

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, May 21, 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, Knox, Sachs, Scarano, Schoeffling, Smith and Sodon

Commissioners Absent: Elizabeth Loud-Hayward

Also Present: Gregory W. Vella, Esq., Authority Attorney, Collins, Vella and Casello, L.L.C.
M. Elaine Dasti, PE, T&M Associates – left at 8:13 p.m.
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 4/16/18

On **Motion** by Mr. Knox, **Seconded** by Mr. Aumack, the Minutes of the Regular meeting held on 4/16/18 were approved as presented by all Members present, no nays, none absent, one abstain(Scarano).

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberton, MCBOA Foreman, presented his monthly report.

❖ **Monthly Highlights**

- SREC current pricing \$234
69 SREC's sold April 25 @\$234.00=\$16,146.00
58 SREC's earned for March 2018 to be auctioned 5/13
70 SREC's April 2018
- Union Beach diesel pump drive emergency repairs
- Union Beach backup generator fuel lines replaced
- Slump block inspection bids
TNJ Marine - \$10,900
Commercial Diving - \$12,995
- 2006 Durango listed for auction no bids- will sell privately
- Belford parking lot repaving quotations
Monmouth County= \$18,513 not including asphalt (\$10,395 Stavola) \$28,908
- Belford window replacement quotes
Atlantic Glass \$19,850 or \$2,500 per window
- Solar panel replacement approximately \$1,500
- Vanguard solar maintenance contract - \$2,950

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- NJ American Water shut off repairs
- Pump packing replaced on all pumps
- Belford VFD cooling fan repair
- JIF safety meeting attended 5/19
- Meters calibrated 5/20
- Annual PT study passed
- UST licensed operator passed NJDEP testing
- Three year UST maintenance completed by Aurora.
- NJDEP audit/ inspection 5/16

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.
- Belford Ferry terminal annual payment received.
- TOMSA billed for 3rd Quarter.

❖ **Administrative Highlights**

- Annual Financial Disclosure Forms should have been completed by April 30th, if you have not completed them please do so ASAP.
- Agreement with Wage works for the Cafeteria 125 Plan for pre-tax medical deductions.
- 2018 Elected Officials Online Training Program-\$250 training credit available per commissioner, due by July 31.
- Training on the new MEL JIF Underwriting database Origami completed.
- FEMA project completion & certification report forms received for Emergency Protective Measures & Pump Station repairs.

Engineer

▪ **HVAC Proposal**

Ms. Dasti reviewed the HVAC proposal T&M submitted with the commissioners. Ms. Dasti provided answers to questions about the proposed system and the scope of work outlined in the proposal. At the request of the commissioners Ms. Dasti will prepare pricing for T&M's services throughout the entire construction process and inspections so the Authority can have a better idea of the expenses.

The Authority also requested Mr. Dayback contact NJNG to set up a meeting to discuss running a gas line to the Authority property.

Accountant

Mr. Panis distributed copies of the 2017 audit. Chairman Sachs requested everyone review them and bring them back to the June meeting for presentation and discussion.

New Business

None

Old Business

None

Resolution offered by Mr. Schoeffling:

Certificate of Resolution (2018)

For MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY

Section 125 Premium Only Plan

Plan Year Ending June 10, 2019

The undersigned Secretary or Principal of **MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY** (the Employer) hereby certifies that the following resolutions were duly adopted by the board of directors of the Employer on **June 11, 2018**, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective **June 11, 2018**, presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that true copies of the Adoption Agreement, Plan Document, and the Summary Plan Description, approved and adopted in the foregoing resolutions, are attached herewith.

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

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

Resolution offered by Mr. Knox:

**RESOLUTION
OF THE
MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY
AWARDING CONTRACT TO TNJ MARINE, INC.**

WHEREAS, Monmouth County Bayshore Outfall Authority (“MCBOA”) requested proposals to inspect MCBOA’s force main in the Slump Block Area. The work entails two (2) internal inspections of the pipe-line, one at Blow-Off manhole No.1 and another at Inspection manhole # 10. Both inspections will be 500’ downstream and 500’ upstream at each location. The proposals were opened and read in public at MCBOA, 200 Harbor Way, Belford, New Jersey on April 25, 2018 at 10:00 a.m.; and

WHEREAS, on April 25, 2018 at 10:00 a.m., proposals to inspect the force main in the Slump Block Area were open and read at MCBOA; and

WHEREAS, at the May 21, 2018, the Commissioners of MCBOA determined that TNJ MARINE, INC. was the lowest responsible bidder in the amount of Ten Thousand Nine Hundred Dollars (\$ 10,900.00); and

WHEREAS, MCBOA has the funds appropriated to award this contract; and

WHEREAS, MCBOA is need to have the force main in the Slump Block inspected; and

WHEREAS, Commissioners of MCBOA have determined it is in the best interest of MCBOA to award the Contract to TNJ MARINE INC. for the base bid in the amount of \$ 10,900.00.

NOW THEREFORE, BE IT RESOLVED, that MCBOA hereby awards the contract for the inspection of the force main in the Slump Block area to TNJ MARINE 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 TNJ MARINE INC.

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

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

Approval of Vouchers

Resolution offered by Mr. Sodon:

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, 2018**

| <u>No.</u> | <u>Check #</u> | <u>Provider</u> | <u>Amount</u> | <u>Description</u> |
|------------|----------------|------------------------------|--------------------|---|
| 1 | | Cablevision | \$148.65 | Phone & internet Union Beach 5/1-5/31/18 |
| 2 | | Comcast | \$304.61 | Triple Play Package- Belford 4/26-5/25/18 |
| 3 | | Constellation Energy | \$10.27 | Belford Street Lighting 3/21-4/18/18 |
| 4 | | JCP&L | \$27.13 | Belford Street Lighting 3/21-4/18/18 |
| 5 | | JCP&L | \$18,043.93 | Union Beach 2/28-4/26/18 |
| 6 | | JCP&L | \$1,763.84 | Belford 4/4-5/01/17 |
| 7 | | NJAWC | \$52.28 | Union Beach 3/27-4/24/18 |
| 8 | | NJAWC | \$127.46 | Belford 3/23-4/19/18 |
| 9 | | ADP | \$57.49 | Payroll services 5/03/18 |
| 10 | | ADP | \$57.49 | Payroll services 4/19/18 |
| 11 | 6308 | AT&T Mobility | \$109.01 | Foreman's cellular phone 4/5-5/4/18 |
| 12 | | Andrew Kutschman | \$175.00 | Lighting replacement- Belford |
| 13 | | Collins Vella & Casello | \$444.00 | April legal fees |
| 14 | | Comfort Zone Heating&Cooling | \$2,695.00 | A/C repairs |
| 15 | | Crown Tire | \$35.00 | Tube for Belford tractor |
| 16 | | Garden State Labs | \$4,015.00 | Outside Laboratory services-March |
| 17 | | Gannett Newspapers | \$94.40 | Dodge Durango bid publication |
| 18 | | Gannett Newspapers | \$58.10 | SREC Auction 4/20/18 publication |
| 19 | | Grainger | \$324.96 | Hand lamp,floor dryer, fan, ear plugs,batteries |
| 20 | 6310 | Home Depot | \$69.97 | Shop Vac |
| 21 | 6312 | Jaspan Brothers South | \$81.55 | Window cleaner, wd40, screw driver set |
| 22 | | Kepwel | \$35.00 | 7-5 gallon jugs of water for office |
| 23 | | LRM, Inc. | \$1,000.90 | 2 nd Quarter Meter calibrations |
| 24 | | NJUAJIF | \$23,809.78 | 2 nd Installment of 2018 Insurance |
| 25 | | Norwood Auto Parts | \$105.97 | Trans pan,trans fluid, oil & funnel |
| 26 | | One Call Concepts | \$196.25 | April one call notices |
| 27 | | Pilot electric | \$174.60 | Sump pump for Sandy Hook |
| 28 | | Poster Compliance | \$129.70 | Annual labor law posters |
| 29 | | Russell's Diesel Repair | \$419.00 | Back up generator fuel line replacement |
| 30 | | Sakoutis Brothers | \$76.02 | May garbage pick up |
| 31 | | Select Security | \$270.00 | Fire alarm monitoring 6/1-8/31/18 |
| 32 | | Tom's Ford | \$43.72 | Oil change Ford F250 |
| 33 | | TOMSA | \$75.00 | 2 nd Quarter Sewer |
| 34 | | WageWorks | \$125.00 | Cafeteria125 compliance plan |
| 35 | | W.B. Mason | \$426.16 | Janitorial & Office supplies |
| 36 | | Xerox | \$111.65 | Monthly copier rental 3/22-4/23/18 |
| | | TOTAL | \$55,693.89 | |

**Fringe benefits and payroll processed after the April Operating Vouchers
were submitted for review and approval at the Authority Regular Meeting of 4/16/18**

| <u>Date</u> | <u>Check No.</u> | <u>To</u> | <u>Amount</u> | <u>Description</u> |
|-------------|------------------|------------------------------------|---------------|--|
| 04/20/18 | ADP | Employee's Payroll & Payroll Taxes | \$16,108.59 | Payroll of 04/20/18 |
| 05/04/18 | ADP | Employee's Payroll & Payroll Taxes | \$16,620.64 | Payroll of 05/04/18 |
| 04/23/18 | 6307 | Chase | \$ 109.00 | Procurement card purchases |
| 04/30/18 | 6311 | Sun Life Financial | \$ 772.08 | May long-term disability benefits ins. |

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| 05/15/18 | TEPS | NJSHBP | \$16,624.66 | May Health & Dental Benefits |
| 05/08/18 | TEPS | PERS | \$ 3,695.29 | April PERS |
| 04/19/18 | EFT | Neopost | \$ 100.00 | Postage Meter replenishment |

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

AYES: Aumack, Foley, Knox, Sachs, Scarano, Schoeffling, Smith & Sodon
NAYS: None
ABSENT: Loud-Hayward
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. Scarano, Seconded by Mr. Knox**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, none absent, the Meeting adjourned at 7:56 p.m.

Respectfully submitted by:

Barbara Vilanova,
Recording Secretary