

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY  
MINUTES - REGULAR MEETING – FEBRUARY 8, 2018**

**CALL TO ORDER:**

The Regular Meeting of the South Monmouth Regional Sewerage Authority was called to order at 7:15 p.m. on Thursday, February 8, 2018.

**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, May and Nicol.

Messrs. Bonello, Bujak, Krause and Timbrook.

**REORGANIZATION:**

Chairman Mattia asked the Nominating Committee Chairman, Commissioner Nicol for the Committee's report.

The Nominating Committee offered the following nominations for the SMRSA 2018 Officers:

Chairman	Mary L. Burne
Vice Chairman	E. Gene Cory
Secretary	Joseph May
Treasurer	Kevin Lynch
Assistant Secretary	Ryan R. Krause

Chairman Mattia asked if there were any nominations from the Board, hearing none, he asked for a motion to close the nominations. Commissioner Donovan made the motion to close the nominations and Commissioner Lynch seconded the motion.

**Roll Call:**

**In the Affirmative:**

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

**1. RESOLUTION #14-18**

Commissioner Cory made the motion to appoint Commissioner Burne as Chairman, Commissioner Cory as Vice Chairman, Commissioner May as Secretary, Commissioner Lynch as Treasurer and Executive Director, Ryan R. Krause as Assistant Secretary. Commissioner Farrell seconded the motion.

**Roll Call:**

**In the Affirmative:**

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

***APPOINTMENT OF  
COMMITTEE ASSIGNMENTS:***

Chairman Burne assumed her new position as Chairman and presented Former Chairman, Commissioner Mattia with a plaque in thankful appreciation for his outstanding leadership and service to the South Monmouth Regional Sewerage Authority.

Chairman Burne appointed the SMRSA 2018 Committee Assignments as follows:

***Engineering Committee***

Kevin Lynch – Chairman  
Mary L. Burne  
Edward Donovan  
Joseph May  
\*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***

E. Gene Cory – Chairman  
Edward Donovan  
Kevin Lynch  
Joseph May  
\*Thomas B. Nicol

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\*Alternate

**2. RESOLUTION #15-18**

Commissioner Nicol made the motion,

**BE IT RESOLVED**, that the following South Monmouth Regional Sewerage Authority Caucus and Regular Meeting dates have been approved for 2018/2019 calendar years. ***The Caucus Meeting will commence at 5:30 p.m. with the Regular Meeting immediately to follow:***

Thursday, March 8, 2018  
Thursday, April 12, 2018  
Thursday, May 10, 2018  
Thursday, June 14, 2018  
Thursday, July 12, 2018  
Thursday, August 9, 2018  
Thursday, September 13, 2018  
Thursday, October 11, 2018  
Thursday, November 8, 2018  
Thursday, December 13, 2018  
Thursday, January 10, 2019  
Thursday, February 14, 2019

Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

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

3. **RESOLUTION #16-18**

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 08, 2018 and until the 2019 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 CFO/Human Resource Director 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 Lynch seconded the motion.

**Roll Call:**

**In the Affirmative:**

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

4. **RESOLUTION #17-18**

Commissioner Donovan made the motion,

**BE IT RESOLVED**, that the Authority's Officers and the CFO/Human Resource Director 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 CFO/Human Resource Director 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 CFO/Human Resource Director 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 Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

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

**5. RESOLUTION #18-18**

Commissioner Mattia 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 Farrell seconded the motion.

**Roll Call:**

**In the Affirmative:**

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

**6. RESOLUTION #19-18**

Commissioner Lynch made the motion to approve the appointment of Ferraioli, Wielkotz, Cerullo and Cuva, P. A. based on their proposal dated October 25, 2017 to serve as Auditor for the Authority as well as conduct the FY17 Audit. Commissioner Cory seconded the motion.

**Roll Call:**

**In the Affirmative:**

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

**7. RESOLUTION #20-18**

Commissioner Lynch made the motion to approve the appointment of Gluck Walrath, LLP based on their proposal dated October 24, 2017 to serve as Bond Counsel for the Authority. Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

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

**8. RESOLUTION #21-18**

Commissioner Cory made the motion to approve the appointment of Manna & Bonello based on their proposal dated October 20, 2017 to serve as consulting Legal Attorney. Commissioner Lynch seconded the motion.

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

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

**9. RESOLUTION #22-18**

Commissioner Nicol made the motion to approve the appointment of Cleary, Giacobbe, Alfieri, Jacobs, LLC based on their proposal dated October 23, 2017 to serve as consulting Labor Attorney. Commissioner Mattia seconded the motion.

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

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

**10. RESOLUTION #23-18**

Commissioner Farrell made the motion to appoint Hall and Associates as Special Counsel for NJPDES Matters. Commissioner Mattia seconded the motion.

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

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

**11. RESOLUTION #24-18**

Commissioner Donovan made the motion to appoint NW Financial Group, LLC as Financial Advisor/Consulting Disclosure Services. Commissioner Mattia seconded the motion.

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

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

**12. RESOLUTION #25-18**

Commissioner Mattia 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 Lynch seconded the motion.

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

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

**13. RESOLUTION #26-18**

Commissioner Mattia made the motion to approve the appointment of Air Nova, Inc. based on their proposals dated October 24, 2017 to provide Air Quality Based Laboratory Testing Services for the Authority. Commissioner Lynch seconded the motion.

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

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

**14. RESOLUTION #27-18**

Commissioner Lynch made the motion to approve the appointment of Garden State Laboratories, Inc. and American Aquatic Testing based on their proposals dated December 22, 2017 to provide Water Quality Based Laboratory Testing Services for the Authority. Commissioner Mattia seconded the motion.

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

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

**15. RESOLUTION #28-18**

Commissioner Cory made the motion to approve the appointment of Coastal Solutions, Inc. based on their proposal dated November 6, 2017 to provide Information Technology and Computer Services for the Authority. Commissioner Mattia seconded the motion.

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

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

**16. RESOLUTION #29-18**

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

CDM Smith, Inc.  
Cornerstone Environmental Group, LLC  
Hazen & Sawyer  
Kleinfelder, Inc.  
Mott MacDonald, LLC  
Paulus, Sokolowski & Sartor, LLC  
T&M Associates

Commissioner Mattia seconded the motion.

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

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

**17. RESOLUTION #30-18**

Commissioner Farrell made the motion to appoint Ryan R. Krause as the Authority's Representative to US Bank. Commissioner Donovan seconded the motion.

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

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

**RESOLUTION #31-18**

Commissioner Donovan made the motion to appoint Ryan R. Krause as the Authority's Custodian of Records. Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

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

**18. RESOLUTION #32-18**

Commissioner Mattia made the motion to appoint Bernard J. Bujak and Ryan R. Krause as Fund Commissioner and Alternate Fund Commissioner to the New Jersey Joint Insurance Fund. Commissioner Donovan seconded the motion.

**Roll Call:**

**In the Affirmative:**

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

**19. RESOLUTION #33-18**

Commissioner Farrell made the motion to appoint Bernard J. Bujak as Plan Administrator and Ryan R. Krause as Alternate Plan Administrator to the SMRSA Deferred Compensation Plan. Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

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

**20. RESOLUTION #34-18**

Commissioner Lynch made the motion to re-appoint Bernard J. Bujak as the Authority's Public Assistance Compliance Officer (PACO). Commissioner Farrell seconded the motion.

**Roll Call:**

**In the Affirmative:**

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

**21. RESOLUTION #35-18**

Commissioner Cory made the motion to re-appoint Bernard J. Bujak as the Qualified Purchasing Agent for the Authority. Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

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

**22. RESOLUTION #36-18**

Commissioner Nicol made the motion to re-authorizing Petty Cash Fund & Special Operations Account. Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

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

**BUSINESS:**

**23. RESOLUTION #37-18**

Commissioner Farrell made the motion to authorize the Sale of Surplus Property. Commissioner Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

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

**24. RESOLUTION #38-18**

Commissioner Donovan made the motion to accept and memorialize the resignation of Employee No. 31280. Commissioner Cory seconded the motion.

**Roll Call:**

**In the Affirmative:**

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

**1. MEETING MINUTES**

Commissioner May made the motion to approve the January 11, 2018 Connection Fee Hearing transcription and the January 11, 2018 SMRSA Caucus and Regular Meeting Minutes as written. Commissioner Mattia seconded the motion. On voice vote all Commissioners voted aye with the exception of Commissioner May who abstained.

**TREASURER'S REPORT:**

**1. RESOLUTION #39-18**

Commissioner Lynch made the motion,

**BE IT RESOLVED**, by the South Monmouth Regional Sewerage Authority that Revenue Fund Requisition #14-17 in the total amount of \$98,777.12 is hereby approved for transfer from the 2017 Revenue Fund to the Operating Fund in satisfaction of all 2017 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 Mattia seconded the motion.

**Roll Call:**

**In the Affirmative:**

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

**2. RESOLUTION #40-18**

Commissioner Lynch made the motion,

**BE IT RESOLVED**, by the South Monmouth Regional Sewerage Authority that Revenue Fund Requisition #02-18 in the total amount of \$328,014.68 is hereby approved for transfer as follows:



1. That \$167,525.64 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 \$160,489.04 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 Mattia seconded the motion.

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

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

**PUBLIC PORTION:**

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

**ADJOURNMENT:**

Commissioner Mattia made the motion to adjourn the Regular Meeting. Commissioner Lynch seconded the motion. All Commissioners voted aye. The time was 7:40 p.m.