

**Minutes of the Regular Meeting of the  
Monmouth County Bayshore Outfall Authority  
Monday, November 14, 2016, 7:00 p.m. MCBOA Conference Room  
200 Harbor Way, Belford, New Jersey**

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**I. CALL TO ORDER**

Paul J. Smith, Authority Vice-Chairman, called the Meeting to Order.

**II. COMPLIANCE STATEMENT:**

The Vice-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: Loud-Hayward, Knox, Scarano, Schoeffling, Sodon and Smith

Commissioners Absent: Aumack, Foley & Sachs

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 10/17/16

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

**REPORT OF ADVISORS**

**Foreman's Monthly Report**

Ms. Vilanova presented Mr. Tuberon's monthly report in his absence.

❖ **Monthly Highlights**

- SREC's current pricing is at \$222  
55 Scheduled for auction November 18  
48 earned in October, available to auction December 1
- Bayshore Trail Reconstruction
- Belford sewer ejector valve repair scheduled this week.
- UB Diesel automatic discharge valve repaired
- Meters calibrated 10/20.
- JIF safety meetings attended 10/20 & 11/10.
- Fire extinguishers inspected/serviced 11/9.
- Fire alarms- Belford permit received and installation completed  
Union Beach needs inspection.
- Fire Extinguishers inspected and serviced 11/9.
- October DMR

## Office Manager's Monthly Report

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

### ❖ Financial Report

- Preliminary 2016 Budget sent to the state and the Authority Trustee.
- Comments received from DCA for items that need correction.
- Items corrected and received e-mail that the preliminary budget was accepted.
- NJUA JIF dividend is \$4,659.69 last year's was \$6,123.91.
- \$150 refund check from NJSEM

### ❖ Administrative Highlights

- AEA Convention Nov. 15<sup>th</sup> & 16<sup>th</sup> @ Ceasers.
- Open Enrollment for Health Benefits completed.
- 4<sup>th</sup> Quarter employee/safety meeting and networking scheduled for December 18<sup>th</sup>.

## Attorney

Mr. Vella discussed the reconstruction of the Henry Hudson Trail by Monmouth County Park System. Mr. Vella sent a letter to County Counsel detailing our concerns and requirements for their project. Mr. Vella provided counsel with information regarding our easements as well as a Release, Waiver or Liability and Assumption of Risk form that will be required from the County.

Mr. Vella also reported that he has been in contact with the Attorney for the property owner of 44 Bayside Drive. Mr. Vella is awaiting a response as to their proposed access route for their renovations. It is possible that the contractor will be accessing without using any of the Authority's areas.

Mr. Vella was also in contact with the Boy Scout who is going to install an osprey nest as his Eagle Scout project. The Scout provided Mr. Vella with his plans, cost estimate and information as to how and who will access it. Mr. Vella will get signed documents that are necessary to protect the Authority interests. Ms. Vilanova reported that the Scout was in contact with Mr. Tuberton as JCPL will be donating the pole and delivery will need to be set up.

## Engineer

### ▪ Many Mind Creek Soil Remediation

Mr. Dayback reported that T&M Engineering sent a letter to NJNG on October 13, 2016 providing additional comments and is awaiting a response.

There has been no change since last month with Whirl Construction or the ACOE Port Monmouth Flood Protection Project.

Mr. Dayback reported that there has been no change with the Monmouth County Parks Trail Renovations other than the communication with Attorney Vella concerning the MCBOA easements which may be affected by the proposed work.

T&M has reviewed the proposed development plan for 44 Bayside Drive and provided comments on October 12, 2016. There's been no other communication over the past month.

Mr. Dayback reported that he will be attending the USGS Shallow Landslide Studies meeting on December 6, 2016 in Atlantic Highlands with Mr. Tuberton. Mr. Dayback will report back to the Authority at the December meeting.

**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 14, 2016**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Avaya, Inc	\$242.93	Annual ACS maintenance agreement
2	<b>5735</b>	Cablevision	\$140.54	Phone & Internet UB 11/1-11/30/16
3	<b>5736</b>	Comcast	\$230.36	Triple Play Belford 10/26-11/25/16
4		JCP&L	\$5,495.40	Union Beach 9/28-10/28/16
5		JCP&L	\$26.49	Belford street lighting 9/20-10/19/16
6		NJAWC	\$49.60	Union Beach 9/27-11/09/16
7		NJAWC	\$116.06	Belford 9/23/-10/24/16
8		ADP	\$55.93	Payroll services 11/3/16
9		ADP	\$55.93	Payroll services 10/20/16
10		AMEC Electric	\$1,620.00	Troubleshoot Inverter for Solar System 7/23/16
11	<b>5734</b>	AT&T	\$103.46	Foreman's cellular phone 10/5-11/4/16
12		Certified Truck Repair, Inc.	\$2,344.32	Repairs to cylinder for UB diesel
13		Collins Vella & Casello	\$1,022.00	October legal fees
14		Garden State Laboratories	\$3,779.00	Outside Lab services – September
15		Gannett Newspapers	\$68.00	Publication of SREC Auction 10/14/16
16		I.B. Miller	\$612.11	Annual boiler service
17	<b>5738</b>	Jaspan Brothers South	\$80.18	Mark out paint, cement, primer, boots. adapter
18		Kepwel	\$25.00	7-5 gal. bottles of water
19		Municipal Maintenance	\$872.50	Install starter solenoid on diesel pump-Belford
20		Panis & Attner, P. A.	\$19,250.00	Annual Audit
21		Pilot Electric	\$1,450.00	Sump pump
22		Sakoutis Brothers	\$70.00	Monthly garbage pick-up- November
23		Semcor	\$465.76	Groundwater pumps & Discharge hose
24		T&M Engineering	\$1,539.50	General services for October
25		T&M Engineering	\$906.25	NJNG Many Mind Creek
26		The Bank of New York Mellon	\$2,200.00	Annual Administration Fee- 2003 series
27		The Bank of New York Mellon	\$2,200.00	Annual Administration Fee- 2002 series
28		W.B.Mason	\$422.62	Janitorial & Office supplies

29	Xerox	\$111.65	Monthly copier rental 9/21-10/27/16
	<b>TOTAL</b>	<b>\$45,555.59</b>	

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

<b>Date</b>	<b>Check No.</b>	<b>To</b>	<b>Amount</b>	<b>Description</b>
10/21/16	ADP	Employee's Payroll & Payroll Taxes	\$15,451.00	Payroll of 10/21/16
11/04/16	ADP	Employee's Payroll & Payroll Taxes	\$15,324.32	Payroll of 11/04/16
11/14/16	TEPS	NJSHBP	\$17,400.00	Nov. health & dental benefits
11/04/16	5737	Sun Life Financial	\$ 760.49	Nov. long-term disability benefits ins.

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

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

**Public Portion**

The Vice-Chairman opened the Meeting to the public. There being no one appearing to be heard, the vice-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 Ms. Loud-Hayward**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, three absent, the meeting adjourned at 7:23 p.m.

Respectfully submitted by:

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Barbara Vilanova,  
Recording Secretary

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