

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY  
MINUTES - CAUCUS MEETING – SEPTEMBER 10, 2015**

**CALL TO ORDER:** The Caucus Meeting of the South Monmouth Regional Sewerage Authority was called to order at 7:00 p.m. on Thursday, September 10, 2015.

**Moment of Silence and Salute:** Led by Chairman Thompson

**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, McLean, Nicol, and Thompson.  
  
Messrs. Bonello, Bujak, and Ruppel.

**ATTORNEY’S REPORT:**

Mr. Bonello reported that Mr. Ruppel will cover most of the items he discussed with him during the month which included issues at Spring Lake Pump Station and financial matters.

**EXECUTIVE DIRECTOR’S REPORT:**

**SYSTEM STATUS**

**Lake Como Pump Station:**

Mr. Ruppel reported that the Authority previously determined a need to construct a new Lake Como Pumping Station located at 1800 Parkway in the Borough of Lake Como and discontinue all operations of its existing pumping located at 501 North Blvd in Lake Como. The construction contracted for this project was awarded to Quad Construction Company by Resolution #92-13 in the amount of \$2,214,400.00; and was subsequently amended with Change Order Number 1, unanimously approved by Resolution #26-15. Quad Construction Company has completed all the necessary work associated with the project and has submitted a Final Pay Request and Final Quantity Contract Change Order wherein the Total Final Contract Amount was reduced from \$2,214,400.00 to \$2,199,068.75 and a time extension in the contract of 104 days. A resolution has been placed on the Regular Meeting Agenda initiating Change Order Number 2 for Board of Commissioners consideration and approval. Mr. Ruppel also stated due to the project being completed under budget, the Authority was able to use these funds for the demolition of the old pump station.

**Pitney Avenue Pumping Stations:**

Mr. Ruppel reported that he expects to be closing out the construction phase of this project shortly. Staff will begin to close-out the contract’s administrative phase which will include FEMA Audits and EIT close-outs.

**Belmar Pumping Station:**

Mr. Ruppel reported staff is progressing with the administrative portion of the recently awarded construction contract. The contractor, Allied Construction has returned the executed contracts and a meeting will be scheduled to define the project schedule.

**ADMINISTRATION**

**Issuance of Additional Project Notes:**

On August 13, 2015 the Board of Commissioners approved a resolution for the issuance of an additional \$1,000,000 in Project Notes for costs associated with the Lake Como, Pitney Avenue and Belmar Pumping Stations Rehabilitation Projects. Mr. Ruppel reported that even though the Authority received approval for the additional notes, during the course of a series of meetings and conference calls, the SMRSA took the position that if it were not for the parameters of the NJEIT System, the Authority would not have to borrow the costs associated with these projects that it cannot draw against. As a result of these meetings/conference calls, he informed the Board that the NJEIT has allowed the Authority to merge both loans, combining the original \$7,000,000 note with the newly issued \$1,000,000 note. By combining these two loans, it was possible to acquire a 19% principle forgiveness on the Belmar Project which is currently \$3.4 Million in addition to 75% percent of the amount at zero interest.

**Outfall Project:**

Mr. Ruppel reported that a meeting was held regarding the permit requirements and process timeframes for this project. A preliminary design meeting is scheduled for next week. He advised the Board that shortly after Super Storm Sandy, the Authority submitted a Project Worksheet (PW) for damages incurred to the Ocean Outfall as a result of the storm. The PW was denied by FEMA, and the Authority filed an appeal to this decision. This week the Authority received a letter from the Federal Government stating that the appeal was approved for \$560,000.00. There will still be some challenges in respect to actually receiving these funds from FEMA, but staff will monitor the PW until received.

**WEFTEC Conference:**

Mr. Ruppel advised the Board of Commissioners that he will be attending the 2015 WEFTECH Conference scheduled for the end of September 2015.

**Personnel:**

The Authority hired Mr. Frank Rockwell in May 2015 to replace Mr. Steve Wuchter who retired. Mr. Ruppel reported that Frank has been and continues to be a positive addition to staff. Currently there still remains a Shift Operator and Mechanic position vacant and it has been difficult to recruit qualified personnel for these positions. In addition to these vacancies, he advised the Board that two employees have recently given notice of their impending retirement. He further stated, it may be necessary to hire replacement operators while the impending retirees are still in place. A discussion ensued regarding the type of marketing that would entice more interest in the wastewater industry with incentives for current and future staff to obtain the required licenses for advancement within the Authority.

### **AEA Annual Meeting**

The Association of Environmental Authorities has scheduled its 2015 Annual Meeting for Tuesday and Wednesday, November 17<sup>th</sup> and 18<sup>th</sup> in Atlantic City. Details will be forthcoming.

### **Sale of Surplus Property:**

Mr. Ruppel reported that a resolution has been placed on the Regular Meeting Agenda for authorization to conduct a sale of Authority owned property no longer needed on one of the Division of Local Government Services' approved internet-based vendors for on-line auctions prior to December 1, 2015 for Board of Commissioner approval.

### **BUSINESS:**

- Authorization of Change Order No. 2 to the Lake Como Pumping Station Contract with Quad Construction Company.
- Authorization for the Sale of Surplus Property No Longer Needed for Public Use.

### **COMMISSIONER'S COMMENTS:**

Commissioner Mattia asked Mr. Ruppel if it would be appropriate for the Authority to initiate a formal write-up of the accomplishments of the Authority. After some discussion between the Commissioners, it was decided that the annual Audit includes a Management, Discussion and Analysis of the accomplishments of the Authority which precludes the necessity of a more formal write-up.

### **PUBLIC PORTION:**

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