

## READINGTON-LEBANON SEWERAGE AUTHORITY

December 20, 2017

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

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

**APPROVAL OF MINUTES:** Motion to approve the minutes from the regular meeting of November 21, 2017 as written, was carried with roll call of ayes all, nays none, Mr. Monaco abstained.

**APPROVAL OF INVOICES:** Motion to approve invoices for December in the amount of \$ **85,782.93** along with authorization for the Administrator to transfer this amount into the Operating Checking account on January 2, 2018 was made by Mr. Burton. By same motion, approval and authorization of (1) invoice totaling \$**7,832.00** to be paid from the General Fund Account on January 2, 2018, seconded by Ms. Rohrbach, and carried with a roll call of ayes all, nays none.

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

**NEW BUSINESS:** *2018 Budget Adoption* – The 2018 budget as prepared by William M. Colantano, Jr., CPA, PSA, RMA and approved by the board during the October regular meeting was returned approved by the Division of Local Government Services. Motion

to **Adopt** the 2018 Budget was made by Mr. Burton, seconded by Ms. Rohrbach and carried with roll call of ayes all, nays none.

*NJ Cash Mgt Capital Improvement Fund* – Mrs. Weierich noted that the transfer is designed to build up the Capital Improvement Fund. Resolution to transfer \$250,000 from the 2017 Capital Acquisitions line item #3300 monies held in the General Fund to the NJ Cash Mgt Capital Improvement Fund was motioned for approval by Mr. Burton, seconded by Ms. Rohrbach and carried with a roll call of ayes all, nays none.

**OLD BUSINESS:** *Process Water Pump Project* – Mr. Ponte, Authority engineer reviewed the project's progress. Mr. Ponte noted that initial completion was slated for the end of January but anticipates the project will now be completed by early March. Due to the delay in getting approved specs from the manufacturer, Grundfos, projected completion date has been pushed back to early March. Mr. Ponte noted that he will try to keep the projected engineering costs unchanged although the projected engineering work is now estimated to be 30 weeks over projection. Mr. Ponte will work with Mrs. Plesnarski to assist in inspections. The pumps are in fabrication. Mr. Ponte expects the pumps to be ready and concrete work completed for inspection by mid February. Mr. Ponte noted that the contractor, Stothoff came highly recommended. He noted that the first milestone has been missed. Although damages can be assessed, most authorities do not assess damages. Mr. Cichone questioned if we had sustained any loss. Mrs. Plesnarski stated that there has not been down time or any loss incurred by the Authority. Mr. Ponte noted that the contractor has been very accommodating in the installation of the by-pass pump.

*Roof Replacement* – Mrs. Plesnarski noted that work will start on the UV Building roof replacement in early January. Weather permitting, the main building garage roof replacement will commence after the UV Building has been completed.

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

Respectfully submitted:

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Richard Burton  
Vice Chairman

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Virginia Weierich  
Recording Secretary

# 2018 ADOPTED BUDGET RESOLUTION

## Readington-Lebanon Sewerage Authority

**FISCAL YEAR:** FROM: January 1, 2018 TO: December 31, 2018

WHEREAS, the Annual Budget and Capital Budget/Program for the Readington-Lebanon Sewerage Authority for the fiscal year beginning January 1, 2018 and ending, December 31, 2018 has been presented for adoption before the governing body of the Readington-Lebanon Sewerage Authority at its open public meeting of December 20, 2017; 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 as presented for adoption reflects Total Revenues of \$ 1,602,000, Total Appropriations, including any Accumulated Deficit, if any, of \$1,727,000 and Total Unrestricted Net Position utilized of \$125,000; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$275,000 and Total Restricted Net Position consisting of Capital Improvement Funds planned to be utilized of \$275,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Readington-Lebanon Sewerage Authority, at an open public meeting held on December 20, 2017 that the Annual Budget and Capital Budget/Program of the Readington-Lebanon Sewerage Authority for the fiscal year beginning, January 1, 2018 and, ending, December 31, 2018 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.

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 Richard Burton, Vice Chairman 12/20/17  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Vincent Schaible	X			
Richard Burton	X			
Charles Westfield				X
Edward Cichone	X			
Ron Monaco	X			
Tanya Rohrbach	X			

RESOLUTION  
17-22  
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 2017 Budget has appropriated \$250,000 of Capital Acquisitions monies in account# 3300 and;

WHEREAS, \$250,000 of said monies were not disbursed for fiscal year 2017;

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 \$250,000 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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Vincent Schaible  
Chairman

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Richard Burton  
Vice Chairman

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ABSENT

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Charles Westfield  
Secretary/Treasurer

December 20, 2017  
DATE