

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, January 14, 2013, 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, Scarano, Schoeffling & Sodon
Members Absent: Smith (7:35)

Also Present: Gregory Vella, Esq., Attorney, Collins, Vella and Casello, L.L.C.
John McKelvey, 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 2013 Budget Held on 12/10/12

On **Motion** by Mr. Aumack, **Seconded** by Mr. Schoeffling, the Minutes of the 12/10/12 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 12/10/12

On **Motion** by Ms. Loud-Hayward, **Seconded** by Mr. Knox, the Minutes of the Regular Meeting of 12/10/12 were approved as presented by all Members present, no nays, none abstain, none absent.

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberton, MCBOA Foreman, presented his monthly report:

❖ **Monthly Highlights**

- SREC's
- FEMA kickoff meeting 12/13
- Sandy damage update
- Ocean outfall pipe inspection
- Solar PV system damage update
- Two River Engineering request
- JIF Safety committee meeting attended 12/20
- Annual & semi-annual wastewater characterization samples (WCR) 12/26
- Quarterly safety/employee meeting held 12/14
- November 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.
- 4th Quarter Pension Report of Contributions completed and payment made.
- BRSA billed for 1st Quarter 2013.
- 4th Quarter Officers report on unencumbered moneys sent to Trustee.
- Adopted 2012 Budget sent to DCA for approval.
- New Automobile Insurance Cards & Workers Compensation Notices for 2013 received.
- Risk Management Consultants Agreement.
- Disability Insurance Company notified of new salaries.
- Monmouth County Wastewater Service Map.
- NJUA JIF Executive Committee & Alternates ballot.
- County Clerk advised of the three members whose terms are up for reappointment.

Attorney's Report

Mr. Vella provided the following information:

The Monmouth County Planning Board has proposed amendments to the Monmouth County Water Quality Management Plan and the Monmouth County Future Wastewater Service Area Map. The Planning Board is seeking the Authority's consent for the proposed amendment via resolution. Mr. Vella advised that the Authority should offer their consent.

RFP's for professionals have been provided and are on the Authority's website. RFP's will be received on January 18th, 2013.

Engineer's Report

▪ Force Main Thrust Repair- Coe Place

Mr. McKelvey reported that Caruso Excavating has advised that the pipe and materials are scheduled to be delivered around January 11, 2013. Caruso has advised of a possible start time – the week of January 28th. Also, the DEP confirmed the shutdown for two weeks total and it must be completed by February 28th.

▪ 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. It is understood the gas company is still evaluating less disruptive remedies in the vicinity of the MCBOA pipeline.

▪ Retention Pond Repairs – Super Storm Sandy

Mr. McKelvey reported that T&M is continuing with preparation of the plans and specifications for the required repairs to the retention pond and PVC liner at the Union Beach Pump Station and the required repairs to the Belford retention pond. THE DEP has been advised that a new PVC liner cannot be installed during cold weather temperatures below 40° F and as a result, the construction of the pond repairs will not be able to take place until approximately April 1, 2013. The DEP acknowledged the above and said it will get back to the Authority with any concerns. The sampling of the sludge was completed at both retention ponds and the testing is being performed. Results should be available within the next week or two and will be incorporated into the

MCBOA Regular Meeting of January 14, 2013

specifications. For the Belford pond the sludge removal will not be covered by FEMA as it is not necessary to remove the sludge to repair the pond. The sludge removal at Belford will be an alternate bid.

▪ **Photovoltaic System Combiner Boxes**

Mr. McKelvey reported that as a result of Super Storm Sandy the PV system sustained damage to two panels and two combiner boxes and system operation was reduced to below 50%. During the week of November 26, 2012 Vanguard replaced the two panels; however, the system operation was reported to only be restored to approximately 80%. At the end of November Vanguard was directed to immediately replace all of the combiner boxes and restore the PV system operation to 100%.

On December 14, 2012, Vanguard was onsite to replace two of the boxes and, in the process of performing that work, one of the new combiner boxes caught fire and blew out all fuses inside the new box. No further combiner box work has been performed and the system operation remains in the range of 80%. As a result of the December 14th incident, Vanguard proposed a full inspection of the system to determine the extent of the storm damage prior to proceeding with any further combiner box installations. T&M has reviewed the incident that occurred on December 14th with Vanguard and, based on our discussions with the contractor, we have directed Vanguard to proceed immediately with inspections as necessary, at no additional cost, and with the replacement of the boxes.

At this point Mr. Vella advised that since the two year maintenance bond is going to expire soon it is in the Authority's best interest to notify the bond company that the Authority will be placing a claim against the bond. Hopefully then Vanguard will complete all the necessary inspections and repairs.

ACCOUNTANT

Mr. Panis reported that there may be legislation passed which would affect the employee whose car was ruined at the facility during Sandy. The monies the employee received for his vehicle would then become non-taxable which would result in the employee needing a revised W-2 form.

New Business

Charles Casagrande of Danskin Agency, the Authority's risk management consultant presented the Commissioner's with information about flood insurance and the different deductibles and premiums available to the Authority through the National Flood Insurance. Only the Belford facility may be eligible depending on what the new FEMA flood maps classify the property as. The Union Beach station is not eligible because lift pump stations are not. The only reason the Belford facility may qualify is because of the 3rd story office area. Sandy Hook is not eligible because of location. The retention ponds are not insurable at all just like pools are not. Once the new maps are finalized and the ratings are determined additional information will be available.

The NJUAJIF nomination statement for the 2013 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 clerk has been notified and someone from the county will be in touch with them. The reorganization meeting is scheduled for February 4th.

Resolution offered by Mr. Smith:

**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, Scarano, Schoeffling, Smith & Sodon
NAYS:	None
ABSENT:	None
ABSTAIN:	None

Resolution offered by Mr. Schoeffling:

**RESOLUTION OF THE MONMOUTH COUNTY
BAYSHORE OUTFALL AUTHORITY CONSENTING TO THE PROPOSED WATER QUALITY
MANAGEMENT (WQM) PLAN AMENDMENT ENTITLED MONMOUTH COUNTY WATER
QUALITY MANAGEMENT PLAN**

WHEREAS, Monmouth County Planning Board desires to provide for the orderly development of wastewater facilities within Monmouth County; and

WHEREAS, the New Jersey Department of Environmental Protection (NJDEP) requires that proposed wastewater treatment and conveyance facilities and wastewater treatment service areas, as well as related subjects, be in conformance with an approved WQM plan; and

WHEREAS, the NJDEP has established the WQM plan amendment procedure as the method of incorporating unplanned facilities into a WQM plan; and

WHEREAS, a proposed WQM plan amendment was noticed in the New Jersey Register on January 7, 2013 for Monmouth County Water Quality Management Plan which has been prepared by NJDEP;

MCBOA Regular Meeting of January 14, 2013

NOW THEREFORE, BE IT RESOLVED on this 14th day of January, 2013, by the Commissioner of the Monmouth County Bayshore Outfall Authority that;

1. The Monmouth County Planning Board hereby consents to the amendment entitled Monmouth County Water Quality Management Plan, and publicly noticed on January 7, 2013, prepared by NJDEP, for the purpose of its incorporation into the applicable WQM plan(s).
2. This consent shall be submitted that the foregoing is a true copy of a Resolution passed by Monmouth County Bayshore Outfall Authority at a meeting duly held on January 14, 2013.

Seconded by Mr. Scaranon, 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. 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 14, 2013**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Avaya, Inc	\$249.26	Monthly ACS maintenance agreement
2		Hess	\$5,400.58	Union Beach 11/29-12/28/12
3		Hess	\$82.88	Sandy Hook 11/6-12/5/12
4		JCP&L	\$38.32	Belford Street Lighting 11/17-12/18/12
5		JCP&L	\$2,956.32	Belford 12/4-1/13/13
6		JCP&L	\$1,300.55	Belford 11/2-12/3/12
7		JCP&L	\$46.27	Sandy Hook 12/6-1/7/13
8		JCP&L	\$74.73	Sandy Hook 11/6-12/5/12
9		JCP&L	\$2,415.09	Union Beach 11/29-12/28/12
10		NJAWC	\$84.80	Belford 11/21-12/22/12
11		NJAWC	\$84.80	Belford 10/22-11/21/12
12		NJAWC	\$84.04	Union Beach 11/27-12/26/12
13		Verizon	\$76.77	Union Beach 12/17-1/16/13
14		Verizon	\$15.14	Belford long distance- 12/23-1/22/13
15		Verizon	\$143.46	Belford all in one/fax – 12/14-1/13/13
16		Verizon Online	\$49.99	Broadband Service- 12/16-1/15/13
17		ADP	\$62.06	Payroll services 12/06/12
18		ADP	\$48.74	Payroll services 12/20/12
19		ADP	\$61.17	Payroll services 1/3/13
20		AEA	\$3,200.00	2013 Membership
21	4106	AT&T	\$97.30	Foreman’s cellular phone 12/5-1/4/13
22		Andrew Kutschman Electric	\$495.00	Rental Generator Set-up

MCBOA Regular Meeting of January 14, 2013

23	Applied Analytics, Inc.	\$6,231.76	New Flowmeter
24	Barbara Vilanova	\$200.00	Clothing Allowance
25	Cape Fear Analytical	\$1,350.00	PCB Testing 10/19/12
26	Collins, Vella & Casello	\$600.00	General services - December
27	Commercial Diving Service	\$8,950.00	Ocean Outfall Inspection- post Sandy
28	Edward Tuberton, Jr.	\$200.00	Clothing Allowance
29	Edward Tuberton, Sr.	\$200.00	Clothing Allowance
30	Garden State Labs	\$4,074.00	Outside Lab costs – November 2012
31	Garden State Labs	\$7,078.25	Outside Lab costs – December 2012
32	Grainger	\$28.72	Safety Valves
33	4110 Jaspán Hardware	\$87.67	Supplies for December
34	John Roche	\$200.00	Clothing Allowance
35	Jonathan Mannarino	\$200.00	Clothing Allowance
36	Kepwel Water	\$27.00	6 5 gals water jugs for office
37	Michael Dickie	\$200.00	Clothing Allowance
38	NJDEP	\$106.20	WP March 2013 study
39	NJUAJIF	\$18,032.35	1 st Installment of 2013 Insurance
40	Norwood Auto Parts	\$133.35	November supplies – oil & nylon ties
41	Norwood Auto Parts	\$69.39	December supplies—oil & w/w fluid
42	One Call Concepts	\$358.72	One call notices for November
43	One Call Concepts	\$146.32	One call notices for December
44	Pilot Electric	\$349.20	Two pumps for Sandy Hook
45	Robert Chrzan	\$200.00	Clothing Allowance
46	Roger Dandorph	\$200.00	Clothing Allowance
47	Sakoutis Brothers Disposal	\$70.00	Monthly trash pick-up – January
48	Scales	\$2,487.00	Rebuild Compressor
49	Schaible's	\$1,000.00	4 th Quarter Backflow Preventer
50	Staples	\$112.05	Fax & printer ink UB, pens & colored paper
51	T&M Engineering	\$445.76	December general services
52	T&M Engineering	\$191.25	Coe Place Pipe Replacement
53	The Bank of New York	\$1,500.00	Annual Admin Fee 2005 A-2 series
54	The Bank of New York	\$1,500.00	Annual Admin Fee 2005 A series
55	The Bank of New York	\$1,500.00	Annual Admin Fee 2011 series
56	Water Environment Fed.	\$79.00	Annual membership- E. Tuberton Jr.
57	Xerox	\$105.00	Monthly copier rental 10/23-12/3/12
	TOTAL	<u>\$75,280.26</u>	

Fringe benefits and payroll processed after the December Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 12/10/12

Date	Check No.	To	Amount	Description
12/21/12	Ceridian	Employee's Payroll & Payroll Taxes	\$21,333.46	Payroll of 12/21/12
01/04/13	Ceridian	Employee's Payroll & Payroll Taxes	\$15,097.32	Payroll of 01/04/13
12/17/12	4107	Chase	\$ 829.57	Procurement card Purchases
01/04/13	4109	Sun Life Financial	\$ 850.12	Jan. long-term disability benefits ins.
01/04/13	4108	Delta Dental	\$ 1,165.14	Dental premium January
12/14/12	TEPS	NJSHBP	\$13,359.10	December Health Benefits

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

MCBOA Regular Meeting of January 14, 2013

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 **Ms. Loud-Hayward**, Seconded by **Mr. Aumack**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, none absent, the Meeting adjourned at 8:27 p.m.

Respectfully submitted by: _____

Barbara Vilanova, Recording Secretary

Actions Taken at this meeting:

Resolution Appointing Risk Management Consultant

Resolution Authorizing Approval of the Monmouth County Wastewater Service Map

Payment of Bills