

**Minutes of the Regular Meeting of the  
Monmouth County Bayshore Outfall Authority  
Monday, January 11, 2016, 7:30 p.m.  
MCBOA Conference Room  
200 Harbor Way, Belford, New Jersey**

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**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, Scarano, Schoeffling, Smith & Sodon  
Members Absent: None

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

**IV. Approval of Minutes – Authority Public Hearing on 2016 Budget Held on 12/14/15**

On **Motion** by Mr. Schoeffling, **Seconded** by Mr. Scarano, the Minutes of the 12/14/15 Public Hearing were approved as presented by all Members present, no nays, one abstain (Loud-Hayward), none absent.

**V. Approval of Minutes – Authority Regular Meeting Held on 12/14/15**

On **Motion** by Mr. Schoeffling, **Seconded** by Mr. Scarano, the Minutes of the Regular Meeting of 12/14/15 were approved as presented by all Members present, no nays, one abstain (Loud-Hayward), none absent.

**REPORT OF ADVISORS**

**Foreman's Monthly Report**

Edward Tuberton, MCBOA Foreman, presented his monthly report:

❖ **Monthly Highlights**

- SREC's current pricing \$262. 34 ready for auction, 22 earned in December.
- Fire Alarms installed- final inspection done in Belford, UB waiting for final.
- Backflow testing completed 12/16/15.
- Window installation completed- waiting for quote for 2 more windows.
- Computers- lab laptop replaces, office printer replaced. All computers backed up 12/21/15.
- Annual permit fee received- \$75,548.
- Safety/Employee meeting held on 12/18/15.
- December DMR

**Office Manager's Monthly Report**

Ms. Vilanova reported on the following items:

❖ **Administrative Highlights**

- All employees will receive a memo with their accumulated sick time.
- Employee deductions adjusted to reflect 2016 salary rate.
- 4<sup>th</sup> Quarter Pension Report of Contributions completed and payment made.
- BRSA& Keansburg billed for 1<sup>st</sup> Quarter 2016.
- 4<sup>th</sup> Quarter Officers report on unencumbered moneys sent to Trustee.
- Adopted 2016 Budget sent to DCA for approval.
- New Automobile Insurance Cards & Workers Compensation Notices for 2016 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.

**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 15<sup>th</sup>, 2016.

**Engineer's Report**

▪ **Many Mind Creek- NJNG Soil Remediation**

Mr. Henderson reported that the review of the proposed plan from NJNG has been completed and a letter sent to NJNG with comments.

**Resolution offered by Mr. Schoeffling:**

**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, Foley, Knox, Loud-Hayward, Sachs, Scarano, Schoeffling, Smith & Sodon  
 NAYS: None  
 ABSENT: None  
 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 11, 2016**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Avaya, Inc	\$65.58	Monthly ACS maintenance agreement-Jan.
2		Cablevision	\$140.54	Phone & internet Union Beach 1/1-1/31/16
3		Comcast	\$224.75	Phone & Internet Belford 12/26-1/25/16
4		JCP&L	\$7,986.37	Union Beach 12/01-12/30/15
5		JCP&L	\$1,297.15	Belford 11/5-12/4/15
6		JCP&L	\$172.81	Sandy Hook 11/6-12/8/15
7		JCP&L	\$59.77	Belford Street Lighting 11/21-12/22/15
8		NJAWC	\$108.80	Belford 11/25-12/22/15
9		NJAWC	\$40.63	Union Beach 11/25-12/24/15
10		ADP	\$54.04	Payroll services 12/17/15
11		ADP	\$55.64	Payroll services 12/31/15
12	<b>5405</b>	AT&T Wireless	\$98.10	Foreman's cell 12/5/15-1/4/16
13		Barbara Vilanova	\$200.00	Uniform Allowance
14		Collins, Vella & Casello	\$180.00	General services for December
15		Edward Tuberton	\$200.00	Uniform allowance
16		Gannett NJ Newspapers	\$68.00	SREC auction 12/8/15 & affidavit
17		Gannett NJ Newspapers	\$49.25	Advertise 2016 Budget hearing
18		Gannett NJ Newspapers	\$70.25	Request for Proposal
19		Hach Company	\$558.55	Reagents, solutions & deionized water for lab
20		Jaspan Brothers South	\$163.99	Portable utility pump, hardware, duct tape
21		John Roche	\$200.00	Uniform Allowance
22		Jonathan Mannarino	\$200.00	Uniform Allowance
23		Kepwel	\$35.00	7-5 gal jugs of water for office
24		Michael Dickie	\$200.00	Uniform Allowance
25		Middletown Plumbing	\$73.62	Hardware

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26	NJUAJIF	\$17,553.44	1 <sup>st</sup> Installment of 2016 Insurance
27	Noveda Technologies	\$1,615.00	Sunflow Monitoring Production
28	QC Laboratories	\$3,900.00	Outside Lab 11/18-12/18/15
29	Robert Chrzan	\$200.00	Uniform Allowance
30	Sakoutis Brothers	\$70.00	Garbage pick-up January
31	Schaibles Plumping	\$1,000.00	Quarterly backflow testing
32	Staples	\$1,000.96	New lap top for lab, printer & shredder for office
33	Tami Nelson	\$200.00	Uniform Allowance
34	The Bank of New York	\$1,650.00	Annual Fee Series 2005 A-2
35	The Bank of New York	\$1,650.00	Annual Fee Series 2005 A
36	Treasurer, State of New Jersey	\$200.00	Annual Physical Connection Permit
37	Water Environment Federation	\$103.00	Annual membership- J. Mannarino
38	Xerox	\$111.65	Monthly copier rental 11/23-12/24/15
	<b>TOTAL</b>	<b><u>\$41,756.89</u></b>	

**Fringe benefits and payroll processed after the December Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 12/14/15**

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
12/17/15	ADP	Employee's Payroll & Payroll Taxes	\$14,903.57	Payroll of 12/17/15
12/31/15	ADP	Employee's Payroll & Payroll Taxes	\$ 17,387.25	Payroll of 12/31/15
01/01/16	5406	Sun Life Financial	\$ 748.13	Jan. long-term disability benefits ins.

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

AYES: Aumack, Foley, Knox, Loud-Hayward, Sachs, Scarano, Schoeffling, Smith & Sodon  
 NAYS: None  
 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 **Ms. Loud-Hayward**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, none absent, the Meeting adjourned at 7:44 p.m.

Respectfully submitted by: \_\_\_\_\_  
 Barbara Vilanova, Recording Secretary

Actions Taken at this meeting:

Resolution Appointing Risk Management Consultant  
 Payment of Bills