

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, November 13, 2017, 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."

Pledge of Allegiance & Moment of Silence

III. ROLL CALL – ATTENDANCE

Commissioners Present: Foley, Loud-Hayward, Knox, Sachs, Scarano, Schoeffling, Sodon and Smith

Commissioners Absent: Aumack

Also Present: Gregory Vella, Esq., 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
Barbara Vilanova, Recording Secretary

Approval of Minutes – Authority Regular Meeting Held on 10/16/17

On **Motion** by Mr. Scarano, **Seconded** by Mr. Knox, the Minutes of Regular meeting held on 10/16/17 were approved as presented by all Members present, no nays, one absent, one abstain (Schoeffling)

REPORT OF ADVISORS

Foreman's Monthly Report

Mr. Tuberton presented his monthly report:

❖ **Monthly Highlights**

- SREC's current pricing is at \$185.50
74 August SREC's auctioned 10/18 @ \$85.50 + \$13,912.50
64 earned in September to be auctioned 11/15
48 SREC's October 2017
- Liner Repairs complete
Manufacturer defect cause for leak
Total Cost
Precise Construction \$19,750
Pumping Services \$3,088
The Liner Company (repairs) \$2,500
Andy Kutchman Electric \$1,995
- A/C Repairs
C&C = \$41,755
Comfort Zone = \$39,800
TK Heating & Air = ?
- Vehicle- 2018 Tahoe ordered 10/17 (2-3 months delivery)

- Lab contract advertised, bids to be received 11/15
- NJSEM
- Diesel repairs
- Meter calibration completed 10/19/17
- 2018 Budget- operator salary comparison
- All computers backed up to Hard Drive and server 11/1

At 7:23 p.m. on motion by **Chairman Sachs**, seconded by **Mr. Scarano** the Authority went into Executive Session. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, one absent.

At 7:35 p.m. on motion by **Ms. Loud-Hayward**, seconded by **Mr. Knox** the Authority left Executive Session. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, one absent.

Office Manager's Monthly Report

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

❖ Financial Report

- Preliminary 2017 Budget sent to the state and the Authority Trustee.
- Comment received from DCA.
- Items corrected and received e-mail that the preliminary budget was accepted.
- NJUA JIF dividend is \$4252.28 last year's was \$4,659.69.

❖ Administrative Highlights

- AEA Convention Nov. 14th & 15th @ Ceasers.
- Open Enrollment for Health Benefits completed.
- 4th Quarter employee/safety meeting and networking scheduled for December 15th.

On motion by **Mr. Scarano**, seconded by **Mr. Smith** the T&M August invoice was added to the voucher list. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, one absent.

Attorney

Mr. Vella discussed the invoices for the liner company and the contractor, Precise Construction. The Chairman is going to contact both companies to discuss the pricing and request the Contractor to itemize the bill. Mr. Vella also recommended checking the manufacturer's warranty for the liner. Both of these invoices will be held from payment until further notice.

Engineer

Mr. Dayback reported that there has been no change over the past month and no activity since the last report for the NJNG Many Mind Creek Remediation, Whirl Construction or the ACOE Port Mon.

The ACOE sent over revised plans for the Port Monmouth Flood Protection Projection. T&M reviewed the plans and comments were forwarded to the Authority by e-mail July 24, 2017 and forwarded to the Corps. There have been no comments from the ACOE and the concerns were never addressed.

Mr. Dayback reported that the cost proposal from Pure Technologies was made part of the application for funding to the New Jersey Infrastructure Trust Fund. MCBOA has completed the first steps of obtaining planning and design financing by creating a capital improvement project in h210ans and receiving a priority ranking and project number. The next steps to obtain short term financing for planning and design are:

- Submission of a draft engineering services agreement that identifies the planning and design scope; the individual tasks; and the personnel type (engineer, environmental professional, surveyor, etc.), hourly rates for each personnel type, and hours per task for each personnel type. The Puretech proposal will satisfy this re-

quirement. There will be additional engineering costs estimated for the preparation of plans and specifications for any repairs that may be identified by the Puretech condition assessment. T&M has prepared a draft proposal for the Authorities review which will be submitted for discussion.

- Completion of the Short-Term FAF to allow the Authority to borrow funds to cover the planning and design costs to complete the pipeline assessment and develop bid documents to submit as part of the construction loan phase of the funding application process. Once submitted, NJDEP will proceed with the environmental and technical review of the design documents for project certification and authorization to advertise for construction bids. At that time we will work with Bond Council on closing of the construction financing

Mr. Dayback also reported that the Monmouth County Parks Trail Renovations continue and he has had no further communication with them.

BRSA Emergency Power remains as previously reported, FEMA has approved the concept of including and emergency generator at the MCBOA facility in Union Beach.

New Business

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 – November 13, 2017**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Cablevision	\$148.99	Phone & internet Union Beach 11/1-11/30/17
2		Comcast	\$270.66	Triple Play Package- Belford 10/26-11/25/17
3		Constellation Energy	\$10.29	Belford Street Lighting 9/21-10/20/17
4		JCP&L	\$3,173.56	Union Beach 9/29-10/30/17
5		JCP&L	\$28.02	Belford Street Lighting 9/21-10/20/17
6		NJAWC	\$48.00	Union Beach 9/27-10/25/17
7		NJAWC	\$132.32	Belford 9/23-10/23/17
8		ADP	\$73.15	Payroll services 11/03/17
9		ADP	\$57.49	Payroll services 10/20/17
10	6088	AT&T	\$108.61	Foreman's cell phone 10/5-11/4/17
11		Andrew Kutschman Electric	\$1,995.00	Electric work for Liner repair pumps
12		Applied Analytics	\$451.60	PH Probe for Sandy Hook
13		Collins,Vella&Casello	\$645.00	October general services
14		Cooper Electric	\$20.30	Fuses
15		Fischer Scientific	\$291.50	Laboratory supplies
16		Gannett Newspapers	\$65.25	Publication of lab bid notice
17		Garden State Fire & Security	\$120.50	Service call Union Beach fire alarm
18		Grainger	\$113.00	Chest waders
19		Home Depot	\$18.38	Bolts & washers
20	6033	Jaspan Brothers South	\$13.36	October- key copies
21		LRM, Inc.	\$1,000.90	4 th Quarter Meter calibrations
22		Kepwel	\$35.00	7 – 5 gal spring waters for the office

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23	Middletown P&H Supply	\$30.24	Flanges
24	Norwood Auto Parts	\$448.80	Batteries
25	One Call Concepts	\$231.25	October one call notices
26	Poster Compliance	\$124.75	Labor law posters
27	HELD Precise Construction	\$19,750.00	UB Pond excavation for liner repair
28	Pumping Services	\$3,088.00	Equipment rental for liner repair
29	Sakoutis Brothers	\$70.00	Garbage pick-up- November
30	TOMSA	\$75.00	4 th quarter sewer
31	HELD The Liner Company	\$2,500.00	Liner repair
32	T&M Associates	\$340.50	October general services
33	W.B. Mason	\$16.47	Hand sanitizer
34	Xerox	\$111.65	Monthly copier rental 9/21-10/27/17
35	T&M Engineering	\$821.00	August Monthly services
	TOTAL	<u>\$35,607.54</u>	

Fringe benefits and payroll processed after the September Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 10/16/17

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
10/20/17	ADP	Employee's Payroll & Payroll Taxes	\$15,678.82	Payroll of 10/20/17
11/03/17	ADP	Employee's Payroll & Payroll Taxes	\$19,857.08	Payroll of 11/03/17
10/26/17	6087	Sun Life Financial	\$ 767.96	Nov. long-term disability benefits ins
10/25/17	6086	Chase	\$ 760.50	A/C service call
10/25/17	EFT	Neopost	\$ 100.00	Postage meter refill

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

AYES: Foley, Loud-Hayward, Knox, Sachs, Scarano, Schoeffling, Smith & Sodon
 NAYS: None
 ABSENT: Aumack
 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. Knox**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, one absent, the meeting adjourned at 7:58 p.m.

Respectfully submitted by:

Barbara Vilanova,
 Recording Secretary

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The following actions were taken at the meeting:
The Bills were paid –see attached voucher list.

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