

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, October 21, 2019, 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, Sachs, Scarano, Smith, Sodon & Toomey

Commissioners Absent: Knox & Schoeffling

Also Present: Gregory Vella, Esq., Authority Attorney, Collins, Vella and Casello, L.L.C.
Dennis Dayback, P.E., T&M Associates
Theodore Panis, CPA, Authority Auditor, Theodore Panis CPA, LLC
Edward Tuberion, Operations Manager
Barbara Vilanova, Recording Secretary

IV. Approval of Minutes – Authority Regular Meeting Held on 9/16/19

On **Motion** by Mr. Sodon, **Seconded** by Mr. Smith, the Minutes of the Regular meeting held on 9/16/19 were approved as presented by all Members present, no nays, one absent, one abstain(Scarano).

REPORT OF ADVISORS

Operations Manager's Monthly Report

Mr. Tuberion, MCBOA Operation's Manager's, presented his monthly report.

❖ **Monthly Highlights**

- 67 SREC's earned for September
- 87 SREC's earned for July 2019 auctioned 9/17 @225.35 = \$19,605.45
- 77 SREC's earned for August 2019 to be auctioned 10/22

- Diesel Engine refurbishment completed at both pump stations.
- Veeder Root (UST) replaced.
- ICC and manufacturer on-site 10/16.
- Budget preparation.
- Resiliency Project (BRSA) soil borings at UB 10/17.
- Lab contract RFP
- Operator training 10/8 & 10/10.
- JIF safety meeting attended 10/11
- Meter calibrations completed 10/11.
- Employee safety meeting 9/20.

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.
- 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.

❖ Administrative Highlights

- \$8,870.00 check received from NJUAJIF for veeder root system.
- \$15,730.00 approved from NJUAJIF for UST remediation claim.
- \$1,251,071.00 received from NJIB-H2Loan program. Pure Technologies and Bond Counsel invoice paid.
- AEA Convention Nov. 19th & 20th @ Bally's.
- Open Enrollment for Health Benefits in progress.
- 2020 preliminary Budget.
- OPRA request.
- Resolution accepting 2018 Audit with no recommendations or corrections.
- Group Affidavit Form.

Engineer

Mr. Dayback reported that all punch list items for the HVAC project have been completed to date. There continues to be issues with the performance of the system which T&M is working with the contractor to correct. The contractor has been paid for all work completed to date. Final payment will not be made until the system is functioning to the satisfaction of the authority.

The BRSA Energy Resilience project continues to move forward. Mr. Dayback, Mr. Vella, Mr. Tuberton and Ms. Vilanova attended the project design kickoff meeting. The first scheduled milestone is for a Basis of Design Report to be completed by the end of 2019. 100% completion of design plans is scheduled for the end of June 2020, Construction beginning June 2021 and a project completion date of June 2022.

Resolutions

Resolution offered by Mr. Scarano:

2020

AUTHORITY BUDGET RESOLUTION **Monmouth Bayshore Outfall Authority**

FISCAL YEAR: FROM: January 1, 2020 **TO:** December 31, 2020

MCBOA Regular Meeting of October 21, 2019

WHEREAS, the Annual Budget and Capital Budget for the Monmouth County Bayshore Outfall Authority for the fiscal year beginning, January 1, 2020 and ending, December 31, 2020 has been presented before the governing body of the Monmouth County Bayshore Outfall Authority at its open public meeting of October 21, 2019; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$2,005,013.00 , Total Appropriations, including any Accumulated Deficit if any, of \$ 2,005,013.00 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$1,730,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$120,000.00; 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 21, 2019 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, 2020 and ending, December 31, 2020 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 9th, 2019.

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

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

New Business

The commissioners discussed a salary increase for one of the employees who just passed his C4 Operators license test. Compared to other Authorities the MCBOA employees' salaries are considerably less. The employee is very knowledgeable and a vital asset to the Authority.

On **Motion** by Mr. Sodon, **Seconded** by Mr. Toomey, the board authorized a \$5,000 increase for the employee retroactive to when he passed his test. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, Two absent.

Old Business

None

Approval of Vouchers

Resolution offered by Mr. Scarano:

MCBOA Regular Meeting of October 21, 2019

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 21, 2019**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Cablevision	\$230.86	Phone & internet Union Beach 10/1-10/31/19
2		Comcast	\$310.55	Triple Play Belford 9/26-10/25/19
3		JCP&L	\$7,065.57	Union Beach 8/28-9/24/19
4		JCP&L	\$942.56	Belford 8/31-9/30/19
5		JCP&L	\$46.33	Belford street lighting 8/20-9/18/19
6		JCP&L	\$148.14	Sandy Hook 9/6-10/30/19
7		JCP&L	\$174.02	Sandy Hook 8/6-9/5/19
8		NJAWC	\$58.94	Union Beach 8/24-9/25/19
9		NJAWC	\$146.34	Belford 8/22-9/23/19
10		ADP	\$60.50	Payroll services 10/04/19
11		ADP	\$60.50	Payroll services 09/19/19
12		ADP	\$19.80	2 nd quarter payroll reports & service
13		AT&T Mobility	\$115.82	Foreman's cellular phone 10/5-11/4/19
14	6840	AT&T Mobility	\$115.75	Foreman's cellular phone 9/5-10/4/19
15		Andrew Kutschman Electric	\$2,595.00	Remove/replace steel door at Sandy Hook
16		Certified Truck Repair, Inc.	\$15,853.65	Refurbishment of Union Beach Diesel
17		Certified Truck Repair, Inc	\$15,853.65	Refurbishment of Belford Diesel
18		Collins, Vella & Casello, LLC	\$480.00	September general services
19		Cummins Sales & Service	\$384.26	Diesel Engine air filters
20		Electro Maintenance, Inc.	\$5,000.45	Generator hookup at both facilities
21		Fisher Scientific	\$97.20	Silica packets for lab
22		Fisher Scientific	\$391.66	Deionized water for Lab
23		Global Industrial	\$2,219.86	Two 90 gallon flammable cabinets
24		Independence Constructors	\$9,870.00	Installation of new veeder root system
25	6867	Jaspan Brothers South	\$171.41	Sept. supplies-screen,mark out paint,trimmer line,drill
26		One Call Concepts	\$180.88	September one call notices
27		Prime Power Rentals	\$11,580.00	Generator rental & set up Belford
28		Prime Power Rentals	\$10,080.00	Generator rental & set up- Union Beach
29		Sakoutis Brothers Disposal	\$83.62	October garbage pick-up
30		Sakoutis Brothers Disposal	\$83.62	November garbage pick-up
31		Schaibles Plumbing & Heating	\$1,100.00	3 rd quarter back flow testing
32		Staples	\$48.95	Stamp pad & Ink, printer ink
33		Staples	\$153.39	Agenda tabs, report covers, Binder
34		Treasurer, State of New Jersey	\$50.00	UST registration Belford
35		Treasurer, State of New Jersey	\$50.00	UST registration Union Beach
36		T&M Associates	\$368.00	September- general engineering
37		T&M Associates	\$276.00	September- Pure Technologies project
38		W.B. Mason	\$39.99	Case of pine sol
39		Xerox	\$111.65	Monthly copier rental 8/21-9/24/19
		TOTAL	\$86,605.30	

**Fringe benefits and payroll processed after the June Operating Vouchers
were submitted for review and approval at the Authority Regular Meeting of 9/16/19**

MCBOA Regular Meeting of October 21, 2019

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
09/23/19	ADP	Employee's Payroll & Payroll Taxes	\$16,178.56	Payroll of 09/23/19
10/04/19	ADP	Employee's Payroll & Payroll Taxes	\$16,898.37	Payroll of 10/04/19
10/18/19	ADP	Employee's Payroll & Payroll Taxes	\$20,395.30	Payroll of 10/18/19
09/30/19	6866	Sun Life Financial	\$ 776.79	Oct. long-term disability benefits ins
10/15/19	TEPS	NJSHBP	\$17,011.43	October Health & Dental Benefits
09/09/19	TEPS	PERS	\$ 4,072.48	September PERS
09/24/19	6843	Pure Technologies U.S. Inc.	\$1,207,911.11	Pipeline Assessment Project
09/24/19	6865	Gibbons P.C.	\$26,727.86	Bond Counsel for pipeline project

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

AYES: Aumack, Foley, Sachs, Scarano, Smith, Sodon & Toomey

NAYS: None

ABSENT: Knox & Schoeffling

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. Toomey**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, one absent, the Meeting adjourned at 7:50 p.m.

Respectfully submitted by:

Barbara Vilanova,
Recording Secretary