

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, February 6, 2017, 7:08 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, Foley, Loud-Hayward, Sachs, Schoeffling, Smith and Sodon

Commissioners Absent: Knox & Scarano

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 Tuberton, Foreman
Barbara Vilanova, Recording Secretary

IV. Approval of Minutes – Authority Regular Meeting Held on 1/09/17

On **Motion** by Mr. Schoeffling, **Seconded** by Mr. Sodon, the Minutes of the 1/09/17 Public Meeting were approved as presented by all Members present, no nays, none abstain and two absent.

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

Edward Tuberton, MCBOA Foreman, presented his monthly report.

❖ **Monthly Highlights**

- SREC's – 39 sold @ 256 = \$9,984.50 27 SREC's from December 2016 ready for auction. 25 SREC's earned for January 2017.
- Heat (circulating pump) emergency repair
- Nor'easter VFD repair
- NJDEP UST Inspection (U.B.&Belford) 1/23
- NJDEP emergency generator inspection (U.B.) 1/24
- Eagle Scout Osprey nest setup completed 1/28
- Bayshore Trail reconstruction underway
- Painting completed at both pump stations.
- All meters calibrated 1/19

Office Manager's Monthly Report

❖ **Monthly Highlights**

- Final approved budget received from DCA.
- 2016 Billing Adjustment completed
- 1st quarter flow of funds completed by Trustee
- Physical Connection Permit Renewal Application completed.

MCBOA Regular Meeting of February 6, 2017

- OSHA Form 300A completed and posted
- FEMA documentation- requested information sent by Mr. Vella
- 1094C & 1095C forms completed & distributed

Attorney

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

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:

- **NJNG Many Mind Creek Soil Remediation**

Mr. Dayback reported that there has been no further communication from NJNG and the project remains as previously reported.

- **Whirl Construction**

There has been no change over the past month.

- **ACOE**

Nothing new to report.

- **Monmouth County Parks Trail Renovations**

Mr. Dayback reported that he received an e-mail from James Mowczan of the Monmouth County Parks System (copy provided to Authority) summarizing certain construction measures that will be implemented by the County contractor to minimize the potential for damage to the MCBOA facility. Mr. Dayback advised Mr. Mowczan that the letter did not address all the Authority's concerns that were outlined in previous correspondence.

- **Proposed development Plan, 44 Bayside Drive**

There has been communication over the past month.

- **FEMA Documentation**

Mr. Dayback reported that all documentation requested by FEMA has been forwarded to Mr. Vella and submitted to FEMA

- **Force Main Condition Assessment**

Mr. Dayback reported that he thinks the Authority may qualify for funding through the Environmental Infrastructure Trust Fund for the Force Main Condition Assessment. There are two different types of funding programs and Mr. Dayback thinks it would be beneficial for T&M Engineering to set up a meeting in Trenton to discuss. The board was in agreement to move forward with this and that Mr. Tuberton and Ms. Vilanova should attend the meeting as well.

New Business

None

Resolution offered by Ms. Loud-Hayward:

**RESOLUTION OF THE
MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY
RATIFYING THE DECLARATION OF EMERGENCY AND
EMERGENCY PURCHASE PURSUANT TO N.J.S.A. 40A:11-6
FOR THE REPAIR OF HEATING SYSTEM**

WHEREAS, on January 20, 2017, MCBOA's heating system failed and there was no heat in the building. An inspection of the heating system revealed that base mounted circulating pump was leaking, which caused the heating system to fail; and

WHEREAS, MCBOA's heating system is over 50 years and a replacement pump is no longer available. As a result, a new specialty pump needed to be ordered and assembled; and

WHEREAS, Irven Bob Miller, Inc. Mechanical Contractors, who has previously worked on MCBOA's heating system provide a quote of \$ 13,420.00 for the labor and material to replace the leaking base pump; and

WHEREAS, MCBOA personnel, in conjunction with the Chairman and MCBOA's professionals, determined that corrective action to repair the heating system was immediately necessary since the heating system broke down in the middle of winter and the building was becoming too cold for personal to work in the building and thus, the need for immediate repairs constituted an emergency; and

WHEREAS, MCBOA retained the services of Irven Bob Miller, Inc. to replace the base pump at a cost of \$ 13,420.00; and

WHEREAS, Irven Bob Miller, Inc. obtained the specialized pump and repaired the heating system. As a result of the repairs by Irven Bob Miller, Inc. the building heating system is operational; and

WHEREAS, the total bill for these goods and services provided by Irven Bob Miller, Inc. is \$ 13,420.00; and

WHEREAS, all these services were needed as a result of Emergent Repair to MCBOA's heating system.

WHEREAS, MCBOA desires to ratify the Declaration of Emergency and Emergency Purchase of Goods and Services pursuant to N.J.S.A. 40A:11-6.

NOW, BE IT RESOLVED, that the governing body of the MCBOA ratifies the Declaration of Emergency and the authorization to purchase services without public advertising for bids, pursuant to N.J.S.A. 40A:11-6.

BE IT FURTHER RESOLVED, that payment for services is hereby authorized pursuant to N.J.S.A. 40A:11-6(b) and MCBOA is authorized to pay this invoice.

BE IT FURTHER RESOLVED, that a certified copy of this resolution shall be filed with MCBOA and available for inspection, pursuant to New Jersey Law.

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

AYES: Aumack, Foley, Loud-Hayward, Sachs, Schoeffling, Smith & Sodon
NAYS: None

ABSENT: Knox & Scarano

ABSTAIN: None

Approval of Vouchers

Resolution offered by Mr. Schoeffling:

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 1, 2016**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Comcast	\$268.90	Triple Play Package Belford 1/26-2/25/17
2		JCP&L	\$170.29	Sandy Hook 12/6/16-1/5/17
3		JCP&L	\$27.81	Belford Street Lighting 12/20/16-1/29/17
4		JCP&L	3,235.33	Belford 12/3-1/3/17
5		JCP&L	\$6,103.68	Union Beach 11/29-12/27/16
6		NJAWC	\$124.03	Belford 12/22/16-1/23/17
7		NJAWC	\$45.43	Union Beach 12/24/16-1/25/17
8		ADP	\$55.93	Payroll services 1/26/17
9		ADP	\$71.19	Payroll services 1/12/17
10		AEA	\$3,200.00	Annual Dues
11	5796	AT&T	\$103.33	Foreman’s cellular phone 1/5-2/4/17
12		Barbara J. Vilanova	\$163.76	Reimbursement of the petty cash fund
13		Collins, Vella & Casello, LLC	\$1,710.00	January general services
14		E. O. Hashhegger	\$3,757.41	Veeder Root System
15		EMA	\$2,616.64	Repair & Test Robicon Boards
16		Emergency Systems Services	\$3,586.75	Annual Service agreement-pumps
17		Garden State Labs, Inc.	\$3,931.00	Outside Lab Services- December 2016
18		Grainger	\$645.52	Safety valves & Internal parts repair kits
19		Home Depot	\$131.32	2 heaters and extension cords
20		Irven Bob Miller	\$202.50	Service call- no heat
21		LRM	\$960.90	Quarterly meter calibrations
22		Mission Communications	\$1,126.80	Annual SCADA service
23		Municipal Maintenance	\$601.50	Troubleshoot & rebuild piston valve actuator
24		NJWEA	\$17.00	Workshop- E. Tuberton
25		Norwood Auto Parts	13.28	Kwik connect
26		Noveda	\$1,615.00	Solar monitoring 1/1/2017-12/31/2017
27		One Call Concepts	\$113.75	One call notices for December
28		Sakoutis Brothers Disposal	\$70.00	Monthly trash pick-up – February
29		Schaibles	\$430.00	Rebuild ¾” RPZ Valve & certify
30		Staples	\$102.26	Ink for 3 printers & ink pad for charts
31		T&M Engineering	\$530.00	January general services
32		TOMSA	\$75.00	1 st quarter sewer fee
33		The Bank of New York	\$1,650.00	Annual Admin Fee 2011 series
34		Water Environment Federation	\$107.00	Annual membership, T. Nelson
35		Water Environment Federation	\$107.00	Annual membership, J. Mannarino

MCBOA Regular Meeting of February 6, 2017

36	Xerox	\$111.65	Monthly copier service 12/21/16-1/23/17
37	Xerox	\$111.65	Monthly copier service 11/21-12/21/16
38	Zeek's Tees	\$655.15	Uniform shirts & sweatshirts
	TOTAL	<u>\$38,548.76</u>	

**Fringe benefits and payroll processed after the January Operating Vouchers
were submitted for review and approval at the Authority Regular Meeting of 1/09/17**

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
01/12/17	ADP	Employee's Payroll & Payroll Taxes	\$19,976.65	Payroll of 01/13/17
01/26/17	ADP	Employee's Payroll & Payroll Taxes	\$16,081.36	Payroll of 01/27/17
01/20/17	5795	Chase	\$ 329.91	Procurement card Purchases
01/18/17	TEPS	NJSHBP	\$17,402.39	Jan. health & dental Insurance

Seconded by Ms. Loud-Hayward and on a roll call the following vote was recorded:

AYES: Aumack, Foley, Loud-Hayward, Sachs, Schoeffling, Smith & Sodon
NAYS: None
ABSENT: Knox & Scarano
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. Aumack** and passed by the affirmative voice voter of all members present no nays, no abstain, one absent the Meeting adjourned at 7:40 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 Emergency Heat Repair resolution was ratified.