

**SOUTH MONMOUTH REGIONAL SEWERAGE AUTHORITY  
CAUCUS MEETING – APRIL 8, 2021**

**CALL TO ORDER:**

The Caucus Meeting of the South Monmouth Regional Sewerage Authority is called to order at 3:03 p.m. on Thursday, April 8, 2021.

**Moment of Silence and Salute:**

Led by Chairman Lynch

**Announcement:**

This meeting is 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 Thursday, February 18, 2021. The minutes of this meeting will be available after Board approval at a subsequent meeting.

**Roll Call:**

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

Mr. Bonello, Mr. Bujak, Mr. Krause, and Mr. Timbrook.

Mr. Krause stated that Wall Township has not notified the Authority of a Replacement Commissioner.

**Excused:**

Commissioner Donovan

**ATTORNEY'S REPORT:**

Mr. Bonello reported during the month he worked with Mr. Krause and Mr. Bujak on several issues; which will be discussed in the Executive Director's Report.

**EXECUTIVE DIRECTOR'S REPORT:**

**SYSTEM**

**Force Main/Outfall Condition Assessment (CA):**

Mr. Krause reported that the Brielle 12" DIP Force Main Line Emergency Repair Work was successfully completed. There were a few odor complaints from residents due to the curing process of the fiberglass pipe liner. Authority staff will advise and notify residents of the process in advance if the process is used again in the future. The Emergency Repairs took three (3) days from start to finish. The Authority is still waiting on the final results of the Glimmer Glass Section of the Force Main.

### **Solicitation of Bids to Furnish and Deliver Pump Station/Meter Chamber Control Panels:**

Mr. Krause stated a Resolution has been placed on the Regular Meeting Agenda for Board of Commissioners Consideration and Approval to Authorize Solicitations of Bids to Furnish and Deliver Pump Station/Meter Chamber Control Panels. He reported that the upgrades will be for the four (4) pump stations that were not updated post Super Storm Sandy; the existing panels in the four (4) are over 20 years old. In addition to updating the four (4) control panels the SCADA package for the South Wall Meter Chamber will be updated. Authority Staff will be installing the panels.

## **PLANT**

### **NJDEP:**

Mr. Krause reported that the Authority is still awaiting guidance about the proposed rule change for Hydrogen Sulfide (H<sub>2</sub>S) being considered a hazardous Air Pollutant (HAP). The NJDEP is having an open public hearing at 4:00 pm on Thursday, April 8, 2021. Members of the AEA will be testifying at the hearing to voice their concerns. Mr. Krause will keep the Commissioners updated as information become available.

### **Cogen Resiliency Upgrades:**

Mr. Krause reported the Co-Generation System warranty repairs are still ongoing due to COVID-19. Final testing will take place once all repairs are complete.

## **FINANCE & ADMINISTRATION**

### **COVID-19:**

Mr. Krause reported that there was one (1) new case reported at the Authority. Staff members continue to receive the vaccines. 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.

### **Personnel:**

Mr. Krause reported the Authority has conducted five (5) interviews for vacant positions within the past month. The Human Resources Committee met to review the qualifications of the candidates. Mr. Krause stated that a Resolution has been placed on the Regular Meeting Agenda for Board of Commissioners Consideration and Approval to Authorize the Executive Director to Offer a Conditional Offer of Employment Letters to Messrs. Jose Serrano and Douglas Ward for the Apprentice II Vacancies.

Mr. Krause reported during the January 2021 Regular Open Public Meeting, the Board of Commissioners approved Resolution # 08-12 authorizing the Executive Director to offer Conditional Letter of Employment to Employee # 62114. 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, and Management has determined that said employee will not meet the general expectations of an 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 62114, effective March 15, 2021.

**2021 Financial Disclosure Statements:**

Mr. Bujak reported that every April the Division of Local Government requires all Commissioners, Senior Managers, and Personnel with Management Responsibilities complete their online financial disclosure forms. Mr. Bujak has updated the roster for Authority staff changes and removing the Wall Township Representative. Once the Local Finance Notice and Instructions is received, Mr. Bujak will forward the forms to all Commissioners. The deadline to file is April 30, 2021.

**Monitoring Activities:**

Mr. Krause reported that the Authority is in the process of updating the Personnel Policies Manual. Every two (2) years the Joint Insurance Fund (JIF) requires its members to complete and update which this year includes Marijuana Legislation and Mandatory COVID-19 Vaccinations. The Authority will be working on updating the manual by the November deadline.

**BUSINESS:**

- Resolution to Authorize the Transfer of Funds from the Revenue Account to the 2021 Operating and Payroll Accounts
- Approve the March 11, 2021 Caucus & Regular Meeting Minutes as written
- Resolution Ratifying the actions of the Executive Director in severing the employment of Employee #62114
- Resolution Authorizing the Executive Director to Offer Conditional Letters of Employment to Messrs. Jose Serrano and Douglas Ward for the Apprentice II Vacancies.
- Resolution to Authorize Solicitation of Bids to Furnish and Deliver Pump Station/Meter Chamber Control Panels

**COMMISSIONER'S  
COMMENTS:**

Commissioner Mattia asked Mr. Krause if the CDL License requirements supersede the Marijuana Legislation. Mr. Krause responded in the affirmative stating that the Federal Government considers marijuana illegal. Mr. Bonello stated that marijuana should be analogized to alcohol, and recommended that the Authority Policy and Procedures should reflect these new

rules with marijuana. Mr. Krause stated the he will be communicating with local authorities about the new rules and regulations regarding legalized marijuana.

**PUBLIC PORTION:**

Commissioner Lynch made a motion to open the public portion of the meeting.

Commissioner Mattia seconded the motion. On voice vote, all voted aye.

*If there is any member of the public listening, for the record please state your name, address and nature of the comment(s)*

*Staff verified there was no receipt of any Public Electronic Communication*

Commissioner Lynch made a motion close the public portion of the meeting.

Commissioner Mattia seconded the motion. On voice vote, all voted aye.

**ADJOURNMENT:**

Commissioner Lynch made a motion to adjourn the Caucus Meeting.

Commissioner Mattia seconded the motion. On voice vote, all voted aye.