

## READINGTON-LEBANON SEWERAGE AUTHORITY

October 28, 2015

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

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

**APPROVAL OF MINUTES:** Motion to approve the minutes from the regular meeting of August 26, 2015 as written, was carried with roll call of ayes all, nays none.

**APPROVAL OF INVOICES:** Motion to approve the invoices for the month of September in the amount of \$111,557.56 and approval of (1) invoice in the amount of \$7,525.50 paid from the General Fund account due to canceled meeting and motion to approve invoices for the month of October in the amount of \$75,111.66 along with the authorization for the Administrator to transfer this amount into the Operating Checking account on November 2, 2015 was made by Mr. Burton, seconded by Ms. Rohrbach. By same motion made by Mr. Burton approval of (2) invoices in the amount of \$86,784.50 paid from the General Fund also on November 2, 2015, 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 September and October Budget Statements without any exceptions noted as written was made by Dr. Westfield, seconded by Mr. Burton and carried with a roll call of ayes all, nays none.

**NEW BUSINESS:** *Mr. McCray's Retirement* –Dr. Schaible thanked Mr. McCray and expressed his regrets to see him leave after 32 years of service with the Authority. All

members present expressed their gratitude for Mr. McCray's many years of service. Dr. Schaible noted that Mr. McCray had (30) days of unused vacation time and requested a motion to reimburse Mr. McCray's unused time. Dr. Westfield inquired as to the dollar amount which was \$14,760.00. Motion to reimburse Mr. McCray's unused vacation time of (30) days was made by Mr. Burton, seconded by Dr. Westfield, and carried with a roll call of ayes all, nays none.

*Appointment of Administrator*– The Personnel Committee search resulted in the recommendation to promote the current RLSA Principal Operator, Mrs. Jill Plesnarski to the position of Administrator. Mrs. Plesnarski has been with the Authority for 26 years and all members were in agreement that this appointment would be the best fit as Mrs. Plesnarski has an in depth knowledge of the plant and comes with excellent credentials. Mrs. Plesnarski will receive a \$10,000.00 per year salary increase. Motion to approve Mrs. Plesnarski's salary increase was made by Mr. Burton, seconded by Ms. Rohrbach and carried with a roll call of ayes all, nays none.

*2016 Budget Approval* – Dr. Schaible noted that the 2016 budget is suitable with an increase of 1.5% over last year's budget. Dr. Schaible recommended 2% salary increase across the board as discussed during the Budget Committee meeting. Motion to approve the Introduction of the 2016 Budget and salary increase of 2% was made by Mr. Burton, seconded by Ms. Rohrbach and carried with a roll call of ayes all, nays none.

*Belt Filter Progress Report* – Mr. Ponte noted that the site work prior to installation is complete. Mr. Ponte had pictures of the new press waiting to be delivered at the manufacturing plant. Expected delivery date is November 17 which is three weeks ahead of schedule. The riggers have inspected the site and press for final measurements. Electrical work will be performed after the press is brought in. There are no change orders and the contractors are working out well.

*Annual Plant Inspection* – Mr. Ponte, Authority engineer was on hand to review his findings during the annual plant inspection. He noted several areas that he would

recommend for the Authority's five year capital improvement plan. Mr. Ponte pointed out that the observations were not of an urgent nature but will need to be addressed. He recommended that the influent pump station at the main plant be redesigned to accommodate a third pump. Due to the critical nature of the pumps a stand by and redundant are typically protocol. He noted that the roofs of the main building, dewatering building and UV building need replacement. These roofs are reaching or beyond their life expectancy. The process water pumps are also reaching the end of their life expectancy and should be replaced. Additionally the 523 pump station, Lebanon pump station CT cabinet and interceptor and force mains will need some additional maintenance. Dr. Schaible noted the observations and the Board will take Mr. Ponte's recommendations under advisement.

***OLD BUSINESS:***

***ADJOURNMENT:*** As there was no further business to come before the Board, meeting was adjourned by motion made by Dr. Schaible 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

**RESOLUTION FOR PAYMENT OF INVOICES  
15-15**

**WHEREAS**, in the absence of a regular public meeting of the Readington-Lebanon Sewerage Authority which was required to be cancelled; and

**WHEREAS**, invoices for the operating expenses, and general fund expenses which would normally be approved for payment at said meeting should be paid in a prompt manner;

**NOW THEREFORE BE IT RESOLVED** that the Administrator, Chairman and/or Vice-Chairman, Secretary Treasurer be authorized to approve said invoices and issue checks in payment thereof; and

**BE IT FURTHER RESOLVED** that a listing of said invoices be submitted to the full membership for ratification at the next regularly schedule meeting of the Authority.

September 23, 2015  
Date

\_\_\_\_\_  
Signature



# 2016 AUTHORITY BUDGET RESOLUTION

## Readington-Lebanon Sewerage Authority

(Name)

FISCAL YEAR: FROM: January 1, 2016 TO: December 31, 2016

WHEREAS, the Annual Budget and Capital Budget for the Readington-Lebanon Sewerage Authority for the fiscal year beginning, January 1, 2016 and ending, December 31, 2016 has been presented before the governing body of the Readington-Lebanon Sewerage Authority at its open public meeting of October 28, 2015; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$1,601,270, Total Appropriations, including any Accumulated Deficit if any, of \$1,726,270 and Total Unrestricted Net Position utilized of \$125,000; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$115,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$115,000; and

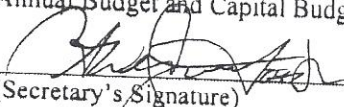
WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Readington-Lebanon Sewerage Authority, at an open public meeting held on October 28, 2015 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Readington-Lebanon Sewerage Authority for the fiscal year beginning, January 1, 2016 and ending, December 31, 2016 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Readington-Lebanon Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 16, 2015.

  
(Secretary's Signature)

10/28/15  
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Vincent Schaible	X			
Richard Burton	X			
Charles Westfield	X			
Edward Cichone				X
Ron Monaco				X
Tanya Rohrbach	X			