

**Minutes of the Regular Meeting of the  
Monmouth County Bayshore Outfall Authority  
Monday, January 13, 2014, 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, Knox, Loud-Hayward, Sachs, Scarano, Schoeffling, Smith & Sodon  
Members Absent: Foley

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 2014 Budget Held on 12/16/13**

On **Motion** by Mr. Schoeffling, **Seconded** by Mr. Knox, the Minutes of the 12/16/13 Public Hearing were approved as presented by all Members present, no nays, none abstain, one absent.

**V. Approval of Minutes – Authority Regular Meeting Held on 12/16/13**

On **Motion** by Mr. Schoeffling, **Seconded** by Mr. Knox, the Minutes of the Regular Meeting of 12/16/13 were approved with one correction (the removal of Liisa Pepe's name as she did not attend the monthly Authority meeting) by all Members present, no nays, none abstain, one absent.

**REPORT OF ADVISORS**

**Foreman's Monthly Report**

Edward Tuberton, MCBOA Foreman, presented his monthly report:

❖ **Monthly Highlights**

- SREC's current pricing \$145- 155 ready for auction February 1.
- FEMA projects update- UB landscaping and drainage ditch repair remain.  
Outfall Pipe
- Slump block inspection & 86 Bayside Drive  
Pipe is in good condition in this area- minimal grout missing
- 50 Bayside Drive- retaining wall
- TVSS at UB power module replaced.
- Employee hire recommendation
- Quarterly safety/employee meeting held 12/18

## 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 2014 salary rate.
- 4<sup>th</sup> Quarter Pension Report of Contributions completed and payment made.
- BRSA& Keansburg billed for 1<sup>st</sup> Quarter 2014.
- 4<sup>th</sup> Quarter Officers report on unencumbered moneys sent to Trustee.
- Adopted 2014 Budget sent to DCA for approval.
- New Automobile Insurance Cards & Workers Compensation Notices for 2014 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.
- Retiring Employee Roger Dandorph accumulated sick time pay \$9,981.44
- G&M ACR Inc.- Invoice

### Attorney's Report

Mr. Vella provided the following information:

Mr. Vella informed the board that JRI, the retention pond contractor, had no problem with the request to postpone the work at Belford until after January 29<sup>th</sup> allowing the homeowners of 86 Bayside Drive to build their retaining wall.

The Authority has obtained quotes for diagnostic testing of the Solar project. The Authority will proceed with having the system investigated and then a course of action will be determined.

On **Motion** by Mr. Scarano, **Seconded** by Mr. Sodon, the board authorized the Authority foreman to proceed with the inspection of the Solar System by J.G. Electrical Testing Corporation at a cost of \$1,500.00. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, one absent.

RFP's for professionals have been provided and are on the Authority's website. RFP's will be received on January 14<sup>th</sup>, 2014.

### Engineer's Report

#### ▪ Photovoltaic System

Mr. McKelvey reported that the Authority is proceeding with an outside contractor to investigate the system.

#### ▪ Retention Pond Repairs – Super Storm Sandy

Mr. McKelvey reported that JRI may start doing work at the Belford facility next week. The pond will remain on line until the end of the month due to retaining wall construction at 86 Bayside Drive. JRI will be doing work around the pond. JRI has been given an extension of time until March 14, 2014 to complete the work.

#### ▪ Outfall Repairs

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Mr. McKelvey reported that FEMA has advised it will fund 90% of the proposed outfall work (sand removal) and had provided 50% of those funds upfront (\$42,630). Mr. McKelvey provided a proposal for engineering services for this project and could proceed immediately with the work upon authorization. T&M would provide the following services:

Preparation of Plans and Specifications	\$8,050.00
Permitting	\$4,000.00
Bidding Phase Services	\$1,800.00
Contract Administration and Inspection	\$8,400.00

After discussion the board decided to table this project until next month. FEMA is not giving the Authority any funds towards putting risers on so the Authority will have to pay that portion. For next month T&M will submit a new proposal with their engineering fees including adding the risers on

▪ **86 Bayside Drive Retaining Wall**

Mr. McKelvey reported that the homeowner was given authorization to access his property using the Henry Hudson Trail subject to providing plywood sheeting under the excavator for the entire route and limiting speed of the machine. No pipe crossing is authorized. All pile installation and excavator work is to be completed no later than January 29, 2014.

**New Business**

The NJUJIF nomination statement for the 2014 Slate for the JIF Executive Committee and Alternates was discussed. The Board agreed to vote for the full slate.

Ms. Vilanova also informed commissioner 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 3rd.

On **Motion** by Mr. Knox, **Seconded** by Mr. Sodon, the board authorized the hiring of Tami Nelson for the 11pm-7am shift to replace the retired employee. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, one absent.

**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, Schoeffling, Smith & Sodon  
 NAYS: None  
 ABSENT: Foley  
 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 13, 2014**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Avaya, Inc	\$54.19	Monthly ACS maintenance agreement
2	<b>4610</b>	Cablevision	\$89.85	Union Beach 1/1-14-1/31/14 phone &wifi
3		JCP&L	\$39.08	Belford Street Lighting 11/20-12/19/13
4		JCP&L	\$7,715.15	Union Beach 11/27-12/30/13
5		NJAWC	\$142.32	Union Beach 11/22-12/23/13
6	<b>4611</b>	Verizon	\$15.71	Belford long distance- 12/23-1/22/14
7	<b>4612</b>	Verizon	\$143.28	Belford all in one/fax – 12/14-1/13/14
8	<b>4613</b>	Verizon Online	\$49.99	Broadband Service- 12/16-1/15/14
9		ADP	\$50.96	Payroll services 12/19/13
10		ADP	\$63.97	Payroll services 1/02/14
11		AT&T	\$97.12	Foreman’s cellular phone 12/5-1/4/14
12		Barbara Vilanova	\$200.00	Clothing Allowance
13		Collins, Vella & Casello	\$2,130.00	General services - December
14		Edward Tuberon, Jr.	\$200.00	Clothing Allowance
15		Emergency Systems	\$2,413.95	Annual Service Contract - Generator
16		Fast Copy	\$555.00	Envelopes, letterhead & business cards
17		Gannett NJ Newspapers	\$295.00	Help wanted Advertisement
18	<b>4614</b>	Jaspan Hardware	\$107.95	Supplies for December
19		John Roche	\$200.00	Clothing Allowance
20		Jonathan Mannarino	\$200.00	Clothing Allowance
21		Michael Dickie	\$200.00	Clothing Allowance
22		Michael Sachs	\$101.46	Reimbursement for Hotel in AC
23		Municipal Maintenance	\$405.50	Electrical problem with discharge valve UB
24		NJUAJIF	\$18,342.94	1 <sup>st</sup> Installment of 2014 Insurance

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25	Norwood Auto Parts	\$104.22	December supplies – oil & de-icer ww fluid
26	One Call Concepts	\$117.42	December one call notices
27	Power Crimp Industries	\$63.12	Silicone Heater hose
28	Robert Chrzan	\$200.00	Clothing Allowance
29	Sakoutis Brothers Disposal	\$70.00	Monthly trash pick-up – January
30	Schaible’s	\$1,000.00	4 <sup>th</sup> Quarter Backflow Preventer
31	T&M Engineering	\$1,383.87	December general services
32	T&M Engineering	\$702.17	Retention Pond Repair contract
33	The Bank of New York	\$1,500.00	Annual Admin Fee 2005 A-2 series
34	The Bank of New York	\$1,500.00	Annual Admin Fee 2005 A series
35	TNJ Marine Inc.	\$7,150.00	Internal pipe inspection- slump block area
36	Xerox	\$105.00	Monthly copier rental 10/23-12/3/12
	<b>TOTAL</b>	<b><u>\$47,709.22</u></b>	

**Fringe benefits and payroll processed after the December Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 12/16/13**

<b>Date</b>	<b>Check No.</b>	<b>To</b>	<b>Amount</b>	<b>Description</b>
12/20/13	Ceridian	Employee’s Payroll & Payroll Taxes	\$14,265.22	Payroll of 12/20/13
01/03/13	Ceridian	Employee’s Payroll & Payroll Taxes	\$19,221.71	Payroll of 01/03/14
12/17/13	4572	Chase	\$ 587.68	Procurement card Purchases
01/04/13	4575	Sun Life Financial	\$ 752.71	Jan. long-term disability benefits ins.
01/02/14	4574	Delta Dental	\$ 1,093.71	Dental premium January

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

AYES: Aumack, Knox, Loud-Hayward, Sachs, Scarano,Schoeffling, Smith & Sodon  
 NAYS: None  
 ABSENT: Foley  
 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. Scarano**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, none absent, the Meeting adjourned at 7:58 p.m.

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

Actions Taken at this meeting:

- Resolution Appointing Risk Management Consultant
- Approval of New Hire
- Authorized J.G. Electrical Testing to investigate the solar system.
- Payment of Bills