

READINGTON-LEBANON SEWERAGE AUTHORITY

June 26, 2019

OPENING: Dr. Schaible, Chairman opened this regular meeting and announced that the Sunshine laws have been satisfied for the convening of this meeting.

PRESENT: Dr. Schaible, Messrs. Burton, Monaco and Cichone, Dr. Westfield members, Mrs. Plesnarski, Administrator. Ms. Rohrbach did not attend.

APPROVAL OF MINUTES: Motion to approve the minutes from the regular meeting of April 24, 2019 as written, was carried with roll call of ayes all, nays none.

APPROVAL OF INVOICES: Motion to approve the invoices for the month of May in the amount of \$ **78,865.65** due to canceled meeting and approval of June invoices in the amount of \$ **78,502.32** along with the authorization for the Administrator to transfer this amount into the Operating Checking account on July 1, 2019 was made by Mr. Burton, seconded by Dr. Westfield, and carried with a roll call of ayes all, nays none.

APPROVAL OF BUDGET STATEMENT: Motion to acknowledge the review and approve the May and June Budget Statements without any exceptions noted as written was made by Mr. Burton, seconded by Mr. Monaco and carried with a roll call of ayes all, nays none.

PUBLIC: Diane Lambert, speaking on behalf of her mother Gail Shark asked the board if her mother Ms. Shark could get sewer hook-up due to her failing septic system. It was ascertained that she resided in Readington Township. Mr. Monaco informed her that the RLSA could not allocate capacity but that Readington Township would look into the issue. Mr. Monaco asked Ms. Lambert to call the township and ask to be put on the agenda of the Sewer Advisory Board. He informed her that he was the Chairman of the

Advisory Board and they would see if she was in the sewer district. Ms. Lambert and Ms. Shark thanked the board for their time.

NEW BUSINESS: *Cyber Security* – Mrs. Plesnarski noted that there has been an uptick in ransom ware claims to the JIF and the cyber security protocols will become mandatory. As protocols are met, there will be a reduction in deductibles. Mrs. Plesnarski proactively reached out to a few cyber security firms. She is inclined to use Look First Technologies who is currently the Authority's web host. The reasons cited were: existing good working relationship, familiar with the integration of the SCADA system into any security protocol, highly recommended from other authorities. The initial service contract will be \$4,320.00. She noted that this does not included upgraded hardware needed such as new desktops and firewall. Additional there will be on going costs for managed services, and security subscription services. The SCADA system will also have to be integrated into the new security protocols. Costs will include software service, hardware, managed service, and labor. Security training will also be implemented. Mr. Burton did not feel that any costs were out of line. All members agreed that the issue of cyber security needs to be addressed. Mrs. Plesnarski suggested a motion to sign the service contract now to start the process of meeting JIF protocols and assessing our vulnerabilities. Mr. Cichone made a motion to sign the service contract with Look First Technologies, seconded by Mr. Burton and carried with a roll call of ayes all, nays none.

General Fund Investment – Mrs. Weierich noted that there are excess General Fund monies held in the Bank of America account and advised a transfer of \$250,000 to a Unity Bank General Fund Investment CD to receive a better return. All members were in agreement. Motion was made to transfer funds to Unity Bank by Dr. Westfield, seconded by Mr. Cichone and carried with a roll call of ayes all, nays none.

I&I Reserves – In looking at the affordable housing obligation, Mr. Monaco noted that I&I is a concern for Readington Township. He asked what would happen if the Township went over their allotted capacity due to I&I. He questioned if the Authority

held an I&I reserve. Mrs. Plesnarski noted that the RLSA is a service provider for Readington Township, Lebanon Borough and the Round Valley Recreation Area. The Authority does not have an I&I reserve. Mr. Burton noted that the township and borough need to build in I&I reserves when calculating available capacity. Mr. Burton additionally suggested that Readington might want to install their own independent meters to calculate flow as a double check. Mrs. Plesnarski further added that should the Authority's total flow exceed permitted flow the State would issue a moratorium on any additional sewer hook ups. The township and borough are required to remain in compliance with their allocated capacity which includes any I&I flow.

OLD BUSINESS:

ADJOURNMENT: As there was no further business to come before the Board, meeting was adjourned by motion made by Dr. Schaible seconded by Mr. Burton and carried with a roll call of ayes all, nays none.

Respectfully submitted:

Charles Westfield
Secretary/Treasurer

Virginia Weierich
Recording Secretary

RESOLUTION FOR PAYMENT OF INVOICES
19-9

WHEREAS, in the absence of a regular public meeting of the Readington-Lebanon Sewerage Authority which was required to be cancelled; and

WHEREAS, invoices for the operating expenses, and general fund expenses which would normally be approved for payment at said meeting should be paid in a prompt manner;

NOW THEREFORE BE IT RESOLVED that the Administrator, Chairman and/or Vice-Chairman, Secretary Treasurer be authorized to approve said invoices and issue checks in payment thereof; and

BE IT FURTHER RESOLVED that a listing of said invoices be submitted to the full membership for ratification at the next regularly schedule meeting of the Authority.

May 22, 2019
Date

Signature
Recording Secretary

RESOLUTION
19-10
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, \$250,000 of said monies are available for transfer;

WHEREAS, it is financially prudent to optimize investment income,

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 \$250,000 from the General Fund Account to:

Unity Bank

For Credit to:

Account of: Readington-Lebanon SA
General Fund Investment

Charles Westfield
Secretary/Treasurer

Vincent Schaible
Chairman

June 26, 2019
DATE

Virginia Weierich
Attest