

## READINGTON-LEBANON SEWERAGE AUTHORITY

March 22, 2017

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

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

**APPROVAL OF MINUTES:** Motion to approve the minutes from the regular meeting and reorganization meeting of February 22, 2017 as written, was carried with roll call of ayes all, nays none.

**APPROVAL OF INVOICES:** Motion to approve invoices for March in the amount of \$ 136,414.76 along with authorization for the Administrator to transfer this amount into the Operating Checking account on April 3, 2017 was made by Ms. Rohrbach, seconded by Mr. Burton, 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. Burton, seconded by Mr. Monaco and carried with a roll call of ayes all, nays none.

**NEW BUSINESS:** *Electrician of Record* - Dr. Schaible 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 Mr. Burton, seconded by Ms. Rohrbach and carried with a roll call of ayes all, nays none.

*Designation of Purchasing Agent* – NJSA 40A:11-3 allows local contracting units to create the position of Purchasing Agent and NJAC 5:34-5.2 allows the local entity to increase their bid threshold to \$40,000 with the appointment of a Qualified Purchasing Agent. Mrs. Weierich noted that the Authority's current bid threshold is \$17,500 without a Qualified Purchasing Agent. Mrs. Weierich possesses a valid Qualified Purchasing Agent certificate issued by the DLGS, DCA. Motion to create the position of purchasing agent was made by Mr. Burton, seconded by Ms. Rohrbach and carried with a roll call of ayes all, nays none. Motion to appoint Mrs. Weierich the Qualified Purchasing Agent for the Authority was made by Mr. Burton, seconded by Ms. Rohrbach and carried with a roll call of ayes all, nays none. Dr. Schaible recommended a base salary increase of \$2000.00 for Mrs. Weierich as there would be an increase in responsibility and job duties with the appointment. Mrs. Plesnarski was in agreement. Motion for Mrs. Weierich's salary increase of \$2000.00 was made by Mr. Burton, seconded by Ms. Rohrbach and carried with a roll call of ayes all, nays none.

*R3m Engineering Construction Contract Administration Services Proposal* – Mr. Ponte, Authority Engineer reviewed the time table for the field construction involved for the Process Water Pumps project. He has estimated 31 weeks to complete the project. R3m will assist in the bid process, evaluation of bids and award recommendation. Mr. Ponte anticipates 8 weeks to execute the contract. Fabrication will take 12 weeks and installation 8 weeks, during that time the contractor will provide temporary process water pumps. Mr. Ponte expects an additional 3 weeks to close out the contract, completion of punch list items and final acceptance. Mrs. Plesnarski noted that due to one of the pumps recently failing there is some urgency to starting the project. She also noted that the construction costs were in line with our previous belt filter press project. The project might be able to cut some costs by reducing the number of engineer inspections. Mr. Ponte was in agreement due to the nature of the project. The fee proposal is not to exceed **\$34,780.00** and represents approximately 22% of the estimated construction value of the project. Motion to approve the engineering proposal for construction

administrative services for the process water pumps was made by Mr. Burton, seconded by Ms. Rohrbach and carried with a roll call of ayes all, nays none.

*Employment Practice Liability Training* – Mrs. Plesnarski suggested that the board conduct their EPL training as a class at the plant after the next regular meeting in April. She reminded all members that the training video can also be viewed at their own convenience if they chose to log in themselves. Mrs. Plesnarski noted that member participants will earn a \$250 premium credit per person. All members were in agreement that if they are unable to log in at home they would attend the training at the plant after the next meeting.

***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 Mr. Monaco and carried with a roll call of ayes all, nays none.

Respectfully submitted:

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Dr. Schaible  
Chairman

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Virginia Weierich  
Recording Secretary

Readington-Lebanon Sewerage Authority  
Resolution 17-9

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 22<sup>nd</sup> day of March, 2017.

March 22, 2017

Date

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Virginia Weierich  
RLSA Recording Secretary

**RLSA Purchasing Agent Position Designation  
17-10**

**WHEREAS,** P.L. 2009, c.166, codified as N.J.S.A. 40A:11-3 et seq., supplementing and amending Chapter 11 of Title 40A of the New Jersey Statutes allows local contracting units in New Jersey to create the position of Purchasing Agent; and

**WHEREAS,** the Readington-Lebanon Sewerage Authority desires to create the position of Purchasing Agent;

**NOW THEREFORE, BE IT RESOLVED,** by the governing body of the Readington-Lebanon Sewerage Authority that the position of Purchasing Agent is hereby created for the Readington-Lebanon Sewerage Authority; and

**BE IT FURTHER RESOLVED** as follows:

1. The Purchasing Agent shall be appointed by the governing body of the Readington-Lebanon Sewerage Authority; and,
2. The Purchasing Agent shall possess a valid Qualified Purchasing Agent certificate, as issued by the New Jersey Division of Local Government Services, Department of Community Affairs; and,
3. The Purchasing Agent shall have the authority, responsibility and accountability for the purchasing activity for the Readington-Lebanon Sewerage Authority, to prepare public advertising for bids and to receive bids and requests for proposals for the provision or performance of goods, services and construction contracts on behalf of the Readington-Lebanon Sewerage Authority and to award contracts permitted through New Jersey statutes and in accordance with the regulation, forms and procedures promulgated by the state regulatory agencies in the name of the Readington-Lebanon Sewerage Authority and conduct any activities as may be necessary or appropriate to the purchasing function of the Readington-Lebanon Sewerage Authority; and,

4. The governing body of the Readington-Lebanon Sewerage Authority increases their bid threshold to \$40,000.00 with the appointment of a Qualified Purchasing Agent, pursuant to Local Finance Notice 2010-13 and N.J.A.C. 5:34-5.

*A MOTION* was made by Mr. Burton, seconded by Ms. Rohrbach and on a roll call vote the following was recorded:

<u>Governing Body Member</u>	<u>Recorded Vote</u>			
	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Vincent Schaible	x			
Richard Burton	x			
Charles Westfield	x			
Edward Cichone				x
Ron Monaco	x			
Tanya Rohrbach	x			

March 22, 2017  
Date

\_\_\_\_\_  
Signature  
Virginia Weierich  
Recording Secretary

**RLSA Designation Qualified Purchasing Agent  
17-11**

**WHEREAS**, the governing body of the Readington-Lebanon Sewerage Authority wishes to appoint a Qualified Purchasing Agent; and

**WHEREAS**, Virginia Weierich possesses a valid Qualified Purchasing Agent certificate in accordance with N.J.A.C. 5:34-5 et seq. and is therefore, qualified to hold the position of Qualified Purchasing Agent; and

**WHEREAS**, N.J.S.A. 40a:11-3 et seq. permits local contracting units to increase their bid threshold up to \$40,000.00 if a Qualified Purchasing Agent is appointed.

**NOW THEREFORE BE IT RESOLVED**, by the governing body of Readington-Lebanon Sewerage Authority that Virginia Weierich is hereby designated the Qualified Purchasing Agent for the Readington-Lebanon Sewerage Authority; and

**BE IT FURTHER RESOLVED**, that the governing body of Readington-Lebanon Sewerage Authority increases its bid threshold to \$40,000.00

**A MOTION** was made by Mr. Burton, seconded by Ms. Rohrbach and on a roll call vote the following was recorded:

	<u>Recorded Vote</u>			
<u>Governing Body Member</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Vincent Schaible	x			
Richard Burton	x			
Charles Westfield	x			

Edward Cichone  
Ron Monaco  
Tanya Rohrbach

x  
x

x

March 22, 2017  
Date

Signature  
Virginia Weierich  
Recording Secretary