

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, September 21, 2015 7:30 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, Knox, Loud-Hayward, Sachs, Scarano, Schoeffling, Smith & Sodon

Commissioners Absent: None

Also Present: Gregory Vella, Authority Attorney, Collins, Vella and Casello, L.L.C.
Keith Henderson, P.E. Authority Engineer, T&M Associates
Theodore Panis, CPA, Authority Accountant, Panis & Attner, P.A
Barbara Vilanova, Recording Secretary

Approval of Minutes – Authority Regular Meeting Held on 8/17/15

On **Motion** by Mr. Schoeffling, **Seconded** by Mr. Scarano, the Minutes of Regular meeting held on 8/17/15 were approved as presented, by all Members present, no nays, none absent, one abstain (Sodon)

REPORT OF ADVISORS

Foreman's Monthly Report

Mr. Tuberion, MCBOA Foreman, presented his monthly report:

❖ **Monthly Highlights**

- SREC's – 9/16/15- 75 sold @ \$226 + \$16,950
- August 83 available to auction October 1.
AMEC replaced bad solar panel
- Fire alarm update- Union Beach fire alarm installed.
Waiting on Middletown permit response
- Force main repair – failed inspection manhole gasket- 8/28/15
- Many Mind Creek update- proposing above ground wet tap bypass
- Sewer ejector check valve replaced.
- TOMSA meeting 9/16- Proposed meeting dates for emergency power.
Week of October 5th or 12th – afternoon preferred
- Quarterly backflow testing complete 9/18/15.
- Glass window replacement quote
- Bid documents being prepared for lab contact
- Quarterly employee/safety meeting held 9/11/15.
- August DMR

Office Manager's Monthly Report

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

❖ **Administrative Highlights**

- NJUA JIF Renewal application forms completed online.
- NJUA JIF Renewal agreement for January 1, 2016-January 1, 2019.
- Information Request of Open Enrollment of Health Benefits.
- Workman's Compensation Insurance audit on 8/24/15.
- AEA convention – November 17th & 18th @ Caesars.
- 2016 Preliminary Budget preparation.
- Waste Removal Services bids received – 3 year agreement.
 - Republic Services \$80 per month
 - Sakoutis Brothers \$105 month
 - Waste Management \$141.52 per month

On **Motion** by Mr. Knox, **Seconded** by Ms. Loud-Hayward, the board authorized Republic Services to be the new waste removal company, approved by all Members present, no nays, none absent, none abstain.

Engineer

Mr. Henderson reported that no new work has been performed at the Many Mind Creek site, however, NJNG sent over an installation narrative for the bypass plan installation with a proposed timeline. Once authorized T&M will review the plan and specifications and make comment. There is nothing new to report on Whirl construction.

Attorney

Mr. Vella reported that he spoke with the Middletown fire inspector about the Authority's request for a waiver for the sealed engineer plans. He is still waiting on a final answer. Mr. Vella also reported that one of the Bayside Drive property owners sent in their check to cover attorney and engineering fees. The invoices pertaining to the Ettriums of 50 Bayside Dr. will now be paid. Mr. Vella said the other property owners should be paying shortly.

Accountant

Mr. Panis had no report.

New Business

**AGREEMENT TO RENEW MEMBERSHIP IN THE
NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND**

WHEREAS, the New Jersey Utility Authorities Joint Insurance Fund (hereinafter the Fund) is a duly chartered Municipal Insurance Fund as authorized by NJSA 40A:10-36 et seq., and;

WHEREAS, the Monmouth County Bayshore Outfall Authority is currently a member of the said Fund, and;

WHEREAS, effective December 31, 2015, said membership will expire unless earlier renewed, and;

WHEREAS, the Governing Body of the Monmouth County Bayshore Outfall Authority has resolved to renew said membership;

NOW THEREFORE, it is agreed as follows:

MCBOA Regular Meeting of August 17, 2015

1. Monmouth County Bayshore Outfall Authority hereby renews its membership in the New Jersey Utility Authorities Joint Insurance Fund for a three (3) year period, beginning January 1, 2016 and ending January 1, 2019* (*12:01 AM).
2. The Monmouth County Bayshore Outfall Authority hereby ratifies and reaffirms the Indemnity and Trust Agreement, Bylaws and other organizational and operational documents of the New Jersey Utility Authorities Joint Insurance Fund as from time to time amended and altered by the Department of Insurance in accordance with the Applicable Statutes and administrative regulations as if each and every one of said documents were re-executed contemporaneously herewith.
3. Monmouth County Bayshore Outfall Authority agrees to be a participating member of the Fund for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership.
4. In consideration of the continuing membership of the Monmouth County Bayshore Outfall Authority in the New Jersey Utility Authorities Joint Insurance Fund agrees, subject to the continuing approval of the Commissioner of Insurance, to accept the renewal application of the Monmouth County Bayshore Outfall Authority.
5. Executed the 21st day of September, 2015 as the lawful and binding act and deed of the Monmouth County Bayshore Outfall Authority, which execution has been duly authorized by public vote of the governing body.

On Motion by Mr. Scarano, Seconded by Ms. Foley, and passed by the affirmative voice vote of all Members present, no nays, no abstain, none absent, The Authority agreed to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund.

Resolutions

Resolution offered by Mr. Schoeffling:

**RESOLUTION FOR RENEWAL OF MEMBERSHIP IN THE
NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND**

WHEREAS, the Monmouth County Bayshore Outfall Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2015 unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew said membership;

NOW THEREFORE, be it resolved as follows:

1. The Monmouth County Bayshore Outfall Authority agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.

2. The Governing Body shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.

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

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

Approval of Vouchers

Resolution offered by Mr. Schoeffling:

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 21, 2015**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Avaya, Inc	\$62.57	Monthly ACS maintenance agreement-Sept.
2		Cablevision	\$129.85	Phone & internet Union Beach 9/1-9/31/15
3		Comcast	\$224.80	Phone & Internet Belford 8/26-9/25/15
4		JCP&L	\$8,328.55	Union Beach 7/30-8/31/15
5		JCP&L	\$161.81	Sandy Hook 8/7-9/8/15
6		JCP&L	\$1,270.41	Belford 8/5-9/3/15
7		JCP&L	\$37.19	Belford Street Lighting 7/22-8/20/15
8		NJAWC	\$40.29	Union Beach 7/24-8/25/15
9		NJAWC	\$108.54	Belford 7/23-8/24/15
10		ADP	\$123.90	Payroll services 8/13 & 8/27/15
11		ADP	\$68.85	Payroll services 9/10/15
12		AT&T	\$98.17	Foreman's cellular phone 9/5-10/4/15
13		AT&T	\$98.17	Foreman's cellular phone 8/5-9/4/15
14		AMEC Electric	\$1,143.20	Remove, furnish & replace solar panel
15		Collins, Vella & Casello	\$720.00	General services for August
16		Cooper Electric	\$203.30	Fuses
17		Fisher Scientific	\$73.75	Lab supplies- beaker
18		Gannett NJ Newspapers	\$79.00	Advertising p/u truck in classified
19		Gannett NJ Newspapers	\$62.00	Publication of SREC auction 8/14/15
20		Garden State Fire & Security	\$5,575.00	Fire Alarm System- Union Beach
21	5312	Jaspan Brothers South	\$25.64	Thread locker, mark out paint, trimmer line
22		Kepwel	\$35.00	7- 5gallon jugs of water for office
23		LRM	\$960.90	3 rd quarter meter calibrations
24		NJWEA	\$150.00	2 Training classes
25		Norwood Auto Parts	\$9.64	Wiper blades
26		One Call Concepts	\$190.96	August one call notices
27		QC Laboratories	\$4,228.00	Outside Lab 7/23-8/24/15
28		Sakoutis Brothers Disposal	\$70.00	Garbage pick

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29		Schaibles	\$2,990.00	Replace sewer ejector
30		T&M Associates	\$50.55	General services for August
31		T&M Associates	\$197.77	50 Bayside Ave. - Ettrium review 5/14
32		T&M Associates	\$1029.50	50 Bayside Ave. - Ettrium review 6-7/14
33		TOMSA	\$677.38	345.6 gals. of unleaded gas 6/4-8/27/15
34		Tami Nelson	\$400.00	Reimbursement for completion of class
35	5288	Treasurer, State of New Jersey	\$50.00	C4 License renewal- E. Tuberion
36	5289	Treasurer, State of New Jersey	\$50.00	C2 License renewal- J. Roche
37	5284	Treasurer, State of New Jersey	\$70.00	C1 License re-test fee- T. Nelson
38		Xerox	\$111.65	Monthly copier rental 7/31-8/28/15
		TOTAL	<u>\$29,906.34</u>	

Fringe benefits and payroll processed after the August Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 8/17/15

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
08/28/15	ADP	Employee's Payroll & Payroll Taxes	\$15,184.01	Payroll of 08/28/15
09/11/15	ADP	Employee's Payroll & Payroll Taxes	\$19,854.20	Payroll of 09/11/15
08/25/15	5287	Sun Life Financial	\$ 748.13	Sept. long-term disability ins..
09/15/15	TEPS	NJSHBP	\$16,211.02	Sept. Health & Dental Benefits
08/25/15	EFT	Neopost	\$ 100.00	Postage meter refill
08/25/15	5285	Chase	\$ 111.99	Procurement card purchases

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

AYES: Aumack, Foley, Knox, Loud-Hayward, 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. Knox, Seconded by Mr. Scarano**, 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