

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY
MINUTES - CAUCUS MEETING – MAY 10, 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, May 10, 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:

Present:

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

Messrs. Bonello, Bujak, Krause, and Timbrook.

ATTORNEY'S REPORT:

Mr. Bonello stated he reviewed the items that will be covered in the Executive Director's Report with Mr. Krause and Mr. Bujak. He also did some work on the 2% Revenue Cap for Regional Sewerage Authorities. He has been working with the AEA Attorney and the DCA Representative who is working with the Wastewater Industry representatives to ensure they have reasonable regulations. The Statute itself is a bare-bone and leaves a lot of unanswered questions. The regulations that are being reviewed will clarify the statute, for example, the definition of a Regional Sewerage Authority and different ways the 2% cap can be added and the procedures that should be followed.

EXECUTIVE DIRECTOR'S REPORT:

Outfall Access Chamber Project:

Mr. Krause reported the Outfall Access Chamber Project is progressing. A pre-construction meeting was held on Thursday, April 26, 2018 with the contractor.

Co-Generation System Upgrades:

Mr. Krause reported that the Co-Generation Upgrade Project is also progressing. Currently, the staff is reviewing the shop drawings and preparing the paperwork necessary for the long lead time items.

SMRSA Pump Stations Upgrade Project:

Mr. Krause reported on March 22, 2018 staff solicited Requests for Proposals (RFP) from SMRSA's Pre-qualified Engineering Firms for design services for the SMRSA Pump Stations

Upgrade Project. Four proposals were received, reviewed and ranked by SMRSA staff with the highest ranked proposal received from Mott MacDonald totaling a not to exceed value of \$175,000.00. An Engineering Committee Meeting was held on May 10, 2018 to review said proposals and it is their recommendation to award the Professional Engineering Services Contract to Mott MacDonald. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval to award the Pump Stations Upgrade Project to Mott MacDonald. Mr. Krause reiterated the pump stations included in this project are Brielle, Glimmer Glass, Wall North, and Wreck Pond.

Encroachment of SMRSA Property:

Mr. Krause reported the SMRSA property suspected of being encroached has been surveyed. The survey showed the fence installed and owned by the property owner residing at the end of South M Street does encroach five feet on SMRSA property. Other than the fence no other permanent structures are encroaching, however, the access to the property owner's garage is through SMRSA property. He stated he has been trying to contact the Wall Township Engineer because they have the adjacent property which abuts SMRSA property in which the property owner is also encroaching on. It is his intention to meet with the Wall Township's representatives to seek their take on the encroachment. He also stated that he would like to explore the Township's interest in acquiring the property owned by SMRSA, and if so, deeding the property as open space to Wall Township since the only use for the property is buffer from neighbors. Mr. Krause's concern is if the Authority installs a fence and limits access to this property owner there are two maybe three residents that would also be affected. These residents are the closest to SMRSA's raw sewerage intake which is one the more odor producing aspects of treatment plant.

FINANCE/ADMINISTRATION

2017 Audit Fieldwork:

Mr. Bujak reported subsequent to the April Board of Commissioner Meeting, the Authority's Audit Firm has been on premise and has completed its 2017 audit fieldwork within the normal 4 to 5 days. He stated at this point, there are no comments or recommendations and overall it has been a very good audit. He informed the Board that due to receiving federal funds in 2017, the Authority is subject to the single audit, which in turn means the Auditor has to pay special attention to bills submitted to FEMA and the NJEIT. Within the next month, he is expecting an exit interview with the Executive Director and Auditor. In addition to this meeting, the Auditor will be meeting with the Finance Committee to conduct an exit session to review both the audit and the financial health of the Authority. Mr. Bujak also reported that when the 2018 Capital Budget was submitted and approved, the Co-Generation Upgrade Project was not yet formally approved and confirmation of the funding sources identified, and as such was not included in the 2018 Capital Budget that was sent to the Department of Local Government (DCA) for approval. During the upcoming Finance Committee Meeting, it is Mr. Bujak's intent to review with the members an amended 2018 Capital Budget to include the Co-Generation Upgrade Project. Lastly, he reported a telephone conference has been scheduled for May 15, 2018 with the New Jersey Economic Development Authority (NJEDA) to identify the process necessary to submit the Authority's bills for reimbursement.

Staffing:

Mr. Bujak informed the Board of Commissioners of Mr. Patrick Stephenson, a 25-year member of the Authority retirement at the end of May 2018. In preparation for this, staff revisited its candidate pool and Executive Director, Ryan Krause extended an offer to Mr. Scott Najarian for the position of Journeyman II. Mr. Najarian comes to the Authority with experience in the industry, most recently from the Jackson Township Municipal Authority. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval to ratify the hire of Mr. Scott Najarian as a Journeyman II.

Shared Service Agreement with Monmouth County:

Mr. Bujak reported that the Authority is in need of truck washing services and has negotiated a shared service agreement with the County of Monmouth for these services. Several years ago, the Authority was considering building a truck washing station on premise, however, it was ultimately decided to forego the station. The Plant staff visits the Monmouth County Recycling Facility daily which has an existing truck washing station and of which the Facility is willing to provide these services to SMRSA. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval of a Shared Truck Washing Service Agreement with the County of Monmouth.

Financial Disclosure Forms & Elected Officials Training:

Mr. Bujak thanked the Commissioners for the timely filing of their Financial Disclosure Forms. Mr. Bujak also stated that in the Commissioner's Meeting Folder. He has placed information regarding the Elected and Approved Officials' Online Training. Mr. Bujak encouraged participation in the online training as the Authority will receive an insurance credit for each participant.

BUSINESS:

- Resolution awarding a Professional Engineering Services Contract to Mott MacDonald for the SMRSA Pump Stations Upgrades Project
- Resolution approving a Shared Service Agreement for Truck Washing between SMRSA and Monmouth County
- Resolution ratifying the actions of the Executive Director in hiring Mr. Scott Najarian as a Journeyman II

PUBLIC PORTION:

It was moved by Commissioner Mattia 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 Mattia and seconded by Commissioner Cory 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 Donovan seconded the motion. On voice vote, all voted aye.