

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY  
MINUTES - CAUCUS MEETING – APRIL 14, 2011**

**CALL TO ORDER:** The Caucus Meeting of the South Monmouth Regional Sewerage Authority was called to order at 7:00 p. m. on Thursday, April 14, 2011.

**Moment of Silence and Salute:** Led by Chairman Cory

**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 Asbury Park Press, the Coast Star, and to the Clerks of our member municipalities on February 11, 2011. The minutes of this meeting will be available after Board approval at a subsequent meeting.

**Roll Call:**

**Present:** Commissioners Blasi, Burne, Cory, Farrell, Lynch, Nicol and Schmeling.

Mr. Bonello, Mr. Bujak, and Mr. Ruppel.

**Excused:** Commissioner Mattia and Mrs. Brophy.

**EXECUTIVE DIRECTOR’S REPORT:**

Mr. Ruppel's Executive Director Report included a review of the following Authority business related items:

**Sea Girt Pump Station Rehabilitation:**

The Sea Girt Pump Station Rehabilitation Project continues to be on schedule and within its budget.

**SCADA System:**

The SCADA System is currently operating and communicating efficiently. During a recent Engineering Committee Meeting Mr. Ruppel presented to the members an overview of the SCADA System clearly showing its expandability capacity and its current and future value to the Authority.

**Requests For Expressions of Interests (RFEI):**

Mr. Ruppel reported that while 25 candidates participated in the RFEI process, only eight firms were shortlisted for interviews. Of the shortlisted candidates, four were currently utilized engineering firms: ARCADIS, Birdsall, CDM and CME Associates. The remaining four engineering firms, Alaimo Group, AECOM, MWH and T&M Associates are new to the Authority.

During the month, the Engineering Committee met to review Mr. Ruppel’s recommendations of candidates to be selected as the pre-qualified engineering consultants for Authority. The Committee

concurrent with Mr. Ruppel's selections and recommended that the Board of Commissioners approve the recommended engineering firms. A resolution to appoint these firms as the official pre-qualified engineering consultants of the Authority for fiscal year 2011 has been placed on the Regular Meeting Agenda for approval.

#### Local Government Energy Audit:

Mr. Ruppel reminded the Board of Commissioners of Resolution #38-10 whereas the Executive Director was authorized to apply and participate in the New Jersey Local Government Energy Audit Program. Upon submission of the audit program's registration form(s), an additional requirement is to submit a resolution authorizing the submission of application forms(s) by the Governing Body. A Resolution authorizing such submission documents has been placed on the Regular Meeting Agenda for approval. Mr. Ruppel stated the cost to conduct the audit would be approximately \$30,000.

#### 2010 Financial Audit:

The Authority's Financial Audit has begun. Staff has supplied all preliminary data to the firm. Fieldwork will begin on Monday, April 18, 2011; the staff anticipates an audit report in June.

#### 2010 Storm Event:

With regard to the 2010 storm event and the State of Emergency declared by the Governor, staff has made application and has been working diligently with FEMA to recover some of the costs for this event.

#### Pennsylvania Avenue Pump Station:

The reconstruction of the Pennsylvania Avenue Pump Station has been placed as a high priority on the Capital Improvement List. Funds have been set aside within the Capital Budget specifically for this pump station. During this month's Engineering Committee Meeting, the rehabilitation of this pump station was extensively discussed.

The station was constructed around 1920, renovated in 1970 and has not had any substantial structural improvements since that time. The pump station needs work; it is currently the weakest link in the collection system. The Authority is considering a feasibility study including but not limited to re-building the existing station or constructing a new pump station along side the current one. Mr. Ruppel recommended to the Board of Commissioners that the Authority engage one of the pre-qualified consultant engineering firms and have them conduct a feasibility study of rehabilitation versus construction of a new pump station. Once the decision to re-build or construct is made, cost can be assigned to the project and a schedule can be determined.

Mr. Ruppel stressed to the Board that a delay in this study could possibly delay the construction phase of the project into the Fall of 2012. The pump station is structurally sound; however, with the hurricane season approaching this could leave the Authority vulnerable to unexpected emergency repairs. Since there were no objections from the Board, Mr. Ruppel will move forward with the feasibility study.

Sale of Surplus Property:

Mr. Ruppel reviewed a list of SMRSA owned property no longer needed by the Authority with the Board of Commissioners and asked the Board for approval to conduct a sale of this property. A resolution was placed on the Regular Meeting Agenda for approval to conduct a sale of Authority owned property no longer needed for public use on one of the Division of Local Government Services' approved internet-based vendors for on-line auction of surplus property.

Vehicle Accident:

Mr. Ruppel advised the Board of a vehicle accident he was involved in during the past month. Minimal damage was done to either vehicle and there were no injuries involved. The Authority's Insurance NJUAJIF is handling all claims and paperwork. Mr. Ruppel stated that after the Authority purchased the current vehicle, a Durango truck for his use, he observed a serious design flaw in the construction of the vehicle, which resulted in a blind spot near the front windshield further stating his position this design flaw was partly to blame for the accident. With this in mind and the recent accident, Mr. Ruppel requested the Board of Commissioners allow him to trade-in the current vehicle and purchase a new vehicle. Since there were no objections from the Board, Mr. Ruppel will move forward with the purchase of a new vehicle.

**BUSINESS:**

- ❖ Resolution appointing Pre-Qualified Consulting Engineering Firms
- ❖ Resolution authorizing the submission of a Local Government Energy Audit Application
- ❖ Resolution authorizing the sale of surplus property no longer needed for public use
- ❖ Resolution to amend the Personnel Policies and Procedures Manual and Employee Handbook

**PUBLIC PORTION:**

It was moved by Commissioner Burne and seconded by Commissioner Schmeling to open the public portion of the meeting. On voice vote, all Commissioners voted aye. A motion was made by Commissioner Schmeling and seconded by Commissioner Lynch to close the public portion of the meeting. On voice vote, all Commissioners voted aye.

**ADJORNMENT:**

Commissioner Burne made the motion to adjourn the Caucus Meeting. Commissioner Schmeling seconded the motion. On voice vote, all Commissioners voted aye.