

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, April 15, 2019, 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, Sachs, Schoeffling, Smith, Sodon & Toomey

Commissioners Absent: Aumack & Scarano

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 3/18/19

On **Motion** by Mr. Smith, **Seconded** by Mr. Schoeffling, the Minutes of the Regular meeting held on 3/18/19 were approved as presented by all Members present, no nays, two absent, none abstain.

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberion, MCBOA Foreman, presented his monthly report.

❖ **Monthly Highlights**

- SREC current pricing \$223- 29 SREC's earned for January 2019
42 SREC's earned for February 2019
? SREC's for March 2019
- UST repairs Belford complete!
- Diesel Pump recommended repairs (All gaskets, seals, hoses, etc.)
UB- Emergency System Services (\$15,672) Certified Truck Repair (\$14,700)
Bel- Emergency System Services (\$15,672) Certified Truck Repair (\$14,700)
Generator and Automatic Transfer Switch still being researched..
- Security cameras installed
- Pure Technologies draft report
- PT (Proficiency Testing) study 3/29
- NJDEP Audit 4/10
- Laboratory audit 4/17
- Boiler Inspection 4/15

- Meter calibration 4/12
- Safety/Employee meeting held 3/22

Office Manager's Monthly Report

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

❖ Financial Report & Administrative Highlights

- BRSA & Keansburg billed for 2nd Quarter.
- Keansburg 1st Quarter payment received.
- TOMSA 2nd Quarter payment received.
- Annual Belford Ferry Pump Station payment received.
- 1st Quarter unencumbered monies sent to Trustee.
- 1st Quarter Report of Contributions (Pension report) completed and sent to PERS.
- Quarterly flow of funds completed by Trustee.
- Annual Pension Payment made.
- Annual Financial Disclosure Forms due by April 30th. Instructions & PIN's provided.
- Annual Audit in progress.
- All balances and monthly interest rate were presented

Engineer

Mr. Dayback reported that the Pure Technologies draft report is being review by the environmental engineers and he should have a complete report with T&M's comments for the next meeting. As was discussed at last month's meeting Mr. Dayback advised Pure Technologies that the payment request for certain extras associated with the pipe modifications for the preparation of access and removal points along the existing force main would not be considered without Pure Technologies providing a detailed explanation of the overrun and that the request was not viewed favorable by the Authority.

Mr. Dayback reported that he advised the HVAC contractor, ICC, that the Authority agreed to extend the contract completion date to June 14, 2019. T&M has completed their review of the shop drawings for the Duct work and Air Handling unit. The contractor has requested authorization to begin certain preparation work for the installation of the HVAC unit. The contractor was authorized to proceed

On Tuesday April 9, 2019 a meeting was held with representatives of BRSA to discuss the design, scope, agreement and schedule of the Power Resiliency Project. Ed Tuberton, Barbara Vilanova, Gregory Vella and Mr. Dayback attended the meeting. BRSA has secured funding through FEMA for the design of the project. BRSA is utilizing the Federal procurement rules to find the most qualified Engineer for the design. RFQ's are due back at the end of April and BRSA will choose the most qualified based on scope and negotiate a contract. BRSA plans to award the design project at their May meeting. BRSA has requested information from the Authority in order to understand what would be needed for the MBCOA emergency power. Mr. Tuberton is working on gathering the necessary information.

Attorney

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Mr. Vella reported once the BRSA project moves along the Authority and BRSA will need to enter an agreement for the cost sharing. There will be costs that will be exclusive to MCBOA, exclusive to BRSA and there will be shared costs. At the meeting with BRSA, the MCBOA representatives made it clear to BRSA that the Authority would need to have the ability to operate the emergency power when needed whether or not BRSA needed emergency power. The design engineers will need to take that in to consideration when sizing the emergency generators.

Accountant

Mr. Panis reported that the annual audit is in progress.

New Business

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 – April 15, 2019**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Comcast	\$308.84	Triple Play Package-Belford 3/26-4/25/19
2		Constellation Energy	\$8.97	Street lighting 2/19-3/19/19
3		JCP&L	\$26.17	Belford Street Lighting 2/19-3/19/19
4		JCP&L	\$157.65	Sandy Hook 3/7-4/03/19
5		NJAWC	\$42.10	Union Beach 2/27-3/25/19
6		NJAWC	\$134.80	Belford 2/23-3/22/19
7		ADP	\$59.06	Payroll services 3/21/19
8		ADP	\$75.10	Payroll services 4/04/19
9		AT&T Mobility	\$115.08	Foreman's cell phone 3/5-4/4/19
10	6684	All American Chevrolet	\$86.39	Oil Change & tire rotation- Chevy Tahoe
11		Andrew Kutschman Electric	\$3,100.00	Electrical work for gate camera
12		Collins Vella & Casello	\$1,168.00	March general services
13		Complete Security Systems	\$2,399.00	Installation of Union Beach security cameras
14		Emergency System Services	\$1,201.10	Fuel polishing- UB generator
15		Fisher Scientific	\$435.59	Laboratory supplies-solutions
16		Fisher Scientific	\$151.62	Laboratory supplies-deionized water
17		Fisher Scientific	\$477.34	Laboratory supplies-buffer solutions
18		Fisher Scientific	\$95.32	Laboratory supplies-thermometers
19		Hach Company	\$164.00	Service Contract-Colorimeter
20	6683	Independence Constructors	\$5,900.00	Union Beach UST repairs
21		Industrial Cooling Corp.	\$3,298.09	Payment certificate #1- HVAC upgrades
22		Jaspan Brothers South	\$84.58	Batteries,keys,padlock,cable tie, cleaner
23		NJWEF	\$510.00	Technology seminar Tuberon,Mannarino,Nelson
24		Sakoutis Brothers Disposal	\$83.62	Monthly trash pick up- April
25		Schaible's Plumbing	\$1,085.00	Quarterly backflow certification
26		Staples	\$151.76	Copy paper, router for UB, pencils & sharpener
27		T&M Engineering	\$644.00	Pure Technologies Assessment-March

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28	T&M Engineering	\$3,664.90	HVAC Upgrades-March
29	Tami Nelson	\$140.00	Reimbursement for class completion.
30	W. B. Mason	\$164.86	Mop wringer bucket
31	W.B. Mason	\$852.53	Vacuum, mop & pole, janitorial office supplies
	TOTAL	\$26,785.47	

Fringe benefits and payroll processed after the March Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 3/18/19

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
03/08/19	ADP	Employee's Payroll & Payroll Taxes	\$16,166.62	Payroll of 03/08/19
02/22/19	ADP	Employee's Payroll & Payroll Taxes	\$20,685.25	Payroll of 04/05/19
03/25/19	6682	Sun Life Financial	\$ 772.08	April long-term disability benefits ins.
04/15/19	TEPS	NJSHBP	\$17,011.43	April Health Benefits
04/01/19	TEPS	Public Employees Retirement System	\$57,996.00	Annual Employer Appropriation

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

AYES: Foley, Knox, Sachs, Schoeffling, Smith, Sodon & Toomey
 NAYS: None
 ABSENT: Aumack, 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. Knox**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, two absent, the Meeting adjourned at 7:29 p.m.

Respectfully submitted by:

Barbara Vilanova,
 Recording Secretary