

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, June 19, 2017 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

Members Present: Knox, Loud-Hayward, Sachs, Scarano, Schoeffling, Smith 7 Sodon
Members Absent: Foley (7:04) & Aumack

Also Present: Gregory Vella, Esq., Attorney, Collins, Vella and Casello, L.L.C
Dennis Dayback P.E., Authority Engineer, T&M Associates
Theodore Panis, CPA, Authority Accountant, Panis & Attner
Barbara Vilanova, MCBOA Office Manager
Edward Tuberton, Jr. MCBOA Foreman

IV. Approval of Minutes – Authority Regular Meeting Held on 5/15/17

On **Motion** by Mr. Schoeffling, **Seconded** by Mr. Scarano, the Minutes of the Regular meeting held on 5/15/17 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's – 74 SREC's earned in May 2017
 - 61 SREC's March 2017 auctioned 5/17 @ 216.76 = \$13,222.36
 - 64 SREC's April 2017 auctioned 6/14 @ 225.00 = \$14,400.00
- Bayshore Trail update
- Liner Integrity test UB due- quotes:
 - Leak Location Services Inc., \$8,950
 - TRI Environmental \$9,000
- 2008 Ford Escape- no public bids
- Computers backed up on 6/10/16.
- Meeting with Pure Technologies – force main assessment
- Union Beach Pump Station noise complaint
- Boiler Inspection & notice of Violation
- NJDEP Inspection 5/23
- Backflow preventers tested 6/9

➤ Riser Installation

On **Motion** by Mr. Sodon, **Seconded** by Mr. Scarano, the board authorized Leak Location Services Inc., to conduct the liner integrity test at the Union Beach plant. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, one absent.

Office Manager's Monthly Report

Ms. Vilanova reported on the following items:

❖ **Administrative Highlights**

- BRSA Second quarter payment received.
- New PERS rate effective first pay of July-new rate is 7.34%.
- Annual Laboratory certification received, valid through June 30, 2018
- Resolution Accepting Audit
- Group Affidavit Form
- All account balances were provided

Attorney's Report

Mr. Vella reported that he will be scheduling a meeting with Senator Kyrillos to discuss the possibility of getting the permit fee waived for the riser project.

Engineer's Report

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

Mr. Dayback reported there has been no activity since the last report.

▪ **Whirl Construction**

No change since the last report.

• **ACOE Port Monmouth Flood Protection Project**

There has been no communication with ACOE over the past month.

• **Force Main Condition Assessment**

A meeting was held with Pure Technologies on June 7, 2017 with representatives of Pure Technologies to review and discuss the force main condition assessment technology available to the authority. The authority compiled questions for the representatives as it relates to the daily operation of the plants. Pure Technologies answered the questions and looked at the Authority equipment. Mr. Dayback would like to request a proposal from Pure Technologies for the investigative work. The proposal will be made part of our application for funding to the New Jersey Infrastructure Trust Fund.

• **New Jersey Infrastructure Trust Fund (NJITF)**

Mr Dayback reported that the Authority has registered on the NJEIT web site and created a project, which is the first step. This allows T&M to determine the supporting documentation required for a funding application. As part of the application a Level 1 Environmental Planning Document will be required, a proposal was provided for consideration.

• **Monmouth County Parks Trail Renovations-**

The Authority received additional documentation requested, copies of the approved shop drawings for the Pre-cast concrete Footbridge were submitted.

- **Outfall Diffuser Project**

T&M submitted a cost proposal last month and is just waiting on direction from the Authority.

On **Motion** by Mr. Scarano, **Seconded** by Ms. Loud-Hayward, the board authorized T&M Engineering to do the Level 1 Planning Document Preparation for the NJITF, for a fee not to exceed \$6,800.00 as per their proposal dated June 15, 2017. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, one absent.

Accountant

NONE

New Business

NONE

Old Business

NONE

Resolution offered by Mr. Scarano

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 – June 19, 2017**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1	5994	Cablevision	\$148.82	Phone & internet Union Beach 6/1-6/30/17
2	5993	Comcast	\$269.43	Triple Play Package- Belford 5/26-6/25/17
3		Constellation Energy	\$41.08	Belford Street Lighting 1/20-5/19/17
4		JCP&L	\$28.87	Belford Street Lighting 4/20-5/19/17
5		JCP&L	\$18,734.48	Union Beach 4/26-5/30/17
6		JCP&L	\$2,043.84	Belford 4/29-6/02/17
7	5974	JCP&L	\$147.58	Sandy Hook 4/5-5/3/17
8		JCP&L	\$187.22	Sandy Hook 5/4-6/6/17
9		NJAWC	\$45.41	Union Beach 4/27-5/24/17
10		NJAWC	\$124.03	Belford 4/25-5/22/17
11		ADP	\$75.73	Payroll services 6/01/17 & 1 st quarter
12		ADP	\$55.93	Payroll services 5/18/17
13	5975	AT&T Mobility	\$108.43	Foreman's cell phone 5/5-6/4/17
14		AT&T Mobility	\$108.43	Foreman's cell phone 6/5-7/4/17
15		Barbara Vilanova	\$184.53	Reimbursement of Petty cash fund
16		Collins, Vella & Casello	\$705.00	General services for May
17		EMA Inc.	\$14.48	Freight charges for Invoice #1096
18		Gannett NJ Newspapers	\$58.10	Publish May SREC auction
19		Gannett NJ Newspapers	\$83.40	Publish Ford Escape

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20		Gannett NJ Newspapers	\$64.70	Publish June SREC Auction
21		Garden State Fire & Security	\$270.00	Fire alarm monitoring 6/1/17-8/31/17
22		Garden State Labs, Inc.	\$4,667.00	Outside laboratory charges- April
23	5975	Jaspan Brothers South	\$143.09	Trimmer line,mulch,cable ties,gloves, bug spray
24		Longo	\$760.00	Service call for Air compressor in Union Beach
25		LRM, Inc.	\$1,000.90	2nd Quarter Meter calibrations
26		Norwood Auto Parts	\$64.89	Car wash supplies, Oil & filter for pick-up
27		One Call Concepts	\$260.00	May one call notices
28		Sakoutis Brothers Disposal	\$70.00	Monthly trash pick-up –June
29		Sakoutis Brothers Disposal	\$70.00	Monthly trash pick-up July
30		Schaibles Plumbing & Heating	\$1,000.00	Backflow preventer testing
31		Schaibles Plumbing & Heating	\$2,950.00	Boiler repair
32		T&M Associates	\$1053.50	General services for May
33		TOMSA	\$560.35	323.90 Gallons of gas 3/2-5/25/17
34	5995	Treasurer, State of New Jersey	\$89,334.01	Annual Permit Fee 7/1/16-6/30/17
35		W.B. Mason	\$492.86	Janitorial & office supplies
36		Xerox	\$111.65	Monthly copier rental 4/21-6/06/17
		TOTAL	<u>\$126,037.74</u>	

**Fringe benefits and payroll processed after the May Operating Vouchers
were submitted for review and approval at the Authority Regular Meeting of 5/15/17**

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
05/18/17	ADP	Employee's Payroll & Payroll Taxes	\$15,764.87	Payroll of 05/18/17
06/02/17	ADP	Employee's Payroll & Payroll Taxes	\$15,469.39	Payroll of 06/02/17
06/16/17	ADP	Employee's Payroll & Payroll Taxes	\$19,071.26	Payroll of 06/16/17
05/22/17	5971	Sun Life Financial	\$ 767.96	June long-term disability benefits ins.
06/15/17	TEPS	NJSHBP	\$17,402.39	June Health & Dental Benefits
05/22/17	5949	Chase	\$ 842.55	Procurement Card Purchases

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

AYES: Foley, Knox, Loud-Hayward, Sachs, Scarano , Schoeffling, Smith & Sodon
 NAYS: None
 ABSENT: Aumack
 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 Mr. Knox**, Seconded by **Mr. Scarano**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, one absent, the Meeting adjourned at 7:33 p.m.

Respectfully submitted by: _____
 Barbara Vilanova, Recording Secretary

