

READINGTON-LEBANON SEWERAGE AUTHORITY

October 25, 2023

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

PRESENT: Dr. Schaible. Messrs. Burton, Villa, Heller, Cichone and Mueller members, Mrs. Plesnarski, Administrator.

APPROVAL OF MINUTES: Motion to approve the minutes from the regular meeting of September 27, 2023 as written, was carried with roll call of ayes all, nays none.

APPROVAL OF INVOICES: Motion to approve the invoices for the month of October in the amount of \$ **125,660.69** and authorization for the administrator to transfer this amount into the Operating Checking account on November 1, 2023 and (2) invoices totaling \$ **48,192.50** to be paid from the General Fund on November 1, 2023 was made by Mr. Heller 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 October Budget Statement without any exceptions noted as written was made by Mr. Burton seconded by Mr. Villa and carried, with a roll call of ayes all, nays none.

NEW BUSINESS: *Employee Handbook and Personnel Policies & Procedures Manual Update* - Mrs. Plesnarski noted that there has been a change in the language on sick leave, alcohol and drug use, domestic violence, personal day, EEO, FMLA, use of employer vehicles, overtime, hours of work, and personnel records. This is a requirement of the NJUAJIF and has undergone attorney review. Motion to approve Employee Handbook and Personnel Policies updates was made by Mr. Burton, seconded by Mr. Cichone, and carried, with a roll call of ayes all, nays none.

Introduction of the 2024 Budget - – Mrs. Plesnarski noted that higher than usual increases in insurance, worker’s compensation premiums, NJDEP permit fees, health benefits, and sludge disposal fees have resulted in a 3.91% budget increase over 2023. Mrs. Plesnarski noted that the insurance increase is due to property, COVID claims and in part due to the aging and salary increase of the workforce. The introduced budget includes a 5% salary increase as discussed during the Budget Committee meeting on October 16, 2023. Motion to approve the Introduction of the 2024 Budget with a salary increase of 5% and submit to the State for approval was made by Mr. Burton, seconded by Mr. Cichone and carried with a roll call of ayes all, nays, none.

2022 Audit Report –The delay in completing the audit was due to GASB 75 finalization. No findings nor recommendations have been developed because of the audit and there were no prior year recommendations. Mrs. Plesnarski noted that there will be an asset register update as we have donated the golf cart that is inoperable to a farm and unrepairable pumps and snow blowers will be scrapped. Motion to adopt the resolution to approve the 2022 Audit Report as prepared by Ms. Atwell of Bedard Kurowicki & Co and forward to the State Local Government Services was made by Mr. Burton, seconded by Mr. Heller, and carried with a roll call of ayes all, nays none.

3rd Quarter I&I Report – Lebanon Borough has no additional confirmed infiltration. They are considering purchasing or renting additional portable flow meters. There is also no confirmed inflow. LBSA has installed 40 additional manhole inserts. Readington has confirmed two areas of infiltration. They will repair locations, replace damaged or oldest manhole inserts for a total of 85 and perform line repairs. They have also discovered inflow from a sump pump which will be remedied and reinspected. DPW has purchased smoke testing equipment and is using a camera truck to clean and televise lines. DPW is also requesting funds to purchase a lateral launcher. RLSA has no confirmed inflow nor infiltration. RLSA will purchase a new flow meter for the LBPS. The new meter will have upgraded software for easier data usage.

Feasibility Study Progress Report – Mr. Ponte noted that he has communicated with Van Cleef concerning review of surveying, wetlands delineation, requirements for wetlands permits, and impact of the wetlands “finger” created by a man-made gully. He has reviewed projected treatment flow and treatment loads. Review of oxidation ditch #1 volume, calculate total phosphorous, review options for third oxidation ditch, met with Ovivo to discuss ditch upgrades, performed on site structural inspection of ditch #1. He has reviewed capacity of existing plant process piping, developed concepts for flow equalization, influent pumping and preliminary treatment processes. Board members had no additional questions.

OLD BUSINESS:

ADJOURNMENT: As there was no further business to come before the Board, the meeting was adjourned by motion made by Mr. Burton seconded by Mr. Cichone and carried, with a roll call of ayes all, nays none.

Respectfully submitted:

Jonathan Heller
Secretary/Treasurer

Virginia Weierich
Recording Secretary

Readington-Lebanon Sewerage Authority
Resolution 23-19

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 25th day of October, 2023 by a vote of:

6 Ayes 0 Nays 0 Abstain

Vincent Schaible
Chairman

Attest
Jonathan Heller
Secretary/Treasurer
October 25, 2023
Date

**RESOLUTION
23-21**

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, 2022 has been completed and filed with the Readington-Lebanon Sewerage Authority pursuant to N.J.S.A. 40 A: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**", "**Recommendations**" and "**Schedule of Findings and Responses**", 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**", "**Recommendations**" and "**Schedule of Findings and Responses**", 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, 2022, and specifically has reviewed the sections of the audit report entitled "**General Comments**", "**Recommendations**" and "**Schedule of Findings and Responses**", 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 October 25, 2023**

Secretary/Treasurer

10/25/2023

Date