approval of the transfer of funds to Payroll Account from the Revenue to cover payroll, taxes, health benefits.

12/5/2025- Payroll-State, Federal, SS taxes \$18,319.75

12/19/2025- Payroll-State, Federal, SS taxes, SHBP, & PERS \$ 18,610.80

PERS Loan CIGS \$ 4,348.22

SHBP/Dental \$ 5,612.37

**December Payroll Total \$46,899.24**

**Total funds for December - \$165,466.07**

***Public:***

***New Business:***

New start time for 2026 for Board meeting, 5:30 or keep it at 6:30.

***Old Business:***

L.B.P.S.- Generator & Flooding.

C.P. Engineering Design Upgrade.

***Adjournment:***

25-38

## 2026 ADOPTED BUDGET RESOLUTION

Readington-Lebanon Sewerage Authority

**FISCAL YEAR: January 01, 2026 to December 31, 2026**

WHEREAS, the Annual Budget and Capital Budget/Program for the Readington-Lebanon Sewerage Authority for the fiscal year beginning January 01, 2026 and ending December 31, 2026 has been presented for adoption before the governing body of the Readington-Lebanon Sewerage Authority at its open public meeting of December 17, 2025; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$2,426,900.00, Total Appropriations, including any Accumulated Deficit, if any, of \$2,551,900.00, and Total Unrestricted Net Position utilized of \$125,000.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of \$1,925,000.00 and Total Unrestricted Net Position Utilized of \$1,925,000.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Readington-Lebanon Sewerage Authority at an open public meeting held on December 17, 2025 that the Annual Budget and Capital Budget/Program of the Readington-Lebanon Sewerage Authority for the fiscal year beginning January 01, 2026 and ending December 31, 2026 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

\_\_\_\_\_  
(Secretary's Signature)

December 17, 2025  
\_\_\_\_\_  
(Date)

### Governing Body Recorded Vote

Member	Aye	Nay	Abstain	Absent
Richard Burton				
Jonathan Heller				
Craig Villa				
James Pittinger				
Adam Mueller				
William Colantano				

RESOLUTION  
25-39  
OF  
READINGTON-LEBANON SEWERAGE AUTHORITY

WHEREAS, the Readington-Lebanon Sewerage Authority Bond Resolution of 1984, section 511:3ii, allows transfers of funds in the General Fund account that are free and clear of any lien or pledge and is in excess of amounts required to be reserved for payment or security of the Bonds and allows for transfers by the filing of an "Officer's Certificate" and;

WHEREAS, an "Officer's Certificate" is defined in said Resolution as a certificate signed by an Authority Officer and;

WHEREAS, the Authority in its 2025 Budget has appropriated \$500,000 of Capital Acquisitions monies in account# 3300 and;

WHEREAS, it is financially prudent to build a reserve for Capital Improvement,

NOW THEREFORE BE IT RESOLVED, that this Resolution be considered an "Officer's Certificate" and;

NOW THEREFORE BE IT FURTHER RESOLVED, that the Administrator transfer \$500,000 from the General Fund Account to:

State Street Bank and Trust Company  
Boston, MA 02110

For Credit to: State of New Jersey Cash Management Fund

Account of: Readington-Lebanon SA Capital Improvement Fund

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Jonathan Heller  
Vice-Chairman

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Craig Villa  
Treasurer

DATE: December 17, 2025



RESOLUTION FOR TRANSFER  
25-40  
CASH MANAGEMENT CAPITAL ACCOUNT

WHEREAS, the Readington-Lebanon Sewerage Authority has acquired C.P. Engineering - Contract 25-11441, "Provision for Professional Engineering Services" in accordance with the terms and conditions of the Request for Proposal documents, per Resolution 35-34 and:

WHEREAS, the expenditure has been determined to be the Capital expense of the Authority and;

WHEREAS, it has been determined that monthly the Administrator or Administrative Assistant will transfer funds from the Cash Management Capital account to the Bank of America General Fund to pay incurred fees from C.P. Engineers.

WHEREAS, these types of expenditures will be approved by the Administrator and Commissioners according to contract and will not exceed the \$998,500.00 as per contract agreement.

NOW THEREFORE BE IT RESOLVED RLSA shall pay C.P. Engineering from the Bank of America General funds on a monthly basis for design engineering services pertaining to contract 25-11441.

December 17, 2025  
Date

\_\_\_\_\_  
Signature

# READINGTON-LEBANON SEWERAGE AUTHORITY AGENDA

November 25, 2025

## Meeting Minutes

Announcement that the Sunshine laws have been satisfied for the convening of this meeting.

### ***Pledge of Allegiance.***

### ***Roll call:***

Board Members: Mr. Burton, Mr. Heller, Mr. Villa, Mr. Mueller, Mr. Pittinger and Mr. Colantano, Administrator Michael Hajjar.

**Mr. Pittinger Absent.**

***Introduction***-CP meet and greet.

### ***Approval of the minutes:***

From October 22, meeting.

**Motioned by Mr. Heller, second by Mr. Mueller, roll call all ayes no nays.**

### ***Approval of:***

**Resolution # 25-35:** Corrective Action Plan for Audit of 2024

**Motioned by Mr. Heller, second by Mr. Villa, roll call all ayes no nays.**

**Resolution # 25-36:** Stony Brook Regional Sewerage Authority

**Motioned by Mr. Heller, second by Mr. Villa, roll call all ayes no nays.**

### ***Approval of Novembers Bills List.***

**Motioned by Mr. Heller, second by Mr. Villa, roll call all ayes no nays.**

***Approval of invoices:*** for November in the amount of **\$71,266.67** and authorization for the Administrator to transfer this amount into the Operating Checking Account on December 1, 2025.

**Motioned by Mr. Heller, second by Mr. Villa, roll call all ayes no nays.**

***Approval of General Fund payment as per Resolution # 25-17- Roof repair***

***\$ 148,300.00***

Motioned by Mr. Heller, second by Mr. Villa, roll call all ayes no nays.

\*Mr. Colantano would like to receive the monthly Financial Reports, Budget vs. Actual

***Approval of November Payroll Transfers:***

As per Resolution # 24-17, Approval of the transfer of funds to Payroll Account from the Revenue to cover payroll, taxes, health benefits.

11/7/2025- Payroll-State, Federal, SS taxes \$18,174.27

10/24/2025- Payroll-State, Federal, SS taxes, SHBP, & PERS \$ 18,364.05

PERS Loan CIGS \$ 4,331.56

SHBP/Dental \$ 5,536.32

November Payroll Total \$46,406.20

Total funds for November - \$265,972.87

Motioned by Mr. Heller, second by Mr. Villa, roll call all ayes no nays.

***Public: NONE***

***New Business:***

-LBPS Generator and Flooding. R3M -Mauel Pointe

Floodway – Pump Station Generator leaks – 40 years old. Factor in the replacement of the generator with the replacement of the P.S. Will we be able to replace it easily and run natural gas from the road or is there an easement?

Natural gas vs. the existing diesel fuel. Capital project for PS and a flood wall.

Four (4) Feet elevation should be considered for flooding and electrical, dry well side is subject to flooding. The property backs up to the river, Adam Mueller and Craig Villa to meet with Mike Hajjar and RLSA staff to assess the situation.

-Cover for Sludge Dumpster. R3M -Mauel Pointe

Mr. Pointe is suggesting a new electric cover due to the % increase from Stony Brook having a range of concentration between 13 % and 23% dry solids by weight and not less than 50 % total volatile solids.

There is also the option of building a shelter to protect the container.

***Old Business: -Unity Bank Agreement-***

Mr. Colantano would like to meet with Unity Bank at the January meeting to further discuss the contract. He would like to see Unity Bank will pay for the payroll portion of our contract with Primepoint. He also would like to get better rates.

-R3m- Manuel Presentation on I & I.

***Adjournment:***

**Motioned by Mr. Heller, second by Mr. Villa, roll call all ayes no nays.**

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Criag Villa

Secretary/Treasurer

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Jennifer Price

Recording Secretary



**YEAR 2025 INVOICES****P.O. # & DESCRIPTION****AMOUNT**

x	10924-K	Virginia Weierich- Med-B	\$370.00
x	10925-K	Richard Cranmer- Med-B	\$185.00
x	10926-K	Robert McCray- Med-B	\$185.00
x	11416	PSI LAB 19- c- Replace gear reducer	\$2,974.55
x	11460	PSI- Flow meter calibration	\$2,335.62
x	11486	Amazon- Gloves, clorox wipes, wall calander	\$79.31
x	11510	Amazon- Brother label maker- refills	\$204.16
x	11514	Petty Cash- Water, fuel	\$118.00
x	11515	Fisher Electrical- Reset Password	\$193.50
x	11516	Eurofins- Lab for November- dec	\$2,011.76
x	11517	Look First-Web Hosting	\$994.99
x	11518	One Call- November	\$27.20
x	11519	Chapter 7 Membership dues Jenn & Mike	\$200.00
x	11520	Home Depot- Impact gun, Battery- Various cables, toggle, clamps.	\$449.73
x	11521	Napa- Check Valve	\$20.99
x	11522	R3M- October thru November 21	\$5,962.50
x	11523	Hunterdon Mill- Black silicone	\$17.78
x	11524	Wage Works- FSA Jill	\$16.00
x	11525	Stony Brook October billing late- manifest did not match invoice	\$7,750.00
x	11526	Amazon-Toner office supplies	\$424.16
x	11527	WB Mason- water cooler rentals, paper for PO's	\$47.39
x	11528	Comcast- Main Plant	\$521.29
x	11529	Comcast- PS 523	\$523.20
x	11530	Comcast- Lebanon PS	\$326.13
x	11533	Stony Brook- November	\$7,750.00
x	11535	PSI- Pipe Plug	\$2,075.00
x	11536	Synagro	\$3,400.00
x	11537	Evoqua	\$5,557.50
x	11538	PSE&G	\$1,251.50
x	11539	Summit Electrical	\$179.50
x	11540	Wuest Landscaping- Clean leaves	\$650.00
x	11541	Amazon- Office Supplies - Disposable shoe covers- desk calanders	\$93.06
x	11542	Verizon	\$282.52
x	11543	NAPA- tools filter cleaner	\$69.61
x	11547	Jennifer Price Conference tolls- gas	\$51.19
x	11548	American Aquatic- bo assay Test	\$1,250.00
x	11549	JCP&L	\$1,397.90
x	11550	Wuest Landscaping- October Billing	\$1,300.00
x	11551	Petty Cash- Donation Fire Department	\$100.00
x	11552	Gannet- Advertising	\$305.59
x	11555	Active & Retired projected	\$23,532.49
x	11556	Exxon	\$183.10
x	11557	SHBP & Dental	\$5,612.37
x	11559	NJ Div Pensions - December Employee	\$4,348.22
x	11561	JCP &L	\$2,061.49
	<b>2025 budget</b>	<b>Sub-Total</b>	<b>\$87,389.30</b>
	<b>General Fund</b>		
	11560	CP Engineering- Field Investigation	\$6,339.25
	11534	CP Engineering- Field Investigation & Design Development	\$24,838.28
		<b>Sub-Total</b>	<b>\$31,177.53</b>
	<b>TOTAL</b>		<b>\$118,566.83</b>
	<b>PAYROLL</b>		
x	RLSA	Statement of Payroll-State, Federal, SS taxes 12/5/25	\$18,319.75
x	RLSA	Transfer of funds-Payroll-State, Federal, SS taxes for 12/19/25	\$18,618.90
x	RLSA	Monthly PERS, CGI, Loan	\$4,348.22
x	RLSA	SHBP/Dental	\$5,612.37
		<b>Sub Total</b>	<b>\$46,899.24</b>
	<b>TOTAL.....</b>		<b>\$165,466.07</b>

## Readington-Lebanon Sewerage Authority

## Profit &amp; Loss Budget vs. Actual

January through December 2025

	Jan - Dec 25	Budget
Ordinary Income/Expense		
Income		
User Fees	2,125,645.37	
Total Income	2,125,645.37	
Gross Profit	2,125,645.37	
Expense		
1000-SALARIES & WAGES	208,307.90	616,000.00
2010-S.S. & Medicare	36,917.29	45,000.00
2012-Unemployment Insurance	-138.32	4,500.00
2014-PERS & Health Benefits	406,260.36	350,000.00
2016-Professional Legal	2,754.15	8,500.00
2018-Professional-Auditor	25,570.00	19,500.00
2020-Professional Engineer		
Special Projects	442.50	
2020-Professional Engineer - Other	7,972.50	22,000.00
Total 2020-Professional Engineer	8,415.00	22,000.00
2040-Professional Medical	0.00	1,000.00
2070-Insurance	64,155.64	50,000.00
2071-Workers Comp. Ins.	0.00	25,500.00
2080-Education, Seminars. Conf.	2,426.00	5,000.00
2090-Travel Expense, Meals	952.00	3,000.00
2100-Dues & Memberships	3,942.00	7,000.00
2120-Office Supplies		
Bank Service Charges	0.00	
2120-Office Supplies - Other	9,749.35	12,000.00
Total 2120-Office Supplies	9,749.35	12,000.00
2140-Public Advertisements	942.69	1,800.00
2160-Permits & Licenses	17,253.29	23,000.00
3040-Chemicals	50,811.69	56,000.00
3060-Electric	117,562.26	151,000.00
3080-Natural Gas	11,620.36	14,500.00
3090-Telephone	27,462.22	26,000.00
3100-Sludge Disposal	120,290.00	193,000.00
3110-Fuel	2,839.17	5,000.00
3120-Uniforms	2,242.42	2,500.00
3130-Laboratory	6,046.24	7,500.00
3135-Outside Lab Svc	27,801.27	39,000.00
3140-Safety Equipment	6,718.37	6,000.00
3210-Maint.Outside Svcs	189,280.09	50,000.00
3220-Plant Maint. Bldg. Coll.	39,911.02	35,000.00
3230-Lawn Care	5,499.64	19,000.00
3250-Janitorial Svc	2,221.80	3,200.00
3270-Instrument & Meter Calib	1,019.92	3,000.00
3280-Vehicle Maint	3,306.39	5,000.00
3300-Capital Acquisition	0.00	500,000.00
3301-Equipment Replacement	72,208.35	50,000.00
3400-Misc. Contingencies	9,771.60	20,000.00
3500-Plant Security	23,149.02	10,000.00
Admin Bldg Maintenance	76.41	
Payroll Expenses	220.60	
Plant Upgrade Engineer	59,083.50	
UV Module Expense	0.00	
Total Expense	1,566,649.69	2,389,500.00
Net Ordinary Income	558,995.68	-2,389,500.00
Other Income/Expense		
Other Income		
Interest Income	270,400.05	

5:32 PM

12/17/25

Accrual Basis

# Readington-Lebanon Sewerage Authority

## Profit & Loss Budget vs. Actual

January through December 2025

	Jan - Dec 25	Budget
Other Income	136.00	
Total Other Income	270,536.05	
Net Other Income	270,536.05	
Net Income	829,531.73	-2,389,500.00