

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY
MINUTES - CAUCUS MEETING – NOVEMBER 10, 2016**

CALL TO ORDER:

The Caucus Meeting of the South Monmouth Regional Sewerage Authority was called to order at 7:00 p.m. on Thursday, November 10, 2016.

Moment of Silence and Salute:

Led by Chairman Nicol

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 Clerks of our member municipalities on February 22, 2016; and to the Asbury Park Press and the Coast Star on February 25, 2016. The minutes of this meeting will be available after Board approval at a subsequent meeting.

Roll Call:

Commissioners Burne, Cory, Dempsey, Farrell, Lynch, Mattia, and Nicol.

Mr. Bonello, Mr. Bujak and Mr. Ruppel.

Excused:

Commissioner McLean

ATTORNEY REPORT:

Mr. Bonello reported that he worked with Mr. Ruppel with regard to the bids on the Ocean Outfall projects.

EXECUTIVE DIRECTOR REPORT:

SYSTEMS

Outfall Project

Mr. Ruppel reported that he and staff have spent considerable time on the Ocean Outfall Rehabilitation Project. The Authority had previously received bids for the project that significantly exceeded the Engineer's estimate resulting in the necessity to rebid the project. The re-bids for the construction contract were received and opened on Wednesday, October 19, 2016. Four bids were received, with the lowest responsive bid being that of Seaward Marine Corporation of Chesapeake, Virginia in the amount of \$2,465,809.00. Two resolutions have been placed on the Regular Meeting Agenda for Board of Commissioner consideration and approval to award the Ocean Outfall Rehabilitation Construction Contract to Seaward Marine Corporation; and to award the Construction Administration Contract to CDM Smith Inc. in accordance with their proposal of March 30, 2015 at a value not to exceed \$145,355.00.

The value of the Outfall project is approximately \$2,500,000 million dollars with another \$150,000.00 in engineering and design expenditures to date. There is a possibility that the Authority will be eligible for \$600,000.00 in reimbursement funds through FEMA; currently, the

Authority has been approved for \$360,000.00. The New Jersey Office of Emergency Management has also informed the Authority it has approved it for Hazard Mitigation funds. Staff believes it may be possible to increase the \$360,000.00 to approximately \$800,000.00 with the additional Hazard Mitigation funds. Mr. Ruppel stated that through the tireless efforts of Mr. Bujak and Mr. Krause, FEMA has agreed to pay a portion of the work that had originally fell outside of the damages resulting from Super Storm Sandy to improve the integrity of the asset.

Cogeneration Resiliency Upgrades

Mr. Ruppel reported the Economic Development Authority has awarded the full value of the grant to the Authority for the Cogeneration Resiliency Upgrades and has received authorization to award the project's design contract. It is Mr. Ruppel's recommendation to award the Cogeneration Resiliency Upgrades design contract to T&M Associates. The Authority received three proposals and T&M Associates had the lowest responsive proposal and is the most qualified to provide the design services. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioner consideration and approval to award the Professional Engineering Services Contract to T&M Associates for the Cogeneration Resiliency Upgrades.

ADMINISTRATION

Collective Bargaining Agreement

Mr. Ruppel reported that the renewal of the Collective Bargaining Agreement is due in December 2016. In an effort to outline what is important to management and its strategy, he has had and will continue to have Managers Meetings. He informed the Board that several Human Resource Committee meetings will need to be scheduled to review these recommendations.

AEA Professional Development Academy

Mr. Ruppel stated since Mr. Brennan the current Superintendent has moved into retirement status and will retire on February 1, 2017, Mr. Timbrook has been working alongside of him as the Interim Superintendent and has been performing well above expectations. He further stated that coinciding with Mr. Timbrook's new position and at his recommendation, the Association of Environmental Authorities (AEA) has initiated a Professional Development Academy to assist newly promoted or hired employees with their daily responsibilities and help them become well versed managers. He believes the Academy is producing excellent and solid results of which he can contest to with Mr. Timbrook's progress within the last 6-8 months. Mr. Timbrook is out performing his duties which is a great benefit to the Authority. He will graduate from the Academy in the Spring of 2017. It is a one year program, once a week for eight hours with milestones and capstones to be achieved. The 2017 Academy program will be starting in June and it is Mr. Ruppel's intent to send one or more employees to the program. Concurrently with Mr. Timbrook's attending the Academy, Mrs. Oliver is also attending the Academy taking the Human Resource and Finance Tracks. He has seen results in both employees with them returning to the Authority with issues and suggestions for improvement that are really germane to the Authority.

Professional Services Quotes

Staff is currently soliciting its existing 2016 Professionals for their 2017 contract price quotes. Mr. Ruppel stated in the last six months staff has solicited three (3) Fair and Open Contracts for banking, engineering and meter maintenance services. In addition, the Authority has solicited for attorneys and auditors within the last couple of years. From a transparency point he believes the Authority has fulfilled its obligation and does not believe it necessary for another solicitation until the end of 2017.

Sewer Extension – South Monmouth, LLC

Mr. Ruppel informed the Board of Commissioners of a request for a sewer extension received from South Monmouth, LLC. The project consists of 63 LF of 8” PVC sewer main to connect to an existing office/commercial building which has a failed septic system. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioner consideration and approval for the requested sewer extension.

AEA Annual Meeting

Mr. Ruppel reminded the Board of Commissioners that the AEA is having its Annual Meeting on November 15th and 16th which will also be its 45th Anniversary.

BUSINESS:

- Resolution Awarding a Construction Contract to Seaward Marine Corporation for the Rebid of the Ocean Outfall Maintenance Project
- Resolution Awarding a Construction Administration Contract to CDM Smith Inc. for the Ocean Outfall Maintenance Project
- Resolution Awarding a Professional Engineering Service Contract to T&M Associates for Co-Generation Resiliency Upgrades
- Resolution Granting a Sewer Extension Approval for South Monmouth, LLC

PUBLIC PORTION:

It was moved by Commissioner Mattia and seconded by Commissioner Cory 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 Cory to close the public portion of the meeting. On voice vote, all voted aye.

ADJORNMENT:

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