

READINGTON-LEBANON SEWERAGE AUTHORITY

January 22, 2025
Minutes

Opening: Mr. Burton , Chairman opened this regular meeting and announcement that the Sunshine laws have been satisfied for the convening of this meeting.

Present: Mr. Burton, Mr. Villa, Mr. Cichone, Mr. Heller and Mr. Mueller members, Mr. Colantano, Mrs. Plesnarski, Administrator. All Present.

APPROVAL OF MINUTES: Motion to approve the minutes from the regular meeting of December 18, 2024, as written, motioned by Mr. Cichone and second by Mr. Heller, carried out with roll call all ayes, and Mr. Mueller abstained, he was not at the December meeting.

APPROVAL OF

Resolution 25-01:

Meeting Schedule 2025-2026.

Motioned by Mr. Mueller second by Mr. Heller, and carried out with roll call all ayes no nays.

Resolution 25-02:

Designating a Redactor.

Motioned by Mr. Mueller and second by Mr. Heller and carried out with roll call of ayes all, no nays.

Resolution 25-03:

Designated P.A.C.O

Motioned by Mr. Heller and second by Mr. Colantano and carried out with roll call of ayes all, no nays.

Resolution 25-04:

Sludge Hauling Contract- Synagro-Epic

Motioned by Mr. Heller and second by Mr. Mueller and carried out with roll call of ayes all, no nays. Ms. Plesnarski, Option for 2-year contract in the future.

Resolution 24-05: Liquid Nitrate Oxygen Bid- Evoqua Water Tech

Motioned by Mr. Heller and second by Mr. Mueller and was carried out with roll call of ayes all, nays none

APPROVAL OF INVOICES:

January \$ 93,842.53 bills and \$59,083.50 from the General Fund.

Total Bills: \$ 152.926.03

Motioned by Mr. Villa and second by Mr. Heller and was carried out with roll call of ayes all, nays none.

APPROVAL OF PAYROLL:

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

1/3/20025- Payroll, State, Federal, SS, Medicare, SHBP, FSA & Pers. \$ 27521.76

1/17/2025- Payroll, State, Federal, SS, Medicare. \$17,543.14

1/14/2025-Year end Federal & SUI \$7,062.98

1/31/2025-Projected \$29,119.89

January Payroll- **\$81,247.77**

Total Funds for January **\$234.173.80**

Motioned by Mr. Heller and second by Mr. Villa and was carried out with roll call of ayes all, nays none.

Public:

Old Business:

Ms. Plesnarski announced we have received quotes on the roof repair.

Quote #1- Main Plant \$ 63,850.00

Dewatering Building \$ 26,500.00
\$ 90,350.00

Quote #2- Main Plant \$ 97,860.00

Dewatering Building \$ 50,440.00
\$ 118,300.00

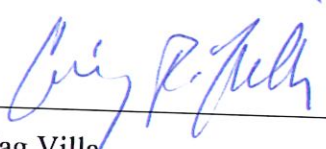
More information to follow.

New Business:

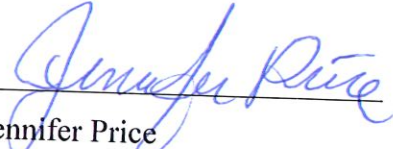
The Board members/ Commissioners were made aware of the Cyber Security Breach just realized by the Administrator & Administrative Assistant. The members will be kept appraised of the situation.

Adjournment –

Motioned by Mr. Heller and second by Mr. Mueller and was carried out with roll call of ayes all, nays none



Craig Villa
Secretary/Treasurer



Jennifer Price
Recording Secretary

READINGTON-LEBANON SEWERAGE AUTHORITY
RE-ORGANIZATION MEETING
FEBRUARY 26, 2025
Minutes

Opening of meeting and announcement that Sunshine Laws have been satisfied with the convening of this meeting.

Mr. Heller not present.

Oath of Office –

Mr. Criag Villa - till 1-31-2030-

Mr. Villa took the oath.

Mr. William Colantano – till 1-31-2030

Mr. Colantano took the oath.

Election of Officers -

Chairman - Nominated- Mr. Burton

Motioned by Mr. Mueller and second by Mr. Villa and carried out with roll call of ayes all, no nays.

Vice-Chairman – Nominated- Mr. Heller

Motioned by Mr. Mueller and second by Mr. Villa and carried out with roll call of ayes all, no nays.

Secretary/Treasurer – Nominated- Craig Villa

Motioned by Mr. Colantano and second by Mr. Burton and carried out with roll call of ayes all, no nays.

Designation of authorized check signers (3) needed: Currently

1) Richard Burton

2) Jonathan Heller

3) Craig Villa

Motioned by Mr. Mueller and second by Mr. Villa and carried out with roll call of ayes all, no nays.

Designation EFT Initiator/Authorizer (2) needed:

1) Jill Plesnarski

2) Jennifer Price

Motioned by Mr. Mueller and second by Mr. Colantano and carried out with roll call of ayes all, no nays.

Designation of depositories of funds: Currently:

- 1) Affinity Federal Credit Union
- 2) Bank of America
- 3) Bank of New York Mellon
- 4) Citizens Bank
- 5) Peapack Gladstone Bank
- 6) PNC Bank
- 7) TD Bank
- 8) The State of NJ Cash Management Fund
- 9) Unity Bank
- 10) Wells Fargo

Motioned by Mr. Mueller and second by Mr. Chicone and carried out with roll call of ayes all, no nays.

Designation of official newspapers:

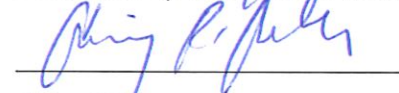
Currently: Courier News, Hunterdon Democrat & Star Ledger

Motioned by Mr. Mueller and second by Mr. Cichone and carried out with roll call of ayes all, no nays.

Public –

Adjournment –

Motioned by Mr. Mueller and second by Mr. Cichone and carried out with roll call of ayes all, no nays.



Criag Villa

Secretary/Treasurer



Jennifer Price

Recording Secretary

READINGTON-LEBANON SEWERAGE AUTHORITY AGENDA

February 26, 2025

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. Cichone, Mr. Mueller, and Mr. Colantano. Administrator Jill Plesnarski, Mr. Heller Absent.

Approval of the minutes:

From January 22, 2025, meeting. (NOT DONE CYBER ATTACK)

Approval of the Resolutions:

RESOLUTIONS.

Local Public Contracts Law N.J.S.A. 40A:11-5(1)(a)(i) requires that a resolution authorizing the award of contracts for "Professional Services" without competitive bid.

Appointment of Professionals – Currently:

Resolution 25-6: Auditor – Bedard, Kurowicki & Co

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

Resolution 25-7: Attorney –The Buzak Law Group LLC

Motioned by Mr. Cichone second by Mr. Colantano, roll call all ayes no nays.

Resolution 25-8: Engineer –R3M Engineering, Inc.

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

Resolution 25-9: Environmental Engineer – One Water Consulting

Motioned by Mr. Cichone second by Mr. Burton, roll call all ayes no nays.

Resolution 25-10: Attorney-Cleary, Giacobbe, Alfieri, Jacobs LLC

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

Approval of February Bills List.

Approval of invoices: for February in the amount of \$ 69,814.16 and authorization for the Administrator to transfer this amount into the Operating Checking Account on 3/1/25.

Total Bills: \$ 69,814.16

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

Approval of February Payroll Transfers:

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

2/14/2025- Payroll-State, Federal, SS taxes, \$17,686.13

2/28/25- Payroll-State, Federal, SS taxes, SHBP, health dental FSA \$ 21,733.97

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

February Payroll Total - \$39,420.10

Total funds for February- \$109,234.26

Public:

Public:

New Business:

-TWA (Treatment Works Approval): for the sewer extension of Town Center at Lebanon Phase 1.

Motioned by Mr. Cichone, Second by Mr. Villa, all ayes no nays.

-Payroll Proposal from "Prime Point":

Readington-Lebanon Sewerage Authority.

Prime Point- \$810.00 annually, taxes included.

R & L- \$4,636.00 annually, taxes included.

Quick Books- \$1,788.60 annually, taxes not included.

Motioned by Mr. Mueller, Second by Mr. Villa, all ayes no nays.

Old Business:

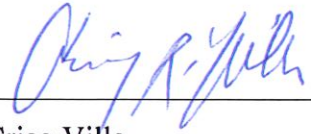
Roof quotes, look at state contracts, move forward, cannot disseminate prices to other vendors.

Readington is looking at flow meters and they run 5 to 6 thousand each.

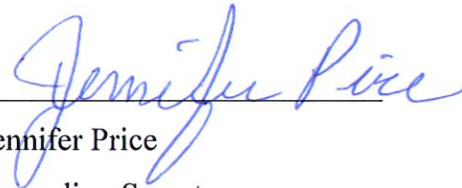
Look at R3M for and I&I report.

Adjournment:

Motioned by Mr. Mueller, Second by Mr. Colantano, all ayes no nays.



Criag Villa
Secretary/Treasurer



Jennifer Price
Recording Secretary

READINGTON-LEBANON SEWERAGE AUTHORITY AGENDA

March 26, 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. Cichone, Mr. Mueller, and Mr. Colantano, Administrator Jill Plesnarski. Mr. Burton and Mr. Cichone are absent.

Approval of the minutes:

From January 22, 2025, meeting. (due to the cyber security breach)

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

From February 26, 2025, Re-Org meeting.

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

From February 26, 2025, Regular meeting.

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

Approval of March Bills List.

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

Approval of invoices: for March in the amount of **\$77,380.25** and authorization for the Administrator to transfer this amount into the Operating Checking Account on April 1, 2025.

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

Approval of March 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.

3/14/2025- Payroll-State, Federal, SS taxes \$17,217.23

3/28/2025- Payroll-State, Federal, SS taxes, SHBP, FSA & PERS \$22,346.55

3/31/2025- NJ-927 1st Quarter \$2,054.14 -AMENDED was \$20,254.14

3/31/2025- State of NJ Pensions & Benefits – Employer portion. \$74,839.00

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

March Payroll Total - **\$116,456.92 AMENDED from \$ 117,429.69**

Total funds for March - \$193,837.17

Public: None

New Business:

Old Business: R3M to discuss I & I. (Virtual)

Mr. Heller addressed the cost of infiltration; the cost of remediation is high.

Mr. Pointe (R3M)- To line the pipe of the service line it will help support the infiltration of loose soil and prevent a sink hole.

-Detention basin at Plant to store overflow, demolish concrete use whole oxidation ditch and both used.

-Equalization, inflow causes peaks, and the numbers are not dropping, but have never exceeded the flow in the past. Design should be done by June30th.

-Mr. Heller, Readington is building will need more capacity.

-Mr. Pointe- I-Bank needs to be addressed for eligible project.

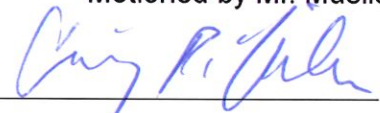
-Need a representative from RLSA, Technical Assistance through the process will save \$\$, I -Bank will assist.

-To Jill, a Bond Attorney needs to be hired.

-R3M to follow up on a letter to the residents.

Adjournment:

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



Criag Villa

Secretary/Treasurer



Jennifer Price

Recording Secretary

READINGTON-LEBANON SEWERAGE AUTHORITY AGENDA

Meeting Minutes
MAY

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

Roll call:

Board Members: Mr. Burton, Mr. Heller, Mr. Villa, Mr. Cichone, Mr. Mueller, and Mr. Colantano, Administrator Jill Plesnarski.

Approval of the minutes:

From March 26, 2025

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

Approval of:

Resolution # 25-11: RLSA to join Somerset County Co-op.

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

Resolution # 25-12: Approval of bills and Payroll for April to be signed and submitted for payment as the April meeting was cancelled due to no quorum.

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

Resolution #25-13 Upper Raritan WQM Plan Amendment to include Walter & Kathleen Cook/Evergreen Farm Block 36, Lot 27 in sewer service area.

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

Approval of April Bills List.

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

Approval of invoices: for April in the amount of \$88,087.13 and authorization for the Administrator to transfer this amount into the Operating Checking Account on May 1, 2025.

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

Approval of April 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.

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

4/11/2025- Payroll-State, Federal, SS taxes, \$21,626.30

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

4/25/2025- Payroll-State, Federal, SS taxes, SHBP, FSA & PERS \$37,495.92

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

April Payroll Total - \$59,122.22

Total funds for April - \$147,209.35

Approval of May Bills List.

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

Approval of invoices: for May in the amount of **\$67,266.00** and authorization for the Administrator to transfer this amount into the Operating Checking Account on June 1, 2025.

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

Approval of May 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.

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

5/9/2025- Payroll-State, Federal, SS taxes. **\$16,006.51**

5/23/2025- Payroll-State, Federal, SS taxes, SHBP, FSA & PERS **\$32,416.41**

5/29/25 Fourth Quarter 2024 Federal taxes **\$7607.98**

May Payroll Total - \$56,030.90

Total funds for May - \$123,296.90

New Business:

New hire Matthew E. O'Donnell as maintenance assistant was introduced to the Board. Mr. O'Donnell will start on 6/9/25, starting salary of \$50,000 and a \$5000 increase upon completing the 6-month probation period. Mr. O'Donnell will start with 2 weeks' vacation per the Policy & Procedures Manual.

The Unity Bank proposal to move accounts from Bank of America was introduced to the Board. Mr. Mueller suggested RLSA ask for a higher percentage interest as Readington Twp. is currently getting 4.5%, and/or to extend the length of the term for the past three months and to follow the Treasury recommendations afterwards. Mr. Colantano noted Lebanon Borough is receiving approximately 2.5%. Mr. Mueller inquired as to the value of our accounts in comparison to the Township which has around \$16 million. RLSA only has about \$4 million, accounting for difference of interest offered. The Board was in favor of moving the accounts.

R3M supplied an update on the I-Bank funding, via 8 pages from a power point presentation that Manuel Ponte had attended recently. Mr. Ponte advised RLSA that changes are being made and funding in 2026 may be limited.

R3M furnished an abbreviated I & I report made available to the Board.

Old Business:

General discussion regarding the Plant Upgrade for phosphorus removal was held. Ms. Plesnarski let the Board know the RFP for design is in progress and will go out for publication in July and be due August 20, 2025. The Basis of Design prepared by R3M will be posted on the RLSA website. Mr. Colantano mentioned that Frenchtown has received USDA grants and suggested RLSA look into availability. Mr. Burton stated that grant writers are available, and RLSA should pursue this if grants are available. It was noted that Hunterdon County will be providing funding and RLSA should look into availability there too. It was suggested to check with the RLSA Environmental Engineer, Mr. James Cosgrove, to see if there is any avenue left that the RLSA has not pursued that will delay or eliminate the need for an upgrade for phosphorus removal.

Ms. Plesnarski appraised the Board that she is retiring October 1, 2025, and is actively seeking her replacement as Administrator. She is negotiating with a candidate; his salary requirement would be \$160,000. Additionally, the candidate has asked that his time in the PERS be considered, and he be granted interim vacation until 2026 when he will accrue 5 weeks' vacation per the Policy and Procedures Manual. Although no offer of employment has been made yet, the Board agreed that the salary and vacation time are acceptable for a well-qualified candidate.

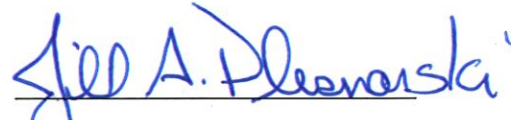
Adjournment:

As there was no further discussion, the meeting was adjourned: motion made by Johnathan Heller, second by Adam Mueller.



Craig Villa

Secretary/Treasurer



Jill Plesnarski

Recording Secretary

READINGTON-LEBANON SEWERAGE AUTHORITY AGENDA

Meeting Minutes
JULY

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

Roll call:

Board Members: Mr. Burton, Mr. Heller, Mr. Villa, Mr. Cichone, Mr. Mueller, and
Mr. Colantano, Administrator Jill Plesnarski.
Adam Mueller Absent.

Approval of the minutes:

May 28, 2025

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

Approval of:

Resolution #25-14: Approval of bills and Payroll for June to be signed and submitted
for payment as the June meeting was cancelled due to no quorum.

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

Resolution #25-15: Authorizing SCADA upgrade to be taken out of the General Fund.

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

Resolution #25-16: NJDEP treatment Works Approval permit for the modification,
extension and use of such sanitary sewers at the project location (Block 36 Lots 5, 5.032, 5.04, 65 & 66)

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

Resolution #25-17: NJ State Co-op ESCNJ 23/24-30 Roof Replacement.

-Mr. Burton questioned the skylights, Ms. Plesnarski reiterated they needed
replacement.

-Mr. Colantano asked if this was the lowest price, should we go out to bid? Ms. Plesnarski
affirmed it was a Co-op pricing system where the Lead Agency has already gone out to bid,
we are utilizing the contract under the existing Co-op.

-Mr. Colantano questioned the prevailing wage with the Co-op, Mr. Burton suggested Ms.
Plesnarski confirmed that with the attorney.

Motioned by Mr. Heller, second by Mr. Villa, roll call -

Mr. Burton, yes- Mr. Heller, yes- Mr. Villa, yes- Mr. Cichone, yes- Mr. Colantano, abstained.

Resolution #25-18: LFN 2025-08-Increase in Bid Threshold, approval to increase threshold for claimant’s signature.

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

Approval of June Bills List.

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

Approval of invoices: for June in the amount of \$61,638.38, and authorization for the Administrator to transfer this amount into the Operating Checking Account on July 1, 2025. **General Fund:** SCADA upgrade as per Resolution 25-15 \$6,937.96.

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

Approval of June 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.

6/5/2025- Payroll-State, Federal, SS taxes, \$38,042.47

6/20/2025- Payroll-State, Federal, SS taxes, SHBP, FSA & PERS \$16,912.20

SHBP Active & Retired, \$15,456.07

SHBP Employee, \$4,964.84

June Payroll Total - \$75,376.28

Total funds for June - \$143,952.62

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

Approval of July Bills List.

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

Approval of invoices: for July in the amount of \$36,065.61 and authorization for the Administrator to transfer this amount into the Operating Checking Account on August 1, 2025.

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

General Fund: New Replacement Pump #2 as per Resolution 24-31 \$43,986.00.

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

Approval of July 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.

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

Statement of Payroll-State, Federal, SS taxes, PERS, FSA for 7/4/25	\$16,282.09
Transfer of funds-Payroll-State, Federal, SS taxes, for 7/11/25	\$19,741.20
Monthly PERS, CGI, Loan	\$4,403.83

SHBP Active & Retired	\$13,884.47
SHBP Employee	\$5,137.42
Flex Spending	\$125.00
Total	\$59,574.01

Total funds for July - \$139,625.62

Public:

New Business:

- R3M introduction.
RM has been acquired by CSA Group (Custodial Suarez & Associates).
The new company based out of Panama, Puerto Rico and New York, will be keeping R3M will remain open in New Jersey to do business here. CSA brings a broader spectrum of services with full project delivery without having to sub-contract out, funding, federal grants, Permits, DEP knowledge, engineering and architect services. Mr. Heller is concerned about the company being based out of another jurisdiction, having a knowledge of DEP requirements in New Jersey. Mr. Colantano asked if there will be any changes to the was acquired by CSA group based out of Puerto Rico and Panama are you up to date and apprised of the New Jersey DEP requirements? Will we keep with the existing company's plan of action and the camaraderie we have established with them over the years.
- Approval of the new hire of Administrator of Readington Lebanon Sewerage Authority.
 - Due to the time frame of Ms. Plesnarski retirement and the next scheduled Board meeting Ms. Plesnarski requested permission to accept application to hire a considered candidate.
The candidate that is in question would be hired at \$155,000.00 with a \$5,000.00 increase after 6 months' probation. Due to the time of the year the candidate would not be eligible for a raise in January. The candidate is requesting 3 weeks' vacation in 2025 for preexisting vacation scheduled. The candidate has been in the PERS system for 21 years and the candidate would like to have his/her 5 weeks' vacation reestablished in 2026.
- Ms. Plesnarski remarked that she still has one more candidate to interview.
Mr. Heller and Mr. Burton agreed.
- LookFirst Technology Contract Renewal.
 - Ms. Plesnarski wants to renew the contract for IT services. Mr. Burton would like to proceed with a monthly contract for now and look into other services due to the Cyber Security breach and the recurring problems with the SCADA network and existing services. He believes we need a more experienced and secure IT service. All agreed.

-RFP.

It has gone out and is due 8/20/2025 by 10 a.m. Discussion of a committee, Mr. Heller volunteered to see if we should need his services, Mr. Burton also said Mr. Muller has extensive experience also.

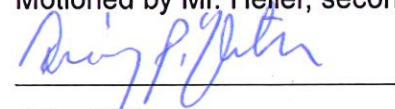
-Health Care.

Due to the existing health care projected increase, Ms. Plesnarski has investigated other options for RLSA to utilize. RLSA currently uses Horizon Direct 10. Horizon 2035 is an option but, \$70,880.00 is the maximum out of pocket consideration for 6 employees.

Old Business:

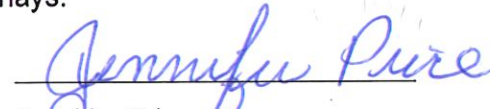
Adjournment:

Motioned by Mr. Heller, second by Mr. Burton, all ayes no nays.



Criag Villa

Secretary/Treasurer



Jennifer Price

Recording Secretary

READINGTON-LEBANON SEWERAGE AUTHORITY AGENDA

Meeting Minutes

JULY

AMENDED

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

Roll call:

Board Members: Mr. Burton, Mr. Heller, Mr. Villa, Mr. Cichone, Mr. Mueller, and
Mr. Colantano, Administrator Jill Plesnarski.
Adam Mueller Absent.

Approval of the minutes:

May 28, 2025

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

Approval of:

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Plesnarski confirmed that with the attorney.

Motioned by Mr. Heller, second by Mr. Villa, roll call -

Mr. Burton, yes- Mr. Heller, yes- Mr. Villa, yes- Mr. Cichone, yes- Mr. Colantano, abstained.

Resolution #25-18: LFN 2025-08-Increase in Bid Threshold, approval to increase threshold for claimant's signature.

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

Approval of June Bills List.

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

Approval of invoices: for June in the amount of \$61,638.38, and authorization for the Administrator to transfer this amount into the Operating Checking Account on July 1, 2025. **General Fund:** SCADA upgrade as per Resolution 25-15 \$6,937.96.

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

Approval of June 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.

6/5/2025- Payroll-State, Federal, SS taxes, \$38,042.47

6/20/2025- Payroll-State, Federal, SS taxes, SHBP, FSA & PERS \$16,912.20

SHBP Active & Retired, \$15,456.07

SHBP Employee, \$4,964.84

June Payroll Total - \$75,376.28

Total funds for June - \$143,952.62

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

Approval of July Bills List.

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

Approval of invoices: for July in the amount of \$36,065.61 and authorization for the Administrator to transfer this amount into the Operating Checking Account on August 1, 2025.

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

General Fund: New Replacement Pump #2 as per Resolution 24-31 \$43,986.00.

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

Approval of July Payroll Transfers:

AMENDED- SHBP Active/Retired. The bill was not available before the meeting and the

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

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

Statement of Payroll-State, Federal, SS taxes, PERS, FSA for 7/4/25

\$16,282.09

Transfer of funds-Payroll-State, Federal, SS taxes, for 7/11/25	\$19,741.20
Monthly PERS, CGI, Loan	\$4,403.83
SHBP Active & Retired	\$13,884.47
ACTUAL AMOUNT	\$14,784.26
DIFFERENCE	+ \$899.79
SHBP Employee	\$5,137.42
Flex Spending	\$125.00
Total	\$59,574.01
AMENDED -	\$60,473.80

Total funds for July - \$140,525.41

Public:

New Business:

- R3M introduction.
RM has been acquired by CSA Group (Custodial Suarez & Associates).
The new company based out of Panama, Puerto Rico and New York, will be keeping R3M will remain open in New Jersey to do business here. CSA brings a broader spectrum of services with full project delivery without having to sub-contract out, funding, federal grants, Permits, DEP knowledge, engineering and architect services. Mr. Heller is concerned about the company being based out of another jurisdiction, having a knowledge of DEP requirements in New Jersey. Mr. Colantano asked if there will be any changes to the was acquired by CSA group based out of Puerto Rico and Panama are you up to date and apprised of the New Jersey DEP requirements? Will we keep with the existing company's plan of action and the camaraderie we have established with them over the years.
- Approval of the new hire of Administrator of Readington Lebanon Sewerage Authority.
 - Due to the time frame of Ms. Plesnarski retirement and the next scheduled Board meeting Ms. Plesnarski requested permission to accept application to hire a considered candidate.
The candidate that is in question would be hired at \$155,000.00 with a \$5,000.00 increase after 6 months' probation. Due to the time of the year the candidate would not be eligible for a raise in January. The candidate is requesting 3 weeks' vacation in 2025 for preexisting vacation scheduled. The candidate has been in the PERS system for 21 years and the candidate would like to have his/her 5 weeks' vacation reestablished in 2026.
- Ms. Plesnarski remarked that she still has one more candidate to interview.
Mr. Heller and Mr. Burton agreed.
- LookFirst Technology Contract Renewal.

-Ms. Plesnarski wants to renew the contract for IT services. Mr. Burton would like to proceed with a monthly contract for now and look into other services due to the Cyber Security breach and the recurring problems with the SCADA network and existing services. He believes we need a more experienced and secure IT service. All agreed.

-RFP.

It has gone out and is due 8/20/2025 by 10 a.m. Discussion of a committee, Mr. Heller volunteered to see if we should need his services, Mr. Burton also said Mr. Muller has extensive experience also.

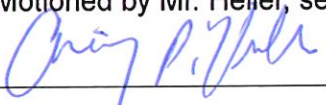
-Health Care.

Due to the existing health care projected increase, Ms. Plesnarski has investigated other options for RLSA to utilize. RLSA currently uses Horizon Direct 10. Horizon 2035 is an option but, \$70,880.00 is the maximum out of pocket consideration for 6 employees.

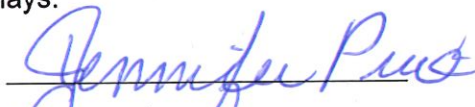
Old Business:

Adjournment:

Motioned by Mr. Heller, second by Mr. Burton, all ayes no nays.



Criag Villa
Secretary/Treasurer



Jennifer Price
Recording Secretary

READINGTON-LEBANON SEWERAGE AUTHORITY AGENDA

August 27, 2025

Meeting Minutes

Announcement that 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. Cichone, Mr. Mueller, and Mr. Colantano, Administrator Jill Plesnarski. Mr. Mueller is absent.

Approval of the minutes:

From July 23, 2025, Regular meeting.

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

Approval of:

Resolution # 25-19: OPRA updated form to be posted on the RLSA web page.

Table Resolution until Ms. Plesnarski can confirm with the Lawer if it is mandatory for RLSA to post on web page.

Approval of August Bills List.

Ms. Plesnarski needed to quantify the \$10,168.80 for P.S.I was due to the upgrade of the SCADA system.

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

Approval of invoices: for August in the amount of **\$76,115.19** and authorization for the Administrator to transfer this amount into the Operating Checking Account on September 1, 2025.

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

Approval of August 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.

* **NOTE:** there were 3 pay periods in August.

8/01/2025- Payroll-State, Federal, SS taxes, SHBP, FSA & PERS	\$19,195.74
8/15/2025- Payroll-State, Federal, SS taxes, SHBP, FSA & PERS	\$18,859.10
*8/29/2025- Payroll-State, Federal, SS taxes, NO -SHBP, FSA & PERS	\$28,865.13

Benefits

Monthly PERS, CGI, Loan \$ 4,420.08
SHBP Active & Retired \$14,783.38
SHBP Employee \$ 5,137.42
Flex Spending \$ 125.00

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

August Payroll Total - **\$91,385.85**

Total funds for August - **\$167,501.04**

Public:

New Business: R3M to discuss I & I. Quarter, April, May, June.

Leaks discovered in the Borough and repaired. Lebanon PS prone to flooding.

Van Cleef reports: Readington seal on faulty joint, they found it had roots in joint in sewer 12' root ball removed.

Lebanon Borough pump station calibrated a 2% difference.

Mr. Heller stated 242 units of flow seems too high. Rob O'Brein to follow up.

-Grant Report: French Town received 1 million grant funds from USDA.

-Maryann from the I bank recommended Congressman Tom Kean grant.

-RFP was advertised with 1 addendum, three proposals were received.

-Committee to evaluate the RFP was discussed. Two members of RLSA and one Committee members from Readington Township and one from Lebanon Borough.

-Ms. Plesnarski has recused herself as she has a personal relationship with one of the Vendors.

-Mike Hajjar the new Administrator for RLSA, Jennifer Price, Administrative Assistant and acting purchasing agent, Richard Burton, Chairman (Lebanon Borough) and Jonathon Heller, Vice-Chairman (Readington Township) will make up the committee to evaluate the bid packets.

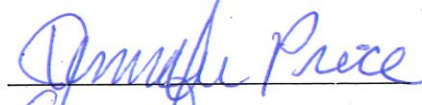
Old Business:**Adjournment:**

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



Criag Villa

Secretary/Treasurer



Jennifer Price

Recording Secretary

READINGTON-LEBANON SEWERAGE AUTHORITY AGENDA

September 24, 2025

Meeting Minutes

Announcement that 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. Cichone, Mr. Mueller, and Mr. Colantano, Administrator Jill Plesnarski. Mr. Cichone and Mr. Muller are absent.

Approval of the minutes:

From August 27, 2025.

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

Approval of:

Resolution # 25-19: OPRA updated form to be posted on the RLSA web page.

THIS WAS TABLED at the August meeting.

Will adopt new form but not post on the web site.

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

Resolution # 25-20: Appointment of Administrator

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

*Due to the redundancy Resolution 25-21 through 25-24 are collectively voted on.

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

Resolution # 25-21: Signature Card-Bank of America

Resolution # 25-22: Signature Card-Affinity

Resolution # 25-23: Signature Card-NJ Cash Management

Resolution # 25-24: Signature Card-Unity Bank

Resolution # 25-25: Personnel Policy update

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

NOTE: as per personnel policy, Administrator Michael Hajjar wanted to inform the Board he teaches at Caldwell High School and has his own wastewater licensed operations company.

Resolution # 25-26: Designated Redactor
Motioned by Mr. Heller, second by Mr. Colantano, roll call all ayes no nays.

*Due to the redundancy Resolution 25-27 through 25-30 are collectively voted on.

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

Resolution # 25-27: Designation DOL Supervisor

Resolution # 25-28: Designation of P.A.C.O.

Resolution # 25-29: Designation of PERS Supervisor

Resolution # 25-30: Designation of SHBP Supervisor

Approval of September Bills List.
Motioned by Mr. Heller, second by Mr. Colantano, roll call all ayes no nays.

Approval of invoices: for September in the amount of **\$92,094.03** and authorization for the Administrator to transfer this amount into the Operating Checking Account on October 1, 2025.
Motioned by Mr. Heller, second by Mr. Villa, roll call all ayes no nays.

Approval of September 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.

9/12/2025- Payroll-State, Federal, SS taxes	\$23,951.03
9/26/2025- Payroll-State, Federal, SS taxes, SHBP, FSA & PERS	\$24,052.57

Benefits

Monthly PERS, CGI, Loan	\$ 5,490.67
SHBP Employee	\$ 6,663.14
Flex Spending	\$ 125.00

September Payroll Total - **\$76,429.91**
Motioned by Mr. Heller, second by Mr. Villa, roll call all ayes no nays.

Total funds for September - \$168,523.94

Public: None

New Business:

Look First Quote for WIFI, \$1,212.40

Mr. Hajjar, WIFI for one drive through share point, will ensure security.

Mr. Burton, Firewall using SoFo's and create a secure password to log in.

Budget Committee to is elected.

Mr. Hajjar, Mr. Burton, Mr. Colantano, and Mr. Heller.

Thursday October 16th 3:30 p.m. at RLSA.

RFP committee final meeting:

Thursday October 16th 2:30 p.m. at RLSA.

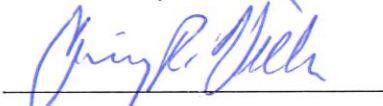
Mr. Villa wanted to thank Jill Plesnarski for her service to RLSA over the years.

Old Business:

RFP evaluation committee meeting to be held on October 8th or 9th.

Adjournment:

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



Criag Villa

Secretary/Treasurer

Jennifer Price

Recording Secretary