

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, March 20, 2023, 7:00 p.m.**

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

Members Present: Buccellato, Foley, Impreveduto, Kalaka(7:05), Sachs & Sodon

Members Absent: Aumack, Lewandowski & Toomey

Also Present: Gregory Vella, Esq., Attorney, Collins, Vella and Casello, L.L.C.
David Kysniak, Authority Engineer, T&M Associates
Barbara Vilanova, MCBOA Administrative Assistant
Edward Tuberion, Jr. MCBOA Operations Manager

IV. Approval of Minutes – Authority Annual Reorganization Meeting & Regular Meeting Held on 2/06/23

On **Motion** by Mr. Sodon, **Seconded** by Mr. Impreveduto, the Minutes of the Annual Reorganization Meeting and the Regular Meeting of 02/06/23 were approved as presented by all Members present, no nays, none abstain, three absent.

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberion, MCBOA Operations Manager, presented his monthly report:

❖ **Monthly Highlights**

- SREC's current pricing \$219.
 - 22 SREC's for January 2023
 - 21 SREC's for February 2023
- Ocean Outfall pipe- Risers- Parts- Update
 - Air lift/riser installation quote – TNJ Marine - \$10,880 per day
 - Air lift/riser installation quote- Scofield Marine - \$8,708 per day.
- Air handler repair Belford.
- Fire alarm system repair UB.
- Security camera repair Belford.
- UST water removal Belford.
- Diesel pumps PM – UB & Belford completed 2/28.
- Painting completed at Belford & UB.
- Backflow testing completed 3/9.
- Lab permit renewal.
- Employment applications.

- NJUAJIF Breakfast awards.

On **Motion** by Mr. Buccellato, **Seconded** by Mr. Sodon, the Board authorized Mr. Tuberton to use Scofield Marine for 3 days to remove sand and install risers on the outfall pipe, passed by the affirmative voice vote of all Members present, no nays, no abstain, three absent.

Office Manager's Monthly Report

Ms. Vilanova reported on the following items:

❖ Administrative Highlights

- TOMSA billed for second quarter with adjustment.
- Belford Ferry Pump Station billed for annual fee.
- BRSA first quarter payment received.
- Meeting Schedule & Professional Appointments published in paper.
- Sunshine notices mailed.
- Service Agreements for Professionals.
- 2022-2023 Elected Officials Risk Management Seminar-Online seminar – complete by May 1, 2023 and the Authority receives a \$250 credit towards our Insurance for each commissioner that completes it.
- 2021 Audit, Governance Letter and Management Discussion and Analysis – please review for comments.
- 2023 Audit preparation underway. Auditors will be on site beginning 6/12.

Attorney's Report

Mr. Vella provided the following information:

The Authority received a fine for the UST at Union Beach for failing to have testing completed that is required every three years. The testing was due in 2022 but NJDEP requires it to be done three years from the last one. Not just during the third year. Once it was brought to the Authority's attention the testing was scheduled, completed and the UST passed and in compliance. Mr. Vella requested an administrative hearing in order to reduce or remove the \$10,000 fine.

Engineer's Report

Mr. Kysniak reported T&M is working on the Valve replacement proposal as agreed on by the Authority.

Resolution offered by Mr. Impreveduto:

Resolution Of the Monmouth County Bayshore Outfall Authority Certifying Review of the Annual Audit Report for the Fiscal Year Ended 2021

WHEREAS, N.J.S.A., 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2021 has been completed and filed with the Monmouth County Bayshore Outfall Authority (MCBOA), pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by Resolution to the local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed it, and have specifically reviewed the sections of the annual audit report entitled “General Comments” and “Recommendations”, in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Monmouth County Bayshore Outfall Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2021, and specifically has reviewed the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

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

AYES: Buccellato, Foley, Impreveduto, Kalaka., Sachs & Sodon
NAYS: None
ABSENT: Aumack, Lewandowski & Toomey
ABSTAIN: None

Resolution offered by Mr. Buccellato:

Approval of Vouchers

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, 2023**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Cablevision	\$231.43	Phone & internet Union Beach 3/1-3/31/23
2	8146	Cablevision	\$211.43	Phone & internet Union Beach 2/1-2/28/23
3		Comcast	\$220.86	Triple Play Package- Belford 2/26-3/25/23
4	8143	JCP&L	\$39.63	Belford Street Lighting 1/19-2/16/23
5		JCP&L	\$8,567.26	Union Beach 1/28-2/25/23
6	8141	JCP&L	\$6,149.34	Belford 12/31/22-2/1/23
7		JCP&L	\$154.76	Sandy Hook 2/4-3/04/23
8	8146	JCP&L	\$160.53	Sandy Hook 1/6-2/3/23

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9		NJAWC	107.78	Union Beach 1/27-2/24/22
10		NJAWC	\$159.00	Belford 1/25-2/22/23
11		ABB	\$2,424.00	1 st Quarter Meter Calibrations & GW meter repair
12		ADP	\$138.00	Payroll services 2022 year end & W2's
13		ADP	\$221.30	Payroll services 2/2/23, 2/16/23 & 3/2/23
14	8139	AT&T Mobility	\$78.81	Foreman's cell phone 2/5-3/4/23
15		AT&T Mobility	\$78.81	Foreman's cell phone 3/5-4/4/23
16		Collins Vella & Casello	\$1,607.50	February legal services
17		Emergency System Services	\$3,986.43	Annual Service for Diesel engine- UB
18		Emergency System Services	\$4,021.43	Annual Service for Diesel engine-Belford
19		Gannett Newspapers	\$156.24	Annual meeting notice & professional contracts
20		Gannett Newspapers	\$738.12	Job posting-newspaper
21		Garden State Labs	\$5,193.00	Outside Lab costs January 2023
22		Hutchins HVAC Inc.	\$1,950.00	Biannual preventative Maintenance- HVAC
23	8148	Jaspan Brothers South	\$674.07	February supplies-paint& paint supplies,black top,batterie
24		Lorco Petroleum Services	\$586.30	Remove water from UST- Belford
25		Monmouth County.	\$327.83	137.1 gallons of unleaded fuel - January
26		Monotronics	\$557.58	Fire alarm monitoring 3/1-5/31/23
27		Monotronics	\$522.93	Fire alarm repair UB- transmitter & 12V battery
28		Monotronics	\$1,804.93	Fire alarm repair UB- Control Panel Board
29		NJ Natural Gas	\$703.50	Gas charge 1/26-2/23/23
30	8145	NJ Natural Gas	\$803.32	Gas charge – 12/27/22-1/26/23
31		NJWEA	\$792.00	Technology seminars-Tuberion,Feliciano&Roch
32		Norwood	\$10.90	Car wash cleaner
33		One Call Concepts	\$265.98	One call notices February 2023
34		Oswald Enterprises	\$950.00	Jet vac wet well & manhole
35		People's Plumbing	\$800.00	1 st Quarter backflow testing
36		People's Plumbing	\$850.00	Installed caps to stop boiler leak
37		Republic Services	\$95.12	Monthly trash pick-up - March
38	8144	Republic Services	\$95.12	Monthly trash pick up- February
39		Staples	\$77.98	Office supplies – printer ink & wireless keyboard
40		Staples	\$49.99	Printer ink
41		Treasurer, State of New Jersey	\$835.00	NJDEP Laboratory renewal fee
42		Vanguard Energy Partners, LLC	\$8,694.16	Inverter #2- AC board replacement
43		Vanguard Energy Partners, LLC	\$504.00	Troubleshoot Inverter PVP 260B
44		Vanguard Energy Partners, LLC	\$504.00	Inverter- Power supply replacement
45		Xerox	\$108.00	Copier rental 2/15-3/14/23
46		Xerox	\$108.00	Copier rental 1/15-2/14/23
47		Zeeks	\$687.10	Uniform shirts & sweatshirts
48		Barbara Vilanova	\$183.09	Petty cash fund (8/15/22-2/6/23)
		TOTAL	<u>\$58,186.56</u>	

Fringe benefits and payroll processed after the February Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 02/06/23

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
03/17/23	ADP	Employee's Payroll & Payroll Taxes	\$22,817.29	Payroll of 03/17/23
03/03/23	ADP	Employee's Payroll & Payroll Taxes	\$18,712.53	Payroll of 03/03/23
02/14/23	ADP	Employee's Payroll & Payroll Taxes	\$18,089.01	Payroll of 02/14/23

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03/01/23	8147	Sun Life Financial	\$ 785.93	Mar. long term disability benefits ins.
02/14/23	TEPS	NJSHBP	\$15,523.26	February Health Benefits
03/14/23	TEPS	NJSHBP	\$15,523.26	March Health Benefits
02/08/23	TEPS	Public Employees Retirement System	\$ 4,002.67	January PERS payment
03/08/23	TEPS	Public Employees Retirement System	\$ 4,002.67	February PERS payment
02/22/23	8140	Chase	\$ 7.20	Procurement card purchases
03/13/23	8149	Chase	\$ 5,820.01	Procurement card purchases

AYES: Buccellato, Foley, Impreveduto, Kalaka,, Sachs &, Sodon
NAYS: None
ABSENT: Aumack, Lewandowski & Toomey
ABSTAIN: None

Public Portion

None

Adjournment

There being no further business to come before the Meeting, on **Motion** by **Mr. Buccellato**, Seconded by **Mr. Kalaka**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, four absent, the Meeting adjourned at 7:45 p.m.

Respectfully submitted by: _____
Barbara Vilanova, Recording Secretary

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Actions Taken at this meeting:

Payment of Bills

Approval of Scofield Marine for risers and sand removal.

Certifying and accepting 2021 audit.