

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY
MINUTES - CAUCUS MEETING – JULY 9, 2020**

CALL TO ORDER:

The Caucus Meeting of the South Monmouth Regional Sewerage Authority was called to order at 3:00 p.m. on Thursday, July 9, 2020.

Moment of Silence and Salute:

Waived

Announcement:

This meeting was called in accordance with the provisions of the Open Public Meetings Act as well as guidance from the New Jersey Department of Community Affairs; Division of Local Government Services in that an announcement of the same appeared on the Authority's website, in the Asbury Park Press, the Coast Star and emailed to the Clerks of our member municipalities on July 2, 2020. The minutes of this meeting will be available after Board approval at a subsequent meeting.

Roll Call:

Present:

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

Messrs. Bonello, Bujak, Krause, and Timbrook.

Excused:

Commissioner Burne

ATTORNEY'S REPORT:

Mr. Bonello reported he reviewed the Meeting Agenda with Messrs. Krause and Bujak and has nothing new to add other than what is included in the Executive Director report.

EXECUTIVE DIRECTOR'S REPORT:

SYSTEM

Outfall Condition Assessment:

Mr. Krause reported that he continues to negotiate with the consulting engineering firm in regards to scope and cost of the project, stating he is very close to an agreeable fee. He stated the possibility of requesting a special Board of Commissioner meeting towards the end of July to award said contract.

Pump Station Upgrade Project:

Mr. Krause reported progress at the Wall North Pump Station and said it should be completed within a couple of weeks. He further stated that Design Plans for the Brielle and Glimmer Glass Pump Stations are currently being reviewed by the New Jersey Infrastructure Bank (NJIB) with hopes to obtain (grant) funding for those two locations.

Manasquan Force Main Break

Mr. Krause stated that a resolution has been placed on the regular meeting agenda for Board of Commissioner consideration to end the Manasquan State of Emergency. He has been communicating with the Borough Engineer regarding the proposed improvements for the replacement culverts and has requested that a casing pipe be installed under the culvert while the section is excavated so that if in the future, the Authority needs to run a parallel pipe, it would be able to slip line it through the steel casing without having to remove the culverts.

PLANT

Cogen Resiliency Upgrades:

Mr. Krause reported that engines # 1 and # 2 are operational and producing power. He calculated that in June, 2020 the two engines had produced approximately 68% of the total demand of plant power and both engines successfully completed NJDEP emission testing. As for engine # 3, he stated the Authority is waiting for warranty parts to be received and labor to be performed. Once complete, the punch list will be addressed and “island” testing finalized.

FINANCE & ADMINISTRATION

Status of 2019 Audit:

Mr. Bujak informed the Board that a draft copy of the audit was received on July 2nd and is in process of reviewing the report. He will be coordinating a finance committee tele-conference to include the auditor within the next two weeks for the purpose of discussing the report and recommending its approval at a subsequent Board meeting.

In addition, he stated that all SEC continuing disclosure filings as required by the Authority’s Bond Covenant(s) were uploaded to the Electronic Municipal Market Access (EMMA) website by the June 30th deadline date.

Annual Procurement Contracts

Mr. Krause reported that there are two resolutions on the Regular Meeting Agenda for Board of Commissioner consideration authorizing the solicitation of bids for chemicals, and sludge hauling as well as equipment repair, rentals and maintenance; electronic diagnostic troubleshooting and repair services for the 2021 fiscal year. These are recurring annual actions and it is his hope that award of these contracts occurs at the September Board meeting.

Mr. Krause informed the Board that the Authority’s current electrical supply contract will be expiring in September and will soon be scheduling a reverse auction to purchase electricity for a contract that will begin in October. A recently held preliminary auction indicated that while the Authority will save approximately 20% from current JCP & L rates, the basic kilowatt rate has increased approximately .01 per Kw-hr from the existing contract that was negotiated in 2018.

Adjustment of Public Bidding Threshold

Mr. Bujak informed the Board that the Division of Local Government Services issued Local Finance Notice 2020-14 reporting that the Office of the State Comptroller has adjusted the Public Bidding Thresholds effective July 1, 2020. This action occurs every five years, (in years ending with 0 or 5) and is determined using inflation factors from the immediate five preceding years. He stated a resolution has been placed on the regular meeting agenda for Board of Commissioner consideration amending the Authority's quote and bid thresholds to \$6,600 and \$44,000 respectively.

Vacant Office Coordinator Position:

Mr. Krause informed the Board that the Authority has been conducting interviews and hopes to have a decision and replacement recommendation soon.

COVID-19:

Mr. Krause reported the Authority continues to operate business as usual with no related illnesses or issues to report. For continued safety reasons, the Administration building remains closed to visitors and non-essential vendors, however those allowed to enter the building are screened using a written and signed questionnaire form.

BUSINESS:

- Resolution Authorizing the Transfer of Funds from the Revenue Account to the 2020 Operating/Payroll Accounts
- Resolution Authorizing Payment of the Current Month's Construction Project Bills
- Resolution Approving the June 11, 2020 Caucus & Regular Meeting Minutes as written
- Resolution to Authorize Solicitation of Bids to Furnish and Deliver Sodium Hypochlorite, Magnesium Hydroxide and for the Removal and Hauling of Sewer Sludge
- Resolution to Authorize Solicitation of Bids for Equipment Repair, Rental, Maintenance & Installation Services; Electrical Diagnostic, Troubleshooting and Repair Services
- Resolution Amending Established Purchasing Limitations as Set Forth Under The New Jersey Public Contracts Law
- Resolution Ending the State of Emergency Regarding a Forcemain Break Affecting the Infrastructure of the Authority

COMMISSIONER COMMENTS:

- None

PUBLIC PORTION:

It was moved by Commissioner May and seconded by Commissioner Mattia to open the public portion of the meeting. On voice vote, all voted aye.

Commissioner May asked if there was any member of the public listening, and if so for the record please state your

name, address, and nature of comments. Staff confirmed no electronic public comments had been received.

Hearing no public participating, Commissioner May made the motion to close the public portion of the meeting; Commissioner Mattia seconded. On voice vote, all voted aye.

ADJOURNMENT:

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