

## READINGTON-LEBANON SEWERAGE AUTHORITY

September 26, 2018

**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, Messrs. Burton, and Monaco, Dr. Westfield and Ms. Rohrbach members, Mrs. Plesnarski, Administrator. Mr. Cichone did not attend.

**APPROVAL OF MINUTES:** Motion to approve the minutes from the regular meeting of August 22, 2018 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 \$ **84,750.02** along with the authorization for the Administrator to transfer this amount into the Operating Checking account on October 1, 2018 was made by Mr. Burton, 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 Budget Statement without any exceptions noted as written was made by Mr. Burton, seconded by Ms. Rohrbach and carried with a roll call of ayes all, nays none.

**NEW BUSINESS:** *Update Personnel Policy* – Mrs. Plesnarski advised that the personnel policy updates include social media policy, open public meetings concerning personnel matters, American's with Disabilities Act Policy was revised to provide accommodations for breast feeding employees, and paid sick time earned by part time and seasonal employees. 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 Ms. Rohrbach, and carried with roll call of ayes all, nays none.

***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 Mr. Burton 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 18-13

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 26th day of September, 2018 by a vote of:

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

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Vincent Schaible  
Chairman

\_\_\_\_\_  
Attest  
Charles Westfield  
Secretary/Treasurer  
September 26, 2018  
Date