

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, May 21, 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, Knox, Loud-Hayward, Sachs, Schoeffling, Smith & Sodon
Members Absent: Foley

Also Present: Gregory Vella, Esq., Attorney, Collins, Vella and Casello, L.L.C.
John McKelvey, 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 4/16/12

On **Motion** by Mr. Schoeffling, **Seconded** by Mr. Knox, the Minutes of the Regular meeting held on 4/16/12 were approved as presented by all Members present, no nays, one absent, two abstain (Loud-Hayward & Smith)

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberton, MCBOA Foreman, presented his monthly report:

❖ **Monthly Highlights**

- SREC's current pricing \$125 – auction
- FEMA update
- Solar combiner box surge protection installed
- Diesel engine starter replacement- (Belford)
- NJDEP permit renewal application submitted & received completed.
- Cooling fan replacement in Belford VFD
- NJDEP EDI (Electronic Data Interchange) setup
- NJDEP Compliance audit 4/27
- Computers backed up 5/15
- JIF Meeting 5/10
- PCB Testing to begin

On **Motion** by Mr. Knox, **Seconded** by Mr. Schoeffling, the board authorized the public auction of the Authority's 146 2012 year SREC's with a reserve price of \$145 as soon as possible, approved by all Members present, no nays, one absent, none abstain .

Office Manager's Monthly Report

Ms. Vilanova reported on the following items:

❖ Administrative Highlights

- Payment received from TOMSA for 2nd quarter with adjustment.
- Reimbursement received from NJNG for Many Mind Creek expenses.
- Reimbursement received from Keansburg for final expenses on Desalination plant.
- Payment received from Keansburg for 1st & 2nd Quarter.
- NJUA JIF Voucher for attendance credit.
- Financial Disclosure Forms sent to county Clerk.
- Corrective Action Plan

Attorney's Report

Mr. Vella provided the following information:

Mr. Vella discussed the bid results for the Coe Place joint investigation. Caruso Excavating provided the low bid in the amount of \$124,950. Mr. Vella has prepared a resolution awarding them the contract. The Engineer's will review the contract and if there are any issues the Authority will need to hire a different Attorney to review as Mr. Vella's partner represents Caruso Excavating.

Mr. Vella will prepare the necessary paperwork to terminate the current contract with J. Fletcher Creamer since that project is no longer viable.

On **Motion** by Mr. Sodon, **Seconded** by Ms. Loud-Hayward, the board authorized Mr. Vella to prepare the necessary paperwork to terminate the contract with J. Fletcher Creamer & Son, approved by all Members present, no nays, one absent, none abstain .

Mr. Vella also discussed that once the report is completed for the joint investigation project; financing will become a big part of the next step of the process.

Regarding the Solar combiner boxes Mr. Vella will send a letter to Vanguard with a copy of the report from T&M Associates. Mr. Vella will request a meeting at the Authority to discuss the replacement of the boxes. If Vanguard is not receptive to the Authority's request Mr. Vella will then prepare a letter to their bond company.

Engineer's Report

• Force Main Thrust Repair- Coe Place

Mr. McKelvey reported that the bids for the joint inspection project were received and opened on May 2, 2012. Four bids were received. The bid tabulation is as follows:

Caruso Excavating, Inc.	\$124,950
D&D Trenchless Repair Solutions, Inc.	\$138,000
J. Fletcher Creamer & Son	\$145,400
Montana Construction	\$215,000

A recommendation of award was provided. 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

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pipe replacement. The actual replacement construction will be scheduled for the winter of 2012 & 2013 during which a DEP approved shutdown can be performed.

T&M also provided a report detailing options for the interim period before the pipe is replaced. One option is to continue to monitoring the pipe and if necessary reinstall a new internal seal or, depending on conditions, excavate and pour concrete around the outside of the pipe. The second option is to run a bypass which would cost approximately \$350,000. The third option would be to install temporary bracing of the elbow which would cost approximately \$250,000.

- **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.

- **Combiner Box Investigation**

Mr. McKelvey reported that T&M’s electrical engineer made a site visit to inspect the moisture and water build up in the PV system combiner boxes. Significant evidence of moisture and water was observed in the boxes along with evidence of damage to the electrical components. T&M is recommending the Authority request Vanguard to replace each box including the internal equipment with watertight units or have them modify each box as required to make it watertight.

Accountant

Mr. Panis distributed the Financial Statement for 2011. The board discussed Mr. Panis’ recommendation regarding the executive session minutes and the commissioners feel it is a legal issue and not part of the financial audit. Mr. Panis will contact the ACPA that governs the audit process and discuss with them which it is and report back to the board. Until this matter is clarified and or corrected the board is not certifying the 2011 audit.

On **Motion** by Mr. Smith, **Seconded** by Mr. Sodon, the board voted not to approve the 2011 Audit as presented, approved by all Members present, no nays, one absent, none abstain

New Business

NONE

Old Business

NONE

Resolution offered by Mr. Sodon:

**RESOLUTION OF THE
MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY
AWARDING THE 42” PCCP FORCE MAIN JOINT INSPECTION**

WHEREAS, Monmouth County Bayshore Outfall Authority (“MCBOA”) published a Notice To Bidder for the 42” PCCP Force Main Joint Inspection to be opened and read in public at MCBOA, 200 Harbor Way, Belford, New Jersey on Wednesday, May 2, 2012 at 10:00 a.m.; and

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WHEREAS, on Wednesday, May 2, 2012 at 10:00 a.m., bids for the 42” PCCP Force Main Joint Inspection were open and read at MCBOA; and

WHEREAS, at the May 21, 2012 meeting of MCBOA, the Commissioners determined that Caruso Excavating Inc., 122 Highway 34, Howell, New Jersey 07727 was the lowest responsible bidder with a bid of One Hundred Twenty Four Thousand Nine Hundred Fifty Dollars (\$124,950.00); and

WHEREAS, Commissioners of MCBOA have determined it is in the best interest of MCBOA to award the Contract for the Force Main Inspection.

NOW THEREFORE, BE IT RESOLVED, that MCBOA hereby awards the 42” PCCP Force Main Joint Inspection to Caruso Excavating Inc. as the lowest responsible bidder and authorizes Michael C. Sachs, Chairman to execute any and all documents necessary to enter into a Contract with Caruso Excavating Inc.. for the 42” PCCP Force Main Joint Inspection as set forth in the bid documents.

Resolution offered by Mr. Knox:

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 21, 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		Hess	\$5,305.26	Union Beach 3/17-4/18/12
3		Hess	\$104.92	Sandy Hook 4/5-5/7/12
4		Hess	\$758.81	Belford 3/7-4/5/12
5		JCP&L	\$43.80	Belford Street Lighting 3/17-4/17/12
6		JCP&L	\$75.79	Sandy Hook 4/5-5/7/12
7		JCP&L	\$2,316.12	Union Beach 3/17-4/18/12
8		NJAWC	\$80.00	Belford 3/21-4/23/12
9		NJAWC	\$55.52	Union Beach 3/23-4/25/12
10	3838	Verizon	\$86.76	Union Beach 4/17-5/16/12
11	3837	Verizon	\$14.54	Belford long distance- 4/23-5/22/12
12	3839	Verizon	\$140.16	Belford all in one/fax – 4/14-5/13/12
13	3817	Verizon Online	\$50.74	Broadband Service- 3/15-4/15/12
14		ADP	\$57.96	Payroll services 4/12/12
15		ADP	\$64.80	Payroll services 4/26/12
16		ADP	\$60.52	Payroll services 5/10/12
17	3840	AT&T	\$97.28	Foreman’s cellular phone 4/5-5/4/12

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18	3815	AT&T	\$107.97	Foreman's cellular phone 3/5-4/4/12
19		ABB	\$1,342.91	Quarterly meter calibrations
20		Applied Analytics, Inc	\$204.92	Flow charts
21		AEA	\$3,000.00	Additional dues
22		Collins, Vella & Casello	\$1,035.00	General services - April
23		Dick's Auto Electric	\$350.00	Repair starter for diesel pump
24		Garden State Labs	\$7,858.25	Outside Lab costs—April 2012
25		Grainger	\$206.21	Repair kit for backflow preventer, mats
26		Grainger	\$174.24	DC Power Solenoid
27		Irven Bob Miller	\$271.70	A/C Unit servicing
28	3819	Jaspan Hardware	\$134.56	Supplies for April-painting stuff, bulbs, fen
29		Jonathan Mannarino	\$50.00	Reimbursement for C1 License
30		Municipal Maintenance	\$1,598.75	Thermo-imaging-Belford, UB & Solar
31		Norwood Auto Parts	\$76.81	Oil, Oil Filters, Air Filters, wiper fluid
32		One Call Concepts	\$169.92	One call messages for March
33		One Call Concepts	\$273.76	One call messages for April
34		Sakoutis Brothers Disposal	\$70.00	Monthly trash pick-up – May
35		Sakoutis Brothers Disposal	\$70.00	Monthly trash pick-up-June
36		Scoles Floorshine	\$351.88	Janitorial Supplies
37		Semcor	\$145.60	Discharge hoses
38		Staples	\$36.03	Copy paper and ink for stamp pad
39		T&M Engineering	\$1,406.25	April general services
40		T&M Engineering	\$6,228.25	Solicit quotes- joint repair
41		Tom's Ford	\$2,599.54	Repairs to Pickup Truck
42		Township Hardware	\$21.98	April supplies- window cleaner
43		Xerox	\$105.00	Copier rental April
44		Zeeks T's	\$166.70	Shirts/sweatshirts for new employee
		TOTAL	<u>\$37,412.19</u>	

Fringe benefits and payroll processed after the April Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 4/16/12

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
04/27/12	ADP	Employee's Payroll & Payroll Taxes	\$16,867.63	Payroll of 4/27/12
05/11/12	ADP	Employee's Payroll & Payroll Taxes	\$20,572.30	Payroll of 5/11/12
03/28/12	3816	Sun Life Financial	\$ 763.34	May long-term disability benefits ins.
03/28/12	3818	Delta Dental	\$ 1,002.81	Dental premium May
04/26/12	TEPS	NJSHBP	\$11,495.60	May Health Benefits
05/09/12	TEPS	Public Employees Retirement Sys.	\$2,865.00	April pension contribution
05/17/12	3841	Chase	\$647.75	Procurement card purchases

After discussion it was decided by the board to pull Voucher #39 for T&M Engineering in the amount of \$1,406.25 until further explanation from T&M Engineering. The board doesn't agree with paying T&M to inspect the Combiner boxes at this point since T&M signed off on the project when it was completed.

Seconded by Ms. Loud-Hayward and on a roll call the following vote was recorded:

AYES: Aumack, Bateman, Loud-Hayward, Knox, Sachs, Schoeffling, Smith & Sodon
 NAYS: None
 ABSENT: Foley
 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 **Ms. Loud-Hayward**, Seconded by **Mr. Smith**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, one absent, the Meeting adjourned at 8:12 p.m.

Respectfully submitted by: _____
Barbara Vilanova, Recording Secretary

Actions Taken at this meeting:

Payment of Bills

Resolution Awarding the Joint inspection for the 42" PCCP force main.

Authorization of the public auction of 146 SREC's.

Authorization of the termination of the contract with J. Fletcher Creamer & Son.