

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

**CALL TO ORDER:**

The Regular Meeting of the South Monmouth Regional Sewerage Authority was called to order at 6:31 p.m. on Thursday, February 13, 2020.

**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.

**Roll Call:**  
**Present:**

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

Messrs. Bonello, Bujak, Krause and Timbrook.

**Excused:**

Commissioner Cory

**REORGANIZATION:**

**COMMISSIONER LYNCH:**

Commissioner Lynch asked for the Nominating Committee Report; whereas Commissioner Nicol offered the following nominations for the SMRSA 2020/2021 Officers:

Chairman	Joseph C. May
Vice Chairman	Kevin Lynch
Secretary	Ken Farrell
Treasurer	Edward Donovan
Assistant Secretary	Ryan R. Krause

**COMMISSIONER LYNCH:**

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

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

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

**1. RESOLUTION #09-20**

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

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

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

Mr. Bujak stated he was asked by Commissioner Cory to express on his behalf his congratulations to Chairman May and wishes him good luck in 2020/2021.

Chairman May appoints the SMRSA 2020 Committee Assignments as follows:

***Engineering Committee***

Kevin Lynch – Chairman  
Mary Burne  
Edward Donovan  
Joseph C. May  
\*Michael Mattia

***Human Resources Committee***

Thomas B. Nicol – Chairman  
E. Gene Cory  
Michael Mattia  
Ken Farrell  
\*Kevin Lynch

***Finance Committee***

Michael Mattia – Chairman  
Ken Farrell  
Kevin Lynch  
Thomas B. Nicol  
\*Mary Burne

***Executive Committee***

Edward Donovan – Chairman  
Mary L. Burne  
E. Gene Cory  
Joseph C. May  
\*Thomas B. Nicol

\_\_\_\_\_  
\*Alternate

**2. RESOLUTION #10-20**

Commissioner Nicol made the motion that the dates as listed in the body of the Resolution be approved for 2020/2021 calendar years. Commissioner Mattia seconded the motion.

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

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

**3. RESOLUTION #11-20**

Commissioner Donovan made the motion that the financial institutions listed below be and are hereby designated as the Authority’s Official Depositories effective February 13, 2020 until the 2021 Reorganization Meeting:

**Depositories**

Manasquan Savings Bank  
New Jersey Cash Management Fund  
Ocean First Bank  
Provident Bank

**BE IT FURTHER RESOLVED**, that the Authority’s CFO/Human Resource Manager 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 Mattia seconded the motion.

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

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

**4. RESOLUTION #12-20**

Commissioner Mattia made the motion

**BE IT RESOLVED**, that the listed Authority’s Officers and the CFO are named as the Authority’s Official Signatories for the Operating, Payroll, Special Operating and Escrow Accounts and are authorized as outlined 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 based on the financial needs of the Authority. Commissioner Burne seconded the motion.

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

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

**5. RESOLUTION #13-20**

Commissioner Farrell made the motion, 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 Mattia seconded the motion.

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

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

**6. RESOLUTION #14-20**

Commissioner Lynch made the motion to approve the appointments of the following Professional Services Contracts as listed:

<b>Professional Contractor</b>	<b>Services</b>
Wielkotz and Company, LLC	Auditor – FY19 Audit
Gluck Walrath, LLP	Bond Counsel
Manna & Bonello	Legal Attorney
Cleary, Jacobbe, Alfieri, Jacobs, LLC	Labor Attorney
Hall & Associates	Special Counsel NJPDES
NW Financial Group, LLC	Financial Advisor
	Consulting Disclosure Services
Danskin Agency	Risk Mgmt. Consultant
Coastal Solutions, Inc.	Information Technology & Computer Services

Commissioner Mattia seconded the motion.

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

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

**7. RESOLUTION #15-20**

Commissioner Burne made the motion to approve the Pre-qualifying Consulting Engineering Firms as listed in the body of the resolution to a non-procurement action under a Fair and Open Solicitation. Commissioner Mattia seconded the motion.

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

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

**8. RESOLUTION #16-20**

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

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

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

**9. RESOLUTION #17-20**

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

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

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

**10. RESOLUTION #18-20**

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

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

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

**BUSINESS:**

Commissioner Farrell made the motion to approve the January 9, 2020 Connection Fee Hearing transcription and the January 9, 2020 SMRSA Caucus and Regular Meeting Minutes as written. Commissioner Mattia seconded the motion. On voice vote all Commissioners voted aye.

**11. RESOLUTION #19-20**

Commissioner Lynch made the motion to ratify the actions of the Executive Director in Declaring a State of Emergency regarding a force main break affecting the infrastructure of the South Monmouth Regional Sewerage Authority. Commissioner Farrell seconded the motion.

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

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

**12. RESOLUTION #20-20**

Commissioner Burne made the motion to award 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. Commissioner Farrell seconded the motion.

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

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

**13. RESOLUTION #21-20**

Commissioner Nicol made the motion to authorize the Solicitation of Bids for Electrical Curtailment Service Provider for Demand Response. Commissioner Mattia seconded the motion.

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

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

**14. RESOLUTION #22-20**

Commissioner Donovan made the motion to ratify the Actions of the Executive Director in Severing the Employment Relationship between the Authority and Employee Number 28079, effective January 17, 2020. Commissioner Lynch seconded the motion.

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

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

**15. RESOLUTION #23-20**

Commissioner Mattia made the motion to ratify the Actions of the Executive Director in Offering a Conditional Offer of Employment to Mr. Craig Best as an Apprentice II. Commissioner Lynch seconded the motion, effective Monday, February 10, 2020.

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

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

**TREASURER'S REPORT:**

**1. RESOLUTION #24-20**

Commissioner Donovan made the motion to authorize the transfer of \$90,705.21 from the Revenue Fund to the Operating Fund for the explicit purpose of payment of all known calendar year 2019 listed bills and expenses as detailed in the body of the resolution. Commissioner Farrell seconded the motion.

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

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

**2. RESOLUTION #25-20**

Commissioner Donovan made the motion to authorize the transfer of \$367,333.13 from the Revenue Fund to the Operating and Payroll Funds for the explicit purpose of payment of all known calendar year 2020 listed bills and expenses as detailed in the body of the resolution. Commissioner Mattia seconded the motion.

**Roll Call:**

*In the Affirmative:*

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

**3. RESOLUTION #26-20**

Commissioner Donovan made the motion to authorize the payment of \$245,265.56 from the Construction Project Fund as detailed in the body of the resolution. Commissioner Mattia seconded the motion.

**Roll Call:**

*In the Affirmative:*

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

**COMMISSIONER'S  
COMMENTS:**

Commissioner Mattia recognized all the efforts of staff for a "Job Well Done" in addressing the recent Force Main break; Commissioner Donovan added his appreciation.

**PUBLIC PORTION:**

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

**ADJOURNMENT:**

Commissioner Lynch made the motion to adjourn the Regular Meeting. Commissioner Mattia seconded the motion. All Commissioners voted aye. The time was 6:45 p.m.