

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, February 6, 2012, 7:37 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, Bateman, Foley, Knox, Loud-Hayward, Sachs, Schoeffling, Smith and Sodon

Commissioners Absent: None

Also Present: Gregory Vella, Esq., Authority Attorney, Collins, Vella and Casello, L.L.C.
John McKelvey, P.E. Authority Engineer, T&M Associates
Theodore Panis, CPA, Authority Accountant, Panis & Attner, P.A.
Edward Tuberton, Foreman
Barbara Vilanova, Recording Secretary

IV. Approval of Minutes – Authority Regular Meeting Held on 1/09/12

On **Motion** by Ms. Loud-Hayward, **Seconded** by Mr. Sodon, the Minutes of the 1/09/12 Public Meeting were approved as presented by all Members present, no nays, one abstain (Bateman), none absent.

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

Edward Tuberton, MCBOA Foreman, presented his monthly report.

❖ **Monthly Highlights**

- SREC's
- Coe Place Repair
- JCP&L Letter
- Generator Service Contract
- PCB proposals
- Office Air Ducts Cleaned.
- New Bathroom sinks at both pump stations.
- Employment Applications
- All meters calibrated
- AEA invoice

Office Manager's Monthly Report

❖ **Monthly Highlights**

- BRSA & TOMSA first quarter payments received
- 1st quarter flow of funds completed by Trustee
- Physical Connection Permit Renewal Application

MCBOA Regular Meeting of February 6, 2012

- OSHA Form 300A completed and posted
- NJUA JIF Seminar for Public Officials
- NJUA JIF Management/Supervisor Training
- 2011 SREC's
- 2012 NJDEPS Permit

Attorney

Mr. Vella thanked the chairman, vice-chairman and commissioners for his appointment as Authority Attorney.

Mr. Vella reported that the Coe Place Repair became somewhat of an emergency repair with the installation of the seal to stop the discharge in order to then excavate the pipe to examine the joint that was leaking. Our NJDEP representative was onsite as well as Mr. Vella and the Chairman when the pipe was exposed. At this point the contractor and the engineers are reviewing repair options to see how the Authority should proceed. In case decisions need to be made prior to the next meeting information will be distributed to commissioners and there will be discussions. If necessary a special meeting will be requested.

Accountant

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

Engineer

Mr. McKelvey thanked the board for their continued confidence with T&M and for his appointment as the Authority Engineer. Mr. McKelvey reported as follows:

- **New Jersey Natural Gas Cleanup of Many Mind Creek**

Mr. McKelvey reported that the reports from ERM on the soils investigations have been delayed due to pending Licensed Site Remediation Professional requirements. The Authority continues to wait for ERM's report on findings.

- **Emergency Back-up Power Evaluation**

The draft report was reviewed with MCBOA at its January meeting, finalized on January 13, 2012 and transmitted to the Authority.

- **Coe Place Repair**

J. Fletcher Creamer & Son, INC. (JFC) had preliminarily scheduled to commence construction on the trust repair in early February 2012. However, on January 10, 2012 flowing water in the area of the elbow was observed and the pipe was determined to be leaking. Once the leak was identified, JFC was requested to expedite mobilization to the site to investigate and commence with the repair. On January 12, 2012, T&M received the wetlands permit to clear the way for access to the site and the construction activities in the wetlands.

On January 13, 2012, a letter was forwarded to the DEP outlining the proposed plan, which included mobilization to investigate and confirm elbow location, dates for ordering materials and delivery of materials, and a preliminary schedule for proposed construction tasks. The letter also advised that the Authority intended to authorize JFC to install an internal seal during the week of January 16, 2012 that may require a brief shutdown and discharge to accomplish the repair.

MCBOA Regular Meeting of February 6, 2012

Also on January 13, 2012, JFC mobilized to test pit the elbow to confirm the exact location. JFC attempted to pump down the water in the hole at the elbow with large dewatering pumps; however, the pumps could not lower the water indicating that the leak was more significant than anticipated.

JFC was subsequently authorized by MCBOA to install the internal seal on January 18, 2012. To perform the installation JFC dewatered the hole at the elbow and found that the area was completely washed out. In addition, the pipe elbow and joint where the leak was occurring was exposed due to washout. The pipe, joint and restraining mechanism were found to have significant damage. Given the new circumstances T&M and JFC have begun consideration of alternatives to stabilize the joint and allow sheeting and pile installation to proceed without further damage to the piping system. Options considered included:

- Welding of steel bands internally on the elbow joints during a full shut down.
- Install friction type clamping around the exterior straight section of the pipe and the elbow and weld rods between the clamps.
- Requesting a full shutdown to install the sheeting and piles without any joint stabilization.

JFC advised it may be possible, subject to review with the pipe manufacturer, to fabricate a rolled steel clamp, chip away the concrete around the pipe, and put in place to restore the pipe cylinder back into compression. Given the new set of circumstances it is requested to have the pipe manufacturer make a detailed onsite inspection of the pipe to confirm that the structural strength of this section of pipe has not been compromised. JFC is preparing an estimate to expose the pipe for said inspection. The results of the inspection will determine how to proceed.

New Business

On **Motion** by Mr. Smith, **Seconded** by Mr. Schoeffling, the Board authorized the sale of December 2011 and future SREC's with Flett exchange with a reserve price of \$185,000. This matter was approved as presented by all Members present, no nays, no abstain, none absent.

On **Motion** by Mr. Schoeffling, **Seconded** by Mr. Smith, the Board authorized the payment of the additional \$2,000.00 requested by the Association of Environmental Authorities for the Ocean Dischargers group efforts with permitting and NJDEP issues. This matter was approved as presented by all Members present, no nays, no abstain, none absent.

On **Motion** by Mr. Smith, **Seconded** by Mr. Schoeffling, the board authorized the payment of Certificate #1 to J. Fletcher Creamer & Son, Inc. for \$30,821.00 which represents a percentage of the project and the Change order #1 to install the seal. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, none absent.

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 6, 2012**

MCBOA Regular Meeting of February 6, 2012

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Avaya, Inc	\$42.98	Monthly ACS maintenance agreement
2		Hess	\$6,191.89	Union Beach 12/16-1/17/12
3		Hess	\$94.30	Sandy Hook 12/3-1/4/12
4		JCP&L	\$45.06	Belford Street Lighting 12/16-1/16/12
5		JCP&L	\$758.81	Belford 11/5-12/6/11
6		JCP&L	\$79.86	Sandy Hook 12/3-1/4/12
7		JCP&L	\$2,868.33	Union Beach 12/16-1/17/12
8		NJAWC	\$25.01	Union Beach 12/24-1/24/12
9		Verizon	\$75.63	Union Beach 1/17-2/16/12
10		Verizon	\$14.41	Belford long distance- 1/23-2/22/12
11		Verizon	\$141.73	Belford all in one/fax – 1/14-2/13/12
12		Verizon Online	\$50.74	Broadband Service- 1/16-2/15/12
13		ABB, Inc	\$1,342.91	Quarterly Meter calibration
14		ADP	\$57.96	Payroll services 1/05/12
15		ADP	\$45.45	Payroll services 1/19/12
16		AT&T	\$97.37	Foreman's cellular phone 12/5-1/4/12
17		Advanced Furnace & Air Duct	\$1,260.00	Cleaning/sanitizing air ducts
18		Collins, Vella & Casello	\$1,479.00	General services - January
19		Emergency System Services	\$2,413.95	Clothing Allowance
20		Gannett Newspapers	\$67.00	Publication of SREC Auction-January
21		Gannett Newspapers	\$431.50	Help Wanted Ad
22		Garden State Labs	\$4,740.00	Outside Lab costs – December 2011
23		Hach	662.95	Chlorine& PH test kit
24		Home Depot	146.00	2 sink /vanity combo
25		Irven Bob Miller	\$864.84	Repair Boiler
26		Jaspan Hardware	\$139.19	Supplies for January
27		Miller Pipeline	\$853.96	42" seal
28		NJDEP	\$200.00	Physical Connection Permit 1/12-1/13
29		NJDEP	\$76,130.79	Annual Permit 7/1/11-6/30/12
30		Norglen, Inc.	\$7.32	1 st Installment of 2012 Insurance
31		One Call Concepts	\$156.80	One call notices for December
32		Sakoutis Brothers Disposal	\$70.00	Monthly trash pick-up – February
33		Scoles Floorshine	\$143.21	Janitorial supplies
34		Staples	\$189.31	Ink, Toner, Pens, Report Covers
35		The Bank of New York	\$1,500.00	Administrative fee for 2011 bond
36		T&M Engineering	\$456.43	January general services
37		TOMSA	\$70.00	1 st Quarter Sewer Fee
38		Valley Technical Sales	\$566.74	Circuit Boards for Alarm Panel
39		Water Environment Federation	\$79.00	Annual Membership-J.Roche
40		Water Environment Federation	\$79.00	Annual Membership-E. Tuberion, Sr.
41		Xerox	\$105.00	Copier rental 11/23-12/28/11
42		Xerox	\$105.00	Copier rental 12/28-1/23/12
43		Zeek's Tees	\$586.30	Shirts and Sweatshirts
		TOTAL	<u>\$105,435.73</u>	

Fringe benefits and payroll processed after the December Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 1/9/12

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
1/20/12	Ceridian	Employee's Payroll & Payroll Taxes	\$15,990.36	Payroll of 01/20/12

MCBOA Regular Meeting of February 6, 2012

2/03/12	Ceridian	Employee's Payroll & Payroll Taxes	\$19,597.34	Payroll of 02/3/12
1/15/12	3679	Chase	\$ 935.42	Procurement card Purchases
1/27/12	3683	Sun Life Financial	\$ 766.21	Feb. long-term disability benefits ins.
1/27/12	3682	Delta Dental	\$ 1,002.81	Dental premium February
1/17/12	TEPS	NJSHBP	\$11,495.60	January Health Benefits

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

AYES: Aumack, Bateman, Foley, Loud-Hayward, Knox, Sachs, Schoeffling, Smith & Sodon
NAYS: None
ABSENT: None
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. Schoeffling, Seconded by Mr. Knox** and passed by the affirmative voice voter of all members present no nays, no abstain, none absent the Meeting adjourned at 8:26 p.m.

Respectfully submitted by:

Barbara Vilanova
Recording Secretary

The following actions were taken at the meeting:

The Bills were paid –see attached voucher list.

The payment of Certificate #1 for J. Fletcher Creamer & Son, Inc

The Sale of SREC's was authorized.

The payment of the additional fee for the Association of Environmental Authorities was authorized.