

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY  
MINUTES - CAUCUS MEETING – OCTOBER 12, 2017**

**CALL TO ORDER:**

The Caucus Meeting of the South Monmouth Regional Sewerage Authority was called to order at 7:00 p.m. on Thursday, October 12, 2017.

**Moment of Silence and Salute:**

Led by Chairman Mattia

**Announcement:**

This meeting is called in accordance with the provisions of the Open Public Meetings Act in that an announcement of the same has been mailed to the Clerks of our member municipalities on February 21, 2017; and to the Asbury Park Press and the Coast Star on February 23, 2017. The minutes of this meeting will be available after Board approval at a subsequent meeting.

**Roll Call:**

**Present:**

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

Messrs. Bonello, Bujak, Krause, and Timbrook

**Excused:**

Mr. Cuva and Mr. Ruppel

**ATTORNEY’S REPORT:**

Mr. Bonello stated he collaborated with the SMRSA’s Management Team regarding the items which will be reported during the Management Team's Update.

**EXECUTIVE DIRECTOR’S REPORT:**

**Outfall Project:**

Mr. Krause reported the Ocean Outfall Project is progressing with the contractors currently installing helical anchors on the Outfall pipe. Due to the recent inclement weather, the work is progressing slower than originally anticipated.

**Inflow & Infiltration:**

Mr. Krause reported the SMRSA’s Management Team will be scheduling and meeting with its member municipalities to inquire whether they would be interested in another I&I project and how each member would benefit.

**Cogeneration Resiliency Upgrades:**

Mr. Krause reported the Co-Generation Resiliency Upgrade solicitation bid was advertised in the Asbury Park Press and the Authority's website on October 6, 2017, with the project's bid opening scheduled for November 28, 2017. He is anticipating the contract award of this project at the Authority's December's Board of Commissioner Meeting. Construction lead time for the Co-Gen engines is expected to take between 12 and 16 months. SMRSA's current Co-Gen engines will not be removed from service until the new engines are in place and operational.

**CFO/HR DIRECTOR'S REPORT:**

**NJEIT Borrowing:**

Mr. Bujak reported the NJEIT Borrowing (obtained for the Belmar Pumping Station Project) will be completed in two separate transactions. The Trust portion was closed in September 2017 and the Fund portion is scheduled to close on November 21, 2017. There is a scheduled payment to the NJEIT in the amount of \$5,798.34 on the October Bill List which will satisfy the short-term borrowing from the original SAIL loan.

**2017 Amended Income, Capital and Appropriation Budgets:**

Mr. Bujak reported the Finance Committee met on September 20, 2017, to review the 2017 Amended and 2018 Proposed Budgets. The Authority's financial condition is healthy and the budgets prepared with sound judgement. The Amended 2017 Income, Capital and Appropriation Budget reflects an increase of \$27,000.00 and is inclusive of various 'named projects' not included in the original budget. The Authority is taking a prudent approach and is funding its unfunded pension liability for future retirees as required by the Division of Local Government Services (DLGS). A resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval to adopt the Amended 2017 Income, Capital, and Appropriations Budgets.

**2018 Proposed Income, Capital and Appropriation Budgets:**

Mr. Bujak reported the proposed 2018 Budget represents about 2.8% increase from the adopted 2017 Budget with its debt payments remaining the same. The Authority's health care expenses are anticipated to increase by \$65,000.00. The equipment and maintenance budget increase by \$45,000.00 with all other line items remaining flat. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval of the Proposed 2018 Income, Capital and Appropriations Budgets.

**2018 Municipal Sewer Use Service Charge:**

Mr. Bujak reported that the Authority continued the methodology of modest/anticipated/incremental/necessary increases in calculation its Sewer Use Service Charge Schedule. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval to adopt the 2018 Municipal Sewer Use Service Charge Schedule reflecting a 2.8% increase.

**2018 Professional Services:**

Mr. Bujak reported staff is in the process of soliciting its current professional services, (Legal, Bond Counsel, IT, etc.) for their 2018 cost proposals.

**SUPERINTENDENT'S REPORT:**

**Operations:**

Mr. Timbrook reported the Authority has recently completed software updates to its SCADA system and has conducted a study on its radios and sending, receiving signals from its pumping stations. The Glimmer Glass Pumping Station is experiencing difficulties sending and receiving signals and it has been recommended to him that a small tower is put in place to help with its signal.

**BUSINESS:**

- Resolution to approve the Amended 2017 Income and Appropriation Budgets.
- Resolution to approve the Proposed 2018 Income, Capital and Appropriation Budgets.
- Resolution to Adopt the 2018 Municipal Sewer Use Service Charge Schedule of Charges.

**PUBLIC PORTION:**

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

**ADJOURNMENT:**

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