

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, October 15, 2012, 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, Loud-Hayward, Knox, Sachs, Scarano, Schoeffling and Sodon

Commissioners Absent: Foley & Smith

Also Present: Gregory W. Vella, Esq., Authority Attorney, Collins, Vella and Casello, L.L.C.
John McKelvey, P.E. Authority Engineer, T&M Associates
Theodore Panis, CPA, Authority Accountant, Panis & Attner, P.A
Edward Tuberton, Foreman
Barbara Vilanova, Recording Secretary

Approval of Minutes – Authority Regular Meeting Held on 9/17/12

On **Motion** by Mr. Aumack, **Seconded** by Mr. Sodon, the Minutes of Regular meeting held on 9/17/12 were approved as presented by all Members present, no nays, two absent, one abstain (Schoeffling)

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberton, MCBOA Foreman, presented his monthly report.

❖ **Monthly Highlights**

- SREC Auction
- New Chlorine Sensor Quote
- Parking Lot Seal Coating
- Belford Driveway Entrance Cleared
- Camera Quote
- NJWEA Seminar for TCH's
- Safety/Employee Meeting 9/19
- August DMR

Office Manager's Monthly Report

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

❖ **Financial Report**

- All balances and monthly interest rate were presented.
- Preliminary 2013 Budget Resolution
- BRSA & Keansburg billed for 4th Quarter
- 3rd quarter Pensions Report of Contributions completed.

- 3rd quarter flow of funds completed by Trustee.

❖ **Administrative Highlights**

- AEA Convention Nov. 13th & 14th.
- Budget meeting with Customer Authorities 9/19.
- Open Enrollment for Health Benefits in progress.
- Office Manager having surgery 10/30 planning to return to work 11/13.

Attorney

Mr. Vella reported Payment Certificate #2 for Caruso Excavating is approved for payment.

Mr. Vella also reported he is trying to coordinate a meeting between the NJDEP, Caruso Excavating, T&M Engineering and the Authority to go over the pipe replacement project in order to get all parties on the same page. The NJDEP has to authorize the timeframe for the shutdown which looks to be about 3 weeks. Mr. Vella reported that the NJDEP is happy that the Authority is replacing the pipe.

Engineer

▪ **New Jersey Natural Gas Cleanup of Many Mind Creek**

Mr. McKelvey reported that ERM has not yet provided any report with their soil findings. Mr. McKelvey will reach out to ERM before the next meeting.

▪ **Force Main Repair**

Mr. McKelvey reported that T&M is reviewing the shop drawings for the pipe replacement. Also, Mr. McKelvey provided Mr. Rotondo from NJDEP with information regarding the replacement project. The estimated project shutdown is 3 weeks to allow some leeway in case of any unexpected problems.

• **Solar System Combiner Boxes**

Mr. McKelvey reported that Vanguard is preparing submittals for the proposed equipment replacement work and upon approval will schedule the work.

• **Caruso Excavating Contract Close Out**

Mr. McKelvey supplied the final billing and the backup for the Caruso Pipe Inspection Project. Currently the Authority owes Caruso \$1,686 which is the retainage amount.

Resolutions

Resolution offered by Mr. Schoeffling:

2013 Authority Budget Resolution
Monmouth County Bayshore Outfall Authority

FISCAL YEAR: FROM January 1, 2013 TO December 31, 2013

MCBOA Regular Meeting of October 15, 2012

WHEREAS, the Annual Budget and Capital Budget for the Authority for the fiscal year beginning, January 1, 2013 and ending, December 31, 2013 has been presented before the governing body of the Monmouth County Bayshore Outfall Authority at its open public meeting of October 15, 2012; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 1,713,596 , Total Appropriations, including any Accumulated Deficit if any, of \$1,729,596 and Total Unrestricted Net Assets utilized of \$16,000; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$355,000 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$255,000; 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, 2012 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Monmouth County Bayshore Outfall Authority for the fiscal year beginning, January 1, 2013 and ending, December 31, 2013 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 10, 2012.

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

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

New Business

On **Motion** by Mr. Smith, **Seconded** by Mr. Schoeffling, the board authorized the payment of Caruso Excavating Co, Inc., Payment Certificate #2 for the final payment of the pipe inspection project. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, two absent.

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 – October 15, 2012**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
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1	Avaya, Inc	\$47.48	Monthly ACS agreement & repair
2	Hess	\$4,512.49	Union Beach 8/18-9/20/12
3	JCP&L	\$47.86	Belford Street Lighting 8/18-9/18/12
4	JCP&L	\$2,352.86	Union Beach 8/18-9/20/12
5	JCP&L	\$758.81	Belford 8/8-9/7/12
6	NJAWC	\$84.80	Belford 8/21-9/21/12
7	NJAWC	\$89.93	Union Beach 8/23-9/24/12
8	Verizon	\$97.35	Union Beach 9/17-10/16/12
9	Verizon	\$14.97	Belford long distance- 9/23-10/22/12
10	Verizon	\$144.97	Belford all in one/fax – 9/14-10/13/12
11	Verizon Online	\$50.74	Broadband Service- 9/16-10/15/12
12	ACS Industrial Services	\$6,082.25	Repair 3 circuit boards
13	ADP	\$61.17	Payroll services 9/14/12
14	ADP	\$48.74	Payroll services 9/28/12
15	3997 AT&T	\$86.39	Foreman’s cell phone 9/5-10/4/12
16	B&B Sealcoating	\$2,900.00	Parking lot sealcoating
17	Belford Auto Repair	\$175.00	Replace abs sensor/reset comp.- Escape
18	Collins, Vella & Casello	\$1,395.00	General services - September
19	E.R.A.	\$95.83	pH, WasteWater sample supplies
20	Garden State Laboratories	\$5,070.00	Outside lab costs -September
21	Gannett NJ Newspapers	\$62.00	Publication of SREC Auction 10/10/12
22	Heritage Sheds	\$3,515.00	Shed for Union beach & removal of old one
23	4027 Jaspan Hardware	\$115.70	pliers, bulbs, booster cable & hardware
24	Jonathan Mannarino	\$191.00	Wastewater Collections class
25	Longo	\$2,225.00	Diesel pump-replace solenoid & micro switch
26	Neopost	\$108.99	Ink cartridge
27	N.J.W.E.A	\$203.00	Tuberion, Jr & Sr. seminar & WEF membership
28	Norwood Auto Parts	\$264.80	Brake pads, rotors, grease gun, oil, filters
29	One Call Concepts	\$250.16	One call messages for September
30	Pumping services	\$3,474.00	Pumps & hoses for pipe inspection
31	Sakoutis Brothers	\$70.00	October garbage pick-up
32	Schaible’s Plumbing	\$1,000.00	Quarterly Backflow preventer inspection
33	T&M Engineering	\$719.54	September general services
34	T&M Engineering	\$974.53	Coe Place pipe replacement project
35	T&M Engineering	\$626.88	Coe Place pipe replacement
36	Treasurer State of New Jersey	\$140.00	E. Tuberion Jr, & E. Tuberion Sr. C4 license renewal fee
37	Township Hardware	\$28.57	Rake & paint
38	Xerox	\$105.00	Copier rental September
	TOTAL	<u>\$38,190.81</u>	

Fringe benefits and payroll processed after the September Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 9/17/12

Date	Check No.	To	Amount	Description
09/14/12	ADP	Employee’s Payroll & Payroll Taxes	\$19,897.68	Payroll of 9/14/12
09/28/12	ADP	Employee’s Payroll & Payroll Taxes	\$15,754.48	Payroll of 9/28/12
09/24/12	3998	Sun Life Financial	\$ 850.12	Oct. long-term disability benefits ins.
09/24/12	3999	Delta Dental	\$ 1,165.14	Dental premium Oct.

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

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AYES: Aumack, Loud-Hayward, Knox, Sachs, Scarano, Schoeffling & Sodon
NAYS: None
ABSENT: Foley & Smith
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. Schoeffling**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, two absent, the meeting adjourned at 8:02 p.m.

Respectfully submitted by:

Barbara Vilanova,
Recording Secretary

The following actions were taken at the meeting:
The Bills were paid –see attached voucher list.
The Resolution Authorizing the 2013 Preliminary Budget was approved.
Payment Certificate #2 (Final) for Caruso Excavating Co. Inc. was approved.