

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, January 13, 2020, 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, Foley, Knox, Sachs, Scarano, Schoeffling, Smith, Sodon & Toomey

Members Absent: None

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 Tuberton, Jr. MCBOA Operations Manager

IV. Approval of Minutes – Authority Public Hearing on 2020 Budget Held on 12/09/19

On **Motion** by Mr. Aumack, **Seconded** by Mr. Knox, the Minutes of the 12/09/19 Public Hearing were approved as presented by all Members present, no nays, none abstain, none absent.

V. Approval of Minutes – Authority Regular Meeting Held on 12/09/19

On **Motion** by Mr. Aumack, **Seconded** by Mr. Knox, the Minutes of the Regular Meeting of 12/09/19 were approved as presented by all Members present, no nays, none abstain, none absent.

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberton, MCBOA Operations Manager, presented his monthly report:

❖ **Monthly Highlights**

- SREC's current pricing \$224
 - 109 SREC's for September & October auctioned 12/17 @ \$224= \$24,416
 - 37 SREC's for November to be auctioned 1/14/20
 - 23 SREC's for December 2019
- UST repairs to interstitial sensor quote \$11,050
- Notice to proceed to GS Labs for new 2 year contract.
- Employee Jonathan Mannarino resignation
- Diesel engine starter solenoid rebuilt at Belford

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- Meeting with T&M for annual engineers report.
- BRSA resiliency project data.
- Backflow preventers tested 12/17.
- Backflow preventer physical connection permit renewed.
- Employee Quarterly/Safety meeting held 12/13.

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 2020 salary rate.
- 4th Quarter Pension Report of Contributions completed and payment made.
- BRSA billed for 1st Quarter 2020
- TOMSA 1st Quarter payment received.
- 4th Quarter Officers report on unencumbered moneys sent to Trustee.
- Adopted 2020 Budget received from DCA with approval.
- Final approved adopted budget sent to Trustee.
- New Automobile Insurance Cards & Workers Compensation Notices for 2020 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.
- Pure Technologies Payment Certificate #2 submitted to NJIB H2O loan.
- NJUAJIF Domestic Violence Policy, Training & HRO/Personnel Officer.

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 22nd, 2020. Mr. Vella also reported that the Authority's note for the Pipeline Assessment Project was a 3 year note so it isn't due until 2022.

Mr. Vella also discussed moving forward with the necessary UST repairs at Belford. Mr. Vella feels we should reach out to Aurora and their attorney first with all the information we have and give them the opportunity to repair it. If there is no cooperation then the Authority will need to sue Aurora.

Engineer's Report

Mr. Dayback reported T&M is finalizing the Annual report of Consulting Engineer and will have it for review before the next meeting. Mr. Dayback also reported that the HVAC contractor has submitted a change order for the work on the fire alarm control panel. T&M is in negotiations with contractor as those costs should be covered under the original specs. All costs will be covered under Lump Sum bid item "Miscellaneous Work Allowance". As soon as the work is completed T&M will close out the contract.

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Mr. Dayback reported that T&M previously presented a proposal for a desk top analysis of the Pure Technologies force main condition assessment data for review and authorization to proceed. Ms. Vilanova will include the information in the February Agenda packet for the commissioners to review.

Mr. Dayback also informed the board that if the Authority would like to proceed with the Boiler replacement with a spring construction time frame, T&M needs to get started on the plans and set a date for advertisement.

Resolution offered by Mr. Scarano:

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

AYES:	Aumack, Foley, Knox, Sachs, Scarano, Schoeffling, Smith, Sodon & Toomey
NAYS:	None
ABSENT:	None
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 13, 2020**

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<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Cablevision	\$166.94	Phone & internet Union Beach 1/1-1/31/20
2		Comcast	\$321.06	Triple Play Package- Belford 12/26-1/25/20
3		JCP&L	\$942.56	Belford 11/01-12/03/19
4		JCP&L	\$35.97	Belford Street Lighting 11/20-12/18/19
5		JCP&L	\$171.23	Sandy Hook 11/5-12/5/19
6		JCP&L	\$7,962.50	Union Beach 11/26-12/27/19
7		NJAWC	\$58.93	Union Beach water 11/26-12/26/19
8		NJAWC	\$146.34	Belford water 11/22-12/23/19
9		ADP	\$138.45	Payroll services 12/12/19 & 12/26/19
10		ADP	\$157.10	Payroll services, 11/14, 11/28 & 3 rd quarter 2019
11	6902	AT&T	\$115.82	Foreman's cell phone 12/5-1/4/20
12		All American Chevrolet	\$698.67	4 new tires & oil change for Chevy Tahoe
13		Barbara Vilanova	\$200.00	Uniform Allowance
14		Collins, Vella & Casello	\$600.00	General Services – December 2019
15		Edward Tuberton	\$200.00	Uniform Allowance
16		ERA	\$177.26	March PT testing
17		Fischer Scientific	\$410.76	Deionized water for the lab
18		Gannet NJ Newspapers	\$48.44	Publication of budget hearing notice
19		Gannett NJ Newspapers	\$59.96	Publication of SREC auction 12/17/19
20	6904	Jaspan Brothers Hardware	\$22.58	Keys, floodlight, air freshener
21		John Roche	\$200.00	Uniform Allowance
22		Manasquan Generator	\$150.00	Diesel starter repairs
23		Michael Dickie	\$200.00	Uniform Allowance
24		NJUA JIF	\$19,945.00	1 st Installment of 2020 Insurance
25		Norwood	\$40.64	Chain lube
26		One Call Concepts	\$171.36	December one call notices
27		One Call Concepts	\$193.12	November one call notices
28		Robert Chrzan	\$200.00	Uniform Allowance
29		Sakoutis Brothers	\$95.12	Garbage pick-up- January
30		Schaible's Plumbing	\$1,100.00	Quarterly Backflow Preventer Testing
31		Staples	\$44.99	Ink for one call notices
32		Staples	\$60.98	HP Ink
33		T&M Associates	\$1,614.00	General services-December
34		T&M Associates	\$194.92	Pure Technologies coordination & observ.
35		Tami Nelson	\$200.00	Uniform Allowance
36		The Bank of New York	\$1,650.00	Annual Administrative Fee- 2005 A series
37		The Bank of New York	\$1,650.00	Annual Administrative Fee- 2005 A2 series
38		TOMSA	\$529.91	278.90 Gallons of unleaded fuel 9/6- 11/27/19
39		Xerox	\$111.65	Monthly copier rental 10/21-11/27/19
		TOTAL	\$40,986.26	

Fringe benefits and payroll processed after the December Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 12/09/19

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
01/10/20	ADP	Employee's Payroll & Payroll Taxes	\$21,473.52	Payroll of 01/10/20
12/27/19	ADP	Employee's Payroll & Payroll Taxes	\$17,954.84	Payroll of 12/27/19
12/13/19	ADP	Employee's Payroll & Payroll Taxes	\$21,343.08	Payroll of 12/13/19
01/09/19	6905	Sun Life Financial	\$ 785.62	Jan. long-term disability benefits ins
12/13/19	TEP	NJSHBP	\$14,032.40	December Health benefits

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12/13/19	6901	Chase	\$ 836.90	Procurement card purchases-permits
12/31/19	TEP	Public Employees Retirement	\$ 3,741.09	December PERS deductions

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

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

Public Portion

None

On **Motion** by Mr. Sodon, **Seconded** by Mr. Scarano at 7:25 p.m. the board entered executive session to discuss the Professional services. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, none absent. At this time Mr. Dayback & Mr. Panis were excused.

On **Motion** by Mr. Knox, **Seconded** by Mr. Schoeffling, the executive session was closed at 7:35 p.m. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, none absent

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, none absent, the Meeting adjourned at 7:37 p.m.

Respectfully submitted by: _____
Barbara Vilanova, Recording Secretary

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Actions Taken at this meeting:

Payment of Bills

Approval of Risk Management Consultants Agreement