

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, September 17, 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, Loud-Hayward, Knox , Sachs, Scarano, Schoeffling, Smith & Sodon

Commissioners Absent: None

Also Present: Gregory Vella, Authority 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 Tuberion, Jr. MCBOA Foreman
Barbara Vilanova, Recording Secretary

Approval of Minutes – Authority Regular Meeting Held on 8/20/18

On **Motion** by Mr. Schoeffling, **Seconded** by Mr. Scarano, the Minutes of Regular meeting held on 8/20/18 were approved as presented, by all Members present, no nays, none absent, one abstain (Aumack)

REPORT OF ADVISORS

Foreman's Monthly Report

Mr. Tuberion presented his monthly report:

❖ **Monthly Highlights**

- SREC's – \$220
June 76 SREC's auctioned on September 12 @ \$220.00 = \$16,720.00
July 83 SREC's auctioned on September 12 @ 220.00 = \$18,260.00
59 SREC's earned in August.
- 2006 Dodge Durango relisted for \$2,500.00, no bids, relist for \$2,000.00
- Outfall pipe inspection completed, waiting for report, TNJ Marine is out of the country.
- Annual solar maintenance complete.
- UST repair quotations-
Independence Constructors - \$30,496 (Belford UST only)
Aurora \$19,500 (both UST's)
Lutz & Col. \$38,600 (both UST's)
- Fuel oil (6,000) delivered at both pump stations.
- JCP&L Voltage issue.
- NJMEL Cyber Risk Management Program information submitted.
- Minor roof repairs Belford.
- 2019-2020 Employment Practices Liability (EPL) program.

- On **Motion** by Mr. Knox, **Seconded** by Mr. Scarano, the board authorized Aurora Environmental to complete the necessary items for the UST's to be in compliance with the new NJDEP requirements. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, none absent.

Office Manager's Monthly Report

Ms. Vilanova reported on the following items, which were some of the highlights for the month.

❖ Administrative Highlights

- Keansburg 3rd quarter payment received.
- BRSA 3rd quarter payment received.
- Workman's Compensation Insurance audit completed.
- NJUA JIF Insurance renewal process completed.
- PERS Chapter 52 Annual Membership certification completed.
- 2019 Preliminary Budget preparation.
- AEA Convention – November 13th & 14th at Ballys.
- All financial balances were presented.

Attorney

Mr. Vella reported that the Bond closing is scheduled for October 12th, 2018. Once the financing has been secured the Authority will have the ability to draw down on the funds.

Engineer

Mr. Dayback reported that contracts were reviewed by Mr. Vella and sent to Pure Technologies on September 7, 2018 for signature. The contractor must sign and return executed documents, bonds and insurance certificate prior to the Authority signing the contract and a notice to proceed issued. A meeting will be held at the Authority on Tuesday, September 18, 2018 with the Pure Technologies project team to review and discuss the project planning and scheduling. Mr. Dayback has tentatively scheduled a representative from Pure Technologies to attend the October meeting to discuss the same with the commissioners.

Mr. Dayback reported that the plans and specifications for the HVAC design are now complete and ready for public bid. To address the concern of the presence of asbestos containing materials Mr. Dayback presented a proposal to perform a Selective Asbestos Identification Survey. The proposal is for a fixed fee of \$3,850.00. Based on the asbestos findings the removal of the asbestos may or may not be added to the bid. Once the findings are in T&M will put the HVAC proposal out to bid.

Mr. Dayback also discussed how the Authority would like to bid the HVAC project. The Authority decided to bid the project as the HVAC unit itself will be the base bid. The finned tube valves, hot water/boiler and cleaning of duct work will be alternate bids. As far as the start/completion dates the A/C would be done so it would be ready for the spring and then any heat work

On **Motion** by Mr. Scarano, **Seconded** by Ms. Loud-Hayward, the board authorized T&M Engineering to complete the asbestos Identification Survey in the amount of \$3,850.00. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, none absent.

On **Motion** by Mr. Sachs, **Seconded** by Mr. Sodon, the board authorized T&M Engineering to go out for public bid for the HVAC project with alternate bids as discussed once the Asbestos findings are completed. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, none absent.

New Business

None

Old Business

None

Approval of Vouchers

Resolution offered by Mr. Scarano:

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 – September 17, 2018**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Avaya Inc.	\$284.52	Annual maintenance agreement
2		Cablevision	\$160.58	Union Beach 9/01-9/30/18
3		Comcast	\$304.62	Belford triple play 8/26-9/25/18
4		Constellation Energy	\$8.97	NJSEM Belford street lighting 7/20-8/20/18
5		JCP&L	\$26.67	Belford Street Lighting 7/20-8/20/18
6		JCP&L	\$8,046.97	Union Beach 7/27-8/24/18
7		JCP&L	\$1,232.01	Belford 8/1-8/29/18
8		JCP&L	\$82.02	Sandy Hook 8/3-9/4/18
9		NJAWC	\$138.04	Belford 7/24-8/21/18
10		NJAWC	\$50.17	Union Beach 7/26-8/23/18
11		ADP	\$96.00	Payroll services 9/06/18 & 2 nd quarter
12		ADP	\$59.06	Payroll services 8/23/18
13		AT&T	\$114.74	Foreman's cell phone 9/5-10/4/18
14	6454	AT&T	\$114.74	Foreman's cell phone 8/5-9/4/18
15		Andrew Kutschman Electric	\$2,490.00	A/C repairs & starter on SH pump
16		Cardinal Roofing	\$210.00	Roof coping repairs
17		Central Jersey Equipment	\$158.21	Deck parts for John Deere
18		Collins, Vella & Casello	\$1,149.00	General services - August
19		Collins, Vella & Casello	\$48.00	Evaluation of Force Main -August
20		Cooper Electric Supply	\$501.21	Voltage meter
21		Electro Maintenance	\$765.50	Service call- Belford- bad breaker
22		Emergency Systems Services	\$1,031.80	Service call- Belford switch gear
23		Garden State Laboratories	\$4,780.00	Outside lab costs -July
24		Jaspan Hardware	\$574.15	Round up,hardware, bulbs, LED light, broom
25		One Call Concepts	\$247.50	One call notices-August

MCBOA Regular Meeting of September 17, 2018

26		Sakoutis Brothers Disposal	\$76.02	October trash removal
27		Staples	\$68.98	Printer ink
28		Staples	\$27.96	Copy paper & pens
29		T&M Engineering	\$5,683.01	August HVAC upgrades
30		TOMSA	\$766.08	340.1 gals of unleaded fuel 6/1-8/31/18
31	6456	Treasurer, State of New Jersey	\$50.00	C4 License renewal, E. Tuberion
32	6457	Treasurer, State of New Jersey	\$50.00	C2 License renewal, J. Roche
33	6458	Treasurer, State of New Jersey	\$50.00	C1 License renewal, T. Nelson
34	6455	Treasurer, State of New Jersey	\$50.00	C3 License renewal, J. Mannarino
35		Xerox	\$111.65	Copier rental 7/20-8/21/18
36	6460	Xerox	\$111.65	Copier rental 4/23-5/22/18
		TOTAL	<u>\$29,719.83</u>	

Fringe benefits and payroll processed after the August Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 8/20/18

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
08/24/18	ADP	Employee's Payroll & Payroll Taxes	\$16,305.12	Payroll of 8/24/18
09/05/18	ADP	Employee's Payroll & Payroll Taxes	\$17,583.92	Payroll of 9/07/18
08/30/18	6459	Sun Life Financial	\$ 772.08	Sept. long-term disability benefits
09/14/18	TEPS	NJSHBP	\$ 16,624.6	Sept. Medical & Dental premium

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

AYES: Aumack, Foley, Loud-Hayward, Knox Sachs, Scarano, Schoeffling, Smith & Sodon
 NAYS: None
 ABSENT: None
 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. Aumack**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, none absent, the Meeting adjourned at 7:40 p.m.

Respectfully submitted by:

Barbara Vilanova,
 Recording Secretary