

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY
MINUTES - CAUCUS MEETING – FEBRUARY 13, 2020**

CALL TO ORDER:

The Caucus Meeting of the South Monmouth Regional Sewerage Authority was called to order at 6:00 p.m. on Thursday, February 13, 2020.

Moment of Silence and Salute:

Led by Commissioner Lynch

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 15, 2019. The minutes of this meeting will be available after Board approval at a subsequent meeting.

CHAIRMAN

Commissioner Lynch acknowledged the 5-year re-appointment of Commissioner Donovan for the Borough of Manasquan and Commissioner Burne for the Township of Wall.

Mr. Bonello swore Commissioner Donovan as the SMRSA Commissioner representing the Borough of Manasquan and Commissioner Burne as the SMRSA Commissioner representing the Township of Wall. Mr. Bonello congratulated both on their re-appointments.

Roll Call:

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

Messrs. Bonello, Bujak, Krause and Timbrook.

Excused:

Commissioner Cory

ATTORNEY'S REPORT:

Mr. Bonello reported during the month he worked with both Mr. Krause and Mr. Bujak on several issues, including the generators purchased.

EXECUTIVE DIRECTOR'S REPORT:

Annual Reorganization:

Mr. Krause stated that during the Regular Open Public Meeting, the Authority will hold its 2020 Annual Reorganization Proceedings.

SYSTEM

Force Main Break -- Mount Lane – Manasquan:

Mr. Krause reported that on January 24, 2020, the Authority had a force main break on Mount Lane in Manasquan. He stated in each Commissioners' Meeting Folder is a diagram of the break that will be referenced. Flows from Mount Lane force main flow from the Glimmer Glass Pump Station from the southern half of Wall, Manasquan, and Brielle and eventually connect into the Authority's other force mains. Between Marcellus and Virginia Streets there is a stream that runs into a ditch and out to the Glimmer Glass. The break was directly below the stream culvert. Staff and contractors took immediate action and within the next several days replaced approximately 40 feet of the pipe. In order to replace the pipe, it was necessary to install a temporary bypass line in which a specialty contractor was required and by-pass piping procured. There continues to be a concern with the remainder of the pipe in this area. When cutting out the damaged pipe more suspect pipe was found and he is currently working with the contractors to perform condition assessments. Mr. Krause stated coincidentally within the original condition assessment report the different pipes were ranked based on the probability and consequence of failure; the damaged section of pipe was one of the highest probabilities for failure, with the consequences being identified as very low which did, in fact, turn out to be true. If the break was in the northern section of SMRSA's system it would have been of more concern. This break has reinforced the fact that these pipes have been there since the 1970s and need to be looked at for possible replacement. The section of the damaged pipe that failed will be brought to a lab in Delaware for forensic analysis to identify whether the damage was caused by saltwater or the soil. Soil samples will also be brought to the lab for analysis. Staff also took this opportunity to install a permanent connection with two valves for a future bypass if necessary. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval ratify the actions of the Executive Director in Declaring a State of Emergency for the force main break in Manasquan.

Pump Station Upgrades:

Mr. Krause reported the contractor is progressing with the demolition work at the Wreck Pond Pump Station.

PLANT

Cogen Resiliency Upgrades:

Mr. Krause reported the Authority is experiencing failures on the rebuilt Co-Gen engines. Even though these engines are under warranty they are not currently generating electricity. The rebuilt engine which is replacing the one that failed several months ago has been returned and the contractor is expected on-site next week with the expectation that this engine will be operational shortly. The newest Co-Gen engine is also not operating due to complications with the head and the turbo ceasing. The contractor has contacted the manufacturer of the engine and both will be on-site within the next several weeks. He stated the Authority considers the matter unsatisfactory and has outlined his concern and frustration to the vendor in a written letter in hopes that it will bring more attention and a satisfactory resolution to the matter.

Adjacent Property (South M Street):

Mr. Krause reported he had a conversation with the Wall Township Assistant Administrator regarding the M Street property. Originally the Authority requested specific language in the agreement which would restrict the use of the land to recreational open space so that it remained a buffer for the Authority. The Administrator asked if the Authority would be willing to change the language so it would not be specified as recreational open space inventory but instead would like to designate the land for general municipal use. The Authority's concern is if the Township were to sell the property and another home was built it would eliminate the buffer this property provides to the Authority. The Assistant Administrator will get back to Mr. Krause with proposed language that could be acceptable to both the Township and the Authority. Mr. Krause will then present the revised language to the Authority's Attorney and the Board of Commissioners for their consideration and approval.

Contract Award - Central Boiler Repair Co., Inc.:

Mr. Krause reported on January 24, 2020, the methane and natural gas burner that powers Boiler #3 of the Digester became inoperable and would need to be replaced. Staff obtained three quotes, the lowest one submitted by Central Boiler Repair Company, Inc. of Oakhurst, New Jersey. A resolution has been placed on the Regular Open Public Meeting Agenda awarding a contract to Central Boiler Repair Co, Inc. for the purchase and installation of one (1) Webster JB2G Dual Fuel Methane and Natural Gas Burner in the amount of \$33,200.00.

Sever Employment Relationship:

Mr. Krause reported during the October 2019 Regular Open Public Meeting, the Board of Commissioners approved Resolution # 59-19 authorizing the hire of Employee # 28079. The employee is considered a probationary employee for the first one hundred and fifty (150) days of his/her continuous employment as per Union Contract, Article XI; Paragraph 2. During his/her time of employment, Management has determined that Employee Number 28079 will not meet the general expectations of a South Monmouth Regional Sewerage Authority employee and has severed the employment relationship. A resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval to ratify his actions and memorialize the severing of Employee Number 28079, effective January 17, 2020.

Staffing:

Mr. Krause reported a resolution has been placed on the Regular Meeting Agenda for Board of Commissioners consideration and approval ratifying his actions in hiring Mr. Craig Best for the Apprentice II vacancy.

Solicitation of Bids:

Mr. Krause reported the Authority would like to take advantage of the financial incentives through its participation in the capacity and energy elements of the PJM (Pennsylvania, Jersey & Maryland) Emergency Demand Response Program. This program during high power peak times the power company would contact and request the Authority to go off the power grid which would result in less demand and stress on their power network. If the Authority can go off the power grid, the energy provider will compensate the Authority for doing so (one compensation estimate being \$15,000 to \$20,000 a year). Once the Co-Gen Project is completed, the staff will be able to export power to the grid. The Service Provider for Demand Response is required to

be within the Emergency Demand Response Program and will receive a portion of the total reimbursement dollars. The purpose of the solicitation is to select the provider who will take the lesser portion of the reimbursement within the program. A resolution has been placed on the Regular Open Public Meeting Agenda for Board of Commissioners consideration and approval to solicit bids for an Electrical Curtailment Service Provider for Demand Response.

Annual Reorganization:

Mr. Bujak reported the remaining resolutions for Board consideration and approval are the standard ones associated with the annual reorganization done each February. He stated he met with incoming Chairman May prior to the meeting to review and familiarize him with these resolutions.

AEA Annual Spring Utility Conference:

Mr. Krause stated that the AEA will be holding its Spring Utility Conference on Tuesday and Wednesday, March 10th & 11th at Caesars in Atlantic City.

Asset Management Plan:

Mr. Bujak stated that the occurrence of the recent force main break emphasized the need for the development of the Authority's Asset Management Plan and Forcemain Condition Assessments. Several years ago, Mr. Krause did a presentation to the Board of Commissioners on the Forcemain Outfall Condition Assessment explaining the criticality and results of the Authority's assets. Mr. Krause mentioned the current force main break was a number seven on the criticality list and was not as a serious situation as it could have been. He believes this supports the Authority to continue to finance the Asset Management Plan as the Authority continues to utilize much of the Authority's original infrastructure.

Wall North Dry Well Piping Replacement:

Mr. Krause stated another in-house project that is currently in progress by its employees is the replacement of piping in the Wall North Dry Well. This project provides its newest employees a good learning experience and familiarity with the equipment, as well as saving money for the Authority by not engaging outside contractors.

BUSINESS:

- Reorganization
 - Appointment of 2020 Authority Officers
 - Appointment of 2020 Committee Assignments
 - Adoption of 2020-2021 Scheduled Meeting Dates
 - Adoption of Official 2020 Depositories
 - Adoption of Official 2020 Signatories
 - Adoption of Official 2020 Newspapers
 - Award Professional Service Contracts
 - Auditor
 - Bond Counsel
 - Legal Counsel
 - Labor Counsel
 - Special Counsel for NJPDES Matters

- Financial/Continuing Disclosure Services
- Risk Manager Consultant
- I/T Services
- Resolution to award Pre-qualified Engineering Services
- Resolution Re-appointing Bernard J. Bujak as the Authority's Public Assistance Compliance Officer (PACO)
- Resolution Re-appointing Bernard J. Bujak as Qualified Purchasing Agent for the Authority
- Resolution Re-authorizing Petty Cash Fund & Special Operations Account
- Approve the January 9, 2020 Caucus & Regular Meeting Minutes as written
- Approve 2020 Connection Fee Hearing Transcripts as transcribed
- Resolution Ratifying the Actions of the Executive Director in Declaring a State of Emergency Regarding a Forcemain Break Affecting the Infrastructure of the Authority
- Resolution Awarding a Contract to Central Boiler Repair Co., Inc. to Supply and Install one Webster JB2G Dual Fuel Methane & Natural Gas Burner for Boiler Number #3
- Resolution Authorizing the Solicitation of Bids for Electrical Curtailment Service Provider for Demand Response
- Resolution Ratifying the Actions of the Executive Director in Severing the Employment Relationship Between the Authority and Employee Number 28079
- Resolution Ratifying the Actions of the Executive Director in Offering a Conditional Offer of Employment to Mr. Craig Best for the Apprentice II Vacancy
- Resolution to Authorize the Transfer of Funds from the 2019 Revenue Fund to the Operating Fund for the explicit purpose of payment of all known calendar year 2019 listed bills
- Resolution to Authorize the Transfer of Funds from the 2020 Revenue Fund to the Operating Fund for the explicit purpose of payment of all known calendar year 2020 listed bills
- Resolution to Authorize Payment of the Current Month's Construction Project Bills

PUBLIC PORTION:

It was moved by Commissioner Mattia and seconded by Commissioner Donovan 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 Farrell 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.