

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, March 20, 2017, 7:00 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." Pledge of Allegiance & Moment of Silence

III. ROLL CALL – ATTENDANCE

Commissioners Present: Aumack, Knox, Loud-Hayward, Sachs, Scarano, Schoeffling, Smith and Sodon

Commissioners Absent: Foley

Also Present: Gregory W. Vella, Esq., Authority Attorney, Collins, Vella and Casello, L.L.C.
Dennis Dayback, 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 Annual Reorganization Meeting and Regular Meeting Held on 2/06/17

On **Motion** by Mr. Sodon, **Seconded** by Mr. Aumack, the Minutes of the Annual Reorganization meeting and the Regular meeting held on 2/6/17 were approved as presented by all Members present, no nays, one absent, two abstain (Knox & Scarano).

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberton, MCBOA Foreman, presented his monthly report.

❖ **Monthly Highlights**

- SREC current pricing \$256- 52 SREC's to be auctioned 3/22
43 SREC's for earned for February 2017
- BRSA meeting for energy resilience project
- Nor'easter Stella update
- New Lab permit received
- Permit fee \$88,784 (NJDEP rate increase)
- Computers backed up 3/15
- Safety breakfast attended 2/22
- Employee TCH training 3/7
- Backflow devices tested 3/9
- Outfall Pipe risers

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 2016 adjustment.
- County billed for ferry pump station annual fee.
- Keansburg and BRSA 1st quarter payments received.

❖ Administrative Highlights

- Sunshine Notices mailed.
- Meeting Schedule and Professional Appointments published in paper.
- Service Agreements for Professionals.
- 2016-2017 Elected Officials online training- \$250 credit per person
- Constellation Energy Invoices
- OPRA requests
- Avaya Bankruptcy notice
- Annual Audit

Engineer

Mr. Dayback reported that there has been no new activity with Many Mind Creek, Whirl Construction, 44 Bay-side Drive proposed development plan or the Army Corp. of Engineers Port Monmouth Flood Protection Project. All documentation requested by FEMA has been forwarded to Attorney Vella and submitted to FEMA.

Mr. Dayback reported that the Authority received a letter dated Friday February 24, 2017 from Mr. James Mowczan, Monmouth County Parks System summarizing certain construction measures that will be implemented by the County contractor to minimize the potential damage to the MCBOA facility during the Monmouth County parks trail renovations. T&M responded to Mr. Mowczan by letter dated March 8, 2017 advising Mr. Mowczan that although the precautions implemented may minimize the potential for damage, it is the contractors responsibility to protect the MCBOA facility. T&M also advised Mr. Mowczan that the letter did not address all concerns outlined in previous correspondence.

Mr. Dayback also discussed the Force Main Condition Assessment. T&M made an inquiry on behalf of the Authority to the New Jersey Environmental Infrastructure Trust Fund (NJEITF) concerning two possible funding sources for financing of the project. A pre-application meeting is scheduled for March 29, 2017 at 10:00 a.m. Mr. Tuberton, Ms. Vilanova, Mr. Sachs & Mr. Vella will attend the meeting as well as Mr. Dayback.

A meeting was held on Friday March 10, 2017 with representatives of the Bayshore Regional Sewerage Authority (BRSA) to review and discuss BRSA application to the FEMA Hazard Mitigation Assistance (HMA) for emergency backup generators at the BRSA plant. Since the proposal will be providing emergency generators at the BRSA facility, BRSA is inquiring whether the Authority would be interested in being included in the application to provide an emergency generator at the MCBOA pump station. The Hazard Mitigation Program provides 90% funding. BRSA will be arranging a meeting with representatives from FEMA to discuss possible options.

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As per the discussion on adding additional risers on the outfall pipe, Mr. Dayback will look through the Authority files for the bid specs from the Outfall Pipe repair project that was done after Super Storm Sandy. Once the Authority has this information they will decide how to proceed,

Attorney

Mr. Vella reported that the PADEP is investigating the dumping of the sludge from the retention pond at the Castle Creek site in Pennsylvania. Mr. Vella provided the PADEP with information they requested. The Authority is not being investigated, the contractor, hauling company and the Castle Creek site are.

Recently the Authority has several OPRA requests which Mr. Vella assisted Ms. Vilanova with.

Accountant

Mr. Panis reported that the audit is underway. He has not been able to obtain the fiscal year 2017 pension information which is needed for the audit. Ms. Vilanova contacted NJPERS and was told the report has not been published yet. Mr. Vella believes he has a contact from last year and will forward the information.

New Business

None

Approval of Vouchers

Resolution offered by Mr. Knox:

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 20, 2017**

| No. | Check # | Provider | Amount | Description |
|------------|----------------|----------------------|---------------|---|
| 1 | 5900 | Cablevision | \$148.72 | Phone & internet Union Beach 2/1-2/28/17 |
| 2 | | Cablevision | \$148.73 | Phone & internet Union Beach 3/1-3/31/17 |
| 3 | | Comcast | \$268.90 | Triple Play Package- Belford 2/26-3/25/17 |
| 4 | | Constellation Energy | \$71.95 | Street lighting 6/18/16-1/19/17 |
| 5 | | JCP&L | \$28.79 | Belford Street Lighting 1/20-2/20/17 |
| 6 | 5896 | JCP&L | \$8,245.08 | Union Beach 12/28-1/27/17 |
| 7 | | JCP&L | \$6,988.48 | Union Beach 1/30-2/29/16 |
| 8 | 5897 | JCP&L | \$3,927.83 | Belford 1/4-2/2/17 |
| 9 | | JCP&L | \$962.22 | Belford 2/3-3/2/17 |
| 10 | 5898 | JCP&L | \$170.89 | Sandy Hook 1/6-2/3/17 |
| 11 | | JCP&L | \$167.57 | Sandy Hook 2/9-3/18/16 |
| 12 | | NJAWC | \$52.09 | Union Beach 1/26-2/24/17 |
| 13 | | NJAWC | \$124.03 | Belford 1/24-2/22/17 |
| 14 | | ADP | \$144.25 | Payroll services 4 th Q, W2's & year end |
| 15 | | ADP | \$71.19 | Payroll services 2/09/17 |
| 16 | | ADP | \$55.93 | Payroll services 2/23/17 |

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|----|-------------|--------------------------------|---------------------------|--|
| 17 | | ADP | \$72.25 | Payroll services 3/09/17 |
| 18 | | AT&T Mobility | \$103.33 | Foreman's cell phone 2/5-3/4/17 |
| 19 | | Andrew Kutschman Electric | \$165.00 | Checked overload from circulating pump |
| 20 | | Collins Vella & Casello | \$555.00 | February legal services |
| 21 | | EMA | \$1,431.48 | Service/repair call |
| 22 | | EMA | \$400.00 | Repair/test robicon board |
| 23 | | ERA | \$157.87 | 2017 WPT testing |
| 24 | | Gannett Newspapers | \$152.50 | Publication of Meeting schedule & contracts |
| 25 | | Gannett Newspapers | \$58.65 | Publication of January SREC auction |
| 26 | | Garden State Fire & Security | \$270.00 | Fire alarm monitoring 3/1-5/31/17 |
| 27 | | Garden State Labs | \$4,596.00 | Outside Lab costs January 2017 |
| 28 | | Garden State Labs | \$3,556.00 | Outside Lab costs February 2017 |
| 29 | | Independence Constructors | \$2,575.00 | Remove/replace veeder root system |
| 30 | | Irven Bob Miller | \$13,420.00 | Repair heat as per quote |
| 31 | 5858 | Jaspan Brothers South | \$378.92 | Paint, painting supplies, mark out stakes, bulbs |
| 32 | 5902 | Jaspan Brothers South | \$292.79 | Rakes, hardware, ceiling tiles, padlock, paint |
| 33 | | Kepwel | \$30.00 | 6-5 gallon water jugs for office-January |
| 34 | | Kepwel | \$30.00 | 6-5 gallon water jugs for office-February |
| 35 | | Middletown Plumbing | \$101.27 | Flushometer |
| 36 | | Norwood Auto Parts | \$28.28 | Oil dry & light bulb for truck |
| 37 | | One Call Concepts | \$115.00 | One call notices January 2017 |
| 38 | | One Call Concepts | \$98.75 | Once call notices February 2017 |
| 39 | | Sakoutis Brothers Disposal | \$70.00 | Monthly trash pick-up – March |
| 40 | | Sakoutis Brothers Disposal | \$70.00 | Monthly trash pick up- April |
| 41 | | Staples | \$261.38 | Ink, report covers, envelopes, folders, surge prot |
| 42 | | T&M Engineering | \$874.00 | February general services |
| 43 | | Township Hardward | \$98.88 | Rock salt |
| 44 | | TOMSA | \$453.73 | 329.7 Gallons of unleaded gas 12/7/15-2/25/16 |
| 45 | | Treasurer, State of New Jersey | \$835.00 | Lab Renewal Fee |
| 46 | | W.B. Mason | \$230.77 | Janitorial supplies & office supplies |
| 47 | | Water Environment Federation | \$107.00 | Annual Membership Renewal – E. Tuberion |
| 48 | | Xerox | \$111.65 | Monthly copier rental 12/24-1/22/16 |
| 49 | | Zeek's Tees | \$135.00 | Magnetic car sign & sign for pump station |
| | | TOTAL | <u>\$53,412.15</u> | |

Fringe benefits and payroll processed after the February Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 2/6/17

| Date | Check No. | To | Amount | Description |
|-------------|------------------|------------------------------------|---------------|---|
| 03/09/17 | ADP | Employee's Payroll & Payroll Taxes | \$20,475.96 | Payroll of 03/09/17 |
| 02/24/16 | ADP | Employee's Payroll & Payroll Taxes | \$16,586.25 | Payroll of 02/22/17 |
| 02/17/17 | 5859 | Chase | \$ 105.00 | Procurement card Purchases |
| 03/09/17 | 5473 | Sun Life Financial | \$ 767.96 | Mar. long-term disability benefits ins. |
| 03/13/17 | TEPS | NJSHBP | \$17,402.39 | March Health Benefits |

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

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. Knox, Seconded by Mr. Scarano**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, one absent, the Meeting adjourned at 7:38 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.