

**Minutes of the Regular Meeting of the  
Monmouth County Bayshore Outfall Authority  
Monday, July 16, 2018 at 7:00 p.m.  
MCBOA Conference Room  
200 Harbor Way, Belford, New Jersey**

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**I. CALL TO ORDER**

Michael C. Sachs, 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, Knox, Loud-Hayward, Sachs, Schoeffling, Smith & Sodon  
Members Absent: Foley & Scarano

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, P.A.  
Edward Tuberton, Jr. MCBOA Foreman  
Barbara Vilanova, Recording Secretary & Office Manager

**IV. Approval of Minutes – Authority Regular Meeting Held on 6/16/14**

On **Motion** by Mr. Schoeffling, **Seconded** by Mr. Knox, the Minutes of the Regular meeting held on 6/18/18 were approved as presented by all Members present, no nays, none abstain and two absent

**REPORT OF ADVISORS**

**Foreman's Monthly Report**

Edward Tuberton, MCBOA Foreman, presented his monthly report:

❖ **Monthly Highlights**

- SREC's current pricing \$230  
62 SREC's from May 2018 to be auctioned June 17
- 2018 Tahoe repairs
- A/C repairs
- 2006 Durango auction  
USGOVBID.COM or MUNICIBID.COM
- Solar panel replacement update- panel discontinued, trying to locate
- Solar maintenance contract quotes  
Vanguard \$2,950  
Infinity \$2,650- 5 year contract
- UST Inspection work completed by Aurora Environmental 6/5/18
- Backup emergency generator PM service completed at Belford & UB  
Fuel polishing needed on UB generator
- Employee out until 7/24
- Safety/employee meeting held 6/28

- 10 Hour OSHA class
- JIF Cyber Security
- NJDEP compliance inspection 7/2/18

### Office Manager's Monthly Report

Ms. Vilanova, MCBOA Office Manager reported on the following items:

#### ❖ Administrative Highlights

- BRSA billed for 3<sup>rd</sup> Quarter.
- Keansburg billed for 3<sup>rd</sup> Quarter.
- 2<sup>nd</sup> Quarter unencumbered monies sent to Trustee.
- 2<sup>nd</sup> Quarter Flow of funds completed by Trustee.
- 2<sup>nd</sup> Quarter report of contributions completed.
- Audit Summary published in the newspaper as required.
- Audit sent to Trustee & Customer Authorities.
- New PERS rate in effect

### 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

The Army Corps of Engineers submitted their response to our comments dated April 11, 2017. A revised plan detail sheet for the flood wall sections to be constructed over the MCBOA force main was provided. T &M continues to have concerns with the design in and around the MCBOA pipe. There has been no further correspondence from the ACOE.

#### • Force Main Condition Assessment

As authorized T&M published the Bid specifications and received one bid from Pure Technologies U.S. Inc. in the amount of \$1,423,195.00. The bid proposal will be made part of our application for funding to the New Jersey Infrastructure Trust Fund. The Authority Attorney will review the bid proposal and discuss the funding with Bond Counsel.

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

T&M will submit the bid proposal for the project and coordinate with NJDEP to obtain for initiating and execution/award of the assessment proposal. Mr. Vella will coordinate with bond counsel for the financing.

#### • HVAC Investigation

T&M submitted is currently preparing the plans and specifications for the HVAC Improvements identified in the system Investigation report. T&M is also preparing the project schedule.

**Accountant**

Mr. Panis submitted the Authority’s audit to the State.

**New Business**

NONE

**Old Business**

NONE

**Resolutions**

**Resolution Offered by Ms. Loud-Hayward:**

**RESOLUTION  
OF THE  
MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY  
ADOPTING NJ MEL CYBER RISK MANAGEMENT PROGRAM**

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**WHEREAS**, Monmouth County Bayshore Outfall Authority (“MCBOA”) is insured by Municipal Ex-cess Liability Joint Insurance Fund (“MEL”); and

**WHEREAS**, MEL has established a minimum technology proficiency standards that provides reimbursement of up to \$ 5,000.00 of a member’s deductible if they were in compliance with the minimum Tier 1 standards at the time of the claim; and

**WHEREAS**, MCBOA’s foreman has reviewed the requirements of the Information Technology Practice Policy and advised that MCBOA is compliant or can be compliant with all the requirements; and

**WHEREAS**, the Commissions find that it is in the best interest of MCBOA to be complaint with the Information Technology Practice Policy and it is in the best interest of MCBOA to be reimbursement of up to \$ 5,000.00 of a MCBOA’s deductible and be compliant with the minimum Tier 1 standards at the time of any claim.

**NOW, THEREFORE, BE IT RESOLVED** that Monmouth County Bayshore Outfall Authority hereby authorized Edward M. Tuberion, Jr. Foreman to effectuate any and all policies to be compliant with Infor-

mation Technology Practice Policy and Barbara Vilanova, Board Secretary is authorized to advise MEL of MCBOA’s compliance with Cyber Risk Management Program.

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

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

**Resolution Offered by Mr. Schoeffling:**

**RESOLUTION  
OF THE  
MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY  
AUTHORIZING A SOLAR MAINTENANCE CONTRACT**

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**WHEREAS,** Monmouth County Bayshore Outfall Authority (“MCBOA”) maintains a 540 kilowatt solar array at Monmouth County Bayshore Outfall Authority’s Belford Pump Station, which was installed in 2010; and

**WHEREAS,** the solar array requires maintenance by a contractor that is experienced in maintenance of solar arrays; and

**WHEREAS,** MCBOA has received and reviewed proposals from solar maintenance companies; and

**WHEREAS,** MCBOA has determined that Infinity Energy Services’ proposal of \$ 2,650 a year for five years is the best proposal for the maintenance of MCBOA’s solar array; and

**WHEREAS,** MCBOA has the funds appropriated to enter into this maintenance agreement; and

**WHEREAS,** Commissioners of MCBOA have determined it is in the best interest of MCBOA to enter into a 5 year maintenance contract with Infinity Energy Services at \$ 2,650 a year for five years.

**NOW THEREFORE, BE IT RESOLVED,** that MCBOA authorized the entering of a maintenance agreement with Infinity Energy Solar and authorizes Michael C. Sachs, Chairman to execute any and all documents necessary to enter into a maintenance agreement with Infinity Energy Solar.

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

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

**Resolution offered by Mr. Sodon:**

**RESOLUTION AUTHORIZING SALE OF 2006 DODGE DURANGO  
BY MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY ON  
MUNICIPAL.BID.COM**

**WHEREAS**, a 2006 Dodge Durango is owned by Monmouth County Bayshore Outfall Authority and is not needed for public purposes; and

**WHEREAS**, it is in the best interest of Monmouth County Bayshore Outfall Authority to sell the truck to the highest bidder; and

**WHEREAS**, MCBOA attempted to sell the Dodge Durango pursuant to NJSA 40A:12-1 et seq., but no one purchased the vehicle; and

**WHEREAS**, MCBOA hereby authorized the sale of the 2006 Dodge Durango by auction through the web site “municipal.bid.com” with a minimum bid requirement of \$ 2,500.00.

**NOW THEREFORE, BE IT RESOLVED** by the Commissioners of Monmouth County Bayshore Outfall Authority authorized the sale of the 2006 Dodge Durango to be sold via auction on municipal.bid.com with a minimum bid requirement of \$ 2,500.00. The vehicle is sold “As-Is” and transfer of title will be issued upon payment of winning bid.

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

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

**Resolution offered by Mr. Sodon:**

**Monmouth County Bayshore Outfall Authority  
List of Operating Vouchers – July 16, 2018**

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<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
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1		Cablevision	\$160.58	Phone & internet Union Beach 7/1-7/31/18
2		Comcast	\$304.61	Triple Play Package- Belford 6/26-7/25/18
3		Constellation Energy	\$20.54	Belford Street Lighting 4/19-6/19/18
4		JCP&L	\$26.65	Belford Street Lighting 5/19-6/19/18
5		JCP&L	\$7,851.74	Union Beach 5/30-6/27/18
6		JCP&L	\$865.14	Belford 6/1-6/29/18
7		NJAWC	\$47.11	Union Beach 5/25-6/25/18
8		NJAWC	\$128.01	Belford 5/23-6/20/18
9		ADP	\$57.49	Payroll services 6/28/18
10		ADP	\$74.23	Payroll services 6/14/18
11	<b>6388</b>	AT&T Mobility	\$109.01	Foreman's cell phone 6/5-7/4/18
12		Aurora Environmental	\$1,245.00	Repairs for UST certification
13		Aurora Environmental	\$3,890.00	UST testing & inspection
14		Comfort Zone Heating&Cooling	\$950.00	A/C repairs, new motor
15		Cooper Electric Supply	\$579.07	Starter, Thermal unit & contactor switch
16		Gannett NJ Newspapers	\$121.90	Publish Bid for Pipeline Assessment
17		Garden State Labs, Inc.	\$4,085.00	Outside laboratory charges- May
18		Jaspan Brothers South	\$9.70	Mark out paint
19		Middletown Plumbing&Heating	\$101.27	Flush Valve
20		Municipal Maintenance	\$4,127.39	Repack 4 pumps & troubleshoot VFD
21		Norwood Auto Parts	\$3.90	Bulb
22		One Call Concepts	\$312.50	June one call notices
23		Sakoutis Borthers	\$82.04	July garbage pick-up
24		Schaible's Plumbing&Heating	\$1,000.00	Quarterly backflow Certification
25		Staples	\$167.98	New Printer & ink for Lab
26		US Postal Service	\$194.00	Annual PO Box fee 8/1/18-7/31/19
27		Xerox	\$111.65	Monthly copier rental 5/22-6/30/18
		<b>TOTAL</b>	<b><u>\$26,626.51</u></b>	

**Fringe benefits and payroll processed after the May Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 6/18/18**

<b>Date</b>	<b>Check No.</b>	<b>To</b>	<b>Amount</b>	<b>Description</b>
06/29/18	ADP	Employee's Payroll & Payroll Taxes	\$19,510.36	Payroll of 06/29/18
07/13/18	ADP	Employee's Payroll & Payroll Taxes	\$20,851.71	Payroll of 07/13/18
06/26/18	6387	Sun Life Financial	\$ 772.08	July long-term disability benefits ins.
06/15/18	TEPS	NJSHBP	\$16,624.66	July Health & Dental Benefits

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

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

**Public Portion**

**MCBOA Regular Meeting of July 16, 2018**

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. Smith**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, two absent, the meeting adjourned at 7:38 p.m.

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

