

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, December 09, 2019, 7:04 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, Knox, Sachs, Scarano, Schoeffling, Smith, Sodon & Toomey

Commissioners Absent: None

Also Present: Gregory W. Vella, Esq., Authority Attorney, Collins, Vella and Casello, LLC.
Dennis Dayback, P.E. Authority Engineer, T&M Associates
Theodore Panis, CPA, Authority Auditor, Theodore Panis CPA, LLC.
Edward Tuberton, MCBOA Operations Manager
Barbara Vilanova, Recording Secretary/Office Manager

Approval of Minutes – Authority Regular Meeting Held on 10/21/19 & Special Meeting held on 10/28/19

On **Motion** by Mr. Sodon, **Seconded** by Mr. Smith the Minutes of Regular meeting held on 10/21/19 were approved by all Members present, no nays, none absent, one abstain (Schoeffling).

On **Motion** by Mr. Sachs **Seconded** by Mr. Sodon the Minutes of the Special meeting held on 10/28/19 were approved by all Members present, no nays, none absent, four abstain (Knox, Scarano, Smith & Toomey).

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberton, MCBOA Operations Manager, presented his monthly report.

❖ **Monthly Highlights**

- SREC's currently \$225
 - 77 SREC's for August were auction 10/22 @225.50 = \$17,363.50
 - 67 SREC's for September & 43 for October to be auctioned 12/17
 - 37 SREC's earned in November
- Lab RFP's
 - Garden State Labs (current lab) only bid received.
 - 2018/2019 contract total cost \$101,796 (2 years)
 - 2020/2021 contract total cost \$103,221 (2 years)
- UST Cathodic protection testing completed/passed
 - Investigation needed into interstitial sensor

- Fuel delivery – 4,000 gallons \$9,499
- Boiler permit renewal through 2024= \$870
- Resiliency Project (BRSA) electricians on-site 10/30
- ICC meeting 11/12.
- TOMSA UST removal-County agreement.
- JIF safety meeting attended 11/8.
- Quarterly Bioassay testing completed 10/28.
- Annual and Semi-annual WC testing completed 10/30.

Office Manager's Monthly Report

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

❖ Financial Report

- TOMSA billed for first quarter 2020.
- BRSA 4th quarter payment received.
- Keansburg 2nd, 3rd, & 4th quarter payments received.
- Budget ready for approval.
- NJUA JIF 2019 dividend is \$4,688.00 to be taken as a credit on first invoice.

❖ Administrative Highlights

- RICE Notices delivered to employees.
- 2020 Holiday schedule provided to employees.
- Open enrollment for Health Benefits completed.
- UST certification forms completed, mailed and received.
- Annual Holiday Safety Meeting. Networking Luncheon on 12/13.
- Insurance claim for UST- check received for \$15,730.00
- RFP's for Professionals
- Preliminary budget sent to Customer Authorities & Trustee.
- Annual Consulting Engineers report requested.
- Quote for new Xerox copy machine-
 - New machine- \$108 per month for 60 months, includes 1,500 copies per month and all supplies.
 - Current machine is 5 years old and on a month to month rental @111.65
 - Xerox will also remove the old unit we own that we no longer use at no cost.

On **Motion** by Mr. Knox, **Seconded** by Mr. Scarano, the board authorized T&M Engineering to complete the Annual Consulting Engineer's report at an amount not to exceed the previous year. This matter was passed by the affirmative voice vote of all members present, no nays, none abstain, none absent.

Engineer

Mr. Dayback reported that the BRSA Emergency Power's first scheduled milestone is for a Basis of Design Report due to be completed by the end of the year. 100% completion of design plans is scheduled for the end of June 2021, begin construction June 2021, & complete project June 2022.

Mr. Dayback also reported that Pure Technologies submitted their final invoice for payment. Payment Certificate #2 has been approved by T&M. T&M also submitted a proposal for the force main analysis for the boards review and authorization to proceed.

All punch list items for the HVAC have been completed to date. The issues with the performance of the system have been addressed with the exception of the fire alarm control panel. Final payment will not be made until the system is functioning to the satisfaction of the Authority.

On **Motion** by Mr. Aumack, **Seconded** by Mr. Scarano, the board authorized the payment of Pure Technologies Payment Certificate #2 & Final in the amount of \$84,651.25. This matter was passed by the affirmative voice vote of all members present, no nays, none abstain, none absent.

Resolutions

Resolution offered by Mr. Smith:

Salary Guide Resolution for the Year 2020

BE IT RESOLVED by the Monmouth County Bayshore Outfall Authority that:

- I. The base salaries for the Authority’s employees and commissioners for the year 2020, as shown below, be and are hereby approved:

<u>Name & Title</u>	<u>Base Annual</u>	<u>Longevity</u>	<u>License Bonus</u>
Robert Chrzan, Pump Station Operator	56,059.59	3,900	---
Michael Dickie, Mechanic	63,302.38	3,900	---
Jonathan Mannarino, Pump Station Operator	57,189.71	780	5200
Tami Nelson	45,373.99	780	364
John R. Roche, Pump Station Operator	52,307.31	2,340	780
Edward M. Tuberion, Jr., Operations Manager	93,222.93	4,680	5,200
Part Time Employee	15.00/hr	---	---
Barbara J. Vilanova, Office Manager	71,351.54	1,560	---
Summer Employee (10 weeks maximum)	11.00/hr.	---	---
Part-Time Office Clerk	15.00/hr.	---	---
Harry Aumack, Commissioner	4,300	---	---
Mary Foley, Commissioner	4,300	---	---
Thomas J. Knox, Commissioner	4,300	---	---
Joshua Pelcher, Lab Manager	1,600	---	---
Michael C. Sachs, Chairman	5,000	---	---
Thomas Scarano, Commissioner	4,300	---	---
Robert A. Schoeffling, Commissioner	4,300	---	---
Paul J. Smith, Jr., Vice-Chairman	4,500	---	---
J. Timothy Sodon, Commissioner	4,300	---	---
Gus Toomey III, Commissioner	4,300	---	---

- II. The above salaries shall be paid in such installments and at such times, as the Authority shall direct:

- III. Each full-time employee shall be entitled to and received, in addition to his/her base salary stated above, a longevity bonus of \$780 annually for each completed five-year increment of continuous full-time employment.

- a. For the purpose of computation, an employee who is employed for more than six (6) months during the first calendar year of employment shall have that year included in the computation of years of service in determining longevity bonus. An employee with six months or less service during the first calendar year of employment shall not have that period included in the computation of years of service in determining longevity bonus; and
- b. Said longevity bonus shall be included in, and considered part of, the employee's base salary for purposes of computing taxes and payments into the retirement system, and shall be made in the same manner as prescribed for regular salaries.

IV. Each full-time employee shall be entitled to and receive, in addition to his/her base salary stated above, a license bonus according to New Jersey Department of Environmental Protection classifications, as follows:

C-1	\$364
C-2	\$780
C-3	\$2,600
C-4	\$5,200

- a. The license bonus shall be prorated for the year in which it is attained or upgraded, from the date of issue through December 31.
- b. Said license bonus shall be included in, and considered part of, the employee's base salary for purposes of computing taxes and shall be made in the same manner as prescribed for regular salaries.

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

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

Resolution offered by Mr. Knox:

**RESOLUTION OF THE
RESOLUTION AUTHORIZING REQUEST FOR PROPOSALS
UNDER THE FAIR OPEN PROCESS PURSUANT
TO N.J.S.A. 19:44A-20.4 *et seq.***

WHEREAS, the State of New Jersey recently passed "Pay-To-Play" laws wherein all counties, municipalities and local authorities, who award contract in excess of \$17,500.00 for goods and services, may either retain professionals under the Fair and Open Process or the Non-Fair Open Process; and

WHEREAS, Monmouth County Bayshore Outfall Authority awarded contracts by the Fair and Open Process for legal services, engineering services and auditing services for 2006 through 2019; and

WHEREAS, the Commissioners of the Monmouth County Bayshore Outfall Authority believe that it is the best interest of the Authority and their clients to continue to retain professionals pursuant to the Fair and Open Process; and

WHEREAS, the Commissioners of the Monmouth County Bayshore Outfall Authority desire to request proposals pursuant to the Fair and Open Process for the position of attorney, engineer, auditor and bond counsel for the 2020 year; and

NOW, THEREFORE, BE IT RESOLVED that Monmouth County Bayshore Outfall Authority hereby authorizes the attorney for the Monmouth County Bayshore Outfall Authority to prepare bid specifications for the position of attorney, engineer, auditor and bond counsel for Monmouth County Bayshore Outfall Authority for 2020; and

BE IT FURTHER RESOLVED that the Authority’s Secretary is hereby authorized to publish Notice of the Bid Proposals on Monmouth County Bayshore Outfall Authority’s website by January 3, 2020 and receive proposals by January 22, 2020 at 10:00 AM and submit copies of each proposal to all Commissioners for their consideration prior to the meeting, so the Commissioners can award contracts for these positions at the February 3, 2020 meeting.

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

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

Resolution offered by Mr. Sachs:

**RESOLUTION
OF THE
MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY
AWARDING BID TO GARDEN STATE LABORATORIES**

WHEREAS, Monmouth County Bayshore Outfall Authority (“MCBOA”) published a

Notice To Bidder for certified lab testing which is required pursuant to MCBOA's current NJDEP permit to be opened and read in public at MCBOA, 200 Harbor Way, Belford, New Jersey on November 15, 2019 at 10:00 a.m.; and

WHEREAS, on November 15, 2019 at 10:00 a.m., bids for certified lab testing which is required pursuant to MCBOA's current NJDEP permit were open and read at MCBOA; and

WHEREAS, at the December 9, 2019 meeting of MCBOA, the Commissioners determined that Garden State Laboratories was the lowest responsible bid of One Hundred Three Thousand Two Hundred Twenty One Dollars (\$ 103,221.00); and

WHEREAS, MCBOA has the funds appropriated to award this contract; and

WHEREAS, MCBOA is required to have certified lab testing pursuant to its NJDEP Permit; and

WHEREAS, Commissioners of MCBOA have determined it is in the best interest of MCBOA to award the Contract for \$ 103,221.00 to Garden State Laboratories.

NOW THEREFORE, BE IT RESOLVED, that MCBOA hereby awards the bid for certified lab testing which is required pursuant to MCBOA's current NJDEP permit to Garden State Laboratories as the lowest responsible bidder and authorizes Michael C. Sachs, Chairman to execute any and all documents necessary to enter into a Contract for certified lab testing which required pursuant to MCBOA's current NJDEP as set forth in the bid documents.

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

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

Approval of Vouchers

Resolution offered by Mr. Scarano:

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 18, 2019 & December 9, 2019**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1	6910	Cablevision	\$166.98	Phone & internet Union Beach 11/1-11/30/19
2	6911	Comcast	\$310.71	Triple Play Belford 10/26-11/25/19
3	6912	JCP&L	\$7,902.16	Union Beach 9/25-10/25/19
4	6913	JCP&L	\$942.56	Belford 10/1-10/31/19
5	6914	JCP&L	\$36.35	Belford street lighting 9/19-10/18/19
6	6915	JCP&L	\$171.97	Sandy Hook 10/4-11/04/19
7	6916	NJAWC	\$45.71	Union Beach 9/26-10/24/19
8	6917	NJAWC	\$146.34	Belford 9/24-10/23/19
9	6918	ADP	\$137.30	Payroll services 10/17 & 10/31/19
10	6919	Allied Oil	\$9,893.85	4,247.2 gallons of diesel fuel
11	6920	AT&T Mobility	\$115.82	Foreman's cellular phone 11/5-12/4/19
12	6921	ATS Environmental Services	\$1,190.00	UST Cathodic Protection Testing
13	6922	Barbara Vilanova	\$166.16	Petty cash replenishment
14	6923	Collins, Vella & Casello, LLC	\$1,088.00	October general services
15	6924	Electro Maintenance, Inc.	\$715.00	Generator disconnect
16	6925	Gannett	\$65.72	Publication of lab contract bid
17	6925	Gannett	\$59.00	Publication of Special Meeting
18	6926	Grainger	\$164.30	Tank gauges, engine cylinder hone, hardware
19	6869	Jaspan Brothers South	\$13.05	Oct. supplies-fruit fly traps
20	6927	Kepwel	\$38.50	7- 5 gallon jugs of water
21	6928	LRM, Inc.	\$1,000.90	Quarterly meter calibrations
22	6929	Norwood Auto Parts	\$8.55	Thread locker
23	6930	One Call Concepts	\$295.12	October one call notices
24	6931	R&D Auto Body	\$405.60	Replace right side mirror on Chevy Tahoe
25	6932	Select Security	\$270.00	Fire alarm monitoring 12/1/19- 2/29/20
26	6933	Ted Hall	\$145.00	Service call to fix gate keypad
27	6934	The Bank of New York	\$2,200.00	Annual Administration Fee-2002 bond series
28	6935	The Bank of New York	\$2,200.00	Annual Administration Fee-2003 bond series
29	6936	Theodore Panis, CPA LLC	\$19,250.00	Annual audit
30	6937	T&M Associates	\$421.50	October- HVAC upgrades
31	6938	TOMSA	\$80.00	4 th quarter sewer
32	6939	Xerox	\$111.65	Monthly copier rental 9/24-10/21/19
33		Cablevision	\$166.94	Union Beach phone & internet 12/1-12/31/19
34		Comcast	\$310.71	Belford, Triple play 11/26-12/25/19
35		JCP&L	\$36.37	Belford street lighting 10/19-11/19/19
36		JCP&L	\$8,154.64	Union Beach 10/26-11/25/19
37		NJAWC	\$146.34	Belford 10/25-11/25/19
38		NJAWC	\$45.71	Union Beach 10/25-11/25/19
39		Bayshore Fire & Safety	\$70.00	Fire extinguisher inspection
40		Collins, Vella & Casello	\$400.00	November general services
41		Gannett NJ Newspapers	\$181.88	Publication of Annual Audit
42		Garden State Labs	\$3,935.00	Outside Laboratory – August
43		Garden State Labs	\$3,790.00	Outside Laboratory - September
44		Garden State Labs	\$4,699.00	Outside Laboratory- October
45		Grainger	\$444.00	Sump pump 12 inch, ½ HP
46		Jaspan Hardware Store	\$47.72	November supplies-trimmerline,ducttape, bags
47		NJWEA	\$285.00	Seminars- J.Mannarino & e. Tuberion
48		Norwood Auto Parts	\$43.45	Oil dry, de-icer & brake cleaner
49		Sakoutis	\$83.62	Monthly garbage pick-up - December
20		Staples	\$101.95	Copy paper, desk calendars

51	T&M Engineering	\$225.50	November- Pure Technologies
52	T&M Engineering	\$1695.00	November- HVAC
53	W.B. Mason	\$483.43	Janitorial & Office supplies
	TOTAL	\$75,104.06	

Fringe benefits and payroll processed after the June Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 10/21/19

Date	Check No.	To	Amount	Description
11/01/19	ADP	Employee's Payroll & Payroll Taxes	\$18,622.95	Payroll of 11/01/19
11/15/19	ADP	Employee's Payroll & Payroll Taxes	\$21,857.24	Payroll of 11/15/19
10/29/19	6868	Sun Life Financial	\$ 776.79	Nov. long-term disability benefits ins
11/15/19	TEPS	NJSHBP	\$17,011.43	November Health & Dental Benefits
11/08/19	TEPS	PERS	\$ 4,073.57	October PERS
11/29/19	ADP	Employee's Payroll & Payroll Taxes	\$14,652.98	Payroll of 11/29/19
10/29/19	6868	Sun Life Financial	\$ 776.79	Nov. long-term disability benefits ins

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

AYES: Aumack, Foley, Knox, Sachs, Scarano, Schoeffling, Smith, Sodon & Toomey
 NAYS: None
 ABSENT: None
 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. Aumack**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, one absent, the meeting adjourned at 7:36 p.m.

Respectfully submitted by:

Barbara Vilanova,
 Recording Secretary

MCBOA Regular Meeting of December 09, 2019

The following actions were taken at the meeting:

The Bills were paid –see attached voucher list.

The 2020 Salary Resolution was approved.

Resolution for RFP's was accepted.

Pure Technologies Payment Certificate #2 was approved.