

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, April 16, 2018, 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."

III. ROLL CALL – ATTENDANCE

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

Commissioners Absent: 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 Tuberton, Foreman
Barbara Vilanova, Recording Secretary

IV. Approval of Minutes – Authority Regular Meeting Held on 3/19/18

On **Motion** by Mr. Sodon, **Seconded** by Ms. Loud-Hayward, the Minutes of the Regular meeting held on 3/19/18 were approved as presented by all Members present, no nays, one absent, one abstain(Knox)

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberton, MCBOA Foreman, presented his monthly report.

❖ **Monthly Highlights**

- SREC current pricing \$217
- 69 SREC's to be auctioned 4/25
- 58 SREC's earned in March
- Outfall Pipe Inspection- notice to proceed sent to Commercial Diving
- 2006 Durango advertised for Auction
- A/C repairs complete 4/12
- Belford Parking Lot- Monmouth County \$18,513 not including asphalt.
- Backflow testing completed 3/13
- Annual NJDEP Proficiency Test (PT) sampling completed at LBSA.
- Employee/Safety meeting 3/23.
- Slump Block Inspection RFP sent out 3/14

Office Manager's Monthly Report

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

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❖ **Financial Report**

- All balances and monthly interest rate were presented.
- BRSA & Keansburg billed for 2nd Quarter.
- TOMSA 2nd quarter payment received.
- Keansburg 1st Quarter payment received.

❖ **Administrative Highlights**

- 1st Quarter unencumbered monies sent to Trustee.
- 1st Quarter Report of Contributions completed.
- Quarterly flow of funds completed by Trustee.
- Annual Pension Payment made.
- Annual Financial Disclosure Forms due by April 30th.
- Physical Connection Permit received.

Engineer

▪ **New Jersey Infrastructure Trust Fund**

Remains as previously reported. NJDEP has assigned a reviewer to the project and once the project certification is complete then we can advertise for construction bids.

▪ **HVAC Investigation**

T&M prepared an engineering cost proposal for the preparation of plans and specifications for the HVAC improvements identified in the system investigation report. Copies of the proposal were distributed to the Commissioners for review and we will discuss it at next month’s meeting. The chairman authorized Mr. Day-back not to exceed \$5,000 for the cost of bid specs, all commissioners were in favor by voice vote.

Accountant

Mr. Panis reported that he has completed the onsite audit and is waiting on the Pension numbers from State Pension report.

New Business

NONE

Approval of Vouchers

Resolution offered by Mr. Smith:

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, 2018**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Cablevision	\$148.65	Phone & internet Union Beach 4/1-4/30/18
2		Comcast	\$304.87	Triple Play Package- Belford 3/26-4/25/18

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3		Constellation Energy	\$10.30	Belford Street Lighting 2/20-3/20/18
4		JCP&L	\$27.91	Belford Street Lighting 2/20-3/20/18
5		JCP&L	\$4,587.10	Union Beach 2/28-3/28/18
6		JCP&L	\$927.68	Belford 3/3-4/31/18
7		NJAWC	\$48.78	Union Beach 2/27-3/26/18
8		NJAWC	\$134.81	Belford 2/24-3/22/18
9		ADP	\$73.15	Payroll services 4/05/18
10		ADP	\$57.49	Payroll services 3/22/18
11	6724	AT&T Mobility	\$108.60	Foreman's cellular phone 3/5-4/4/18
12		Collins,Vella&Casello	\$1,408.00	March general services
13		ERA	\$125.22	2018 WPT & CRM testing supplies
14	6306	Jaspan Brothers South	\$49.51	Hose nozzle, ice melt,drain opener concrete
15		Norwood Auto Parts	\$11.50	Brake fluid
16		One Call Concepts	\$110.00	March one call notices
17		Sakoutis Brothers	\$76.02	April garbage pick up
18		Schaibles	\$1,191.67	Quarterly backflow inspection & repairs
19		Staples	\$49.99	Copy paper
20		Xerox	\$111.65	Monthly copier rental 2/21-3/22/18
		TOTAL	\$9,562.90	

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

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
03/23/18	ADP	Employee's Payroll & Payroll Taxes	\$16,322.42	Payroll of 03/23/18
04/06/18	ADP	Employee's Payroll & Payroll Taxes	\$20,401.45	Payroll of 04/06/18
03/30/18	TEPS	PERS	\$53,756.61	Annual Employer Appropriation
03/28/18	5907	Sun Life Financial	\$ 772.08	Apr. long-term disability benefits ins.
04/13/18	TEPS	NJSHBP	\$16,624.66	Apr. Health & Dental Benefits
04/05/18	TEPS	PERS	\$ 3,872.31	March PERS

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

AYES: Aumack, Foley ,Knox, Loud-Hayward, Sachs, Schoeffling, Smith & Sodon
 NAYS: None
 ABSENT: 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. Aumack, Seconded by Mr. Schoeffling**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, one absent, the Meeting adjourned at 7:43 p.m.

Respectfully submitted by:

Barbara Vilanova,
Recording Secretary

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