

READINGTON-LEBANON SEWERAGE AUTHORITY

February 24, 2016

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, Dr. Westfield, Messrs., Monaco and Burton members and Mrs. Plesnarski administrator. Ms. Rohrbach and Mr. Cichone did not attend.

APPROVAL OF MINUTES: Motion to approve the minutes from the regular meeting of January 27, 2016 and re-organization meeting of February 1, 2016 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 in the amount of \$ **82,143.83** along with the authorization for the Administrator to transfer this amount into the Operating Checking account on March 1, 2016 was made by Mr. Burton, seconded by Mr. Monaco. By same motion made by Mr. Burton approval of (1) invoice in the amount of \$ **6,328.50** to be paid from the General Fund also on March 1, 2016, 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 February Budget Statement without any exceptions noted as written was made by Mr. Burton, seconded by Mr. Monaco and carried with a roll call of ayes all, nays none.

NEW BUSINESS: *Appointment of Auditor* – In compliance with the Local Public Contracts Law (N.J.S.A. 40A: 11 et seq.) requiring that the authorizing of the award of contracts for “Professional Services” without competitive bids must be publicly advertised: the following “Professional Services” were appointed for the year 2016.

AUDITOR – Motion to retain Bedard, Kurowicki & Co. to serve as auditor 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. Monaco, seconded by Dr. Westfield, and carried with roll call of ayes all, nays none.

Belt Filter Press Update – Mr. Ponte, Authority engineer gave a progress report on the belt filter press project. Mrs. Plesnarski noted that the sludge cake produced is comparable to the old press. Mr. Ponte noted that there are some small punch list items to be completed such as the added valve and grating. The press has been operable since January 14, 2016. He reminded Mrs. Plesnarski that it will need to be added to our insurance schedule. Mr. Ponte noted that there will be credit at the end of the job as contractor has not used the entire allowance for the job. Dr. Schaible commented that it was a great job through the combined efforts of the staff, contractor and engineers. Mrs. Plesnarski noted that the old press will be refurbished and used as a stand-by. Mr. Ponte noted that the old press should be run at least once a month to remain lubricated.

NJUAJIF Elected Officials Training – Mrs. Weierich informed members that the JIF has again made the elected officials training class available online. Each commissioner who completes the program will earn a \$250 credit which will be applied to the Authority's premium. Mrs. Plesnarski suggested the possibility of a group training that could be held at the plant after a regular meeting. Members indicated that they would be interested in attending the group training. Mrs. Plesnarski will provide further details.

Clarifier Gear – Mrs. Plesnarski noted that a worm gear in the clarifier is worn and needs to be replaced. The lead time to obtain the part is approximately 5 days and will be installed in house.

OLD BUSINESS:

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

Respectfully submitted:

Charles Westfield
Secretary/Treasurer

Virginia Weierich
Recording Secretary

PUBLIC NOTICE
READINGTON-LEBANON SEWERAGE AUTHORITY
16-8

PLEASE TAKE NOTICE that the following resolution was adopted by the Readington-Lebanon Sewerage Authority at a meeting duly convened on February 24, 2016.

WHEREAS, there exists a need for Auditing 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 24, 2016 and filed with the Administrator of the Authority between the Authority and William M. Colantano, Jr., of Bedard, Kurowicki & Co., 114 Broad St., Flemington, NJ 08822 for the duration of one year at an annual fee not to exceed \$14,000.
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 Auditing services are exempt from bidding under N.J.S.A. 40A: 11-1 (6) (a).
4. A notice of this resolution shall be published in the official newspapers as required by law within 10 days of its passage.

ADOPTED: February 24, 2016
Charles Westfield
Secretary/Treasurer

**RESOLUTION Designating Public Agency Compliance Officer
16-9**

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, 2017.

BE IT FURTHER RESOLVED, that the above resolution is a true copy of the resolution adopted by the Readington-Lebanon Sewerage Authority at it's meeting on February 24, 2016.

February 24, 2016
Date

Signature
Virginia Weierich
Recording Secretary