

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, October 15, 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, Knox (7:04) Loud-Hayward (7:04), 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, Foreman
Barbara Vilanova, Recording Secretary

Approval of Minutes – Authority Regular Meeting Held on 9/17/18

On **Motion** by Mr. Schoeffling, **Seconded** by Mr. Scarano, the Minutes of Regular meeting held on 9/17/18 were approved as presented, by all Members present, no nays, none absent, none abstain

REPORT OF ADVISORS

Foreman's Monthly Report

Mr. Tuberion's presented his monthly report:

❖ **Monthly Highlights**

- SREC's – \$220
August 59 SREC's to be auctioned 10/17
48 SRECs for September
- 2006 Durango bids- One bid @ \$2,000.00 VIP Construction
- Solar panel torquing quote
Visual inspection & tightening \$1,320
Tightening all bolts \$5,500
- UST repair quotations update
Aurora Belford sump replacement
Independence Constructors UB UST repair quote \$5,900
- Pure Technologies force main inspection project
- Outfall pipe inspection
- Drainage pipe found installed on our property in Union Beach
- 2019 Bidet preparation
- NJSEM cost adjustment
- 10hr OSHA class- two employees to attend
- Safety/Employee meeting held 9/21

On **Motion** by Mr. Sodon, **Seconded** by Mr. Scarano, the board authorized the repair of the Union Beach UST by Independence Contractors for \$5,900. 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**

- BRSA & Keansburg billed for 4th quarter.
- TOMSA 4th Quarter Payment received.
- 3rd Quarter Pension Report of Contribution completed.
- 3rd quarter unencumbered funds sent to Trustee.
- 4th quarter flow of funds completed by Trustee.
- AEA Convention – Nov. 13th & 14th @ Bally's.
- Open Enrollment for Health Benefits in progress.
- 2019 Preliminary Budget.
- OPRA Request
- Reconciliation of Revenue Account requested from Trustee.
- Consulting Engineers Annual Report requested from T&M- not to exceed last year's amount
-

On **Motion** by Mr. Scarano, **Seconded** by Mr. Sodon, the board authorized T&M Engineering to prepare the Annual Consulting Engineer's report, not to exceed last year's cost. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, none absent.

Attorney

Mr. Vella reported that Bond Counsel was supposed to close on 10/12/18 but there were several documents still needed. Mr. Vella is working with Pure Technologies & Mr. Dayback to obtain the additional documents, such as the Pure Technologies breakdown of employee name & hours for the project. Mr. Dayback submitted documentation today and the closing should be in 2-3 weeks.

Mr. Vella also reported IFF is installing Solar Panels and they are requesting a letter from the Authority that the underground electrical work near the force main on Jersey Avenue will not be an issue for the Authority.

On **Motion** by Mr. Scarano, **Seconded** by Mr. Knox, the board authorized Mr. Vella to send the necessary letter to IFF regarding the work in the area of the Authority's pipeline. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, none absent.

Engineer

Mr. Dayback reported that the asbestos investigation has been completed and the report has been provided to the Authority. The asbestos must be removed by a certified asbestos abatement professional. The upstairs can not be occupied at the time. Mr. Dayback will incorporate this information into the HVAC proposal and put the project out to bid. The cost for T&M's services will be approximately \$3,500 for the project design/plan/contractor selection and \$6,500 for the project monitoring.

MCBOA Regular Meeting of October 15, 2018

The Authority needs a meeting with NJNG for the gas line. Mr. Tuberion said NJNG needs the deed for the property and the site plan as a CAD file. Mr. Dayback will get the plans and a meeting will be set up.

On **Motion** by Mr. Schoeffling, **Seconded** by Mr. Scarano, the board authorized T&M Engineering to prepare the asbestos plan, not to exceed \$3,500, and go out to bid for the HVAC project. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, none absent.

Resolutions

Resolution offered by Mr. Knox:

2019 AUTHORITY BUDGET RESOLUTION

Monmouth County Bayshore Outfall Authority

FISCAL YEAR: FROM: January 1, 2019 **TO:** December 31, 2019

WHEREAS, the Annual Budget and Capital Budget for the Monmouth County Bayshore Outfall Authority for the fiscal year beginning, January 1, 2019 and ending, December 31, 2019 has been presented before the governing body of the Monmouth county Bayshore Outfall Authority at its open public meeting of October 15, 2018; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 1,984,161.00 , Total Appropriations, including any Accumulated Deficit if any, of \$ 1,984,161.00 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$250,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$ 130,000.00; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Monmouth county Bayshore Outfall Authority, at an open public meeting held on October 15, 2018 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Monmouth County Bayshore Outfall Authority for the fiscal year beginning, January 1, 2019 and ending, December 31, 2019 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Monmouth County Bayshore Outfall Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 10th, 2018.

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

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

New Business

The meeting on November 5th, 2018 will be changed to a 6:00 p.m. start time instead of 7:00. Ms. Vilanova will publish the time change in the paper, put signs on the doors and have it put on the website.

Approval of Vouchers

Resolution offered by Mr. Smith:

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 – October 15, 2018**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Cablevision	\$160.85	Union Beach 10/01-10/30/18
2		Comcast	\$305.18	Belford triple play 9/26-10/25/18
3		Constellation Energy	\$8.97	NJSEM Belford street lighting 8/21-9/19/18
4		JCP&L	\$26.64	Belford Street Lighting 8/21-9/19/18
5		JCP&L	\$8,233.52	Union Beach 8/25-9/26/18
6		JCP&L	\$1,148.75	Belford 8/30-10/1/18
7		JCP&L	\$287.81	Sandy Hook 8/3-10/4/18&9/5-10/4 JCPL
8		NJAWC	\$138.04	Belford 8/22-9/24/18
9		NJAWC	\$64.25	Union Beach 8/24-9/26/18
10		Allied Oil	\$19,592.75	6008.20 gallons of diesel fuel
11		AMEC	\$2,486.36	Install new solar panel & 6 panels
12		ADP	\$59.06	Payroll services 9/20/18
13		ADP	\$75.10	Payroll services 10/04/18
14		Central Jersey Equipment	\$22.46	Idler part for John Deere
15		Collins, Vella & Casello	\$528.00	General services - September
16		Collins, Vella & Casello	\$208.00	NJEIFT application -September
17		Garden State Laboratories	\$3,935.00	Outside lab costs -August
18		Grainger	\$214.12	Absorbent pads
19		Jaspan Hardware	\$107.20	Floodlights, trimmerline, pruners, M/O paint
20		Norwood Auto Parts	\$61.96	4 gals. of oil
21		One Call Concepts	\$217.50	One call notices-September
22		Schaible's	\$1000.00	Quarterly backflow preventer testing
23		Staples	\$29.99	Printer ink
24		Staples	\$75.78	Printer ink & colored paper
25		T&M Engineering	\$566.20	September HVAC upgrades
26		T&M Engineering	\$927.25	September general engineering services
27		T&M Engineering	\$727.35	Asbestos survery
28		Treasurer, State of New Jersey	\$50.00	Belford UST registration renewal
29		Treasurer, State of New Jersey	\$50.00	Union Beach UST registration renewal
30		W.B. Mason	\$87.94	Report covers and agenda tabs
31		Xerox	\$111.65	Copier rental 8/21-9/20/18
		TOTAL	<u>\$41,507.68</u>	

**Fringe benefits and payroll processed after the September Operating Vouchers
were submitted for review and approval at the Authority Regular Meeting of 9/17/18**

Date	Check No.	To	Amount	Description
09/21/18	ADP	Employee's Payroll & Payroll Taxes	\$16,230.29	Payroll of 9/21/18
10/05/18	ADP	Employee's Payroll & Payroll Taxes	\$20,423.12	Payroll of 10/05/18
09/28/18	EFT	Deluxe Checks	\$265.37	Checks
09/28/18	6462	Sun Life Financial	\$ 772.08	Oct. long-term disability benefits ins.
10/12/18	TEPS	NJSHBP	\$ 16,624.6	Oct. Medical & Dental premium

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

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 7:50 p.m.

Respectfully submitted by:

Barbara Vilanova,
Recording Secretary