

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY  
AGENDA - REGULAR MEETING – FEBRUARY 16, 2017**

**CALL TO ORDER:**

The Regular Meeting of the South Monmouth Regional Sewerage Authority was called to order at 5:31 p.m. on Thursday, February 16, 2017.

**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 10, 2017; and to the Asbury Park Press on February 9, 2017. The minutes of this meeting will be available after Board approval at a subsequent meeting.

**Roll Call:**

**Present:**

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

Messrs. Bonello, Bujak, and Ruppel

**Excused:**

Commissioner Lynch

**REORGANIZATION:**

**CHAIRMAN NICOL**

***Asks the Nominating Committee Chairman, Commissioner Farrell for its report.***

The Nominating Committee offers the following nominations for the SMRSA 2017 Officers:

Chairman	Michael Mattia
Vice Chairman	Mary L. Burne
Secretary	E. Gene Cory
Treasurer	Gary McLean
Assistant Secretary	Michael J. Ruppel

**CHAIRMAN NICOL**

***Are there any nominations from the Board?***

**CHAIRMAN NICOL**

***Are there any nominations from the floor?***

**CHAIRMAN NICOL**

***Motion to close the nominations.***

Commissioner Donovan made the motion to close the nominations. Commissioner McLean seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**1. RESOLUTION #09-17**

Commissioner Farrell made the motion to appoint Commissioner Mattia as Chairman, Commissioner Burne as Vice Chairman, Commissioner Cory as Secretary, Commissioner McLean as Treasurer and Executive Director,

Michael Ruppel as Assistant Secretary. Commissioner Mattia seconded the motion.

**Roll Call:**  
*In the Affirmative:*

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**CHAIRMAN MATTIA**

*Assumed his new position as Chairman.*

*Appoints the SMRSA 2017 Committee Assignments as follows:*

**Engineering Committee**

Mary L. Burne – Chairman  
Edward Donovan  
Kevin Lynch  
Gary McLean  
\*Michael Mattia

**Human Resources Committee**

Ken Farrell - Chairman  
Mary L. Burne  
E. Gene Cory  
Michael Mattia  
\*Kevin Lynch

**Finance Committee**

Thomas B. Nicol – Chairman  
Ken Farrell  
Kevin Lynch  
Michael Mattia  
\*Mary L. Burne

**Executive Committee**

Gary McLean – Chairman  
E. Gene Cory  
Edward Donovan  
Kevin Lynch  
\*Thomas B. Nicol

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\*Alternate

**2. RESOLUTION #10-17**

Commissioner Donovan made the motion

**BE IT RESOLVED**, that the following South Monmouth Regional Sewerage Authority Caucus and Regular Meeting dates have been approved for 2017/2018 calendar years.

- Thursday, March 9, 2017
- Thursday, April 13, 2017
- Thursday, May 11, 2017
- Thursday, June 8, 2017
- Thursday, July 13, 2017
- Thursday, August 10, 2017
- Thursday, September 14, 2017
- Thursday, October 12, 2017
- Thursday, November 9, 2017
- Thursday, December 14, 2017
- Thursday, January 11, 2018
- Thursday, February 8, 2018

Commissioner Burne seconded the motion.

**Roll Call:**  
*In the Affirmative:*

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**RESOLUTION #11-17**

Commissioner Farrell made the motion

**BE IT RESOLVED**, that the financial institutions listed below be and are hereby designated as the Authority's Official Depositories effective February 16, 2017 until the 2018 Reorganization Meeting:

**Depositories**

Manasquan Savings Bank

New Jersey Cash Management Fund

Ocean First Bank

Provident Bank

Two River Community Bank

**BE IT FURTHER RESOLVED**, that the Authority's Finance and Administration Manager and/or Executive Director have the authority and empowerment to communicate with the aforementioned Official Depositories to conduct wire transfers of funds between such institutions for the purpose of cash management and maximizing interest income based upon short-term financial needs of the Authority.

Commissioner McLean seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**3. RESOLUTION #12-17**

Commissioner Burne made the motion

**BE IT RESOLVED**, that the Authority's Officers and the Finance and Administration Manager are named as the Authority's Official Signatories for the following Authority's Financial Accounts.

With respect to the *OPERATING* Account, any three (3) of the following Authority Officers with a minimum of one (1) live signature: Chairman, Vice-Chairman, Secretary, Treasurer, or Assistant Secretary as signatories.

With respect to the *PAYROLL* Account, any one (1) of the following Authority Officers or Staff Members live signature: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary or Finance and Administration Manager as signatories.

With respect to the *SPECIAL OPERATING* Account, any one (1) of the following Authority Officers or Staff Members live signature: Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary or Finance and Administration Manager as signatories.

**FINALLY BE IT RESOLVED**, that the afore-referenced officers and staff members be and are hereby authorized as outlined above to sign, make, draw, accept or endorse on behalf, or in the name of the Authority, any and all checks, notes, drafts, bills of exchange, acceptances, orders or other instruments for the payment of money or the withdrawal of funds base on the financial needs of the Authority.

Commissioner Nicol seconded the motion.

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**Roll Call:**

**In the Affirmative:**

**4. RESOLUTION #13-17**

Commissioner Nicol made the motion,

**BE IT RESOLVED**, that the following newspapers be and are hereby designated as the Authority's Official Newspapers:

The Asbury Park Press  
The Coast Star  
The Star Ledger

Commissioner Cory seconded the motion.

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**Roll Call:**

**In the Affirmative:**

**5. RESOLUTION #14-17**

Commissioner McLean made the motion,

**BE IT RESOLVED**, that the Executive Director is hereby authorized to maintain a Petty Cash Fund (\$350.00) and a Special Operating Account (\$2,000.00) for incidental cash outlays and charges.

Commissioner Cory seconded the motion.

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**Roll Call:**

**In the Affirmative:**

**6. RESOLUTION #15-17**

Commissioner Cory made the motion to approve the re-appointment of Bernard J. Bujak as Qualified Purchasing Agent for the Authority. Commissioner Burne seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**7. RESOLUTION #16-17**

Commissioner Donovan made the motion to approve the appointment of Bernard J. Bujak as Public Agency Compliance Officer for the Authority. Commissioner Burne seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**8. RESOLUTION #17-17**

Commissioner Farrell made the motion to approve the appointment of Ferraioli, Wielkotz, Cerullo and Cuva, P. A. based on their proposal dated December 1, 2016 to serve as Auditor for the Authority as well as conduct the FY16 Audit. Commissioner Donovan seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**9. RESOLUTION #18-17**

Commissioner Burne made the motion to approve the appointment of Gluck Walrath, LLP based on their proposal dated December 7, 2016 to serve as Bond Counsel for the Authority. Commissioner Nicol seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**10. RESOLUTION #19-17**

Commissioner Nicol made the motion to approve the appointment of Manna & Bonello based on their proposal dated December 5, 2016 to serve as consulting Legal Attorney. Commissioner McLean seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**11. RESOLUTION #20-17**

Commissioner McLean made the motion to approve the appointment of Cleary, Giacobbe, Alfieri, Jacobs, LLC based on their proposal dated December 6, 2016 to serve as consulting Labor Attorney. Commissioner Burne seconded the motion.

**Roll Call:**

**In the Affirmative:**

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**12. RESOLUTION #21-17**

Commissioner McLean made the motion to appoint Mr. Charles Casagrande of the Danskin Agency to serve as the Authority's Risk Management Consultant in accordance with the NJUJIF Fund's bylaws at a fee rate of 6% of the Authority's assessment

payable from its premium. Commissioner Burne seconded the motion.

**Roll Call:**  
**In the Affirmative:**

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**13. RESOLUTION #22-17**

Commissioner Cory made the motion to approve the appointment of Eurofins QC, Inc. based on their proposal dated January 1, 2017 to provide Water Quality Based Laboratory Testing Services for the Authority. Commissioner McLean seconded the motion.

**Roll Call:**  
**In the Affirmative:**

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**14. RESOLUTION #23-17**

Commissioner Donovan made the motion to approve the appointment of Air Nova, Inc. based on their proposals dated November 28, 2016 to provide Air Quality Based Laboratory Testing Services for the Authority. Commissioner Farrell seconded the motion.

**Roll Call:**  
**In the Affirmative:**

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**15. RESOLUTION #24-17**

Commissioner Farrell made the motion to approve the appointment of Coastal Solutions, Inc. based on their proposal dated December 1, 2016 to provide Information Technology and Computer Services for the Authority. Commissioner McLean seconded the motion.

**Roll Call:**  
**In the Affirmative:**

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**16. RESOLUTION #25-17**

Commissioner Burne made the motion to approve the Pre-qualifying Consulting Engineering Firms listed below in a non-procurement action under a Non-Fair and Open Solicitation.

CDM Smith, Inc.  
C.M.E. Associates  
T&M Associates

Commissioner Nicol seconded the motion.

**Roll Call:**  
**In the Affirmative:**

Commissioners Burne, Cory, Farrell, Mattia, McLean and Nicol with the exception of Commissioner Donovan who abstained.

**TREASURER'S REPORT:**

**1. RESOLUTION #26-17**

Commissioner McLean made the motion

**BE IT RESOLVED**, by the South Monmouth Regional Sewerage Authority that Revenue Fund Requisition #14-16 in the total amount of \$50,516.53 is hereby approved for transfer from the 2016 Revenue Fund to the Operating Fund in satisfaction of all 2016 bills are hereby approved for transfer attached hereto and made a part thereof as of this date.

**BE IT FURTHER RESOLVED**, that bills listed in the aforesaid Revenue Fund Requisition is hereby approved for payment. Commissioner Burne seconded the motion.

**Roll Call:**  
**In the Affirmative:**

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**2. RESOLUTION #27-17**

Commissioner McLean made the motion

**BE IT RESOLVED**, by the South Monmouth Regional Sewerage Authority that Revenue Fund Requisition #02-17 in the total amount of \$303,449.46 is hereby approved for transfer as follows:

1. That \$116,223.15 is transferred from the Revenue Fund to the Operating Fund in satisfaction of all approved bills attached hereto and made a part thereof as of this date.
2. That \$187,226.31 is transferred from the Revenue Fund to the Payroll Fund to reimburse the Authority for the prior month's gross payroll and employer payroll taxes.

**BE IT FURTHER RESOLVED**, that bills listed in the aforesaid Revenue Fund Requisition is hereby approved for payment. Commissioner Burne seconded the motion.

**Roll Call:**  
**In the Affirmative:**

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**3. RESOLUTION #28-17**

Commissioner McLean made the motion

**BE IT RESOLVED** by the South Monmouth Regional Sewerage Authority that Construction Project Fund Requisition CPF #02-17 in the total amount of \$34,388.72 is hereby approved for payment from the Construction Project Fund. Commissioner Burne seconded the motion.

**Roll Call:**  
**In the Affirmative:**

Commissioners Burne, Cory, Donovan, Farrell, Mattia, McLean and Nicol.

**SECRETARY:**

**1. MEETING MINUTES**

Commissioner Cory made the motion to approve the January 12, 2017 Connection Fee Hearing transcription and the January 12, 2017 SMRSA Caucus and Regular Meeting Minutes as written. Commissioner Farrell seconded the motion. On voice vote all Commissioners voted aye with the exception of Commissioner Donovan who abstained.

**PUBLIC PORTION:**

It was moved by Commissioner Nicol and seconded by Commissioner McLean to open the public portion of the meeting. All Commissioners voted aye. A motion was made by Commissioner Cory, and seconded by Commissioner Burne to close the public portion of the meeting. All Commissioners voted aye.

**ADJORNMENT:**

Commissioner Nicol made the motion to adjourn the Regular Meeting. Commissioner Cory seconded the motion. All Commissioners voted aye. The time was 5:55 p.m.