

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY  
MINUTES - CAUCUS MEETING – NOVEMBER 8, 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, November 8, 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, Farrell, Lynch, May, and Nicol.

**Excused:** Commissioners Donovan and Mattia

**ATTORNEY’S REPORT:**

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

**EXECUTIVE DIRECTOR’S REPORT:**

**EPA Recognizes SMRSA for its Excellence:**

Mr. Krause reported he was contacted by Congressman Chris Smith’s Office just prior to tonight’s Board of Commissioners Meeting and was informed that SMRSA has been recognized by the Environmental Protection Agency (EPA) for its Excellence and Innovation in Clean Water Infrastructure for making its wastewater pump stations more resilient to large floods like Super Storm Sandy. This EPA Recognition will be followed by a press release from Congressman Smith later today. Mr. Krause stated that his response to Congressman’s Smith’s Office was *“SMRSA staff is driven by principles set by its’ forward-thinking board of commissioners. As part of the SMRSA’s asset management goals and objectives, it is hoped that these resiliency projects continue to mitigate future storm-related damages and allow the SMRSA to invest monies in other critical assets while maintaining stable use rates.”*

**Outfall Access Chamber Project:**

Mr. Krause reported the building of the Outfall Access Chamber is currently in progress.

**SMRSA Pump Stations Upgrade Project:**

Mr. Krause reported that the Pump Station Upgrades are currently under design.

### **Force Main/Outfall Condition Assessment Plan:**

Mr. Krause reported the Force Main/Outfall Condition Assessment Project is ongoing and on schedule.

### **Co-Generation System Upgrades:**

Mr. Krause reported the Co-Generation Upgrade Project is slightly behind schedule, however, he expects to make up the time towards the end of the project. He informed the Commissioners that the new generator will be arriving next week.

### **M Street Property:**

Mr. Krause reported there has been no change in the M Street Property. He recently spoke with Wall Township's Assistant Administrator and was informed that the soil samples have not been taken and unfortunately are not high on their list but will continue periodic follow-ups with the Township.

### **HUMAN RESOURCE/ADMINISTRATION:**

#### **Collective Bargaining:**

Mr. Krause stated that the Authority has met with the Collective Bargaining Unit which included an exchange of items to be discussed and negotiated. A follow-up meeting has been scheduled for December 5, 2018.

#### **Inter-Local Agreements with SBRSA & PVSC for Disposal of Liquid Sludge:**

Mr. Krause stated two separate resolutions have been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval for the 2019 Annual Inter-local Agreement(s) for the disposal of liquid sludge. The first is with Stony Brook Regional Sewerage Authority and the second is with the Passaic Valley Sewerage Commission.

#### **Staffing:**

Mr. Krause stated a resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval to appoint Mr. Scott Najarian as a Full-time Permanent Employee of South Monmouth Regional Sewerage Authority. Mr. Najarian has satisfied his 150-day probationary period and has received excellent performance reviews from his supervision. He reported Mr. Najarian is the last of the new hires to join the Authority within the past several months and he is very pleased with all of their job performances to date.

#### **Connection Fees:**

Mr. Krause stated in January the Authority will hold its annual Connection Fee Hearing for the purpose of amending the 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 the connection fee for commercial property and has confirmed that the proposed method is in compliant with State statutes. By example, he explained to the Commissioners that 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 approx. 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.

### **AEA Annual Conference:**

Mr. Bujak reported the AEA Annual Meeting this year will be held on Tuesday and Wednesday, November 13<sup>th</sup> and 14<sup>th</sup>. The Conference will include a keynote presentation from NJ Department of Environmental Protection Commissioner Catherine McCabe. Commissioners Burne, Farrell, Executive Director, Ryan Krause and himself will be attending on behalf of the Authority. In addition, this year's Environmental Professional Development Academy members, Ms. Natalie Chesko and Mr. Frank Rockwell will also be in attendance at the Conference. Mr. Bujak stated he is expecting an informative conference which will include a variety of subject matters.

### **Essential Personnel Requirements:**

Mr. Bujak stated that the Authority's Interim Systems Support Manager, Mr. William Apuzzo has distributed invitations to its member town employees inviting them to attend a meeting on December 5, 2018 in which "essential personnel" requirements will be discussed. The meeting will include a presentation by the New Jersey State Police on the necessary requirements needed to register and become an essential personnel with the proper identification to be recognized by the NJ State Police during an emergency.

### **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 October 11, 2018 Caucus & Regular Meeting Minutes as written
- Approve the October 11, 2018 Sewer Use Service Rate Hearing Transcript
- Resolutions to approve Inter-local Agreements with Passaic Valley Sewerage Authority and Stony Brook Regional Sewerage Authority for the year 2019
- Resolution to approve Scott Najarian as a Full-time Permanent Employee of the SMRSA

### **PUBLIC PORTION:**

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

**ADJOURNMENT:**

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