

**Minutes of the Regular Meeting of the  
Monmouth County Bayshore Outfall Authority  
Monday, May 18, 2015 7:30 p.m.  
MCBOA Conference Room  
200 Harbor Way, Belford, New Jersey**

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**I. CALL TO ORDER**

Paul J. Smith, Jr., Authority Vice- 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, Foley, Knox, Scarano, Schoeffling, Smith & Sodon  
Members Absent: Loud-Hayward, Sachs

Also Present: Gregory Vella, Esq., Attorney, Collins, Vella and Casello, L.L.C.  
Rose Sanotos, P.E., Authority Engineer, T&M Associates  
Theodore Panis, CPA, Authority Accountant, Panis & Attner, P.A.  
Barbara Vilanova, MCBOA Administrative Assistant  
Edward Tuberton, Jr. MCBOA Foreman

**IV. Approval of Minutes – Authority Regular Meeting Held on 4/20/15**

On **Motion** by Mr. Knox, **Seconded** by Mr.Schoeffling, the Minutes of the Regular meeting held on 4/20/15 were approved as presented by all Members present, no nays, two absent, one abstain (Scarano)

**REPORT OF ADVISORS**

**Foreman's Monthly Report**

Edward Tuberton, MCBOA Foreman, presented his monthly report:

❖ **Monthly Highlights**

- SREC's – 94 auctioned on 5/13 @ \$215 = \$20,210  
59 Earned in April. More solar repairs (ground faults, blown fuses, etc.)  
AMEC Electric has done some of the repairs. Will discuss further next month.
- NJNG meeting- Many Mind Creek & NJDEP
- Belford VFD Repairs
  - Power Circuit board failure
  - Board Repair costs \$3,300 (3 boards total)
  - EMA annual service quote \$4,275
- Fire Alarm installation quotes
- 2004 F350 pickup advertised for bids
- TOMSA meeting May 6, 2015- Emergency Backup power
- NJDEP Compliance Inspection 4/28
- Freehold Soil deficiency letter- Union Beach liner project

- Annual air conditioning unit service 4/28
- All meters calibrated 4/28
- Two employees to sit for collection system operator test.
- April 2014 DMR

On **Motion** by Mr. Sodon, **Seconded** by Mr. Scarano, the board authorized the installation of the fire alarm system by Garden State Fire & Security Alarm Company, Inc. for a total of \$ 11,375.00 for both facilities. The fee for the central monitoring will be \$540.00 per year and the monthly inspection fee will be \$252.00 annually. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, two absent.

### Office Manager's Monthly Report

Ms. Vilanova reported on the following items:

#### ❖ Administrative Highlights

- TOMSA billed for Third Quarter.
- BRSA Second Quarter payment received.
- 2014 Audit completed by Mr. Panis.
- Financial Disclosure Forms should have been done by 4/30, if you haven't done yours please do so ASAP.
- EMA explanation of additional repair cost which was also forwarded to our Insurance Co.
- June Meeting is on the 4<sup>th</sup> Monday which is June 22<sup>nd</sup>. You will receive your packet at the meeting so please mark your calendars accordingly.
- June, July & August meetings @ 6:30.

On **Motion** by Mr. Aumack, **Seconded** by Mr. Knox, the board authorized the additional payment to EMA for the Robicon board for the Union Beach repair. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, two absent.

### Attorney's Report

Mr. Vella clarified that for the public sale of the truck as long as the legal notice was published twice in the paper the Authority can place an ad in the autos for sale section. Ms. Vilanova will put in ad in the paper for this coming weekend.

### Engineer's Report

#### ▪ Many Mind Creek- NJNG Soil Remediation

Ms. Santos reported that T&M provided pump curve information to the Authority for NJNG. T&M will assist the Authority as needed

#### ▪ Whirl Construction

Ms. Santos reported that Whirl Construction recently submitted construction plans that have reportedly addressed comments set forth in a June 11, 2013 letter. The plans submitted are for an adjacent property that does not impact the Authority force main. Upon receipt of the correct plans, T&M will review and prepare a report.

#### ▪ Emergency Response Upgrades

Ms. Santos reported that Mr. Henderson attended a meeting at the Authority on May 6, 2015 with representatives from the Middletown Sewerage and Bayshore Regional Sewerage Authority to discuss MCBOA's emergency response systems and possible upgrades. It was reported MCBOA would consider upgrades but would require TOMSA and BRSA approval.

**Accountant**

Mr. Panis went over portions of the audit. At this time Mr. Panis has no recommendations for corrective action. Mr. Scarano asked Mr. Panis if he found any errors or anything being done incorrectly and Mr. Panis replied no. At this time no one had any questions about the Financial Statement for 2014.

On **Motion** by Mr. Knox, **Seconded** by Mr. Scarano, the board voted to approve the 2014 Audit as presented, approved by all Members present, no nays, two absent, none abstain

**New Business**

NONE

**Old Business**

NONE

**Resolution offered by Mr. Knox:**

**Resolution  
Of the Monmouth County Bayshore Outfall Authority  
Certifying Review of the Annual Audit Report for the Fiscal Year Ended 2014**

**WHEREAS**, N.J.S.A., 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

**WHEREAS**, the annual audit report for the fiscal year ended December 31, 2014 has been completed and filed with the Monmouth County Bayshore Outfall Authority (MCBOA), pursuant to N.J.S.A. 40A:5A-15; and

**WHEREAS**, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by Resolution to the local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

**WHEREAS**, the members of the governing body have received the annual audit and have personally reviewed it, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations", in accordance with N.J.S.A. 40A:5A-17.

**NOW, THEREFORE, BE IT RESOLVED**, that the governing body of the Monmouth County Bayshore Outfall Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2014, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED** that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

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

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

**Resolution offered by Mr. Schoeffling**

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 – May 18, 2015**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Avaya, Inc	\$59.62	Monthly ACS maintenance agreement-May
2		Cablevision	\$129.85	Phone & internet Union Beach 5/1-5/31/15
3		Comcast	\$224.70	Triple Play Package- Belford 4/26-5/25/15
4		JCP&L	\$37.23	Belford Street Lighting 3/11-3/20/15
5		JCP&L	\$8,404.93	Union Beach 3/31-4/29/15
6		JCP&L	\$1,297.15	Belford 4/3-5/4/15
7		JCP&L	\$311.27	Belford 3/5-4/2/15
8		NJAWC	\$46.68	Union Beach 3/26-4/24/15
9		NJAWC	\$108.54	Belford 3/24-4/22/15
10		ADP	\$51.77	Payroll services 4/23/15
11		ADP	\$19.80	First quarter tax filings
12		ADP	\$84.33	Payroll services 5/7/15
13		AMEC Electric	\$865.30	Solar repairs
15		Cooper Electric	\$18.16	Fusetron fuses
16		Crown Tire	\$389.85	2 tires and alignment –Dodge Durango
17		EMA	\$6,046.13	Repairs to robicon board at Belford
18		Fisher Scientific	\$1,486.96	Lab supplies for new testing parameters
19		Gannett NJ	\$133.75	Publish SREC Auction & first sale of truck
20		Hach	\$1,751.99	Lab equipment for new test
21		Irven Bob Miller	\$414.95	A/C unit maintenance & service
22	<b>5147</b>	Jaspan Brothers South	\$129.78	Drain opener, hardware, mulch for Belford
23		LRM, Inc.	\$960.90	Quarterly meter calibration
24		Municipal Maintenance	\$3,150.00	Battery installation at Union Beach
25		NJWEA	\$338.00	NJWEA tech transfer seminar-Tuberion/Roche
26		Norwood Auto Parts	\$13.39	1/2” socket & brake cleaner
27		One Call Concepts	\$219.48	April one call notices
28		QC Laboratories	\$6,933.00	Outside Lab 3/24-4/24/15
29		Sakoutis Brothers Disposal	\$70.00	Monthly trash pick-up – May
30		T&M Engineering	\$303.21	April General Services
31		Treasurer, State of New Jersey	\$835.00	NJDEP Lab renewal fee
32		Treasurer, State of New Jersey	\$70.00	C1 Test fee- Tami Nelson

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33	W. H. Potter	\$490.80	Hay bales, grass seed & weed killer
34	Xerox	\$111.65	Monthly copier rental 3/25-4/22/15
35	Collins, Vella & Casello	\$780.00	April general services
36	EMA	\$3,586.85	Robicon board for Union Beach repair
	<b>TOTAL</b>	<b>\$39,875.02</b>	

**Fringe benefits and payroll processed after the April Operating Vouchers  
were submitted for review and approval at the Authority Regular Meeting of 4/20/15**

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
04/24/15	ADP	Employee's Payroll & Payroll Taxes	\$14,996.44	Payroll of 04/24/15
05/08/15	ADP	Employee's Payroll & Payroll Taxes	\$19,822.49	Payroll of 05/08/15
04/28/15	5146	Sun Life Financial	\$ 748.13	May long-term disability ben ins.
05/15/15	TEPS	NJSHBP	\$16,211.02	April Health & Dental Benefits

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

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

**Public Portion**

Vice-Chairman Smith opened the Meeting to the public. There being no one appearing to be heard, Vice-Chairman Smith 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 8:07 p.m.

Respectfully submitted by: \_\_\_\_\_  
Barbara Vilanova, Recording Secretary