

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, November 17, 2014, 7:30 p.m. MCBOA Conference Room
200 Harbor Way, Belford, New Jersey**

I. CALL TO ORDER

Paul J. Smith, Authority Vice-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, Schoeffling and Smith

Commissioners Absent: Aumack, Sachs, Scarano & Sodon

Also Present: Mary Krieger, 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 10/20/14

On **Motion** by Ms. Loud-Hayward, **Seconded** by Mr. Schoeffling, the Minutes of Regular meeting held on 10/20/14 were approved as presented by all Members present, no nays, four absent, none abstain

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberion, MCBOA Foreman presented his monthly report.

❖ **Monthly Highlights**

- SREC's available for auction Dec. 1st 279- Current Pricing \$155
Repair quotes for Solar
 - AMEC \$17,555
 - JG Electric \$13,250
 - Andy Kutschman Electric \$9,985Panel damage \$1,169

- FEMA Project closeouts
- Pump failure at Union Beach
- Semi-annual HACH Chlorine analyzer meter calibrated
- Transformer fire UB pump station- IQ Analyzer insurance claim
Quote from BE Electrical Testing \$11,950 deductible \$5,000 check received for \$6,950
- Boiler oil pump failure - \$1,925
- Meeting with TOMSA to discuss recent letter- Attorney will prepare response

- NJERB.com- New Jersey Resilience Bank- solar battery backup systems-meeting scheduled to obtain information
- OSHA 30 hour training for employees
- 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**

- All balances and monthly interest rate were presented.
- Preliminary 2015 Budget sent to the state and the Authority Trustee.
- BRSA 4th Quarter payment received.
- NJUA JIF dividend is \$4,037.90 last year's was \$3,630.51.
- Check received from FEMA for Retention Pond Project RFR #4 \$362,010.18.

❖ **Administrative Highlights**

- AEA Convention Nov. 18th & 19th @ Golden Nugget
- Open Enrollment for Health Benefits completed.
- Henry Street Property
- Insurance Appraisal
- Requested Annual Consulting Engineer's Report from T&M.

Attorney

Ms. Kreiger reported that Mr. Vella is currently waiting for revised plans from Whirl Construction. Once he receives them he will review them and comment.

Engineer

▪ **Retention Pond Repairs**

Mr. Henderson reported that T&M has prepared contract closeout documents and submitted to JRI for execution. We are awaiting return of the documents at which time we will forward to the Authority.

• **Whirl Construction**

T&M has reviewed the resubmitted plans for the referenced project. The revised plans differ in several respects from the original submittal including now showing a fence within the MCBOA easement. Under separate cover, we have forwarded a comment letter which discusses the differences and requires the plan be revised to relocate the fence outside the easement.

• **Annual Report**

In accordance with MCBOA authorization, T&M has commenced work on the Annual Report. T&M will meet with Authority staff and we anticipate completing a draft by November 21, 2014 for review prior to finalizing.

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 17, 2014**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Avaya, Inc	\$59.62	Monthly ACS maintenance agreement-Nov
2		Cablevision	\$129.85	Phone & Internet UB 11/1-11/30/14
3		JCP&L	\$38.49	Belford Street Lighting 9/19-10/20/14
4		JCP&L	\$6,927.26	Union Beach 9/26-10/27/14
5		JCP&L	\$2,443.49	Belford 10/2-10/30/14
6		JCP&L	\$179.98	Sandy Hook 10/3-11/4/14
7		NJAWC	\$96.14	Union Beach 9/25-10/27/14
8		NJAWC	\$103.05	Belford 9/24/-10/23/14
9		Verizon	\$15.65	Belford long distance- 10/23-11/22/14
10		Verizon	\$245.89	Belford all in one/fax – 10/14-11/13/14
11		Verizon Online	\$49.99	Broadband Service- 10/16-11/15/14
12		ADP	\$138.49	Payroll services 10/23/14,11/6/14 & 3 rd quarter
13		ABB	\$1,396.76	4 th quarter meter calibrations
14		AEA	\$330.00	Convention attendance- E. Tuberion
15		Barbara Vilanova	\$181.11	Replenish Petty Cash Fund
16		Collins Vella & Casello	\$765.00	October legal fees
17		Grainger, Inc.	\$50.30	Piston hand drum pump
18		I.B. Miller	\$219.95	Service call- no heat- needs oil pump
19	4971	Jaspan Brothers South	\$66.99	Hardware & fluorescent bulbs
20		Kepwel	\$25.00	5-5 gal. bottles of water
21		Norwood Auto Parts	\$10.00	Sealant
22		One Call Concepts	\$207.40	One call notices for October
23		Panis & Attner, P. A.	\$975.00	Assistance with 2015 Budget
24		QC Laboratories	\$6,610.00	Outside Lab services 9/24-10/22/14
25		Semcor	\$836.08	Groundwater pumps
26		Staples	\$109.72	HP 61 ink, colored paper, desk calendars
27		Staples	\$25.99	HP 564 ink
28		T&M Engineering	\$391.23	General services for October
29		Tek-Sales	\$356.14	Float & float stem for seal water tank
30		Tom's Ford	\$393.22	Steering Sensor- Ford Escape
31		TOMSA	\$75.00	4 th quarter sewer fee
32		Xerox	\$105.00	Monthly copier rental 9/30-10/22/14
		TOTAL	<u>\$23,557.79</u>	

**Fringe benefits and payroll processed after the October Operating Vouchers
were submitted for review and approval at the Authority Regular Meeting of 10/20/14**

Date	Check No.	To	Amount	Description
10/24/14	ADP	Employee's Payroll & Payroll Taxes	\$14,710.71	Payroll of 10/24/14
11/07/14	ADP	Employee's Payroll & Payroll Taxes	\$18,904.05	Payroll of 11/07/14
11/14/14	TEPS	NJSHBP	\$15,362.34	Nov. health & dental benefits
11/03/14	4864	Sun Life Financial	\$ 740.41	Nov. long-term disability benefits ins.

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

AYES: Foley, Loud-Hayward, Knox, Schoeffling and Smith
NAYS: None
ABSENT: Aumack, Sachs, Scarano, Sodon
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 Ms. Foley**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, four 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.