

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, March 21, 2016, 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: Foley, Knox, Loud-Hayward, Sachs, Schoeffling, Smith and Sodon

Commissioners Absent: Aumack, Scarano arrived 7:04

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 Tuberion, Foreman
Barbara Vilanova, Recording Secretary

IV. Approval of Minutes – Authority Annual Reorganization Meeting and Regular Meeting Held on 2/10/16

On **Motion** by Mr. Schoeffling, **Seconded** by Mr. Sodon, the Minutes of the Annual Reorganization meeting and the Regular meeting held on 2/1/16 were approved as presented by all Members present, no nays, one absent, none abstain.

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberion, MCBOA Foreman, presented his monthly report.

❖ **Monthly Highlights**

- SREC current pricing \$278- 22 December 2015 SREC's sold @270 = \$5,940
38 January 2016 SREC's sold @278.04 = \$10,565.52
37 SREC's earned for February 2016
- Fire alarm re-inspection UB passed
- Army Corp. of Engineers flood wall
- Slump block area protection
- NJDEP letter – Chronic dilution factor – ODG
- RFP – Due April 13, 2016- Slump block area and Outfall Pipe & Riser inspection
- Backflow preventers tested 3/8
- Keansburg Meter calibration.
- Roof repair
- All painting completed at both pump stations.
- Employee (TCH) training
- JIF Breakfast (2 employees attended) – 11 years accident free.

- Annual Proficiency testing completed at LBSA
- February DMR.

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.
- Funds available for Authority's share of Outfall repair project presented.
- TOMSA billed for 2nd Quarter with 2013 adjustment.
- County billed for ferry pump station for this year.
- Keansburg and BRSA 1st quarter payments received.

❖ Administrative Highlights

- Final Budget received from DCA and sent to Trustee as required.
- Sunshine Notices mailed.
- Meeting Schedule and Professional Appointments published in paper.
- Service Agreements for Professionals.
- 1095-C Tax forms provided to employees for proof of medical insurance.
- Project closeout begun for Retention Pond Project.
- Financial Disclosure Forms due 4/30/16.

Engineer

Mr. Dayback reported that there has been no activity with Many Mind Creek or Whirl Construction. On Thursday, February 25, 2016 Mr. Dayback participated in a conference call with Mr. Tuberton, representatives of the Army Corps of Engineers and the State of New Jersey Department of Environmental Protection to review and discuss the potential impact certain elements of the Port Monmouth Flood Protection Project will have on the Authority's 42" pipe. The proposed Flood Protection Alignment will cross the MCBOA facility west of Comptons Creek south of Campbell Avenue. Mr. Dayback provided a summary of the call and also provided a list of concerns for the Authority.

Mr. Dayback also provided the Authority with the Annual Consulting Engineer's report that is needed for the Trustee. Mr. Dayback, noting the age of the pipe, suggested it is time for the Authority to come up with a long term plan for inspecting the pipe and checking its integrity. T&M will prepare some preliminary costs and methods.

Attorney

Mr. Vella reported that a statutory notice was received from Greenberg, Grant & Richards, Inc., a firm representing United Rentals. JRI rented the generator used for the Retention Pond Project from United and apparently never paid them. When JRI provided the list of Sub-contractors and payment certifications Mr. Ientile did not list United Rentals as a sub-contractor. Since JRI was paid in full and the Authority is not withholding any funds there is no financial responsibility for Authority to pay this debt

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 21, 2016

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Avaya, Inc	\$65.58	Monthly ACS maintenance agreement-March
2	5475	Cablevision	\$140.54	Phone & internet Union Beach 2/1-2/29/16
3	5475	Cablevision	\$140.54	Phone & internet Union Beach 3/1/-3/31/16
4	5474	Comcast	\$230.27	Triple Play Package- Belford 2/26-3/25/16
5	5518	JCP&L	\$37.23	Belford Street Lighting 1/22-2/19/16
6	5517	JCP&L	\$8,815.16	Union Beach 12/31-1/29/16
7		JCP&L	\$8,706.13	Union Beach 1/30-2/29/16
8	5516	JCP&L	\$1,600.81	Belford 1/7-2/3/16
9		JCP&L	\$798.72	Belford 2/4-3/4/16
10	5519	JCP&L	\$237.13	Sandy Hook 1/9-2/8/16
11		JCP&L	\$64.15	Sandy Hook 2/9-3/18/16
12		NJAWC	\$34.00	Union Beach 1/27-2/23/16
13		NJAWC	108.80	Belford 1/23-2/22/16
14		ADP	\$144.25	Payroll services 4 th Q, W2's & year end
15		ADP	\$54.04	Payroll services 1/28/16
16		ADP	\$69.86	Payroll services 2/12/16
17		ADP	\$54.04	Payroll services 2/25/16
18		ADP	\$68.85	Payroll services 3/10/16
19	5472	AT&T Mobility	\$103.37	Foreman's cell phone 2/5-3/4/16
20		AT&T Mobility	\$103.37	Foreman's cell phone 3/5-4/4/16
21		Allied Oil, LLC	\$7,337.52	5,831gallons of diesel fuel
22		Atlantic Glass	\$3,150.00	Replace two windows
23		Cardinal Roofing	\$400.00	Roof repair
24		Collins Vella & Casello	\$750.00	January legal services
25		Collins Vella & Casello	\$675.00	February legal services
26		EMA	\$1,414.43	Repair & test robicon board
27		ERA	\$92.40	2016 WPT testing
28		Gannett Newspapers	\$183.25	Publication of Meeting schedule & contracts
29		Gannett Newspapers	\$72.50	Publication of February SREC auction
30		Gannett Newspapers	\$63.50	Publication of March SREC auction
31		Garden State Fire & Security	\$270.00	Fire alarm monitoring 3/1-5/31/16
32		Garden State Labs	\$4,516.00	Outside Lab costs January 2016
33		Garden State Labs	\$3,681.00	Outside Lab costs February 2016
34		Hach	\$417.39	Lab supplies
35	5471	Jaspan Brothers South	\$137.52	Floodlights, deicer,shovel, snow brush, ice melt
36	5520	Jaspan Brothers South	\$1,471.79	Paint,rollers,gloves,tray,markout paint,batteries
37		Kepwel	\$30.00	6-5 gallon water jugs for office
38		LRM, Inc	\$960.90	1 st quarter meter calibrations
39		Norwood Auto Parts	\$1.90	Funnel
40		N.J.W.E.A	\$559.00	Training, Tuberion,Nelson,Mannarino & Roche

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41	One Call Concepts	\$131.44	One call notices January 2016
42	One Call Concepts	\$146.32	Once call notices February 2016
43	Sakoutis Brothers Disposal	\$70.00	Monthly trash pick-up – March
44	Sakoutis Brothers Disposal	\$70.00	Monthly trash pick up- April
45	Schaibles	\$1,000.00	Quarterly backflow testing
46	Staples	\$39.05	Business cards, ink, folders, sharpies & batteries
47	T&M Engineering	\$409.50	February general services
48	TOMSA	\$408.83	329.7 Gallons of unleaded gas 12/7/15-2/25/16
49	Treasurer, State of New Jersey	\$835.00	Lab Renewal Fee
50	W.B. Mason	\$29.99	Easy trap dusters
51	Water Environment Federation	\$103.00	Annual Membership Renewal – E. Tuberion
52	Xerox	\$111.65	Monthly copier rental 12/24-1/22/16
	TOTAL	<u>\$51,115.72</u>	

**Fringe benefits and payroll processed after the February Operating Vouchers
were submitted for review and approval at the Authority Regular Meeting of 2/1/16**

Date	Check No.	To	Amount	Description
03/11/16	ADP	Employee's Payroll & Payroll Taxes	\$19,426.32	Payroll of 03/11/16
02/24/16	ADP	Employee's Payroll & Payroll Taxes	\$16,036.37	Payroll of 02/24/16
02/12/16	ADP	Employee's Payroll & Payroll Taxes	\$19,669.19	Payroll of 02/12/16
02/22/16	5500	Chase	\$ 80.00	Procurement card Purchases
02/27/16	5473	Sun Life Financial	\$ 760.49	Mar. long-term disability benefits ins.
02/15/16	TEPS	NJSHBP	\$17,400.00	March Health Benefits

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

AYES: Foley, Knox, Loud-Hayward, Sachs, Scarano, Schoeffling, Smith & Sodon
 NAYS: None
 ABSENT: Aumack
 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 Ms. Loud-Hayward**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, one absent, the Meeting adjourned at 7:33 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.

