

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY
MINUTES - CAUCUS MEETING – MAY 14, 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, May 14, 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 April 23, 2020. The minutes of this meeting will be available after Board approval at a subsequent meeting.

Roll Call:

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

Messrs. Bonello, Bujak, Krause, and Timbrook.

ATTORNEY'S REPORT:

Mr. Bonello reported he reviewed the Meeting Agenda with Mr. Krause and Mr. Bujak and with the current environment (COVID-19) there is little to report other than the Authority continues to be running smoothly.

EXECUTIVE DIRECTOR'S REPORT:

SYSTEM

Outfall Condition Assessment:

Mr. Krause reported there has been no change other than he received the revised proposal to perform the Condition Assessment from CDM Smith, Inc. which will need to be reviewed in detail by the Engineering Committee.

Pump Station Upgrade Project:

Mr. Krause reported the Pump Station Upgrade Project continues to progress with the Wreck Pond Pump Station being 90% complete with minor items still needed to be addressed. The contractor has begun work full-time at the Wall North Pump Station. The original Pump Station Upgrade Project anticipated upgrades to the Brielle and Glimmer Glass Pump Stations however when bids were received the total project cost was greater than anticipated so to keep within the project's projected costs, these two pump stations were included as alternate items. He has

requested Mott MacDonald to provide the Authority with a proposal to repackage the Brielle and Glimmer Glass Pump Station Upgrades needed in a separate proposal in anticipation of soliciting a new bid package for these stations. He stated there have been rumors that Federal Stimulus Funds may become available as a result of the COVID-19 Pandemic, and has also requested of Mott MacDonald to include a task item to submit to the New Jersey Infrastructure Bank to prepare an application to be submitted in the hopes that grant funds become available. A resolution has been placed on the Regular Open Public Meeting Agenda for Board of Commissioners consideration and approval to award a Professional Engineering Service Contract to Mott MacDonald for the Brielle and Glimmer Glass Pump Station Upgrades.

PLANT

Cogen Resiliency Upgrades:

Mr. Krause reported there has been no real change at this time, however, some of the warranty repairs are scheduled to be completed next week. Also, the remanufactured engine is scheduled to be on-site within the next several days.

Adjacent Property (South M Street):

Mr. Krause reported he and Mr. Bonello continue to work with Wall Township's Assistant Administrator in drafting the language for the deed transfer for the M Street property.

Intermediate Settling Tank:

Mr. Krause reported that SMRSA staff has successfully rebuilt the flight and chain systems of the Intermediate Settling Tank which collects the sludge in the bottom of the tank. He added that it took a large effort on the part of SMRSA's staff to complete the task.

FINANCE & ADMINISTRATION

COVID-19:

Mr. Krause reported the Authority continues to operate business as usual with no related illnesses or issues to report. Within the last week, the Authority has been bringing back "on-call" staff to assist with special projects and work that has fallen behind due to the reduced staff schedule. Also, Management has decided to bring back the Operations Staff to full-time capacity starting Monday, May 18, 2020. The Administration Staff will continue to work from home if feasible at this time.

2019 Financial Audit:

Mr. Bujak reported the 2019 Financial Audit is about 85% complete. There have been no updates from New Jersey Pensions & Benefits regarding the health care and pension liability. He stated due to the reduced and remote schedule of the NJ State workers he is not expecting any guidance or liability numbers until at least the end of June. In the meantime, he and Mr. Krause have been working on the Management Discussion and Analysis (MD&A) portion of the Audit.

Mr. Cuva, Authority Auditor is in the process of completing the Single Audit on the Co-Gen Project as it is required due to the project being funded through grant funds supplied by the New Jersey Economic Development Authority.

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 April 9, 2020 Caucus & Regular Meeting Minutes as written
- Resolution Awarding a Professional Engineering Service Contract to Mott MacDonald for the Brielle and Glimmer Glass Pump Stations

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 Farrell made the motion to close the public portion of the meeting; Commissioner Cory 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.