

READINGTON-LEBANON SEWERAGE AUTHORITY

December 18, 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. Cichone and Monaco, Dr. Westfield and Ms. Rohrbach members, Mrs. Plesnarski, Administrator. Mr. Burton did not attend.

APPROVAL OF MINUTES: Motion to approve the minutes from the regular meeting of November 26, 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 December in the amount of \$ **94,407.10** along with the authorization for the Administrator to transfer this amount into the Operating Checking account on January 2, 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 December Budget Statement without any exceptions noted as written was made by Mr. Monaco, seconded by Mr. Cichone and carried with a roll call of ayes all, nays none.

NEW BUSINESS: *2020 Budget Adoption* – The 2020 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 2020 Budget was made by Mr. Cichone, seconded by Dr. Westfield 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 2019 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. Cichone, seconded by Mr. Monaco and carried with a roll call of ayes all, nays none.

Automated External Defibrillator – Mrs. Plesnarski informed members that an AED is required in facilities that have 25 or more employees. The cost of an AED has dropped below \$1000. The battery lasts for 5 years and pads need to be replaced every 1-2 years. She recommends that the Authority purchase an AED. All members agreed to the purchase as a safety precaution.

Cyber Security – Mrs. Plesnarski cited the continuing cost of ransom ware to government entities. JIF losses have totaled \$3.5 million with a loss in revenue of \$2.2 million. Rates will increase by \$306 per person. The Authority has purchased (2) new desktops and will purchase (2) additional desktops in 2020. Office 365 has been installed on all desktops, firewall will be upgraded along with new anti-virus software. The SCADA and new firewall will be integrated in 2020. We have continued to work with our cyber security firm to achieve JIF certification. Without certification our deductible would be \$25,000 but with an expected tier one certification our deductible will be \$2,500.

SCADA – Mrs. Plesnarski alerted members to the pending issues on the horizon. The SCADA hardware is beginning to fail and is outdated. The hardware will require an upgrade/replacement. Currently half of the plant is running on manual controls and is no longer remote. The cost of replacement parts has been roughly estimated at \$25,000. The hardware will be equipment specific. Fortunately, approximately 92% of the programming will be preserved.

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 Dr. Westfield and carried with a roll call of ayes all, nays none.

Respectfully submitted:

Charles Westfield
Secretary/Treasurer

Virginia Weierich
Recording Secretary

2020 ADOPTED BUDGET RESOLUTION

This resolution is for Adoption of the Budget Only Don't use for introduction of the Budget

Note Fill in the name of Each Commissioner and indicate their recorded Vote

Readington- Lebanon Sewerage Authority AUTHORITY

FISCAL YEAR: FROM: January 1, 2020 **TO:** December 31, 2020

WHEREAS, the Annual Budget and Capital Budget/Program for the Readington- Lebanon Sewerage Authority for the fiscal year beginning January 1, 2020 and ending, December 31, 2020 has been presented for adoption before the governing body of the Readington- Lebanon Sewerage Authority at its open public meeting of December 18, 2019; 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 \$1,663,900, Total Appropriations, including any Accumulated Deficit, if any, of \$1,788,900 and Total Unrestricted Net Position utilized of \$125,000; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$790,000 and Total Unrestricted Net Position planned to be utilized of \$790,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of Readington- Lebanon Sewerage Authority, at an open public meeting held on December 18, 2019 that the Annual Budget and Capital Budget/Program of the Readington-Lebanon Sewerage Authority for the fiscal year beginning, January 1, 2020 and, ending, December 31, 2020 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) Charles Westfield 12/18/19
(Date)

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

RESOLUTION
19-20
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 2019 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 2019;

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

Vincent Schaible
Chairman

Charles Westfield
Secretary/Treasurer

December 18, 2019
DATE