

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY
MINUTES - CAUCUS MEETING – FEBRUARY 18, 2016**

CALL TO ORDER:

The Caucus Meeting of the South Monmouth Regional Sewerage Authority was called to order at 5:30 p.m. on Thursday, February 18, 2016.

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 January 21, 2016. The minutes of this meeting will be available after Board approval at a subsequent meeting.

CHAIRMAN

Chairman Thompson acknowledged the 5-year re-appointment of Commissioner Mattia for the Borough of Spring Lake.

LEGAL COUNSEL

Mr. Bonello swore Commissioner Mattia as the SMRSA Commissioner representing the Borough of Spring Lake.

Roll Call:

Present:

Commissioners Burne, Cory, Farrell, Lynch, Mattia, McLean, Nicol and Thompson.

Messrs. Bonello, Bujak, and Ruppel.

ATTORNEY'S REPORT:

Mr. Bonello reported he worked with Mr. Ruppel on several items which will be reported during the Executive Director Report.

EXECUTIVE DIRECTOR'S REPORT:

Annual Reorganization:

Mr. Ruppel stated during the February 18, 2016 Regular Open Public Meeting, the Authority will hold its 2016 Annual Reorganization Meeting.

Personnel Items:

Mr. Ruppel acknowledged the retirements of both William R. Brady and Raymond Horner from their positions at SMRSA. Resolutions have been placed on the Regular Meeting Agenda acknowledging both for their exemplary performance and dedication to the Authority. He stated that both employees will be missed, however he is of the opinion the Authority with its new additions to staff has a strong and well developing work force.

Mr. Ruppel reported a month ago the Authority hired Employee #47531 as an Apprentice II. Unfortunately for both the Authority and the Employee, he tendered his resignation for personal reasons. A resolution has been placed on the Regular Meeting Agenda ratifying his actions in severing the employment relationship between the Authority and employee, effective February 2, 2016. He also stated the Authority has made an offer of employment to the next most qualified person interviewed, Mr. Declan Kennedy of Point Pleasant. A resolution has been placed on the Regular Meeting Agenda ratifying the hire of Mr. Kennedy as an Apprentice II.

SMRSA's Labor Counsel has recommended the Authority remove from its Policy and Procedures Manual any reference to the Family and Medical Leave Act (FMLA). The Authority complies with the FMLA because it is a Government Agency, however, the rules regarding it does not necessarily apply to the Authority because it employs less than 50 employees that live within a 50 mile radius. Previously when the Authority moved to insure itself under the Joint Insurance Fund (JIF), there was a recommendation from JIF to include the FMLA Policy within the Authority's Policy and Procedures Manual. A resolution has been placed on the Regular Meeting Agenda to approve an amendment to the Authority's Policy and Procedure Manual removing the FMLA Policy.

JCP&L "Pay-now" Refundable Line Extension Contract Amendment:

During the December 10, 2015 Regular Open Public Meeting, the Board of Commissioners authorized the Executive Director to negotiate a contract with JCP&L to facilitate a late discovery of electrical wires owned by JCP&L on the Belmar Pump Station Project site. Since then staff realized that the original cost estimate will need to be increased to complete the relocation of the existing transformer. A resolution has been placed on the Regular Meeting Agenda for Board consideration and approval to amend and expand the current contract in a value not to exceed \$10,000.00 between JCP&L and the Authority.

Sale of Surplus Property:

A resolution has been placed on the Regular Meeting Agenda for Board consideration and approval to authorize a sale of surplus property no longer needed for public use via GovDeals.com website.

SYSTEM STATUS

Belmar Pumping Station:

Mr. Ruppel reported the Belmar Pumping Station is progressing. The original building has been demolished and the project is expected to be completed within its schedule.

Outfall Project:

Mr. Ruppel reported the outfall project continues to progress as the Authority awaits approval of the required permits. He expects to schedule the Bid Solicitation for May 2016 with the sea based work scheduled between September 2016 and January 2017.

2015 Year-end Financial Audit:

Mr. Ruppel stated a new Government Accounting Standards Board Pronouncement #68 requiring the accounting and financial reporting of pensions' liability administered by State and Local Government Employers for the fiscal year beginning June 15, 2015. He informed the Commissioners the current pension liability of the Authority is approximately \$4,000,000.00.

S72 Bill – Regional Sewerage Authority Oversight Bill:

Mr. Ruppel reported the effects of the “S72 and A72 the Regional Sewerage Authority Oversight Bill” would have on state-wide regional authorities and that through the efforts of the AEA it was rejected by the Senate Appropriations and Budget Committee. However, he learned in January the Bill has been resurrected as Bill S-48. Mr. Ruppel informed the Commissioners that he recently testified before the Senate Wage Committee. The Bill was voted on and released to the Finance and Budget Committee for their vote. He further explained the Chair and Co-Chair of the Senate Wage Committee and the Senate Appropriations and Budget Committee are the same two members. The encouraging news is the amendments submitted previously were very helpful and included exclusions that go beyond the initial 2% cap. After giving his testimony again the Co-Chair has agreed to discuss the Bill to add explicit language to avoid the possibility of miscommunicating the intent of the amendments to the Bill prior to it being released onto the Senate floor.

BUSINESS:

- Reorganization
 - Appointment of 2016 Authority Officers
 - Appointment of 2016 Committee Assignments
 - Adoption of 2016 Scheduled Meeting Dates
 - Adoption of Official 2016 Depositories
 - Adoption of Official 2016 Signatories
 - Adoption of Official 2016 Newspapers
 - Award Professional Service Contracts
 - Bond Counsel
 - Legal Counsel
 - Labor Counsel
 - Auditor
 - Risk Manager Consultant
 - Laboratories Services
 - I/T Services
 - Pre-qualified Engineering Services
 - Resolution Re-authorizing Petty Cash Fund & Special Operations Account
 - Resolution to Re-appoint Bernard Bujak as Qualified Purchasing Agent for the Authority
 - Resolution Acknowledging Employee William R. Brady For Exemplary Performance and Dedication to the Authority for Twenty-Five Years of Service
 - Resolution Acknowledging Employee Raymond A. Horner For Exemplary Performance and Dedication to the Authority for Thirty-Eight Years of Service
 - Resolution Ratifying the Actions of the Executive Director in Severing the Employment Relationship Between the Authority and Employee Number 47531, effective February 2, 2016

- Resolution Ratifying the hire of Mr. Declan Kennedy as Apprentice II
- Resolution Amending the Authority's Family and Medical Leave Policy
- Resolution to Amend and Expand the Current JCP&L "Pay-Now" Refundable Line Extension Contract not to Exceed \$10,000.00.
- Resolution Authorizing the Sale of Surplus Property No Longer Needed for Public Use

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 Burne to close the public portion of the meeting. On voice vote, all voted aye.

ADJORNMENT:

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