

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, June 11, 2012 6:30 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

Commissioners Present: Aumack, Foley, Sachs, Smith and Sodon

Commissioners Absent: Bateman (6:40) Loud-Hayward (6:32) Knox & Schoeffling
Also Present: Mary Krieger, Authority 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.
Edward Tuberion, Foreman
Barbara Vilanova, Recording Secretary

Approval of Minutes – Authority Regular Meeting Held on 5/21/12

On **Motion** by Mr. Sodon, **Seconded** by Mr. Smith, the Minutes of Regular meeting held on 5/21/12 were approved as presented by all Members present, no nays, three absent (Bateman, Knox & Schoeffling)

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberion, MCBOA Foreman, presented his monthly report.

❖ **Monthly Highlights**

- SREC Auctions
- Outside Generator repair at Union Beach
- VFD repair at Union Beach
- Lab refrigerator purchased
- Annual service of Generators completed
- NJDEP compliance audit on 4/27- letter received
- Boiler inspection 6/1
- J. Fletcher Creamer- removal of equipment/site restoration 6/8

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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❖ **Administrative Highlights**

- Check received from JIF for Seminar credits.
- TOMSA billed for third quarter.

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- Working on Journal entries from Mr. Panis
- FLINT (Federal Loan Interest Assessment) will be paid through ADP.
- Commissioner Alan Bateman has resigned effective 6/30/12.
- New Holmdel Commissioner Thomas Scarano will begin in July.

Engineer

- **New Jersey Natural Gas Cleanup of Many Mind Creek**

Mr. McKelvey reported that the Authority continues to wait for ERM's report.

- **Force Main Repair**

Mr. McKelvey reported that the joint inspection was awarded to Caruso Excavating. A notice of award was sent to Caruso along with contracts to be executed. T&M has received the contracts and will review and get to the Authority for signature. In addition, an application for modification to the current Wetlands General Permit has been submitted. Mr. McKelvey continues to contact the NJDEP daily to see if approval has been granted.

J. Fletcher Creamer has been notified that their contract with the Authority for the force main repair work will be cancelled. Upon completion of the final site work and receipt and approval of the final invoice, the Authority Attorney will prepare an agreement for execution by JFC and MCBOA that terminates the contract and releases JFC's bond.

Attorney

Ms. Kreiger attended the meeting on behalf of Mr. Vella. Ms. Kreiger reported that a letter was sent to J. Fletcher Creamer notifying their company of the contract cancellation. Once the final bill is received and reviewed Mr. Vella will draft an agreement to be executed by both parties cancelling the contract.

Mr. Vella also sent a letter to Vanguard regarding the solar combiner boxes and to date has not received a response.

Accountant

Mr. Panis presented the commissioners with his recommendations page of the audit. As per last meeting, Mr. Panis, contacted both the AICP and the Government Auditing Group in reference to the comment about the minutes and was told as long as it is nothing that affects the integrity of the audit report, it doesn't need to be included.

New Business

Chairman Sachs announced Mr. Bateman's resignation and thanked him on behalf of the Authority and the County for his service.

Resolutions

Resolution offered by Mr. Smith:

Resolution

**Of the Monmouth County Bayshore Outfall Authority
Certifying Review of the Annual Audit Report for the Fiscal Year Ended 2011**

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

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WHEREAS, the annual audit report for the fiscal year ended December 31, 2011 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, 2011, 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. Aumack, and on a roll call the following vote was recorded:

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

Approval of Vouchers

Resolution offered by Ms. Foley:

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 – June 11, 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	\$5,174.45	Union Beach 4/19-5/18/12
3		JCP&L	\$43.80	Belford Street Lighting 4/18-5/17/12
4		JCP&L	\$758.81	Belford 4/6-5/7/12
5		JCP&L	\$2,292.45	Union Beach 4/19-5/18/12
6		NJAWC	\$83.68	Belford 4/23-5/23/12
7		NJAWC	\$45.16	Union Beach 4/25-5/25/12
8	3881	Verizon	\$79.81	Union Beach 5/17-6/16/12
9	3879	Verizon	\$15.18	Belford long distance- 5/23-6/22/12
10	3880	Verizon	\$139.76	Belford all in one/fax – 5/14-6/13/12
11	3842	Verizon Online	\$50.74	Broadband Service- 5/16-6/15/12

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12		ADP	\$46.80	Payroll services 5/24/12
13		Applied Analytics	\$450.00	Flow charts for chart recorders
14		Barbara Vilanova	\$141.83	Petty cash reimbursement 3/19-5/21/12
15		Cerlione's	\$47.16	Gas tank for mower
16		Collins, Vella & Casello	\$1,170.00	General services - May
17		Gannett NJ Newspapers	\$62.00	May 24 th SREC Ad
18	3878	Jaspan Hardware	\$97.97	Supplies for May-mulch,hose,carwash,sponge
19		Kepwel Water	\$22.50	5-5 gal water bottles
20		Municipal Maintenance	\$3,456.57	Electrical repairs to VFD
21		Middletown Sewerage Authority	\$70.00	2 nd quarter sewer fee
22		Staples	\$60.47	Ed Sr. ink, tape & pads
23		T&M Engineering	\$520.00	May general services
24		T&M Engineering	\$1,709.73	Solicit quotes- joint repair
25		Township Hardware	\$132.54	May supplies- mulch, paint, hardware
26		Township of Middletown	\$1,812.16	566.3 gals of unleaded fuel 3/1-5/31/12
27		Xerox	\$105.00	Copier rental May
		TOTAL	<u>\$18,631.55</u>	

Fringe benefits and payroll processed after the March Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 5/21/12

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
05/25/12	ADP	Employee's Payroll & Payroll Taxes	\$16,941.63	Payroll of 5/25/12
06/08/12	ADP	Employee's Payroll & Payroll Taxes	\$20,494.53	Payroll of 6/08/12
05/23/12	3843	Sun Life Financial	\$ 850.12	June long-term disability ins.
05/23/12	3818	Delta Dental	\$ 1,218.95	Dental premium June

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

AYES: Aumack, Bateman, Foley, Loud-Hayward, Sachs, Smith & Sodon
 NAYS: None
 ABSENT: Knox & Schoeffling
 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. Bateman**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, two absent, the Meeting adjourned at 6:44 p.m.

Respectfully submitted by:

Barbara Vilanova,
 Recording Secretary

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The following actions were taken at the meeting:

The Bills were paid –see attached voucher list.

The Resolution Certifying the Review of the Annual Audit Report for the Fiscal Year 2011 was approved.