

**Minutes of the Regular Meeting of the  
Monmouth County Bayshore Outfall Authority  
Monday, April 20, 2015, 7:30 p.m.  
MCBOA Conference Room  
200 Harbor Way, Belford, New Jersey**

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**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, Knox, Loud-Hayward, Sachs, Schoeffling, Smith and Sodon

Commissioners Absent: Scarano

Also Present: Gregory W. Vella, Esq., Authority Attorney, Collins, Vella and Casello, L.L.C.  
Keith Henderson, P.E. 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 3/16/15**

On **Motion** by Mr. Schoeffling, **Seconded** by Mr. Knox, the Minutes of the Regular meeting held on 3/16/15 were approved as presented by all Members present, no nays, one absent, none abstain.

**REPORT OF ADVISORS**

**Foreman's Monthly Report**

Edward Tuberton, MCBOA Foreman, presented his monthly report.

❖ **Monthly Highlights**

- SREC current pricing \$185, 39 February & 56 March
- Solar repairs- ground faults, blown fuses, surge protector, condensation
- NJNG meeting- Many Mind Creek 3/25
- UB pump station VFD fire 3/17- \$24,495 in damages
- Fire alarm \$12,700 both pump stations
- NJPDES Draft permit received/comments submitted
  - Modified lab certifications for dissolved oxygen received
  - Quotation for dissolved oxygen equipment- \$1,685
  - NJDEP permit writer Leon Moss site visit 4/16
- 2004 F350 pickup ready for bid
- TOMSA meeting 3/2.
- Proficiency testing (quality control) annual resting completed/submitted.
- Monthly JIF meeting attended 4/16 – Jonathan Mannarino.
- NJDEP letter – slump block
- Employee/Safety meeting 3/27.
- March 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.
- BRSA & Keansburg billed for 2<sup>nd</sup> Quarter.
- Payment received from County for ferry pump station.
- TOMSA 2<sup>nd</sup> 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.
- Final Budget received from the State and sent to the Trustee.
- FEMA Project closeout requested on 3 of 4 projects
- FFATA (Federal Funding Accountability and Transparency Act) completed for FEMA.
- Annual Financial Disclosure Forms due by April 30<sup>th</sup>.
- Mr. Panis was onsite to perform his audit.

### Engineer

#### ▪ NJNG Many Mind Creek Remediation

Mr. Henderson reported that T&M provided pump curve information to the Authority for the NJNG consultants. The Authority met with the consultants and NJNG is considering setting up a bypass around the work area. T&M will assist as requested as the project proceeds.

### Attorney

Mr. Vella will prepare a letter to Anthony Rotondo from the NJDEP in reference to the slump block area and plans to stabilize the pipe.

### Accountant

Mr. Panis provided a preliminary copy of the 2014 Audit and will go over the final Audit at the next meeting.

### Resolutions

#### Resolution offered by Mr. Knox:

## **RESOLUTION AUTHORIZING SALE OF A 2004 F350 PICKUP TRUCK BY MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY**

**WHEREAS**, a 2004 F350 Pickup Truck is owned by Monmouth County Bayshore Outfall Authority and is not needed for public purposes; and

**WHEREAS**, it is in the best interest of Monmouth County Bayshore Outfall Authority to sell the truck to the highest bidder.

**NOW THEREFORE, BE IT RESOLVED** by the Commissioners of Monmouth County Bayshore Outfall Authority, as follows:

The above personal property shall be sold pursuant to all requirements and procedures set forth in the Local Lands and Building Law (N.J.S.A. 40A:12-1 et seq.) subject to the following conditions:

1. Bids shall be received by the Barbara Vilanova, Secretary on MAY 27, 2015 at 10:00 a.m. at Monmouth County Bayshore Outfall Authority, 200 Harbor Way, Belford, New Jersey 07718, in the matter of a public auction in accordance with procedures to be announced by the Monmouth County Bayshore Outfall Authority's Attorney prior to the public auction. The minimum bid shall be Five Thousand Dollars (\$5,000.00).
  - a. All bids shall be referred to the Commissioners of Monmouth County Bayshore Outfall Authority for review and final approval. Monmouth County Bayshore Outfall Authority reserves the right to accept the highest bid or to reject any and all bids, including the highest bid, and shall make its decision known by resolution within twenty-eight (28) days after bids are received. If the highest bid is rejected, all payments made by the highest bidder shall be returned as soon as practicable.
  - b. The highest bidder as designated by Monmouth County Bayshore Outfall Authority shall make payment as follows:
    - Cash, certified, bank or cashier's check in the amount of One-Thousand Dollars (\$1,000.00) upon the close of bidding; plus
    - Cash, certified, bank or cashier's check for the balance of the bid at closing to be held on or before JUNE 16, 2105 at the Monmouth County Bayshore Outfall Authority's offices, 200 Harbor Way, Belford, New Jersey, at a date and time to be arranged.
  - c. Upon the close of bidding, the highest qualified bidder, shall immediately execute an offer of purchase at his bid price, which offer shall include the terms and conditions specified herein. Said offer shall be irrevocable.
  - d. Title shall be transferred at closing.
  - e. At closing of title, purchaser shall be responsible for all recording fees and registration fees.
  - f. Failure to comply with any of the above requirements or to close on or before JUNE 16, 2015 shall entitle Monmouth County Bayshore Outfall Authority to rescind its prior bid approval, terminate any and all rights of the designated bidder in said property and retain all monies theretofore deposited.
  - g. The Truck is being sold in "As Is" condition.

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- h. The Truck is available for inspection at the office of the Executive Director of Monmouth County Bayshore Outfall Authority at the 200 Harbor Way, Belford, New Jersey, during normal business hours.

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

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

**New Business**

On **Motion** by Mr. Knox , **Seconded** by Ms. Loud-Hayward, the board authorized the purchase of the new lab equipment needed for the dissolved oxygen testing that was added to the Authority’s permit by the NJDEP. This was passed by the affirmative voice vote of all members present, no nays, one absent and none abstain.

On **Motion** by Mr. Knox , **Seconded** by Mr. Schoeffling, the board authorized the sale of the 2004 F350 pickup truck with a minimum bid of \$5,000.00. This was passed by the affirmative voice vote of all members present, no nays, one absent and none abstain

**Approval of Vouchers**

**Resolution offered by Ms. Loud-Hayward:**

**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 20, 2015**

<b>No.</b>	<b>Check #</b>	<b>Provider</b>	<b>Amount</b>	<b>Description</b>
1		Avaya, Inc	\$59.62	Monthly ACS maintenance agreement-March
2		Cablevision	\$129.85	Phone & internet Union Beach 4/1-4/30/15
3		Comcast	\$224.57	Triple Play Package- Belford 3/26-4/25/15
4		JCP&L	\$38.66	Belford Street Lighting 2/19-3/20/15
5		JCP&L	\$403.50	Sandy Hook 2/5-3/6/15
6		JCP&L	\$54.20	Sandy Hook 3/7-4/7/15
7		JCP&L	\$10,296.02	Union Beach 2/27-3/30/15
8		JCP&L	\$6,818.36	Belford 1/3-3/4/15
9		JCP&L	\$311.27	Belford 3/5-4/2/15
10		NJAWC	\$46.71	Union Beach 2/24-3/25/15
11		NJAWC	\$108.54	Belford 1/24-2/24/15
12		ADP	\$65.95	Payroll services 3/12/15
13		ADP	\$51.77	Payroll services 3/26/15
14		ADP	\$65.95	Payroll services 4/9/15
15	<b>5119</b>	AT&T Mobility	\$98.10	Foreman’s cell phone 3/5-4/4/15
16		AT&T Mobility	\$98.19	Foreman’s cell phone 4/5-5/4/15
17		Barbara Vilanova	\$185.95	Petty Cash reimbursement 11/27-3/27/15
18		Collins Vella & Casello	\$960.00	March legal fees
19		ERA	\$91.00	2015 Water Proficiency Testing
20	<b>5143</b>	Jaspan Brothers South	\$57.98	Ice melt, hardware & floodlight bulbs
21		Kepwel	\$41.00	7-5 gallon water jugs for office

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22	Middletown Plumbing	\$124.43	24" Alan offset pipe wrench
23	Middletown Sewer Authority	\$75.00	2 <sup>nd</sup> Quarter sewer
24	Municipal Maintenance	\$5,887.28	Discharge valve at Union Beach
25	NJUAJIF	\$22,882.88	2 <sup>nd</sup> installment of Insurance
26	Norwood Auto Parts	\$54.48	Brake rotors&pads, suspension stabilizer-Escape
27	One Call Concepts	\$122.00	February one call notices
28	One Call Concepts	\$176.84	March one call notices
29	QC Laboratories	\$6,008.00	Outside Lab 2/20-3/23/15
30	Sakoutis Brothers Disposal	\$70.00	Monthly trash pick-up – April
31	Schaibles	\$1,000.00	Quarterly backflow Testing
32	Staples	\$97.97	Ink cartridges
33	T&M Engineering	\$200.56	March General Services
34	W.B.Mason	\$362.98	Janitorial & Office supplies
35	Xerox	\$111.65	Monthly copier rental 2/26-3/25/15
36	EMA	\$24,495.78	Repairs to Robicon Drive in U.B.
	<b>TOTAL</b>	<b><u>\$81,877.04</u></b>	

**Fringe benefits and payroll processed after the March Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 3/16/15**

<b>Date</b>	<b>Check No.</b>	<b>To</b>	<b>Amount</b>	<b>Description</b>
03/27/15	ADP	Employee's Payroll & Payroll Taxes	\$15,224.38	Payroll of 03/27/15
04/10/15	ADP	Employee's Payroll & Payroll Taxes	\$20,204.87	Payroll of 04/10/15
04/01/15	TEPS	PERS	\$44,169.00	Annual Employer Appropriation
04/06/15	5120	Sun Life Financial	\$ 748.13	Apr. long-term disability benefits ins.
04/15/15	TEPS	NJSHBP	\$16,211.02	Mar. Health & Dental Benefits

**Seconded by Mr. Knox**, 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. Knox, Seconded by Mr. Aumack**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, one absent, the Meeting adjourned at 8:18 p.m.

Respectfully submitted by:

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Barbara Vilanova,  
Recording Secretary

