

## READINGTON-LEBANON SEWERAGE AUTHORITY

March 23, 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, Ms. Rohrbach, Messrs., Cichone and Burton members and Mrs. Plesnarski administrator. Mr. Monaco did not attend.

**APPROVAL OF MINUTES:** Motion to approve the minutes from the regular meeting of February 24, 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 March in the amount of \$ **134,356.20** along with the authorization for the Administrator to transfer this amount into the Operating Checking account on April 1, 2016 was made by Mr. Burton, seconded by Ms. Rohrbach. By same motion made by Mr. Burton approval of (1) invoice in the amount of \$ **3,288.00** to be paid from the General Fund also on April 1, 2016, seconded by Ms. Rohrbach, and carried with a roll call of ayes all, nays none.

**APPROVAL OF BUDGET STATEMENT:** Motion to acknowledge the review and approve the March Budget Statement without any exceptions noted as written was made by Mr. Cichone, seconded by Mr. Burton and carried with a roll call of ayes all, nays none.

**NEW BUSINESS:** *Reappointment of Ms. Rohrbach* – Ms. Rohrbach was appointed by Readington Township to serve new term of five (5) years as their representative on the RLSA Board.

*Electrician of Record* - Dr. Schaible noted that Fisher Electrical has done work for the Authority for 33 years and is very familiar with the plant. Fisher Electrical is not hired

on a contractual basis. Mr. Colantano, 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 Mr. Burton, seconded by Ms. Rohrbach and carried with a roll call of ayes all, nays none.

*Update Personnel Policy* – Mrs. Plesnarski noted the policy updates are recommended by the NJUAJIF and highlighted the significant changes. The American’s with Disabilities Act Policy was revised to comply with the NJ Pregnant Worker’s Fairness Act. The Social Media Policy was updated to reflect changes in technology and government practices. The Employment Procedure Policy included I9 language. Modification to Open Public Meetings Act Procedure concerning personnel matters. Update the CEPA notice. Employment application modified to comply with the Ban the Box Legislation. Job Descriptions modified to reflect staffing requirements. Revisions to the Personnel Policy are required by NJUAJIF to obtain the minimal deductible for MEL. Motion to approve the update to the personnel policy was made by Mr. Burton, seconded by Dr. Westfield, and carried with roll call of ayes all, nays none.

*Belt Filter Press Update* – Mrs. Plesnarski informed the board that the belt filter press installation was 99.9% complete. The new grating was installed today and has satisfactorily closed the gap. Repainting the interior of the basin will be held off until our April shut down to allow the surface to dry for proper adhesion.

**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

Readington-Lebanon Sewerage Authority  
Resolution 16-10

WHEREAS, there exists a need for an electrical contractor at the Readington-Lebanon 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 23rd day of March, 2016.

March 23, 2016

Date

\_\_\_\_\_  
Virginia Weierich  
RLSA Recording Secretary

Readington-Lebanon Sewerage Authority  
Resolution 16-11

WHEREAS, it is the policy of the Readington-Lebanon Sewerage Authority to treat employees in a manner consistent with all applicable employment laws and regulations; and

WHEREAS, the Readington-Lebanon Sewerage Authority has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations;

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the Readington-Lebanon Sewerage Authority that the revised Personnel Policy/Employee Handbook is hereby adopted.

BE IT FURTHER RESOLVED, that this manual is intended to provide guidelines covering public service by Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Readington-Lebanon Authority.

BE IT FURTHER RESOLVED, that to the maximum extent permitted by law, employment practices for the Authority shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED, that the Administrator and all managerial/supervisory personnel are responsible for these employment practices.

This resolution agreed to this 23rd day of March, 2016 by a vote of:

5 Ayes      \_\_\_\_\_ Nays      \_\_\_\_\_ Abstain      1 Absent

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Vincent Schaible  
Chairman

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Attest  
Charles Westfield  
Secretary/Treasurer  
March 23, 2016  
Date