

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, March 19, 2018, 7:00 p.m.
MCBOA Conference Room
200 Harbor Way, Belford, New Jersey**

Gregory W. Vella, Esq. as an Attorney of the State of New Jersey administered the Oath of Office to J. Timothy Sodon who was appointed by the Board of Chosen Freeholders as Authority Commissioners for a 5-year term, expiring on February 1, 2023.

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." Pledge of Allegiance & Moment of Silence

III. ROLL CALL – ATTENDANCE

Commissioners Present: Aumack, Foley, Loud-Hayward (7:01), Sachs, Scarano, Schoeffling, Smith and Sodon

Commissioners Absent: Knox

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

IV. Approval of Minutes – Authority Annual Reorganization Meeting and Regular Meeting Held on 2/05/18

On **Motion** by Mr. Scarano, **Seconded** by Mr. Aumack, the Minutes of the Annual Reorganization meeting and the Regular meeting held on 2/5/18 were approved as presented by all Members present, no nays, one absent, one abstain (Sodon).

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberion, MCBOA Foreman, presented his monthly report.

❖ **Monthly Highlights**

- SREC current pricing \$217- 24 SREC's auctioned 2/14 @ \$215 = \$5,160
35 SREC's earned for January 2018
34 SREC's earned for February 2018
- Nor'easter update – Union Beach generator repair
- FY 2019 Lab permit received
- Outfall pipe inspection RFP
Walker Diving - \$54,010
TNJ Marine - \$6,875
Commercial Diving - \$5,125

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- 2006 Dodge Durango repairs – keep/sell? Book value \$5,141
- A/C repairs
- UST licensing class and test 4/26
- UST Compliance 3 year testing quotes
 - ATS Environmental \$4,100
 - Aurora Environmental \$3,890
- Backflow testing completed 3/13
- Outfall pipe inspection –slump block area- RFP
- Belford parking lot repairs
- Safety breakfast attended 2/22

On **Motion** by Ms. Loud-Hayward, **Seconded** by Mr. Scarano, the board authorized Aurora Environmental to complete the 3 year testing required by NJDEP for the UST's in the amount of \$3,890.00. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, one absent.

On **Motion** by Mr. Sodon, **Seconded** by Mr. Scarano the board authorized the repair of the A/C Unit not to exceed \$3,000.00. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, one absent.

On **Motion** by Mr. Sodon, **Seconded** by Mr. Scarano, the board authorized Commercial Diving to complete the inspection of the Ocean Outfall in the amount of \$5,125.00. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, one absent.

Office Manager's Monthly Report

Ms. Vilanova reported on the following items, which were some of the highlights for the month.

❖ **Financial Report**

- All balances and monthly interest rate were presented..
- TOMSA billed for 2nd Quarter with 2017 adjustment.
- County billed for ferry pump station annual fee.
- BRSA 1st quarter payment received.

❖ **Administrative Highlights**

- Sunshine Notices mailed.
- Meeting Schedule and Professional Appointments published in paper.
- Service Agreements for Professionals.
- 2018 Elected Officials training- \$250 credit per person
- Annual Consulting Engineer's Report
- OPRA requests
- Annual Audit

Engineer

Mr. Dayback reported that the Annual Report of the Consulting Engineer has been submitted to the Authority as requested. The NJDEP will proceed with the environmental and technical review of the design documents for project authorization to advertise for construction bids for the pipeline assessment. T&M completed an investi-

gation of the Authority's HVAC system at the Belford location. At this time, M. Elaine Dasti presented her findings to the board.

The current HVAC system is outdated and beyond its useful life and in need of replacement. T&M recommends replacing the current oil-fired boiler with a new more efficient one, or install either a single gas-fired high efficiency boiler or two gas-fired high efficiency boilers. The gas options require NJNG to run a gas line to the Authority building. The Natural Gas line currently ends on Harbor Way. This option would also be beneficial down the line if the Authority wanted to look into a natural gas generator. The existing finned tube radiation control valves and actuators are in need of replacement to regain control of the various zones so that spaces will not continue to overheat and conflict with the air handling controls.

T&M proposes two different options for the replacement of the air-handling unit. The first option is a split-system air handling unit and the second is a Variable Refrigerant Flow Solution. The International Mechanical Code (IMC) dictates the code-required minimum outdoor air intake for the various spaces which the Authority does not currently have.

Mr. Dayback will put together the cost estimate for T&M to prepare bid specs for the replacement of the HVAC system for the next meeting.

Attorney

Mr. Vella reported the Authority received three responses to the RFP for Bond Counsel, Gibbons P.C. who is currently serving as Bond Counsel, Wilentz and Waters, McPherson, McNeill. Ms. Vilanova provided each commissioner with the proposals and the board needs to select one..

Recently the Authority has several OPRA requests which Mr. Vella assisted Ms. Vilanova with. One is in regards to J. Fletcher Creamer who did work on the Coe Place repair. Ms. Vilanova has gathered all the information and is awaiting payment for the request.

Resolution offered by Mr. Schoeffling:

RESOLUTION AUTHORIZING THE AWARD OF A FAIR AND OPEN CONTRACT FOR BOND COUNSEL FOR THE MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY ATTORNEY

WHEREAS, the Monmouth County Bayshore Outfall Authority has a need to acquire Legal Goods and Services by the fair and open process in accordance with N.J.S.A. 19:44A-20.4 *et seq*; and

WHEREAS, the Monmouth County Bayshore Outfall Authority has determined and certified in writing that the value of the acquisition will exceed \$17,500.00; and

WHEREAS, Monmouth County Bayshore Authority is applying for financing with the New Jersey Environmental Infrastructure Trust Fund and the financing regulations requires the Authority to retain Bond Counsel; and

WHEREAS, the term of the contract is March 19, 2018 to February 4, 2019 and may be extended as approved by this governing body; and

WHEREAS, John D. Draikiwicz, Esquire of the firm Gibbons, P.C. in Newark, New Jersey has submitted a proposal indicating they will provide the legal services for a fee structure identified in their proposal; and

WHEREAS, John D. Draikiwicz, Esquire of the firm Gibbons, P.C. has submitted a proposal pursuant to the fair and open process in accordance with N.J.S.A. 19:44A-20.4 *et seq*; and

WHEREAS, Monmouth County Bayshore Outfall Authority has complied with certification of the availability of funds requirements – N.J.S.A. 50:30-5.4; and

NOW THEREFORE, BE IT RESOLVED that the Monmouth County Bayshore Outfall Authority is authorized to enter into a contract for legal services with John D. Draikiwicz, Esquire of the firm Gibbons, P.C. as described herein; and

BE IT FUTHER RESOLVED that I hereby certify the foregoing to be a true copy of the Resolution adopted by Monmouth County Bayshore Outfall Authority, County of Monmouth, and State of New Jersey on the 19th Day of March 2018.

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

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

New Business

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 – March 19, 2018**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Cablevision	\$148.78	Phone & internet Union Beach 2/1-2/28/18
2		Cablevision	\$148.78	Phone & internet Union Beach 3/1/-3/31/18
3		Comcast	\$304.87	Triple Play Package- Belford 2/26-3/25/18
4		Constellation Energy	\$10.30	Street lighting 1/20-2/19/18
5	6268	JCP&L	\$8,134.84	Union Beach 12/30/17-1/29/18
6	6266	JCP&L	\$27.91	Belford Street Lighting 1/20-2/19/18
7		JCP&L	\$8,769.21	Union Beach 1/30-2/27/18
8	6267	JCP&L	\$2,350.73	Belford 1/5-2/1/18
9		JCP&L	\$2,906.33	Belford 2/3-3/2/18
10		JCP&L	\$61.31	Sandy Hook 2/7-3/07/18
11		NJAWC	\$48.78	Union Beach 1/24-2/26/18
12		NJAWC	\$134.81	Belford 1/23-2/23/18

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13		ADP	\$144.25	Payroll services 4 th Q, W2's & year end
14		ADP	\$73.15	Payroll services 2/08/18
15		ADP	\$57.49	Payroll services 2/22/18
16		ADP	\$74.23	Payroll services 3/08/18
17	6269	AT&T Mobility	\$108.60	Foreman's cell phone 2/5-3/4/18
18		Barbara J. Vilanova	\$169.31	Reimbursement of petty cash fund
19		Belford Auto Service	\$350.00	Durango- O2 sensor & Inspection
20		Collins Vella & Casello	\$892.00	February legal services
21		Fisher Scientific	\$159.55	Deionized water for Lab
22		Fisher Scientific	\$53.95	Laboratory supplies
23		Gannett Newspapers	\$158.00	Publication of Meeting schedule & contracts
24		Gannett Newspapers	\$56.45	Publication of February SREC auction
25		Garden State Fire & Security	\$270.00	Fire alarm monitoring 3/1-5/31/18
26		Garden State Labs	\$4,895.00	Outside Lab costs January 2018
27		Garden State Labs	\$3,860.00	Outside Lab costs February 2018
28		Home Depot	\$110.55	Dust mop, floor squeegees, crack filler
29	6271	Jaspan Brothers South	\$356.19	Paint, rollers, bulbs, screws, hardware
30		Kepwel	\$35.00	7-5 gallon water jugs for office-January
31		LRM, Inc.	\$1,000.90	1 st Quarter Meter Calibrations
32		Norwood Auto Parts	\$78.34	Antifreeze, wiper fluid, wiper blades, hand cleaner
33		Norwood Auto Parts	\$486.27	12V batteries, Durango battery, jumper cables
34		One Call Concepts	\$143.75	One call notices January 2018
35		One Call Concepts	\$155.00	Once call notices February 2018
36		Russell's Diesel Repair	\$180.00	Diagnose & repair UB generator
37		Sakoutis Brothers Disposal	\$76.02	Monthly trash pick up- March
38		Staples	\$109.98	Printer Ink
39		Staples	\$110.97	Printer Ink
40		T&M Engineering	\$706.25	February general services
41		T&M Engineering	\$4,472.75	HVAC Investigation
42		T&M Engineering	\$92.00	NJEIT Planning document
43		TOMSA	\$725.36	387.9 Gallons of unleaded gas 12/1/17--2/28/18
44		Treasurer, State of New Jersey	\$835.00	Lab Renewal Fee
45		VAG-USA LLC	\$1,021.85	Air release valve parts
46		W.B. Mason	\$396.78	Janitorial supplies & office supplies
47		Water Environment Federation	\$107.00	Annual Membership Renewal - J. Roche
48		Xerox	\$111.65	Monthly copier rental 1/23-2/21/18
49		Xerox	\$111.65	Monthly copier rental 12/21/17-1/23/18
		TOTAL	\$45,791.89	

Fringe benefits and payroll processed after the February Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 2/5/18

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
03/09/18	ADP	Employee's Payroll & Payroll Taxes	\$21,273.40	Payroll of 03/09/18
02/21/18	ADP	Employee's Payroll & Payroll Taxes	\$16,327.90	Payroll of 02/21/18
02/09/18	ADP	Employee's Payroll & Payroll Taxes	\$16,327.90	Payroll of 02/09/18
03/05/18	5473	Sun Life Financial	\$ 772.08	Mar. long-term disability benefits ins.
03/15/18	TEPS	NJSHBP	\$16,624.66	March Health Benefits

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

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

Public Portion

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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 Ms. Loud-Hayward** , and passed by the affirmative voice vote of all Members present, no nays, no abstain, one absent, the Meeting adjourned at 7:53 p.m.

Respectfully submitted by:

Barbara Vilanova,
Recording Secretary