

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, January 9, 2012, 7:30 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, Foley, Knox, Loud-Hayward, Sachs, Schoeffling, Smith & Sodon
Members Absent: Bateman

Also Present: Gregory Vella, Esq., Attorney, Collins, Vella and Casello, L.L.C.
John McKelvey, P.E., Authority Engineer, T&M Associates
Barbara Vilanova, MCBOA Administrative Assistant
Edward Tuberon, Jr. MCBOA Foreman

IV. Approval of Minutes – Authority Public Hearing on 2012 Budget Held on 12/12/11

On **Motion** by Mr. Schoeffling, **Seconded** by Ms. Loud-Hayward, the Minutes of the 12/12/11 Public Meeting were approved as presented by all Members present, no nays, none abstain, one absent.

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

On **Motion** by Mr. Aumack, **Seconded** by Mr. Sodon, the Minutes of the Regular Meeting of 12/12/11 were approved as presented by all Members present, no nays, none abstain, one absent.

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberon, MCBOA Foreman, presented his monthly report:

❖ **Monthly Highlights**

- SREC's
- Permit Modifications – PCB poposals
- Slump block inspection
- Keansburg flow
- BRSA sampling at Union Beach
- Boiler repair
- Website-RFP's & help wanted ad

Office Manager's Monthly Report

Ms. Vilanova reported on the following items:

❖ **Administrative Highlights**

- All employees received a memo with their accumulated sick time.
- 4th Quarter Pension Report of Contributions completed and payment made.
- BRSA billed for 1st Quarter 2011.
- Keansburg billed for 1st Quarter based on estimated flow rate.
- 4th Quarter Officers report on unencumbered moneys sent to Trustee.
- Adopted 2011 Budget sent to DCA for approval.
- New Automobile Insurance Cards & Workers Compensation Notices for 2010 received.
- Risk Management Consultants Agreement.
- Disability Insurance Company notified of new salaries.

Attorney's Report

Mr. Vella provided the following information:

Mr. Vella has been in touch with the NJDEP regarding the wetlands permit for the Coe Place repair. He will continue to monitor the permit and its approval.

RFP's for professionals have been provided and are on the Authority's website. RFP's will be received on January 18th, 2012.

Mr. Vella has also provided a resolution for the Authority to utilize Marex Spectron for the auctioning of SREC's. Marex Spectron has been approved by the DCA as an authorized online SREC public auction site.

Engineer's Report

▪ **Force Main Thrust Repair- Coe Place**

Mr. McKelvey reported that the project was awarded to J. Fletcher Creamer & Son, Inc. A preconstruction meeting was held on January 5th 2012. The wetlands permit application was forwarded to the NJDEP and T&M has been in contact with them and has responded to comments. The contractor is working on a DOT permit to be able to use Highway 36 as an entry point. The contractor is also contacting the homeowner that is adjacent to the area to set up an insurance inspection. The contractor is also working on a timeline for the project.

▪ **New Jersey Natural Gas Cleanup at Many Mind Creek**

Mr. McKelvey reported that the Authority Attorney is still awaiting ERM's report on their findings. ERM had anticipated the report would be completed by the end of the year; however, T&M hasn't received anything yet.

▪ **Emergency Back-up Power Evaluation**

Mr. McKelvey reported that T&M has completed Emergency Back-up Power Evaluation study. Two of the immediate issues that the Authority should look into are the loss of a phase coming into the building. When this occurs other users in the area aren't affected. Mr. McKelvey suggests the Authority send a formal inquiry to their JCP&L account representative requesting a reliability evaluation and provide JCP&L with specific dates of the loss of phase. The second issue is the Voltage Regulator failure on the existing backup generator. T&M contacted the manufacturer regarding these failures and the manufacturer is not aware of any reliability issues with this particular type of voltage regulator. It is T&M's recommendation that the manufacturer be brought in to inspect the unit for the next scheduled maintenance. If the voltage regulator fails again the failed voltage regulator should be provided to the manufacturer for analysis. MCBOA staff has purchased two spare voltage regulators to keep in inventory in the event of another failure.

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Additional improvements would be the replacement of the existing diesel pump, the installation of a new permanent generator to back up the entire facility or accommodations for a small portable backup generator. The prices for the improvements range from \$11,000 plus weekly rentals up to \$1,000,000.

Commissioner Sodon suggested that the Authority look into grants to purchase a generator. Mr. McKelvey will look into this matter. Also, Mr. Vella will prepare a response to Mr. Parkinson with a copy of the finalized report.

New Business

The NJUAIJIF nomination statement for the 2012 Slate for the JIF Executive Committee and Alternates was discussed. The Board agreed to vote for the full slate.

Ms. Vilanova also informed the three commissioners who are up for reappointment that the county has been notified and someone from the county will be in touch with them. The reorganization meeting is scheduled for February 6th.

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. Knox, and on a roll call the following vote was recorded:

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

Resolution offered by Mr. Schoeffling:

A RESOLUTION
OF THE
MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY
AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO LONGER NEEDED FOR
PUBLIC USE ON AN ONLINE AUCTION WEBSITE AND ENTERING INTO A BROKERAGE
CONTRACT WITH MAREX SPECTRON TO ADMINISTER THE ONLINE AUCTION

WHEREAS, MCBOA has constructed a Solar Photovoltaic System. This solar system produces Solar Renewable Energy Credits, hereinafter (SRECs); and

WHEREAS, these SRECs, can be sold on the open market; and

WHEREAS, SRECs are considered surplus personal property that are no longer need for public use; and

WHEREAS, the SRECs produced by the solar system has been determined that they are are not needed for public use and can be sold by MCBOA; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c. 30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

WHEREAS, MCBOA intends to utilize the online auction services of Marex Spectron whose website is entitled www.marexspectron.com; and

WHEREAS, Marex Spectron is an approved provider of Solar-REC online auctions by the Department of Community Affairs; and

WHEREAS, since Marex Spectron is an approved provider of Solar-REC online auctions, MCBOA is permitted to enter into a contract with Marex Spectron; and

WHEREAS, MCBOA has determined it is in the best interest of MCBOA to use Marex Spectron to sell MCBOA's SREC's; and

WHEREAS, all sales of the SRECs by online auction will be conducted pursuant to the Division of Local Government Services' Local Finance Notice 2008-9; and

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of MCBOA that MCBOA is hereby authorized to sell SRECs, produced by MCBOA's Solar System by online auction through Marex Spectron website entitled, www.marexspectron.com; and

BE IT FURTHER RESOLVED, Michael Sachs, Chairman of MCBOA is hereby authorized to enter into a contract with Marex Spectron, which will conduct online auction of MCBOA's SRECs and the contract will provide that Marex Spectron will charge "No Fee" to MCBOA for their services; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution shall be filed with the secretary of MCBOA and available for inspection, pursuant to New Jersey Law.

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

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

Resolution offered by Mr. Knox:

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 9, 2012**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Avaya, Inc	\$42.98	Monthly ACS maintenance agreement
2		Hess	\$6,094.93	Union Beach 11/17-12/15/11
3		Hess	\$98.47	Sandy Hook 11/4-12/2/11
4		JCP&L	\$45.23	Belford Street Lighting 11/16-12/15/11
5	3646	JCP&L	\$758.81	Belford 11/5-12/6/11
6	3645	JCP&L	\$81.01	Sandy Hook 11/4-12/2/11
7		JCP&L	\$3,028.83	Union Beach 11/17-12/15/11
8		NJAWC	\$80.00	Belford 11/18-12/21/11
9		NJAWC	\$80.00	Belford 10/20-11/18/11
10		Verizon	\$79.91	Union Beach 12/17-1/16/12
11		Verizon	\$14.12	Belford long distance- 12/23-1/22/12
12		Verizon	\$145.79	Belford all in one/fax – 12/14-1/13/12
13		Verizon Online	\$50.74	Broadband Service- 12/16-1/15/12
14		ADP	\$45.45	Payroll services 12/23/11
15		ADP	\$57.96	Payroll services 12/08/11
16		AEA	\$3,200.00	2012 Membership
17	3644	AT&T	\$96.99	Foreman’s cellular phone 11/5-12/4/11
18		Barbara Vilanova	\$200.00	Clothing Allowance
19		Collins, Vella & Casello	\$1,361.50	General services - December
20		Cummins Power Systems	\$1,420.06	Water Pump
21		Edward Tuberton, Jr.	\$200.00	Clothing Allowance
22		Edward Tuberton, Sr.	\$200.00	Clothing Allowance
23		Gannett Newspapers	\$64.00	Publication of SREC Auction-Aug
24		Gannett Newspapers	\$51.00	Publication of budget hearing
25		Garden State Labs	\$5,340.00	Outside Lab costs – November 2011
26		Home Depot	\$116.07	Ceiling Tiles
27		Jaspan Hardware	\$74.71	Supplies for December- house holder/bulbs
28		John Roche	\$200.00	Clothing Allowance
29		Michael Dickie	\$200.00	Clothing Allowance
30		NJDEP	\$106.20	WP March 2012 study
31		NJUAJIF	\$13,143.49	1 st Installment of 2012 Insurance
32		One Call Concepts	\$194.88	One call notices for November

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33	Robert Chrzan	\$200.00	Clothing Allowance
34	Roger Dandorph	\$200.00	Clothing Allowance
35	Sakoutis Brothers Disposal	\$70.00	Monthly trash pick-up – January
36	Staples	\$370.76	Plans copied
37	Staples	\$54.70	Binders and desk planner
38	T&M Engineering	\$980.77	October general services
39	T&M Engineering	\$766.83	Emergency repair –solicit quotes
40	T&M Engineering	\$4,646.50	Backup Power Study
41	TNJ Marine	\$8,875.00	Outfall Inspection
42	Tom’s Ford	\$1024.49	Repair exhaust leak on P/U truck
43	Township Hardware	\$19.48	Drain auger & Liquid Plumber
	TOTAL	<u>\$54,081.66</u>	

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

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
12/23/11	Ceridian	Employee’s Payroll & Payroll Taxes	\$15,336.61	Payroll of 12/23/11
12/15/11	3643	Chase	\$ 785.67	Procurement card Purchases
11/01/11	3673	Sun Life Financial	\$ 754.81	Jan. long-term disability benefits ins.
12/01/11	3647	Delta Dental	\$ 1,002.81	Dental premium January
11/15/11	TEPS	NJSHBP	\$10,416.39	December Health Benefits

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

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

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. Smith**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, one absent, the Meeting adjourned at 8:11 p.m.

Respectfully submitted by: _____
 Barbara Vilanova, Recording Secretary

Actions Taken at this meeting:

- Resolution Appointing Risk Management Consultant
- Resolution Authorizing SREC Public Auction with Marex Spectron
- Payment of Bills