

**Minutes of the Regular Meeting of the  
Monmouth County Bayshore Outfall Authority  
Monday, November 16, 2015, 7:30 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.  
Keith Henderson, 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 10/19/15

On **Motion** by Mr. Scarano, **Seconded** by Ms. Loud-Hayward, the Minutes of Regular meeting held on 10/19/15 were approved as presented by all Members present, no nays, three absent, none 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 \$226  
67 Scheduled for auction November 18  
53 earned in October, available to auction December 1
- Fire alarms- Belford permit received and installation completed  
Union Beach needs inspection.
- Fire Extinguishers inspected and serviced 11/9.
- Belford Pump # 1- emergency repair
- Many Mind Creek update- GEI consultants awaiting engineers comments on bypass plan/schedule.
- Electrical repairs at Sandy Hook
- All meter calibration completed 10/15
- Bid documents for lab contract due November 18<sup>th</sup>.
- Solar battery backup grant for \$175,000 canceled.
- 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.
- NJUA JIF dividend is \$6,123.91 last year's was \$4,037.90.
- Keansburg 4<sup>th</sup> quarter payment received.

### ❖ Administrative Highlights

- AEA Convention Nov. 17<sup>th</sup> & 18<sup>th</sup> @ Ceasers.
- Open Enrollment for Health Benefits completed.
- UST permit renewals completed.
- Signed off on the Outfall Pipe Project for OEM/FEMA.
- 4<sup>th</sup> Quarter employee/safety meeting and networking scheduled for December 18<sup>th</sup>.

### Attorney

Mr. Vella discussed the emergency repair for Pump #1 in Belford. The problem was caused by a piece of material that was most likely left in the wet well by JRI. Financially it would not be worth any legal action with JRI. At last payment JRI has liens and the surety company received the last payment.

### Engineer

#### ▪ Many Mind Creek Soil Remediation

Mr. Henderson reported that as per the board's authorization at last month's meeting, T&M has begun reviewing the proposed plan and narrative for bypass during remediation work. As soon as comments are ready T&M will get them to the board and GEI consultants.

#### • Whirl Construction

There has been no work performed this month.

### 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:

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**Monmouth County Bayshore Outfall Authority  
List of Operating Vouchers – November 16, 2015**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Avaya, Inc	\$65.58	Monthly ACS maintenance agreement-Nov.
2		Cablevision	\$129.85	Phone & internet Union Beach 11/1-11/30/15
3		Comcast	\$224.75	Phone & Internet Belford 10/26-11/25/15
4		JCP&L	\$7,777.36	Union Beach 9/30-10/29/15
5		JCP&L	\$170.42	Sandy Hook 10/8-11/5/15
6		JCP&L	\$25.95	Belford Street Lighting 9/22-10/22/15
7		NJAWC	\$108.80	Belford 9/23-10/22/15
8		NJAWC	\$74.77	Union Beach 9/25-10/23/15
9		ADP	\$73.84	Payroll services 10/22/15 & 3 <sup>rd</sup> quarter
10		ADP	\$69.86	Payroll services 11/05/15
11		Andrew Kutschman Electric	\$885.00	New lines for fire alarm system in Union Beach
12		Andrew Kutschman Electric	\$1,285.00	Install new starter for pump at Sandy Hook
13		Barbara Vilanova	\$154.54	Reimbursement for petty cash account
14		Collins, Vella & Casello	\$945.00	General services for October
15		Cooper Electric Supply	\$616.24	Starter, contactor, selector switch & thermal unit
16		Cooper Electric Supply	\$25.54	240V coil 30 Amp contactor
17	<b>5353</b>	Home Depot	\$48.09	File, lanterns & headlamps
18		Irven Bob Miller	\$477.12	Annual Boiler service- Belford
19	<b>5352</b>	Jaspan Brothers South	\$65.73	Rain suit, lightbulbs, gas cans & hardware
20		Kepwel	\$30.00	6- 5 gallon jugs of water for office
21		One Call Concepts	\$182.28	October one call notices
22		QC Laboratories	\$4,450.00	Outside Lab 9/24-10/22/15
23		Staples	\$354.96	Printer and two office chairs
24		Staples	\$118.97	Ink & copy paper
25		T&M Engineering	\$1,113.94	October services
26		Treasurer, State of NJ	\$150.00	UST permit renewal fee Belford
27		Treasurer, State of NJ	\$150.00	UST permit renewal fee Union Beach
28		Xerox	\$111.65	Monthly copier rental 9/24-10/27/15
		<b>TOTAL</b>	<b><u>\$19,885.24</u></b>	

**Fringe benefits and payroll processed after the October Operating Vouchers  
were submitted for review and approval at the Authority Regular Meeting of 10/19/15**

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
10/16/15	ADP	Employee's Payroll & Payroll Taxes	\$15,142.55	Payroll of 10/16/15
11/06/15	ADP	Employee's Payroll & Payroll Taxes	\$20,023.40	Payroll of 11/06/15
11/02/15	5351	Sun Life Financial	\$ 748.13	Nov. long-term disability ins.
11/16/15	TEPS	NJSHBP	\$16,211.02	Nov. Health & Dental Benefits

**Seconded by Ms. Loud-Hayward** 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. Scarano, 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 7:50 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.