

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY
MINUTES - CAUCUS MEETING – AUGUST 13, 2015**

CALL TO ORDER: The Caucus Meeting of the South Monmouth Regional Sewerage Authority is called to order at 7:00 p.m. on Thursday, August 13, 2015.

Moment of Silence and Salute: Led by Acting Chairman Mattia

Announcement: This meeting was called in accordance with the provisions of the Open Public Meetings Act in that an announcement of the same was mailed to the Asbury Park Press, the Coast Star; and to the Clerks of our member municipalities on February 13, 2015. The minutes of this meeting will be available after Board approval at a subsequent meeting.

Roll Call: Commissioners Burne, Cory, Farrell, Lynch, Mattia and McLean.

Messrs. Bonello, Bujak, and Ruppel.

Excused: *Commissioners Nicol and Thompson.*

ATTORNEY’S REPORT:

Mr. Bonello reported that Mr. Ruppel will report the items he discussed with him which has resulted in several of the resolutions that have been placed on the Regular Meeting Agenda.

EXECUTIVE DIRECTOR’S REPORT:

SYSTEM STATUS

Lake Como & Pitney Avenue Pumping Stations:

Mr. Ruppel reported that staff continues to progress with the closing-out of the existing construction contracts.

ADMINISTRATION

Outfall Project:

Mr. Ruppel stated the Outfall Project’s staff has been assembled and application has been made to the New Jersey Department of Environmental Protection for the required pre-permitting.

Permanent Employee Status:

A resolution has been placed on the Regular Meeting Agenda to approve the permanent employee status of Mr. Frank Rockwell for Board of Commissioner approval. Mr. Rockwell’s training as a shift operator of the SMRSA has been completed and his performance has been exemplary. Mr. Ruppel believes Mr. Rockwell will be a positive long-term addition to the Authority.

Family Medical Leave:

Mr. Ruppel advised the Board the Authority has a staff member who is currently on Family Medical Leave (FMLA). The employee has a medical situation that requires him to be out of work for several weeks and his situation meets the FMLA requirements and statutes. It is a 12 week program with the anticipation that the employee will be out the full 12 weeks. A resolution acknowledging the Employee has been granted a FMLA has been placed on the Regular Meeting Agenda for Board of Commissioner approval.

Roll Off Truck and Appurtances:

Bids were received on Thursday, August 13, 2015 for the procurement of a Roll Off Truck and Appurtances. Three bids were received which were consistent with staff estimates. It was determined the lowest responsive bid was that of Able Ford of NJ d/b/a All American Ford in the amount of \$96,700.00. A resolution has been placed on the Regular Meeting Agenda awarding said contract to furnish and deliver a roll off truck and appurtances to Able Ford of New Jersey d/b/a All American Ford for Board of Commissioner consideration and approval.

Established Purchasing Limitations Amendment:

Effective July 1, 2015, Governor Chris Christie exercised his authority to adjust the bid thresholds from \$36,000.00 to \$40,000.00 and quotation threshold from \$5,400.00 to \$6,000.00 for Authorities possessing a Qualified Purchasing Agent.

Mr. Ruppel advised the Board of Commissioners, the Authority has been in compliance with N.J.S.A. 40:11 et-al, duly adopted in July of 2010 by Resolution #64-10, whereas purchasing limitations for bidding thresholds are currently \$36,000.00 and quotation threshold are \$5,400.00 for Authorities possessing a Qualified Purchasing Agent.

In order for the Authority to be in compliance with the statewide amendment recently enacted, it is necessary to repeal and rescind Resolution #64-10. A resolution has been placed on the Regular Meeting Agenda to rescind Resolution #64-10 and approve Resolution #62-15 amending the SMRSA purchasing limitations of bidding thresholds from \$36,000.00 to \$40,000.00; and quotation thresholds from \$5,400.00 to \$6,000.00 for Authorities possessing a Qualified Purchasing Agent for Board of Commissioner consideration and approval.

Extend Contract for Essex Service Corporation:

Mr. Ruppel reported that the Authority has a need to acquire Instrumentation and Maintenance Services for its continued plant operations. On August 7, 2015, Essex Service Corporation submitted a proposal to provide Metering Specialty and Maintenance Services. It is the recommendation of Authority staff to enter into a six month service agreement with Essex Service Corporation for the services outlined in their proposal. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioner consideration and approval to award a six month service agreement with Essex Services Corporation for Board of Commissioner consideration and approval.

Settling Tank Parts and Materials:

Mr. Ruppel stated that the Authority maintains four settling tanks for the purpose of separating settleable materials from wastewater and concentrating these solids into minimal volume for sludge digestion. In order to maintain these settling tanks, scheduled maintenance is required,

and it has been determined that through the normal course of system operations the need has arisen to replace and restock certain settling tank parts and materials (Troughs-Weirs). It is anticipated that the value of said award will be approximately \$350,000.00 thereby exceeding the New Jersey's Pay to Play threshold of \$17,500 as well as the current public bidding threshold of \$40,000.00. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioner authorization to solicit bids for settling tanks parts and materials.

NJWEA Round Table:

Mr. Ruppel advised the Board of Commissioners that he has been asked and has accepted to participate in a roundtable as a speaker in September 2015 for the NJWEA along with other respected people, including the Commissioner of the NJDEP and the President of New Jersey American Water. The presentation will be given to the New Jersey Business and Industry Council regarding the relevance of asset management and the growth of business in the state and how it effects the water sector of New Jersey.

Bypass Pumps & Related Ancillary Equipment:

Mr. Ruppel reported that on June 30, 2015 the Borough of Brielle and the Authority were notified by the State of New Jersey that it was awarded an \$80,000.00 grant for the purchase of two 6 inch bypass pumps and related ancillary equipment. The Authority obtained procurement quotes and is in the position to proceed with the procurement phase of the project for the approved equipment. The Borough of Brielle and the Authority have arrived at an agreement whereby SMRSA would purchase the equipment and seek formal application and reimbursement; and the Borough of Brielle would act as fiduciary agent for the aforementioned grant as described in the Inter-Local Agreement between SMRSA and the Borough of Brielle. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioner authorization to purchase two 6 inch bypass pumps and related ancillary equipment on behalf of the Authority with the Borough of Brielle.

Belmar Pumping Station:

The Authority had determined the need to re-construct the Belmar Pump Station to ensure the Pumping Station and its equipment is resistant to flood damage, improve its functionality, and to make visible structures aesthetically appealing to the surrounding residents.

The scope of work for this project will consist of, but not limited to the demolition of the existing structure, removal of all equipment and piping from the wet well and dry well, new dry pit submersible pumps, a new mobile equipment enclosure, a new concrete slab on grade, HVAC, site work, landscaping and the other necessary miscellaneous work.

On August 6, 2015 five bids were received for the Rehabilitation of the Belmar Pumping Station. These bids were reviewed by the Authority's Executive Director, Attorney, Staff and Consulting Engineer each of whom have determined that the lowest responsive bid was that of Allied Construction Group, Inc. in the total aggregate amount of \$2,576,530.00. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioner consideration and approval to award the Rehabilitation of the Belmar Pumping Station Construction Contract to Allied Construction Group, Inc of Parlin, New Jersey.

Issuance of Additional Project Notes:

Mr. Ruppel reviewed with the Board of Commissioners the project costs associated with the Lake Como, Pitney Avenue and Belmar Pumping Stations Rehabilitation Projects. After his presentation, it was his recommendation to issue additional Project Notes pursuant to and under the original Project Note Resolution, in an aggregate principal amount not to exceed \$1,000,000 to finance certain costs including engineering, bond counsel and loan closing costs as well as provide for any related contingencies. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioner consideration and approval for the issuance of additional Project Notes not to exceed \$1,000,000.

BUSINESS:

- Approve Supplemental Resolution Authorizing the Issuance of Additional Project Notes of the South Monmouth Regional Sewerage Authority.
- Award Construction Contract to Allied Construction for the Rehabilitation of the Belmar Pump Station.
- Award Professional Engineering Services Contract to T&M Associates for the Rehabilitation of the Belmar Pump Station.
- Award Special Service Agreement to Essex Service Corporation for Instrumentation and Meter Maintenance Services.
- Approve the Purchase of Roll Off Truck and Appurtenances.
- Approve the Procurement of two 6 inch bypass pumps and related ancillary Equipment under HMGP-DR 4086.
- A Resolution to Authorize Solicitation of Bids to Furnish and Deliver Settling Tank Parts and Materials (Troughs-Weirs)
- Amend Established Purchasing Limitation as set forth under New Jersey Public Contract Law.
- Approve FMLA Leave for Timothy S. McGreevey.
- Approve Frank Rockwell as a Permanent Employee of the South Monmouth Regional Sewerage Authority.

PUBLIC PORTION:

It was moved by Commissioner Burne and seconded by Commissioner Farrell to open the public portion of the meeting. On voice vote, all voted aye. A motion was made by Commissioner Burne, and seconded by Commissioner Farrell to close the public portion of the meeting. On voice vote, all voted aye.

ADJORNMENT:

Commissioner Farrell made the motion to adjourn the Caucus Meeting. Commissioner Lynch seconded the motion. On voice vote, all voted aye.