

## READINGTON-LEBANON SEWERAGE AUTHORITY

February 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, Monaco, Cichone, Dr. Westfield and Ms. Rohrbach members, Mrs. Plesnarski, Administrator.

**APPROVAL OF MINUTES:** Motion to approve the minutes from the regular meeting of January 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 February in the amount of \$ **92,992.29** along with the authorization for the Administrator to transfer this amount into the Operating Checking account on March 2, 2020 along with authorization of (1) invoice totaling \$ **21,358.32** to be paid from the General Fund account also on March 2, 2020 was made by Mr. Burton, seconded by Dr. Westfield, 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 Ms. Rohrbach and carried with a roll call of ayes all, nays none.

**NEW BUSINESS:** *PACO Appointment* – 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. Plesnarski as public agency compliance officer was made by Dr. Westfield, seconded by Ms. Rohrbach, and carried with roll call of ayes all, nays none.

*Lebanon Pump Station Electrical Service* – The CT box at Lebanon Pump Station needs to be repaired. Mrs. Plesnarski noted that it is 3 phase and a new line will need to be run from the pole. A main disconnect box will also be placed before the CT box. The repair will be performed by two crews working continuously for 24 hours. The pump station power will be shut off but will have two back-up generators on hand. Fisher Electrical Contractors have estimated the repair cost to be between \$33,000 - \$36,000. The variable cost is dependent on whether the conduit will need to be replaced. If replaced it will run above ground. Mrs. Plesnarski wanted to inform the Board of the pending project.

*Frey Engineering* – As discussed at the January meeting, Lebanon Borough has experienced an increase in flows and has noted a discrepancy between RLSA flow data and LBSA self-metered flow data. Mr. Hill came to the RLSA to explain the anomalies between the flow data. Additionally, he would like to gain access to the Lebanon Pump Station in an effort to resolve the differences. Mr. Hill of Frey Engineering, engineer for Lebanon Borough noted that 98% of the Borough's water usage is from Clinton Water Co. They have been trying to keep flows down by inspecting lines for infiltration. In 2018 a major user had a blockage in the line. After removal of the blockage he noticed an increase in flows. Up until 2016 water usage and sewer usage correlated. Most borough development had stabilized by 2011. The borough decided to install meters as their usage became 50%-70% of total capacity. ISCO portable battery run meters were used. Due to the differences he would like to put his meter adjacent to the Parshall flume meter at the RLSA Lebanon Pump Station for 6-9 months. Theoretically the meters should be within 2% of each other. LBSA will assume full responsibility for their equipment installed in the pump station and has submitted a certificate of liability. The RLSA has agreed to supply electricity for the meter and modem required for internet access. Mr. Hill noted that he would still need to obtain access to monitor and adjust the meter. Mrs. Plesnarski noted that she had liability and access concerns. She also reiterated that there are tolerance issues when trying to compare two meters using different technologies. Mr. Ponte noted that as a rule of thumb, in practice an engineer would never put two meters in a series. A Parshall flume meter is considered the best standard and is commonly used for billing



purposes. Under practical usage two meters will have plus or minus a 10% drift factor. He has never experienced a 2% drift factor as stated in the specs under lab conditions. Mr. Ponte suggests manually checking the flow to see if the meter is reading correctly instead of placing two meters together. Mr. Hill is trying to figure out if the difference in flows is due to the meter. Mr. Hill and Mr. Burton noted that due to current COAH obligation the borough needs to get as accurate a number on available capacity and resolve any possible infiltration issues. Mr. Burton suggested that additional engineers need to look at this to give LBSA a recommendation. Dr. Schaible suggested continual communication as we monitor the meters. Mr. Hill believes that the meters will not require more than once per month maintenance. Mr. Monaco suggested that the three engineers from LBSA, RLSA and Readington Township meet to figure out the best way to resolve this issue. Motion to authorize the three engineers and Mrs. Plesnarski to work on how to best put in the extra meter and RLSA would not be held liable for any LBSA equipment damage and LBSA is escorted by RLSA personnel upon entering the Lebanon pump station was made by Mr. Monaco seconded by Dr. Westfield and carried with a roll call of ayes all, nays none.

***OLD BUSINESS:***

***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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Charles Westfield  
Secretary/Treasurer

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Virginia Weierich  
Recording Secretary

**RESOLUTION Designating Public Agency Compliance Officer  
20-9**

*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 Jill Plesnarski, is hereby appointed as the Public Agency Compliance Officer for the Readington-Lebanon Sewerage Authority for a term expiring on February 28, 2021.

*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 26, 2020.

February 26, 2020  
Date

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Signature  
Charles Westfield  
Secretary/Treasurer