

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY  
MINUTES - CAUCUS MEETING – SEPTEMBER 14, 2017**

**CALL TO ORDER:**

The Caucus Meeting of the South Monmouth Regional Sewerage Authority was called to order at 5:30 p.m. on Thursday, September 14, 2017.

**Moment of Silence and Salute:**

Led by Chairman Mattia

**Announcement:**

This meeting was called in accordance with the provisions of the Open Public Meetings Act in that an announcement of the same was faxed to the Clerks of our member municipalities on August 28, 2017; and advertised in the the Asbury Park Press and on the Authority's Website on August 30, 2017. The minutes of this meeting will be available after Board approval at a subsequent meeting.

**Roll Call:**

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

Messrs. Bonello, Bujak, Krause, Timbrook and Ruppel.

**Excused:**

Commissioner Cory

**Absent:**

Commissioner Donovan

**ATTORNEY'S REPORT:**

Mr. Bonello stated he collaborated with SMRSA's Management regarding the upcoming bond closing and has reviewed the annual procurement and services bid contracts.

**EXECUTIVE DIRECTOR'S REPORT:**

**Cogeneration Resiliency Upgrades**

Mr. Ruppel reported while the Authority has received the final NJDEP Air Permit, it will require the Authority to engage in additional engineering efforts of a specialized nature. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval to award a Non-fair and Open Special Services Contract to Cornerstone Environmental Group, LLC for Air Quality Permit Portfolio Consolidation Services. Cornerstone is the agency who assisted the Authority through the recent permitting process and has also assisted in the implementation of the requirements necessary for the recently acquired NJDEP Air Permit.

**Authority Vehicle Purchase:**

Mr. Ruppel reported that while it is not necessary to approve a vehicle purchase through resolution, for transparency purposes, he disclosed to the Board of Commissioners that staff is in the process of purchasing a new vehicle for the Authority.

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

Mr. Ruppel reported that staff has been working on the proposed 2018 Income and Appropriation Budgets. He stated that a Finance Committee Meeting has been scheduled for Wednesday, September 20, 2017 to review the proposed budgets.

### **Wet Well Cleaning:**

Mr. Ruppel reported a resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval to award a Non-fair and Open Contract to Root 24 of Camden, New Jersey for required and unexpected wet well cleaning.

### **New Jersey Utility Authorities Joint Insurance Fund:**

Mr. Ruppel reported a resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval to authorize the renewal of the Authority's membership in the New Jersey Utility Authorities Joint Insurance Fund (JIF). He further stated that the Authority continues to enjoy insurance rates that are less than the insurance rates the Authority paid in 2002 to other insurance providers before joining JIF.

### **Annual Procurement Contracts**

Mr. Ruppel reported there are a number of annual procurement and services contracts on the Regular Meeting Agenda for Board of Commissioners consideration and approval. In total, there are five contracts with the successful bidders being the same as last year. There are no significant price changes nor any anomalies in these bids which include the procurement of Sodium Hypochlorite, Magnesium Hydroxide and the Hauling and Disposal of Sewer Sludge. The services bids include Electrical Dialogistic Services and Equipment Rental and Repair Services. He also stated, in addition to the previously mentioned resolutions, there are two Inter-local Agreements with Stony Brook Regional Sewerage Authority and Passaic Valley Sewerage Commission for the disposal of Liquid Sewer Sludge for Board of Commissioners consideration and approval.

### **Personnel Issues:**

Mr. Ruppel reported the human resource activities to include three resolutions on the Regular Meeting Agenda for Board of Commissioners consideration and approval. The first is a resolution authorizing an unpaid Leave of Absence for Mr. Keenan Morin. The second is approving Mr. Joseph Gillette as a Full-time Permanent Employee, and third is the ratification of the hiring of Mr. Joseph Grabowski as an Operational Journeyman.

### **Annual DCA/DLGS Informational Questionnaire:**

Mr. Ruppel informed the Commissioners that the Annual DCA/DLGS Informational Questionnaire has been placed in each Commissioner's Meeting Folder to be completed and returned to Mr. Bujak. If anyone has questions regarding the questionnaire they can contact Mr. Bujak.

### **Human Resource Committee Report:**

Chairman Mattia reported that the Human Resource Committee met twice within the last month. During the first meeting, Mr. Ruppel informed the Board of Commissioners of his intent to retire from the Authority effective February 1, 2018. The second meeting was scheduled to discuss the future of the Authority. During this meeting it was decided that Ryan R. Krause would succeed Mr. Ruppel as the Authority's Executive Director with Mr. Bujak and Mr. Timbrook taking on additional responsibilities as part of the Authority's new Management Team. It was also decided coinciding with their new responsibilities to compensate the Management Team through salary increases as appropriate.

### **BUSINESS:**

- Resolution to approve an Inter-local Agreement with Stony Brook Regional Sewerage Authority
- Resolution to approve an Inter-local Agreement with Passaic Valley Sewerage Authority
- Resolution to award the 2018 Contract to Furnish & Deliver Bulk Sodium Hypochlorite
- Resolution to award the 2018 Contract to Furnish & Deliver Magnesium Hydroxide, Thioguard
- Resolution to award the 2018 Contract for the Hauling and Disposal of Liquid Sewer Sludge
- Resolution to award the 2018 Contract for Electrical Diagnostic Troubleshooting & Repair Services
- Resolution to award the 2018 Contract for Equipment Repair, Rental and Maintenance & Installation Services
- Resolution authorizing the award of a Non-fair and Open Contract for required and unexpected wet well cleanings
- Resolution authorizing the renewal of SMRSA's membership in the New Jersey Utility Authorities Joint Insurance Fund
- Resolution awarding a Special Services Contract to Cornerstone Environmental Group, LLC for Air Quality Permit Portfolio Consolidation Services
- Resolution approving an unpaid Leave of Absence for Mr. Keenan Morin
- Resolution to approve Mr. Joseph Gillette as a full-time permanent employee of the South Monmouth Regional Sewerage Authority
- Resolution ratifying the hiring of Mr. Joseph Grabowski as an Operational Journeyman
- Resolution Amending the Authority's Policy and Procedure Manual
- Resolution appointing staff to job positions and authorizing salary increases and adjustments for non-union personnel
- Resolution appointing Ryan R. Krause as Executive Director of the South Monmouth Regional Sewerage Authority

### **PUBLIC PORTION:**

It was moved by Commissioner Burne and seconded by Commissioner Farrell 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 Mattia 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 McLean seconded the motion. On voice vote, all voted aye.