

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, January 8, 2018, 7:00 p.m.
MCBOA Conference Room
200 Harbor Way, Belford, New Jersey**

I. CALL TO ORDER

Michael C. Sachs, Authority Chairman, called the Meeting to Order.

II. COMPLIANCE STATEMENT:

The Chairman announced that adequate notice has been given to the public and press of the date, time and place of this Meeting, in accordance with P.L. 1975, Chapter 231, "Open Public Meetings Act."

III. ROLL CALL – ATTENDANCE

Members Present: Aumack, Knox, Loud-Hayward, Sachs, Scarano, Smith & Sodon
Members Absent: Foley & Schoeffling

Also Present: Gregory Vella, Esq., Attorney, Collins, Vella and Casello, L.L.C.
Dennis Dayback, P.E. Authority Engineer, T&M Associates
Theodore Panis, CPA, Authority Auditor, Panis & Attner, P.A.
Barbara Vilanova, MCBOA Administrative Assistant
Edward Tuberion, Jr. MCBOA Foreman

IV. Approval of Minutes – Authority Public Hearing on 2018 Budget Held on 12/11/17

On **Motion** by Mr. Knox, **Seconded** by Mr. Sodon, the Minutes of the 12/11/17 Public Hearing were approved as presented by all Members present, no nays, no abstain, two absent.

V. Approval of Minutes – Authority Regular Meeting Held on 12/11/17

On **Motion** by Mr. Knox, **Seconded** by Mr. Sodon, the Minutes of the Regular Meeting of 12/11/17 were approved as presented by all Members present, no nays, no abstain, two absent.

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberion, MCBOA Foreman, presented his monthly report:

❖ **Monthly Highlights**

- SREC's current pricing \$191.
 - 48 SREC's October 2017- auctioned 12/13/17 @ 200 = \$9,800
 - 35 SREC's November 2017 to be auctioned 1/17
 - 25 SREC's earned December 2017
- Liner repairs- waiting for Liner certification from T&M
- A/C Repairs
 - C&C= \$41,755
 - Comfort Zone \$39,800
 - TK Heating & Air- no submittal
- Vehicle update- 2018 Tahoe delivered 12/11/18

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- Belford Diesel automatic discharge valve repairs complete
- Air compressor pump replaced at Belford
- VFD cooling fan repair invoice adjustment – reduced \$60.25
- Power Resiliency HMP draft comments
- Backflow preventer tested 12/1/17
- JIF Safety meeting attended 12/14/17
- Employee Quarterly Safety meeting held 12/15/17

Office Manager's Monthly Report

Ms. Vilanova reported on the following items:

❖ Administrative Highlights

- All employees received a memo with their accumulated sick time.
- Employee deductions adjusted to reflect 2018 salary rate.
- 4th Quarter Pension Report of Contributions completed and payment made.
- BRSA billed for 1st Quarter 2018.
- 4th Quarter Officers report on unencumbered moneys sent to Trustee.
- Adopted 2018 Budget received from DCA with approval.
- New Automobile Insurance Cards & Workers Compensation Notices for 2018 received.
- Risk Management Consultants Agreement.
- Disability Insurance Company notified of new salaries.
- NJUA JIF Executive Committee & Alternates ballot.
- County Clerk advised of the member whose term is up for reappointment.

On **Motion** by Mr. Knox, **Seconded** by Mr. Scarano, the board authorized Mr. Dayback and T&M Engineers to complete the Annual Consulting Engineers report as required by our Bond Trustee. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, two absent.

Attorney's Report

Mr. Vella provided the following information:

RFP's for professionals have been provided and are on the Authority's website. RFP's will be received on January 23th, 2018.

Engineer's Report

Mr. Dayback submitted a Draft engineering services agreement for the NJITF pipeline assessment project. Upon approval the agreement will be uploaded to aid in obtaining short term financing for the planning and design costs. After discussion there are a few modifications that need to be made to the agreement. Mr. Vella will review the changes and Mr. Dayback will upload the agreement to the system.

On **Motion** by Mr. Scarano, **Seconded** by Mr. Knox, the board authorized Mr. Dayback to upload the Engineering Services Agreement, once Mr. Vella approves, to the NJITF website. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, two absent.

Mr. Dayback is in the process of preparing the liner certification for the Union Beach Retention Pond.

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Mr. Dayback reported that there has been no further communication for the NJNG Many Mind Creek Remediation, Whirl Construction, the ACOE Port Monmouth Flood Protection Project or the Monmouth County Parks Trail Renovation.

Resolution offered by Ms. Loud-Hayward:

**Resolution of the
Monmouth County Bayshore Outfall Authority
Appointing Risk Management Consultant**

WHEREAS, the Monmouth County Bayshore Outfall Authority is a Member of the New Jersey Utility Authorities Joint Insurance Fund, following a detailed analysis; and

WHEREAS, the bylaws of said Fund require that each Authority appoints a Risk Management Consultant to perform various professional services as detailed in the bylaws; and

WHEREAS, the bylaws indicate a minimum fee equal to six percent (6%) of the Authority's assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Authority;

WHEREAS, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical;

NOW THEREFORE, be it resolved that the Monmouth County Bayshore Outfall Authority does hereby appoint Charles L. Casagrande, CPCU, Vice President/Secretary of Danskin Agency, as its Risk Management Consultant, in accordance with the Fund's bylaws; and

BE IT FURTHER RESOLVED that the Governing Body are hereby authorized and directed to execute the Risk Management Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA 40A:11-5 (1) (a) (i).

Seconded by Mr. Scarano, and on a roll call the following vote was recorded:

AYES: Aumack, Knox, Loud-Hayward, Sachs, Scarano, Smith & Sodon
NAYS: None
ABSENT: Foley & Schoeffling
ABSTAIN: None

Resolution offered by Mr. Scarano:

Approval of Vouchers

BE IT RESOLVED by the Monmouth County Bayshore Outfall Authority that the following bills or items or demands are hereby approved as amended and authorized for payment out of the appropriate funds or accounts established therefore subject to the availability of funds:

**Monmouth County Bayshore Outfall Authority
List of Operating Vouchers – January 8, 2017**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Cablevision	\$148.78	Phone & internet Union Beach 1/1-1/31/18
2		Comcast	\$305.06	Triple Play Package- Belford 12/26-1/25/18

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3		Constellation Energy	\$10.25	Belford Street Lighting 11/21-12/20/17
4	6201	JCP&L	\$934.94	Belford 11/03-12/04/17
5		JCP&L	\$27.96	Belford Street Lighting 11/21-12/20/17
6		NJAWC	\$48.78	Union Beach 11/29-12/28/17
7		ADP	\$57.49	Payroll services 12/14/17
8		ADP	\$57.49	Payroll services 12/28/17
9	6200	AT&T	\$108.61	Foreman's cell phone 12/5-1/4/18
10		Barbara Vilanova	\$200.00	Uniform Allowance
11		Collins,Vella&Casello	\$390.00	General Services – December 2017
12		Edward Tuberion	\$200.00	Uniform Allowance
13		EMA	\$4,275.00	PM Inspection
14		Emergency System Services	\$2,438.09	Annual contract for Generator Sevice
15		Garden State Labs	\$3,806.00	Outside Laboratory services -November
16		Grainger	\$112.50	Battery charger/starter
17		Hach Company	\$318.89	PH probe
18		Hertrich Fleet Services	\$33,344.00	2018 Chevrolet Tahoe
19		Jaspan Brothers Hardware	\$45.24	Fuses,hardware,oil
20		JCT Waste Oil, LLC	\$100.00	Removal of waste oil
21		John Roche	\$200.00	Uniform Allowance
22		Jonathan Mannarino	\$200.00	Uniform Allowance
23		Longo	\$1,630.00	Service calls 10/17 & 10/18
24		Michael Dickie	\$200.00	Uniform Allowance
25		NJUA JIF	\$19,307.50	1 st Installment of 2018 Insurance
26		Robert Chrzan	\$200.00	Uniform Allowance
27		Sakoutis Brothers	\$70.00	Garbage pick-up- January
28		Schaible's Plumbing	\$1,000.00	Quarterly Backflow Preventer Testing
29		Scales Industrial Technology	\$1,958.00	Rebuilt Quincy Compressor
30		Tami Nelson	\$200.00	Uniform Allowance
31		TOMSA	\$873.10	430.1 Gallons of unleaded fuel 9/1- 11/30/17
32		Water Environment Federation	\$107.00	Annual Membership renewal J. Mannarino
33		Water Environment Federation	\$107.00	Annual Membership renewal T. Nelson
34		Water Environment Federation	\$107.00	Annual Membership renewal E. Tuberion
35		Xerox	\$111.65	Monthly copier rental 11/20-12/21/17
		TOTAL	<u>\$73,200.33</u>	

Fringe benefits and payroll processed after the September Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 12/11/17

Date	Check No.	To	Amount	Description
12/15/17	ADP	Employee's Payroll & Payroll Taxes	\$15,620.29	Payroll of 12/15/17
12/29/17	ADP	Employee's Payroll & Payroll Taxes	\$19,290.66	Payroll of 12/29/17
12/01/17	6202	Sun Life Financial	\$ 767.96	Jan. long-term disability benefits ins
12/15/17	TEP	NJSHBP	\$ 17,402.39	Health benefits

Seconded by Mr. Knox and on a roll call the following vote was recorded:

AYES: Aumack, Knox, Loud-Hayward, Sachs, Scarano, Smith & Sodon
 NAYS: None
 ABSENT: Foley & Schoeffling

Public Portion

Chairman Sachs opened the Meeting to the public. There being no one appearing to be heard, Chairman Sachs declared the public portion of the Meeting closed to the public.

Adjournment

There being no further business to come before the Meeting, on **Motion** by **Mr. Knox**, Seconded by **Mr. Scarano**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, two absent, the Meeting adjourned at 7:34 p.m.

Respectfully submitted by: _____

Barbara Vilanova, Recording Secretary

Actions Taken at this meeting:

Resolution Appointing Risk Management Consultant

Payment of Bills