

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY  
MINUTES - CAUCUS MEETING – APRIL 12, 2018**

**CALL TO ORDER:**

The Caucus Meeting of the South Monmouth Regional Sewerage Authority is called to order at 5:30 p.m. on Thursday, April 12, 2018.

**Moment of Silence and Salute:**

Led by Chairman Burne

**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; and to the Asbury Park Press and the Coast Star on February 12, 2018. The minutes of this meeting will be available after Board approval at a subsequent meeting.

**Roll Call:**

Commissioners Burne, Cory, Farrell, Lynch, May, and Nicol.

Commissioner Donovan arrived at 5:42 p.m.

Messrs. Bonello, Bujak, Krause and Timbrook.

**Excused:**

Commissioner Mattia

**ATTORNEY'S REPORT:**

Mr. Bonello reported he had nothing to report in addition to what the Executive Director will be reporting during his Executive Director Report.

**EXECUTIVE DIRECTOR'S REPORT:**

**Outfall Access Chamber Project:**

Mr. Krause reported on Wednesday, April 11, 2018 four (4) construction bids were received for the Ocean Outfall Access Chamber Project. The lowest apparent bid was that of CMS Construction, Inc. of Plainfield, New Jersey for a total bid amount of \$734,000.00. All bids were examined by the Authority's Executive Director, Attorney, staff and Consulting Engineer. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval to award the Ocean Outfall Access Chamber Construction Project to CMS Construction, Inc.

In addition to the construction contract award, another resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval to award an On-Call Construction Management Services Contract to CDM Smith, Inc. for the Ocean Outfall Access Chamber Structure.

### **Force Main Assessment:**

Mr. Krause reported he and the Authority Engineer have been preparing a draft Request for Proposals (RFP) for the Force Main Assessment. He considers this assessment to be the first phase in the development of a plan to identify the critical areas of the Authority's Force Main and to recommend the technologies that will be required to complete the Force Main Assessment. This will be a multi-year project with the second phase being the actual performance of the Force Main Assessment, and the third phase completing any repairs that are necessary based on the reports received from phase two.

### **Pump Station Upgrades:**

Another project which will be concurrent with the Force Main Assessment is the Pump Station Upgrades Project and have initiated an RFP for the design services soliciting four pre-qualified engineering firms. The pump stations included in this project are Brielle, Glimmer Glass, Wall North, and Wreck Pond.

### **Encroachment of SMRSA Property:**

Mr. Krause reported that he has not received any response from Wall Township regarding the encroachment on both SMRSA and Wall Township property by the property owner residing at the end of South M Street. He further stated he has solicited pricing for a surveyor to stake out the Authority's property lines to identify if there is any encroachment and where to install the fence.

## **FINANCE/ADMINISTRATION**

### **S848 Sewer Budget & Customer Billing 2% Cap Law Update:**

Mr. Krause reported there has been some progress with the 2% Cap Law through on-going dialogue with the AEA developing a game plan. He has also received a draft revision to the statutes that the Department of Community Affairs (DCA) uses to review and approve budgets. Upon a cursory review, it appears that if your Authority bills its customer based on a percent share of the Authority, then the 2% Revenue Cap will not apply.

### **Amendment to the Signatories:**

Mr. Bujak reported every year SMRSA Signatories are appointed and approved by resolution. This year when changing from the retired Executive Director the new Executive Director was not appointed as a signatory to the Authority's Escrow Account. The Escrow Account is where the Authority deposit checks from project bidders that prefer a check rather than a bid bond. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval to amend the signatories for its Escrow Account from the former Executive Director to the new Executive Director, Ryan R. Krause and CFO, Bernard J. Bujak.

### **Finance Disclosure Forms:**

Mr. Bujak reported that in each Commissioner's Meeting Folder, he has placed the State's Local Finance Disclosure Instructions which need to be completed annually by all commissioners and managerial personnel. The Finance Disclosure process has not changed from the previous year and Commissioners can complete their form through its website as they did last year. Mr. Bujak is available and happy to help any Commissioners submit their forms. All Forms must be submitted by Friday, April 27, 2018.

### **Surplus Sale:**

Mr. Bujak reported the Authority intends to conduct a sale of Authority-owned property no longer needed for public use on the Local Government Services' approved internet-based vendors for an on-line auction of surplus property on Friday, May 11, 2018. A resolution has been placed on the Regular Meeting Agenda listing the surplus equipment to be auctioned for Board of Commissioners consideration and approval.

### **BUSINESS:**

- Resolution Awarding a Construction Contract for the Outfall Access Chamber Structure Project to CMS Construction of Plainfield, New Jersey
- Resolution Awarding an On-Call Construction Management Services Contract to CDM Smith for the Outfall Access Chamber Structure Project
- Resolution Authorizing the Sale of Surplus Property no longer needed for Public Use
- Resolution Amending the Official Signatories to the Authority's Escrow Deposit Account

### **PUBLIC PORTION:**

It was moved by Commissioner Nicol and seconded by Commissioner Lynch to open the public portion of the meeting. On voice vote, all voted aye.

A motion was made by Commissioner Lynch and seconded by Commissioner Nicol to close the public portion of the meeting. On voice vote, all voted aye.

### **ADJOURNMENT:**

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