

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, February 4, 2019, 7:10 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

Commissioners Present: Aumack, Sachs, Scarano, Schoeffling, Smith, Sodon & Toomey
Commissioners Absent: Foley & Knox

Also Present: Gregory W. Vella Esq., Authority Attorney, Collins, Vella and Casello, L.L.C.
Dennis Dayback, P.E., Authority Engineer, T&M Associates
Theodore Panis, CPA, Authority Accountant, Panis & Attner, P.A.
Edward Tuberion, Operations Manager
Barbara Vilanova, Recording Secretary

IV. Approval of Minutes – Authority Regular Meeting Held on 1/14/19

On **Motion** by Mr. Sodon, **Seconded** by Mr. Sachs, the Minutes of the 1/14/19 Public Meeting were approved as presented by all Members present, no nays, one abstain (Toomey) and two absent.

**REPORT OF ADVISORS
Foreman's Monthly Report**

Edward Tuberion, MCBOA Foreman, presented his monthly report.

❖ **Monthly Highlights**

- SREC's – current pricing \$213
 - 56 SREC's ready to be auctioned from November & December
 - 29 SREC's earned January 2019
- UST repairs Belford
- Pure Technologies Force Main inspections completed- pump stations restored.
- Outside Generators recommended repairs
 - UB- Coolant, hoses, gaskets, etc. \$2,977
 - Belford- Coolant, hoses, gaskets, etc. \$3,261
- Diesel fire pump recommended repairs
 - Coolant, all gaskets, seals, hoses, clamps, etc.
 - UB- \$15,762
 - Bel- \$15,762
- Security camera quotations
 - CSS- (UB) \$2,399 (BEL) \$4,387 (with camera on Harbor Way) \$10,106
 - Select Security – (UB) \$5,100 (Bel w/Harbor Way camera) \$9,760
- UB generator fuel polishing \$1,336
- Gate repairs
- Computers backed up 1/18

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- Meters calibrated 1/25
- Painting

On **Motion** by Mr. Aumack, **Seconded** by Mr. Scarano, the board authorized Mr. Tuberton to proceed with the security cameras from CSS with the Harbor Way camera. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, two absent.

Office Manager's Monthly Report

❖ **Monthly Highlights**

- 2018 Billing Adjustment completed
- Keansburg billed for 1st Quarter.
- TOMSA 1st Quarter payment received.
- OSHA Form 300A completed and posted
- 1094C & 1095C forms completed & distributed
- Annual Risk Management Consultant's Agreement

Attorney

Mr. Vella thanked the chairman, vice-chairman and commissioners for his appointment as Authority Attorney. Mr. Vella informed the board that the NJIT bond is scheduled to close. The Bond is not to exceed 3 million, after the project is over there is an opportunity for 60% loan forgiveness. Mr. Vella requested the board go into executive session to discuss the HVAC bids.

At 7:39 on motion by Mr. Sodon, seconded by Mr. Scarano the board went into executive session. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, two absent.

At 7:46 p.m. on motion by Mr. Scarano, seconded by Mr. Sachs, the board exited executive session. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, two absent.

Accountant

Mr. Panis thanked the board for his appointment as the Authority Accountant.

Engineer

Mr. Dayback thanked the board for their continued confidence with T&M as the Authority Engineer. Mr. Dayback reported as follows:

▪ **HVAC Design Plans:**

Mr. Dayback reported that the Authority rejected the two bids received on November 30, 2018. The project scope was reduced to include the HVAC unit only and rebid. Bids were received on Thursday January 24, 2019. Six bids were received. A summary of the bids and recommendation of award letter was sent to the Authority January 29, 2019. The following is a summary of the bids:

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Industrial Cooling Corp.	\$183,000.00	
AMCO Enterprises, Inc.	\$192,000.00	
SRJ Mechanical	\$219,700.00	
EACM Corp.	\$223,000.00	
WHL Enterprises, Inc.	\$341,400.00	
*Simple Fix HVAC	\$341,400.00	*Unsealed proposal received, Bid based on previous bid proposal.
Engineers Estimate	\$161,739.00	

Mr. Dayback reported that T&M has checked the low Bidder's experience, qualifications and references and the find the contractor capable of completing the project. Therefore, T&M recommends a contract be awarded to Industrial Cooling Corp. in the amount of \$183,000.00 subject to Mr. Vella's approval.

On **Motion** by Mr. Scarano, **Seconded** by Mr. Schoeffling, the board authorized the award of the HVAC project to Industrial Cooling Corp, for the amount of \$183,000.00. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, two absent.

New Business

None

Resolution offered by Mr. Aumack:

**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, Sachs, Scarano, Schoeffling ,Smith, Sodon & Toomey

NAYS: None
ABSENT: Foley & Knox
ABSTAIN: None

Resolution offered by Mr. Scarano:

**RESOLUTION
OF THE
MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY
AWARDING BID TO INDUSTRIAL COOLING CORP.**

WHEREAS, Monmouth County Bayshore Outfall Authority (“MCBOA”) published a Notice To Bidder for Office Building HVAC Repairs to be opened and read in public at MCBOA, 200 Harbor Way, Belford, New Jersey on January 24, 2019 at 10:00 a.m.; and

WHEREAS, on January 24, 2019 at 10:00 a.m., bids for an Internal Inspection of the Force Main were open and read; and

WHEREAS, at the February 4, 2019 meeting, the Commissioners of MCBOA determined that Industrial Cooling Corp. was the lowest responsible bidder with a base bid of One Hundred Fifty Eight Thousand Dollars (\$ 158,000.00) and Misc, Work Allowance of Twenty Five Thousand Dollars (\$ 25,000.00), which total One Hundred Eighty Three Thousand Dollars (\$183,000.00); and

WHEREAS, MCBOA did receive a protest letter on behalf of AMCO Enterprises, Inc. dated January 28, 2019 alleging that Industrial Cooling Corp. failed to hand write their bid amount and did not provide a sample of their insurance. MCBOA determined that the failure to hand write the bid was not a material defect and there is no confusion as to the bid amount and that the failure to hand write the bid did not adversely affect competitive bidding and did not provide an advantage to the bidder. As such, MCBOA waived this deficiency. With respect to the allegation that Industrial Cooling Corp. failed to provide a sample of insurance. This was not a requirement of the bid and Industrial Cooling Corp. did provide a certificate of insurance in the bid package. As such, there was not deficiency.

WHEREAS, MCBOA has the funds appropriated to award this contract;

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WHEREAS, the Commissioners of MCBOA have determined it is in the best interest of MCBOA to award the Contract to Industrial Cooling Corp.

NOW THEREFORE, BE IT RESOLVED, that MCBOA hereby awards the contract for Office Building HVAC Repairs as the lowest responsible bidder, and authorizes Michael C. Sachs, Chairman to execute any and all documents necessary to enter into a Contract for the for Office Building HVAC Repairs as set forth in the bid documents.

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

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

Approval of Vouchers

Resolution offered by Mr. Sodon:

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 – February 4, 2019

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		JCP&L	\$26.24	Belford Street Lighting 12/19/18-1/18/19
2		JCP&L	\$10,943.32	Belford 12/2-1/3/19
3		JCP&L	\$199.66	Sandy Hook 12/6-1/7/19
4		NJAWC	\$134.80	Belford 12/22/18-1/24/19
5		NJAWC	\$48.68	Union Beach 12/29/18-1/25/19
6		ADP	\$59.06	Payroll services 1/24/19
7		ADP	\$75.10	Payroll services 1/10/19
8	6549	AT&T	\$115.08	Foreman's cellular phone 1/5-2/4/19
9	6545	Continuing Education MCVSD	\$275.00	Advanced collections- T. Nelson
10		Emergency Systems Services	\$2,986.83	Service call & repairs Belford outside generator
11		Emergency Systems Services	\$3,856.75	Annual service agreement
12		Longo	\$592.00	Diagnose & repair miscellaneous equipment
13		Mission Communications	\$1,126.80	Annual SCADA service
14		NJWEA	\$18.00	Workshop- E. Tuberion
15	6548	Neopost	\$135.99	Ink for postage meter
16		Rite Way Automated Gate Access, Inc.	\$349.50	NJDEP UST Training- Tuberion & Mannarino
17		Staples	\$143.95	Printer ink

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18	T&M Engineering	\$204.75	January general services
19	T&M Engineering	\$138.00	Pure Technologies observation
20	T&M Engineering	\$1,087.81	HVAC upgrades
21	The Bank of New York	\$1,650.00	Annual Administration Fee – 2011 Bond
22	TOMSA	\$80.00	1 st Quarter sewer
23	W.B. Mason	\$409.75	Janitorial & office supplies
	TOTAL	<u>\$24,657.07</u>	

Fringe benefits and payroll processed after the January Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 1/14/19

Date	Check No.	To	Amount	Description
01/24/19	ADP	Employee's Payroll & Payroll Taxes	\$23,124.56	Payroll of 01/24/19
01/23/19	6550	Chase	\$ 694.48	Procurement card Purchases
01/30/19	6618	Sun Life Financial	\$ 772.08	Jan. health & dental Insurance

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

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

Public Portion

The chairman opened the Meeting to the public. There being no one appearing to be heard, the chairman 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. Scarano, Seconded by Mr. Schoeffling** and passed by the affirmative voice voter of all members present no nays, no abstain, one absent the Meeting adjourned at 7:56 p.m.

Respectfully submitted by:

Barbara Vilanova
Recording Secretary