

## READINGTON-LEBANON SEWERAGE AUTHORITY

February 25, 2015

**OATH OF OFFICE:** Dr. Vince Schaible was appointed by Lebanon Borough to serve new term of five (5) years as their representative on the RLSA Board.

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

**PRESENT:** Dr. Schaible, Messrs. Cichone, Burton, Dr. Westfield members. Ms. Rohrbach, Mr. Monaco and Mr. McCray, Administrator did not attend.

**APPROVAL OF MINUTES:** Motion to approve the minutes from the regular meeting of January 28, 2015 and reorganization meeting of February 2, 2015 as written, was carried with roll call of ayes all, nays none.

**APPROVAL OF INVOICES:** Motion to approve the invoices for the month of February for the amount of \$93,709.48 along with the authorization for the Administrator to transfer this amount into the Operating Checking account on March 2, 2015 was made by Mr. Burton, seconded by Mr. Cichone, and carried with a roll call of ayes all, nays none. By same motion made by Mr. Burton, the approval and authorization for (1) invoice totaling \$10,162.64 to be paid from the General Fund account on March 2, 2015. Motion was seconded by Mr. Cichone and carried with a roll call of ayes all, nays none.

**PUBLIC:**

**NEW BUSINESS:** *APPOINTMENT OF PROFESSIONAL* – In compliance with the Local Public Contracts Law (N.J.S.A. 40A: 11 et seq.) requiring that the resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised: the following “Professional Service” was appointed for the year 2015.

*ATTORNEY* – Motion to retain The Buzak Law Group LLC to serve as legal representation for the Authority was made by Mr. Burton, seconded by Dr. Westfield, and carried with roll call of ayes all, nays none.

*Designation PACO* –NJAC 17:27-3.2 provides that each public agency must annually designate an officer or employee to serve as Public Agency compliance Officer (PACO). Motion to approve the reappointment of Mrs. Weierich as public agency compliance officer was made by Mr. Burton, seconded by Mr. Cichone, and carried with roll call of ayes all, nays none.

*Bid Documents for Belt Filter Press* –Mr. Ponte advised the board that Mr. Buzak has completed his review of the contract. Both contract and drawings have been submitted to Mr. McCray. Mr. Ponte noted that Mr. McCray was given authorization at January's meeting to advertise for bids once Mr. Buzak had completed his review. Mr. Ponte reviewed the proposed time line for the belt filter press project. The contract specs will be offered out of R3m's offices. He expects the contract award at the April regular meeting. Mr. Ponte noted that he has seen an increase in bid costs over the last few months as more "other than government" projects become available.

*NJUAJIF Elected Officials Training* – Mrs. Weierich informed members that the JIF as made the elected officials training class available online. All commissioners who complete the program will earn a \$250 credit which will be applied to the Authority's premium.

***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 Dr. Westfield 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

PUBLIC NOTICE  
READINGTON-LEBANON SEWERAGE AUTHORITY  
15-7

PLEASE TAKE NOTICE that the following resolution was adopted by the Readington-Lebanon Sewerage Authority at a meeting duly convened on February 25, 2015.

WHEREAS, there exists a need for Legal services to the Readington-Lebanon Sewerage, (hereinafter the "Authority") and;

WHEREAS, funds are available for this purpose and;

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Professional Services" without competitive bids must be publicly advertised;

NOW THEREFORE BE IT RESOLVED by the Readington-Lebanon Sewerage Authority as follows:

1. The Chairman and Secretary be and they are hereby authorized and directed to execute a certain agreement dated February 25, 2015 and filed with the Administrator of the Authority between the Authority and The Buzak Law Group LLC, Montville Office Park, 150 River Road, Suite N-4, Montville, NJ 07045 for the duration of one year at a rate of \$175.00/hr.
2. The contract and resolution authorizing it are available for public inspection in the office of the Administrator during regular business hours.
3. The contract is awarded without competitive bidding as a "Professional Service" because Legal services are exempt from bidding under N.J.S.A. 40A: 11-1 (6) (a).
4. A copy of this resolution shall be published in the official newspapers as required by law within 10 days of its passage.

ADOPTED: February 25, 2015  
Charles Westfield  
Secretary/Treasurer

**RESOLUTION Designating Public Agency Compliance Officer  
15-8**

*WHEREAS*, NJAC 17:27-3.2 provides that each public agency shall annually designate an officer or employee to serve as a Public Agency Compliance Officer (P.A.C.O.) and;

*WHEREAS*, the P.A.C.O. is the liaison official for matters concerning NJAC 17:27 to ensure that public contracts comply with an approved affirmative action program and should have the authority to recommend appropriate corrections to the public agency's contracting procedures and;

*WHEREAS*, it is the policy of the Readington-Lebanon Sewerage Authority to promote and enforce all rules and regulations regarding affirmative action in public purchasing;

*NOW THEREFORE BE IT RESOLVED*, by the governing body of the Readington-Lebanon Sewerage Authority that Virginia Weierich, is hereby appointed as the Public Agency Compliance Officer for the Readington-Lebanon Sewerage Authority for a term expiring on February 28, 2016.

*BE IT FURTHER RESOLVED*, that the above resolution is a true copy of the resolution adopted by the Readington-Lebanon Sewerage Authority at its meeting on February 25, 2015.

February 25, 2015  
Date

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Signature  
Virginia Weierich  
Recording Secretary