

READINGTON-LEBANON SEWERAGE AUTHORITY AGENDA

May 22, 2024

MINUTES

Opening of meeting:

Announcement that the Sunshine laws have been satisfied for the convening of this meeting.

Pledge of Allegiance.

Swearing in:

Mr. William Colantano has been appointed by the Borough of Lebanon to serve the remainder of the Lebanon Borough, RLSA board representative, vacated by Dr. Schiabe. Mr. Colantano's term will be from May 1, 2024, through February 1, 2025.

Please take the oath of office.

Mr. Colantano was sworn in, the Oath of Office was signed and Notarized.

Roll call:

Board Members: Mr. Burton, Mr. Heller, Mr. Villa, Mr. Cichone, Mr. Mueller, and Mr. Colantano. Administrator Jill Plesnarski

Approval of the minutes:

from the April 28, 2024, meeting. (Mr. Colantano to abstain)

Motioned by Mr. Cichone, Seconded by Mr. Mueller, all ayes, no nays.

Approval of May Bills List.

Motioned by Mr. Cichone, Seconded by Mr. Mueller, all ayes, no nays.

Approval of Invoices:

for May in the amount of \$ **76,774.90** and authorization for the administrator to transfer this amount into the Operating Checking Account on June 1, 2024, approval of \$ **157.50** invoice to be paid from the General Fund on June 1, 2024.

Motioned by Mr. Cichone, Seconded by Mr. Heller, all ayes, no nays.

Resolutions:

24-14 Purchase of Comminutor Shredder-PSI Revisited

Motioned by Mr. Villa, Seconded by Mr. Mueller, all ayes, no nays.

24-16 Waive Claimants Signature.

Motioned by Mr. Heller, Seconded by Mr. Cichone, all ayes, no nays.

24-17 Transfer of Funds for Payroll

Motioned by Mr. Mueller, Seconded by Mr. Heller, all ayes, no nays.

24-18 Amending resolution # 23-14 & 24-12

Motioned by Mr. Cichone, Seconded by Mr. Villa, all ayes, no nays.

Public: None

New Business: None

Old Business:

-Ponte's letter:

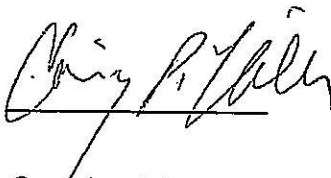
Generic Comparison of Chem-P (Chemical Phosphorus Removal) with Bio-P (Biological Phosphorus Removal)

-Ms. Plesnarski, Benefits are the same over 20 years.

Chemicals are a low Capitol expense, but high on consumables, when utilizing chemicals there is 80% more sludge. Bio- is a high Capitol fund but flattens out and there are normal expendables. Utilizing Bio- is more efficient and agreed upon.

Adjournment:

Motioned by Mr. Cichone, Seconded by Mr. Villa, all ayes, no nays.



Secretary-Treasurer
Craig Villa



Recording Secretary
Jennifer Price

READINGTON-LEBANON SEWERAGE AUTHORITY

RESOLUTION 24-16
Waive Claimants Signature

WHEREAS the Readington-Lebanon Sewerage Authority of Hunterdon County desires to authorize the Administrative Assistant, to waive the requirement for claimant's certification for a purchase order below 15% of the bid threshold pursuant to N.J.S.A. 40A:5-16 (c) (3)

WHEREAS the Readington-Lebanon Sewerage Authority wishes to process vouchers; under the 15% bid threshold without claimant certification; and

WHEREAS when purchases for items are equal to or less than the (15% of 17,500) the bid threshold or \$2,625, for the RLSA, the requirement to obtain the "Claimants Certification" (Vendor Declaration) may be forgone so long as the Department Certification has been complete; and

WHEREAS this policy will provide RLSA with efficiency and cost savings; and


WHEREAS by virtue of the fact that the Administrator, an employee of RLSA signs the Department Certification, they are assuming personal responsibility for the statement in the certification that states:

"I, have knowledge of the facts certify that the materials and supplies have been received or the services rendered; said certification being based on signed delivery slips or other reasonable procedure."

NOW, THEREFORE BE IT RESOLVED by the Bord of the Readington-Lebanon Sewerage Authority to approve the Administrative Assistant is authorized to process a voucher less than or equal to 15% of the bid threshold without claimant's certification.

This resolution agreed to this 22th day of May 2024, by a vote of:
6 Ayes 0 Nays _____ Abstain _____ Absent.

I HEREBY CERTIFY THAT THE ABOVE RESOLUTION IS A TRUE COPY OF THE RESOLUTION ADOPTED BY THE READINGTON-LEBANON SEWERAGE AUTHORITY AT ITS MEETING ON MAY 22nd, 2024.


Recording Secretary
Jennifer Price

READINGTON-LEBANON SEWERAGE AUTHORITY

RESOLUTION 24-17
Transfer of Funds for Payroll

READINGTON-LEBANON SEWERAGE AUTHORITY

WHEREAS, the Readington-Lebanon Sewerage Authority Bond Resolution of 1984, section 511:3ii, allows transfers of funds in the Revenue Fund account that are free and clear of any lien or pledge and is in excess of amounts required to be reserved for payment or security of the Bonds and allows for transfers by the filing of an "Officer's Certificate" and.

WHEREAS, an "Officer's Certificate" is defined in said Resolution as a certificate signed by an Authority Officer and.

WHEREAS the Payroll and taxes will be transferred from the Revenue Account on a bi-weekly basis when payroll is completed.

WHEREAS, it is financially prudent to renew these funds on a bi-weekly basis in leu of projecting, Taxes, Over Time and Salaries for the following month.

NOW THEREFORE BE IT RESOLVED that this Resolution be considered an "Officer's Certificate" and.

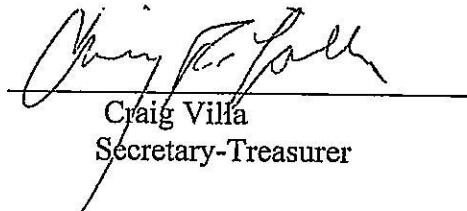
NOW THEREFORE BE IT FURTHER RESOLVED that the Administrator to transfer Payroll and Taxes incurred on a bi-weekly basis.

This resolution agreed to this 22nd day of May 2024, by a vote of:
6 Ayes 0 Nays _____ Abstain _____ Absent.

I HEREBY CERTIFY THAT THE ABOVE RESOLUTION IS A TRUE COPY OF THE RESOLUTION ADOPTED BY THE READINGTON-LEBANON SEWERAGE AUTHORITY AT ITS MEETING ON MAY 22, 2024.



Richard Burton
Chairman



Craig Villa
Secretary-Treasurer



Jennifer Price
Recording Secretary

Readington-Lebanon Sewerage Authority

Resolution 24-18

Amending Resolutions 23-14, 24-12

WHEREAS, As Per Resolution 23-14, which approved and initiated a Feasibility Study for Plant Capacity Expansion and Upgrade, the study including identification/evaluation of alternative technologies for nutrient removal, identification/evaluation of alternatives for plant capacity expansion and improvements, assist in selecting process alternative, site lay out, prepare basis of design, assist with evaluation of project financing alternatives.

WHEREAS the Readington-Lebanon Sewerage Authority (RLSA) had authorized a \$30,000.00 advance fee at its regular Board Meeting of April 26, 2023, to enable R3M Engineering, Inc. (R3M) to begin work on the project.

WHEREAS that proposed scope of work would have been completed on a not to exceed fee basis for a total cost of \$229,000.00 (less \$30,000.00 approved on April 26, 2023,) for the initial review with RLSA's technical staff, as per Resolution 23-14.

WHEREAS the New Jersey Pollutant Discharge Elimination System (NJPDES) issued the draft of the NJDEP permit in January 2024. The new permit will require that Total-P (Total Phosphorus) removal will be accomplished with a Bio-P (Bio-Chemical) process and subject to a revised compliance schedule.

WHEREAS during work, R3M encountered other changes to the scope due to changes in the NJPDEP requirements, required for the developing procurement documents for the surveying services of the Plant site, which RLSA will be able to use in future projects.

WHEREAS, R3M Engineering Inc., and Mr. Ponte have successfully demonstrated their knowledge of the plant through the RLSA plant construction and prior plant upgrades.

NOW, THEREFORE, BE IT RESOLVED, by the governing body of the ReadingtonLebanon Sewerage Authority that R3m Engineering, Inc. with recent changes in the NJDEP we

hereby grant the increase in the fees by \$46,080.00.

BE IT FURTHER RESOLVED that the new proposed scope of work is to be completed on a not to exceed fee for the total cost of \$275,080.00.

BE IT FURTHER RESOLVED THAT this resolution amends to clarify language in Resolution 24-12 adopted at the RLSA Board Meeting on April 24, 2024.

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 May 22, 2024.

This resolution agreed to this 22nd day of May 2024, by a vote of:

6 Ayes 0 Nays _____ Abstain _____ Absent.

Jennifer Price
Recording Secretary

Jennifer Price

OATH OF OFFICE

I, William Colantano do solemnly swear (or affirm) that I will faithfully, impartially, and justly perform all the duties of the office of Lebanon Borough representative to the Readington-Lebanon Sewerage Authority to the best of my abilities.



SIGNATURE



SWORN TO AND SUBSCRIBED
BEFORE ME THIS 22th DAY
OF May 2024.



SIGNATURE

Sworn to and subscribed
before me this
22 day of May, 2024

