

## READINGTON-LEBANON SEWERAGE AUTHORITY

August 26, 2020

**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, and Monaco, , Dr. Westfield, Ms. Rohrbach members, Mrs. Plesnarski, Administrator. Mr. Cichone did not attend.

**APPROVAL OF MINUTES:** Motion to approve the minutes from the regular meeting of July 22, 2020 as written, was carried with roll call of ayes all, nays none.

**APPROVAL OF INVOICES:** Motion to approve the invoices for the month of August in the amount of \$ **96,651.53** along with the authorization for the Administrator to transfer this amount into the Operating Checking account on September 1, 2020 was made by Ms. Rohrbach, seconded by Mr. Monaco, and carried with a roll call of ayes all, nays none.

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

**NEW BUSINESS:** *2019 Audit Review* – Ms. Atwell of BKC, CPA noted that there were no recommendations nor comments. She commends the staff and board for their diligence. Revenue has increased primarily due to interest rate income. She does not expect that for 2020. The largest expenditure was salary but that was expected due to the addition of a full-time employee. The lower number of staff has helped toward building reserves. Mr. Colantano of BKC, CPA added that the authority has been financially smart and forward looking. He encourages the building of reserves to finance unexpected expenditures.

Expenses over that last ten years have been well controlled. Dr. Schaible stated that the financial state of the Authority is something to be proud of. Mr. Colantano believes that the maintenance of the plant has kept control of operating expenses.

*Engineers Report* – Mr. Ponte, Authority engineer touched base with the board about the content of the quarterly reports. Plant flows have been monitored. Engineers from the Borough and Township have met with Mr. Ponte. Mr. Ponte will summarize his findings and report to the board along with progress of reducing I&I for the September report. Mr. Schaible noted that this information is what they are looking for in the quarterly reports.

*Sub-Committee Representatives* – Dr. Schaible noted that board members have agreed to form a sub-committee to discuss the service agreement. Mr. Edward Buzak, RLSA attorney stated that the service agreement involves three entities, Lebanon Borough, Readington Township and RLSA. He recommends that two RLSA board members should represent RLSA. Additionally, one board member should be a Lebanon representative and the second member should be a Readington Township representative. Mr. Buzak also recommend two Borough and two Township sub-committee representatives to form a balanced representation. Those representatives should not form a quorum for their entity nor should he/she be a common member of the RLSA board. Aside from those two stipulations the Borough and Township can appoint anyone of their choosing. The objective of the sub-committee is to frame, identify and analyze the issues. After identifying the issues, the sub-committee would then work on resolving those issues. Mr. Buzak believes that counsel should only be consulted when and if there is a decision to change the service agreement. Mr. Buzak recommends that bond counsel be consulted. The reason for this is that, in the event that when the Authority needs to issue debt any possible resolution to the issues will not adversely affect RLSA. He reminded appointees that when they come to a RLSA board meeting they are responsible to RLSA. Sub-committee members representing RLSA are additionally responsible to RLSA. Motion to form a six-member sub-committee consisting of two RLSA representatives, two Lebanon Borough representatives and two Readington Township representatives to discuss the service agreement was made by Dr. Westfield and seconded by Ms. Rohrbach carried by a



roll call of ayes all, nays none. Motion to nominate Mr. Monaco as the Readington Township representative for RLSA was made by Ms. Rohrbach. Nominations were closed. Dr. Westfield seconded Mr. Monaco's nomination carried with a roll call of ayes all, nays none. Motion to nominate Mr. Burton as the Lebanon Borough representative for RLSA was made by Mr. Monaco. Nominations were closed. Dr. Westfield seconded Mr. Burton's nomination carried with a roll call of ayes all, nays none. Mr. Buzak recommended that Mrs. Plesnarski send a letter to Lebanon Borough and Readington Township requesting the appointment of sub-committee representatives as stipulated prior to the next RLSA board meeting.

*Lebanon Borough Pump Station Muffin Monster* – Mrs. Plesnarski informed the board that due to the clearing of several large blockages up pipe of the pump station that the muffin monster will need to be replaced. The muffin monster was installed in 2007. Due to the channel the equipment is manufacturer specific. The estimated cost will be \$12,000.00. Installation will be performed in house. Mrs. Plesnarski noted that due to COVID-19 there has been a marked increase in gloves, masks and rags coming through the system. Board members agreed that the equipment replacement was necessary. Ms. Rohrbach suggested public education to discourage abuse of the sewer system. Mrs. Plesnarski noted that Lebanon Borough has included a note in the billing and maybe Readington Township could do the same.

***OLD BUSINESS:***

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

Respectfully submitted:

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Charles Westfield  
Secretary/Treasurer

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Virginia Weierich  
Recording Secretary

Readington-Lebanon Sewerage Authority  
Resolution 20-14

WHEREAS, there exists a desire by the board members of the Readington-Lebanon Sewerage Authority to discuss the service agreement; and

WHEREAS, the agreement is between Lebanon Borough, Readington Township and the Readington-Lebanon Sewerage Authority; and

WHEREAS, a subcommittee is deemed the best vehicle to frame, identify and analyze the issues; and

WHEREAS, equal representation of two representatives from each involved party for a total of six subcommittee members is optimal;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Readington-Lebanon Sewerage Authority that a six member subcommittee is formed with the objective to discuss the service agreement;

BE IT FURTHER RESOLVED, that the subcommittee will include two Lebanon Borough representatives, two Readington Township representatives, and two RLSA representatives which consist of one Lebanon Borough board member and one Readington Township board member;

BE IT FURTHER RESOLVED, that subcommittee members from Lebanon Borough or Readington Township shall not form a quorum for their entity nor be a common member of the RLSA board.

CERTIFICATION

I, Virginia Weierich, Secretary to the Readington-Lebanon Sewerage Authority, hereby certify this resolution was duly adopted by the Readington-Lebanon Sewerage Authority at a public meeting held on the 26<sup>th</sup> day of August, 2020.

August 26, 2020  
Date

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Virginia Weierich  
RLSA Recording Secretary