

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY
MINUTES - CAUCUS MEETING – DECEMBER 13, 2018**

CALL TO ORDER:

The Caucus Meeting of the South Monmouth Regional Sewerage Authority was called to order at 5:30 p.m. on Thursday, December 13, 2018.

Moment of Silence and Salute:

Led by Chairman Burne – A Moment of Silence for former Commissioner Lawrence Chiaravallo

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:

Present:

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

Messrs. Bonello, Bujak, Krause, and Timbrook.

Absent:

Commissioner May

ATTORNEY’S REPORT:

Mr. Bonello reported he previously reviewed with Mr. Krause and Mr. Bujak the items on the Executive Director’s report to follow and has no other items to report at this time.

EXECUTIVE DIRECTOR’S REPORT:

Outfall Access Chamber Project:

Mr. Krause reported the Outfall Access Chamber is currently in progress. The portion of pipe is on temp by-pass in order for a section of the pipe to be cut out to allow for installation of the manhole.

SMRSA Pump Stations Upgrade Project:

Mr. Krause reported that dialog continues with the Project Engineer for the Pump Station Upgrades with 50% of the design scheduled to be presented to the Authority shortly.

Force Main/Outfall Condition Assessment Plan:

Mr. Krause reported during a recent meeting with the Project Engineer, staff reviewed pipeline screening technologies and its availabilities in order to select what will best suit the Force Main/Outfall Project.

Co-Generation System Upgrades:

Mr. Krause reported that the new Co-Generation Engine is on site. The engine start-up will most likely happen in January as the many different manufacturing technicians (some coming from Germany) would need to be present and their schedules have yet to be coordinated with the Authority.

M Street Property:

Mr. Krause reported there has been no change in the M Street Property.

Drypit Submersible Pumps Bid:

Mr. Krause reported the Wall North Pump Station operates using three pumps. Several months ago the Authority did a “Try and Buy Program” with a pump manufacturer for one pump in order to confirm it would operate in the application. It is a newer style pump which handles the wet wipes a lot better than the former pumps which were clogging daily. The Try & Buy Pump has been installed and operating for the past three months and has not clogged once. In order to purchase the additional two pumps, it is necessary to obtain them through the public bidding process. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioners approval for the solicitation of bids to Furnish and Deliver Two (2) Drypit Submersible Pump(s) for the Wall North Pump Station.

FINANCE:

Mr. Bujak reported the Finance Committee met on December 6, 2018 and reviewed the 2018 Final Amended Income and Appropriation Budgets. He stated that the total budget has not changed so there is no need to submit the amended budget to the State for its approval; all changes are the reallocation of expenses across line items. He stated the Authority will be ending the year in a strong financial position and final revisions made were discussed at length at the recent Finance Committee Meeting. Due to operating efficiencies throughout the year, the Authority has been able to decrease its line items in chemicals but has had to increase the electric line item due to the Co-Generation System being inoperable for the remainder of the year. Changes also include the purchase of a new copier for the Administration Office while moving the old copier to the Control Building. There are also some named projects in the budget and funds being set aside for example the two new pumps for the Wall North Pump Station. In addition, the Authority has also set aside funds for the abandoning of the Belmar tank and increasing reserves for the Authority’s Pension liability. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioner consideration and approval to adopt the Final Amended Income and Appropriation Budgets.

Mr. Bujak stated the introduced 2019 Income, Appropriation and Capital Budgets were approved by the State on December 7, 2018.

HUMAN RESOURCE/ADMINISTRATION:

Mr. Bujak stated that the Human Resource Committee met on December 10, 2018 to review amendments to the Employee Policy and Procedure Manual. The JIF requires the Authority to amend the Employee Policy and Procedure Manual every two years with the last amendment being approved in 2016. The significant changes to the Manual are as follows:

- Protections against discrimination and accommodations for breastfeeding employees.
- A modification to the Authority's Communication Media Policy which has been expanded within the past year or so to include social media regarding what can be stated and not stated by an employee relating to their employer.
- Modifications to the Open Public Meetings Act to include Rice Notices which must be supplied to employees if there is to be discussion regarding said employee at any upcoming Open Public Meetings.
- Housekeeping issues regarding vacation to include employees now accruing their vacations throughout the year as opposed to the current manner in which they are awarded at the beginning of every year.
- The Drug and Alcohol Policy has been updated to include a 10-panel drug test which is required for SMRSA's Commercial Driver Licensed (CDL) employees as well as non CDL employees.

A resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval to adopt the amended Employee Policy and Procedure Manual.

Collective Bargaining:

Mr. Krause informed the Commissioners that the Union Contract will expire at the end of the year. He reported that SMRSA Staff has had two meetings with the Union to date. During a recent Human Resource Committee Meeting members and staff had lengthy discussions regarding negotiations for the new contract. As a result of this meeting committee members asked for additional information regarding the negotiations which will be discussed at the next Human Resource Committee Meeting.

Connection Fees:

Mr. Krause stated in January the Authority will hold its annual Connection Fee Hearing for the purpose of amending its 2019 Connection Fee. He has been in discussion with the Authority's Attorney, Mr. Bonello, and Auditor, Mr. Cuva in modifying how the Authority establishes its connection fee for commercial property and has confirmed that the proposed method is in compliant with State Statutes. By example, when applying connection fee(s) to commercial properties, the Authority will now determine the number of equivalent dwelling units (EDU) by dividing the estimated average daily flow of the connector by the average daily flow for the average single-family residence within the Authority's service area. This will prove beneficial to the Authority as the average single-family residence uses less than the NJDEP estimated 300 gallons per day. Preliminary calculations indicate the average single-family residential sewer flow is approximately 185 gpd. This calculation will be performed annually. The SMRSA will divide by 185 gpd, rather than the previously utilized 300 gpd, in order to determine the number of EDU's for the proposed commercial development. He further stated this is consistent with the manner in which other Authorities and Communities calculate EDU's for connection fees.

BUSINESS:

- Resolution to Authorize the Transfer of Funds from the Revenue Account to the Operating/Payroll Account
- Resolution to Authorize Payment of the Current Month's Construction Project Bills
- Approve the November 8, 2018 Caucus & Regular Meeting Minutes as written

- Resolution to Approve the SMRSA 2018 Final Income and Appropriation Budgets
- Resolution to Authorize the Solicitation of Bids to Furnish and Deliver 2 Abs Pumps for the Wall North Pump Station
- Resolution to Amend the SMRSA Employee Personnel Policy and Procedures Manual

PUBLIC PORTION:

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

ADJOURNMENT:

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