

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY  
MINUTES - CAUCUS MEETING –SEPTEMBER 10, 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, September, 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 September 3, 2020. The minutes of this meeting will be available after Board approval at a subsequent meeting.

**Roll Call:**

**Present:**

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

Messrs. Bonello, Bujak, Krause, and Timbrook, Mrs. Lisa Kaminsky

**ATTORNEY'S REPORT:**

Mr. Bonello reported he reviewed with both Mr. Krause and Mr. Bujak the 2021 Annual Procurement and Service Bid Contracts, and recommended awarding all contracts to the lowest responsible bidders.

**EXECUTIVE DIRECTOR'S REPORT:**

**SYSTEM**

**Force Main and Outfall Condition Assessment:**

Mr. Krause reported that he held kickoff project meetings with each of the vendors that are supplying the condition assessment services. In the next stage they will be preparing detailed project planning documents on how the assessments will be performed. On-site work is expected to start in either November or December of 2020.

**Pump Station Upgrade Project:**

Mr. Krause reported the project is being closed out. On the agenda is a resolution for Board of Commissioners Consideration and Approval for a final quantities change order as the project was completed on time and under budget. All closeout documents are ready so that the final payment can be made to the contractor.

### **Manasquan Culvert Replacement:**

The town of Manasquan has a design for the culvert replacement that was out for bid. The railroad informed the town that there was an issue with part of the work needed to be done on the railroad right of way. The town of Manasquan has cancelled the bid and now has to go through the New Jersey Transit permitting process before they can award to a contractor. Mr. Krause also believes that they will need the Environmental Permits prior to the New Jersey Transit permitting. The town of Manasquan was anticipating getting the Environmental Permits Retroactively as the replacement is an emergency.

## **PLANT**

### **Cogen Resiliency Upgrades:**

Mr. Krause reported that engines # 1 and # 2 are operational and producing approximately 70% of total plant electrical demand. Regarding engine # 3, Mr. Krause stated that as a result of COVID 19, the Authority continues to struggle with the warranty repairs. A Cogen Engine service company located in Philadelphia has to inspect engine # 3 and are working on the punch list items for engines # 1 and # 2. Once complete, “black start” and “island” testings will begin.

## **FINANCE & ADMINISTRATION**

### **Capital Budget 2021**

Mr. Bujak stated that the board unanimously approved the resolution last month for the Outfall Condition Assessment with a value of \$512,000.00. The Capital Budget will now be amended and sent to the D.L.G.S. for approval.

### **2020 Amended Budget:**

Mr. Bujak reported that preliminary work has commenced for the 2020 Amended and 2021 Proposed Budgets. Executive Staff will be meeting on Monday September 14, 2020 for the first of three scheduled sessions to review this year’s budget and project expenses for 2021. Mr. Bujak thanked all Commissioners for getting their Informational Questionnaire returned as this information must be included in the budget documents that need to be sent to Trenton. Mr. Bujak will be scheduling a finance committee meeting on or about September 29, 2020. Mr. Bujak stated that as part of the budget process there will be a Sewer Rate Hearing in October.

### **Annual Contracts:**

Mr. Krause reported that there are several resolutions for Board of Commissioner Consideration and Approval for the 2021 Annual Contracts. There is a new contract this year for Pump and Motor Repair that is being awarded to Pilot Electric located in Neptune N.J.. The Sludge Hauling Contract will be awarded to Russell Reid, whose pricing has not changed. The 2021 Contract to Furnish & Deliver Bulk Sodium Hypochlorite is being awarded to Kuehue, whose rate has decreased from \$0.0855 to \$0.074. The 2021 Contract to Furnish & Deliver Magnesium Hydroxide, Thioguard is being awarded to Premier Magnesia, whose rate has gone up from \$0.195 to \$0.205 per wet pound. There were no bids received for the Electrical Repairs. The

Authority is considering whether or not to Re-Bid this contract as S.M.R.S.A. employees will be handling electrical repairs at this time. There are 2 Inter-Local Agreements for Sludge Disposal one with Stony Brook Regional Sewerage Authority and the other with Passaic Valley Sewerage Commission. The Stony Brook rates have remained the same while the Passaic Valley rates have gone up slightly.

### **Ad for Public Bid**

Mr. Krause reported that there is a resolution for Board of Commissioner Consideration and Approval to authorize the advertisement to Furnish and Deliver Settling Tank Parts and Materials – Settling Tank # 4. Mr. Krause stated that the Authority will procure the parts and materials, and the in-house staff will do the repairs. Materials are estimated to cost \$120,000.00 to \$130,000.00. Tank # 4 had a failure about a month ago and it was reconstructed with spare parts the Authority had in inventory. The decision to rebuild that tank was made after a thorough evaluation. The last full rebuild of Tank #4 was in the nineties.

### **New Jersey Utilities Authority Joint Insurance Fund**

Mr. Krause reported that there is a resolution for Board of Commissioner Consideration and Approval to renew the SMRSA's membership with the New Jersey Utilities Authorities Joint - Insurance Fund (J.I.F.) for a three year period beginning January 1, 2021. He stated that the Authority will need to notify the J.I.F. prior to October 1, 2020 if participating in the program. Mr. Bujak made an analysis comparing the rates from 2002 when the Authority was insured with Harleysville Insurance to the rates from the J.I.F reporting that the current premiums are about 25% lower than in 2002.

### **Staffing:**

Mr. Krause stated a resolution has been placed on the Regular Meeting Agenda for the Board of Commissioner consideration and approval of hiring Mrs. Lisa Kaminsky as Office Coordinator. Mr. Krause stated the Mrs. Kaminsky started this week and welcomed her.

Mr. Krause reported that the in house Engineer has given her letter of resignation, accepting a position at the Township of Ocean Sewerage Authority.

### **COVID-19:**

Mr. Krause reported the Authority continues to operate business as usual (maintaining social distancing) 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 August 13, 2020 Caucus & Regular Meeting Minutes as written
- Resolution to Amend the 2020 Capital Budget to account for the Force Main/ Outfall Pipe Condition Assessment Project
- Resolution to Renew Membership in the New Jersey Utility Authorities – Joint Insurance Fund
- Resolution to award the 2021 Contract to Furnish & Deliver Bulk Sodium Hypochlorite
- Resolution to award the 2021 Contract to Furnish & Deliver Magnesium Hydroxide, Thioguard
- Resolution to award the 2021 Contract for the Removal and Hauling of Liquid Sewer Sludge
- Resolution to award the 2021 Contract to Furnish Pump and Motor Repairs and the Purchase of New Pumps and Motors
- Resolutions to approve inter-local agreements with Passaic Valley Sewerage Authority and Stony Brook Regional Sewerage Authority for the year 2021
- Resolution to Authorize Solicitation of Bids to Furnish and Deliver Settling Tank Parts and Materials – Settling Tank # 4
- Resolution Ratifying the Actions of the Executive Director in Offering a Conditional Offer of Employment to Ms. Lisa Kaminsky for the Office Coordinator Vacancy
- Resolution Accepting the Resignation of Employee Number 24998
- Resolution Authorizing the Execution of a Final Quantities Contract Close Out Change Order for the Pump Station Upgrades Project
- Resolution Approving a Sewer Extension for a Previously Approved Sewer Extension for the Township of Wall (Halifax at Ramshorn Section II)

**COMMISSIONER COMMENTS:**

None.

**PUBLIC PORTION:**

It was moved by Commissioner May and seconded by Commissioner Cory 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 Cory seconded the motion. On voice vote, all voted aye.