

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, April 16, 7:30 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."

III. ROLL CALL – ATTENDANCE

Members Present: Aumack, Bateman, Foley, Knox, Sachs, Schoeffling, & Sodon
Members Absent: Loud-Hayward & Smith

Also Present: Gregory Vella, Esq., Attorney, Collins, Vella and Casello, L.L.C.
John McKelvey, P.E., Authority Engineer, T&M Associates
Barbara Vilanova, MCBOA Administrative Assistant
Edward Tuberton, Jr. MCBOA Foreman

IV. Approval of Minutes – Authority Annual Reorganization Meeting and Regular Meeting Held on 3/19/12

On **Motion** by Mr. Bateman, **Seconded** by Mr. Knox, the Minutes of the Regular meeting held on 3/19/12 were approved as presented with attendance correction on vouchers by all Members present, no nays, two absent, none abstain

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberton, MCBOA Foreman, presented his monthly report:

❖ **Monthly Highlights**

- SREC's continue to decrease in value – continue banking.
- FEMA update
- Solar combiner box repaired
- New Employee - John Mannarino
- NJDEP permit renewal application
- All meters calibrated
- A/C unit serviced 3/27
- Backflow preventer testing completed
- Annual & semi-annual wastewater sampling completed.
- Quarterly Safety/Employee meeting held on 3/28
- Painting completed at both pump stations.

Office Manager's Monthly Report

Ms. Vilanova reported on the following items:

❖ **Administrative Highlights**

- Payment received from BRSA for 2nd quarter with adjustment.
- 1st Quarter unencumbered monies sent to Trustee.
- 1st Quarter Report of Contributions completed and sent to PERS
- Quarterly flow of funds completed by Trustee.
- Second installment of NJUA JIF Insurance premium due May 1st.
- Borough of Keansburg invoiced for 2nd Quarter.
- Financial Disclosure forms due to County Clerk by April 30th.
- Check received for Hurricane Irene claim.

Attorney's Report

Mr. Vella provided the following information:

Mr. Vella discussed the Draft Settlement Agreement. As approved last month at the meeting the Authority authorized Mr. Vella to accept the NJDEP settlement agreement. The final agreement is here and the Chairman will sign it and the agreement and the payment shall be sent to the NJDEP.

Mr. Vella also discussed that due to the expense of the joint investigation project for the Coe Place repair it became necessary for the project to go out to public bid. Hopefully the Authority will get a reasonable bid and once we have the report from the joint inspection then the repair project can be bid for next fall or winter. Once the bids come in then the Authority will have to discuss financing options. Mr. Vella will also prepare the necessary paperwork to terminate the current project with J. Fletcher Creamer since it is no longer a viable option.

Mr. Vella also discussed the solar combiner box issue. Mr. Vella recommended that the Authority have someone from T&M's solar department come out and inspect the combiner boxes to see if it is a manufacturer issue or an installation issue. Once he has a report from T&M he will prepare a letter for Vanguard and also contact their bonding company.

Regarding the Keansburg Desalination Plant Mr. Vella will send a letter to Keansburg regarding their late payment and remind them on the billing/due dates and also the need for prompt reporting of meter reads.

Engineer's Report

▪ **Force Main Thrust Repair- Coe Place**

Mr. McKelvey reported that the joint inspection project has been advertised and bids are due on May 2nd at 10:00 a.m. T&M is working on the necessary wetlands permit issues. Once the condition and integrity of the joints is determined, the pipe replacement design will be finalized and construction plans and specifications will be prepared, for bidding the pipe replacement. The actual construction will be scheduled for the winter of 2012/2013 during which a DEP approved shutdown can be performed. Mr. McKelvey is also exploring other options such as a by-pass and temporary restraints in order to reduce the risk. Pricing for these options should be ready for the next meeting. The Authority continues to monitor the site daily.

▪ **New Jersey Natural Gas Cleanup at Many Mind Creek**

Mr. McKelvey reported that the Authority Engineer is still awaiting ERM's report on their findings.

Accountant

Mr. Panis distributed a copy of the Preliminary Financial Statement for 2011, via US Mail, to all the commissioners and advisors and proceeded to provide a review and summary of the results of the operations. The Board members will review the Financial Statement and prepare any questions for the May meeting.

Mr. Panis reported that there are a couple minor changes he still needs to make but nothing that will affect the overall audit.

New Business

NONE

Old Business

Payment of J. Fletcher Creamer Certificate #2- All necessary backup paperwork has been received and reviewed by the Authority Attorney.

On **Motion** by Mr. Knox, **Seconded** by Mr. Bateman, the Board authorized the payment of J. Fletcher Creamer Certificate #2, approved as presented by all Members present, no nays, two absent, no abstain

Resolution offered by Mr. Sodon:

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 – April 16, 2012**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Avaya, Inc	\$42.98	Monthly ACS maintenance agreement
2	3809	Hess	\$5,654.09	Union Beach 2/17-3/16/12
3		Hess	\$115.28	Sandy Hook 3/6-4/4/12
4	3808	Hess	\$43.60	Belford Street Lighting 2/3-3/6/12
5	3811	JCP&L	\$44.29	Belford Street Lighting 2/16-3/16/12
6		JCP&L	\$77.72	Sandy Hook 3/6-4/4/12
7	3812	JCP&L	\$2,528.25	Union Beach 2/17-3/16/12
8	3774	NJAWC	\$80.00	Belford 1/20-2/21/12
9		NJAWC	\$80.00	Belford 2/21-3/21/12
10	3813	NJAWC	\$61.63	Union Beach 2/23-3/23/12
11	3773	Verizon	\$86.29	Union Beach 3/17-4/16/12
12	3770	Verizon	\$14.60	Belford long distance- 3/23-4/22/12
13	3772	Verizon	\$143.39	Belford all in one/fax – 3/14-4/13/12
14	3771	Verizon Online	\$50.74	Broadband Service- 3/15-4/15/12
15		ADP	\$7.67	Payroll services 3/15/12
16		ADP	\$45.45	Payroll services 3/29/12
17	3767	AT&T	\$134.37	Foreman’s cellular phone 2/5-3/4/12
18		Cardinal Roofing & Siding	\$485.00	Roof repairs

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19		Cerliones	\$352.95	Trimmer/weed whacker & line
20		Collins, Vella & Casello	\$1,772.50	General services - March
21		Fisher Scientific	\$243.84	Chlorine Reagent
22		Garden State Labs	\$5,236.00	Outside Lab costs—March 2012
23		Grainger	\$40.74	Safety valves and Safety glasses
24	3810	Jaspan Hardware	\$211.30	Supplies for March- painting stuff
25		NJUAJIF	\$20,831.70	2 nd Installment of Insurance
26		Sakoutis Brothers Disposal	\$70.00	Monthly trash pick-up – April
27		Schaibles Plumbing	\$1,000.00	Quarterly back flow testing
28		T&M Engineering	\$536.58	March general services
29		T&M Engineering	\$3,386.75	Solicit quotes- joint repair
30		Township Hardware	\$55.19	March supplies- painting
31		Xerox	\$105.00	Copier rental February
32		Xerox	\$105.00	Copier rental March
33		Treasurer, State of NJ	\$3,048.00	NJDEP fine
		TOTAL	<u>\$46,690.90</u>	

Fringe benefits and payroll processed after the March Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 3/19/12

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
03/30/12	ADP	Employee's Payroll & Payroll Taxes	\$16,866.70	Payroll of 3/30/12
04/13/12	ADP	Employee's Payroll & Payroll Taxes	\$19,500.55	Payroll of 4/13/12
03/28/12	3769	Sun Life Financial	\$ 763.34	Apr. long-term disability benefits ins.
03/28/12	3768	Delta Dental	\$ 1,002.81	Dental premium April
04/13/12	TEPS	NJSHBP	\$11,495.60	April Health Benefits
03/30/12	TEPS	Public Employees Retirement Sys.	\$45,779.00	100% pension contribution

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

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

Public Portion

Chairman Sachs opened the Meeting to the public. There being no one appearing to be heard, Chairman Sachs 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. Aumack**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, two absent, the Meeting adjourned at 8:11 p.m.

Respectfully submitted by: _____
 Barbara Vilanova, Recording Secretary

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Actions Taken at this meeting:

Payment of Bills

Authorization of NJDEP Settlement Payment

Authorization of Payment Certificate #2 to J. Fletcher Creamer