

READINGTON-LEBANON SEWERAGE AUTHORITY

July 24, 2019

OPENING: Dr. Westfield, Secretary/Treasurer opened this regular meeting and announced that the Sunshine laws have been satisfied for the convening of this meeting.

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

APPROVAL OF MINUTES: Motion to approve the minutes from the regular meeting of June 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 July in the amount of \$ **90,360.33** along with the authorization for the Administrator to transfer this amount into the Operating Checking account on August 1, 2019 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 July Statement without any exceptions noted as written was made by Mr. Cichone, seconded by Mr. Monaco and carried with a roll call of ayes all, nays none.

NEW BUSINESS: *Electrician of Record* – Mrs. Plesnarski stated that she anticipates the need for electrical work to be done and noted that Fisher Electrical has done work for the Authority for over 30 years and is very familiar with the plant. Fisher Electrical is not hired on a contractual basis. The Authority auditor has recommended the appointment of an electrician of record. Motion to approve Fisher Electrical as the electrician of record was made by Ms. Rohrbach, seconded by Mr. Monaco and carried with a roll call of ayes all, nays none.

2018 Audit Report – Ms. Atwell of BKC noted that the audit is later than usual this year due to the State's addition of new GASB 75 provisions. Ms. Atwell noted that there are no recommendations or comments for this audit and attributes that to Mrs. Weierich's diligence throughout the year along with Mrs. Plesnarski's and Mr. Keating's assistance in compliance. Ms. Atwell noted that revenue increases were largely due to increased interest earned. She noted that user rates have remained stable over the last ten years. She attributes that to careful planning. The largest expenditures are in equipment replacement. Mr. Colantano noted that expenditures and revenue have basically remained flat. Due to careful planning and guidance the Authority has proven to be fiscally adept. Motion to adopt the resolution to approve the Audit Report for 2018 as prepared by Mr. Colantano of Bedard Kurowicki & Co. and forward to the State Local Government Services was made by Mr. Cichone, seconded by Ms. Rohrbach and carried with roll call of ayes all, nays none.

Personnel Update – Mrs. Plesnarski apprised the board that an employee had a non work related accident and will be out on sick leave for an extended and yet undetermined amount of time. In the interim she has hired a part time laborer at a rate of \$20.00 per hour and is in the process of looking for a new full time hire to cover operations and lab. Prior to starting a new full time hire Mrs. Plesnarski would like to revisit the Authority's CH 88 benefits and possibly move to CH 48. She is in the process of performing an informal poll through AEA of benefits that other authorities are offering. She is interested in requiring a minimum number of service years to be served at RLSA under CH 48. Mrs. Plesnarski's intent is to preserve current benefits for current employees. Coverage of spouse and disability retirement benefits are additional aspects to be reviewed. Mrs. Plesnarski advised the board that there will be an increase in outside maintenance services due to the temporary loss of an employee.

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 Ms. Rohrbach and carried with a roll call of ayes all, nays none.

Respectfully submitted:

Jill Plesnarski
Administrator

Virginia Weierich
Recording Secretary

Readington-Lebanon Sewerage Authority
Resolution 19-11

WHEREAS, there exists a need for an electrical contractor at the Readington-Lebanon Sewerage Authority ; and

WHEREAS, knowledge of the electrical system is unique to the facility;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Readington-Lebanon Sewerage Authority that we assign Fisher Electrical Contractors, Inc. of Washington, NJ as the electrician of record.

CERTIFICATION

I, Virginia Weierich, Secretary to the Readington-Lebanon Sewerage Authority, hereby certify this resolution was duly adopted by the Readington-Lebanon Sewerage Authority at a public meeting held on the 24th day of July, 2019.

July 24, 2019
Date

Virginia Weierich
RLSA Recording Secretary

**Resolution
19-12**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2018 has been completed and filed with the Readington-Lebanon Sewerage Authority pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "**General Comments**" and "**Recommendations**", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "**General Comments**" and "**Recommendations**", in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Readington-Lebanon Sewerage Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2018, and specifically has reviewed the sections of the audit report entitled "**General Comments**" and "**Recommendations**", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the secretary of the authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON July 24, 2019.

July 24, 2019
Date

Charles Westfield
Secretary/Treasurer

**LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM**

**PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD**

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the Readington-Lebanon Sewerage Authority being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of the Readington-Lebanon Sewerage Authority
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report of the fiscal year ended December 31, 2018, and specifically the sections of the audit report entitled "**General Comments**" and "**Recommendations.**"

NAME

SIGNATURE

Vincent Schaible

ABSENT

Charles Westfield

Richard Burton

ABSENT

Edward Cichone

Ronald Monaco

Tanya Rohrbach

*SWORN to and subscribed before me
on this 24th day of July, 2019*

Virginia L. Weierich
Notary Public of New Jersey