

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, December 10, 2018, 7:05 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, Loud-Hayward, Sachs, Scarano, Schoeffling & Sodon

Commissioners Absent: Smith

Also Present: Dennis Dayback, P.E. Authority Engineer, T&M Associates
Theodore Panis, CPA, Authority Auditor, Panis & Attner, P.A.
Edward Tuberion, Foreman
Barbara Vilanova, Recording Secretary

Approval of Minutes – Authority Regular Meeting Held on 11/05/18

On **Motion** by Mr. Knox, **Seconded** by Mr. Sodon the Minutes of Regular meeting held on 11/05/18 were approved by all Members present, no nays, one absent, none abstain.

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberion, MCBOA Foreman, presented his monthly report.

❖ **Monthly Highlights**

- SREC's currently \$213
 - 93 SREC's to be auctioned 12/12
 - 30 SREC's earned in November
- UST repairs update
 - Aurora Belford sump replacement
 - Soil contamination present
- November rain
 - 39 MGD pumped on 11/25
 - 600 million gallons pumped in November
- Pure Tech force main inspection update
- Employee disciplinary action
- Solar panel repair quotes
 - Infinity Solar \$5,500
 - Andrew Kutschman Electric \$4,865
- Code enforcement UB pump station to inspect drainage pipe
- Meeting with NJNG 11/8

- New backup compressor order and received
- Security Cameras quotations
- Backflow preventers tested 12/5

On **Motion** by Mr. Sodon, **Seconded** by Mr. Knox, the board authorized the solar repair work to be awarded to Andrew Kutschman Electric in the amount of \$4,865.00. This matter was passed by the affirmative voice vote of all members present, no nays, none abstain, one absent.

On **Motion** by Mr. Knox, **Seconded** by Mr. Schoeffling, the board authorized Mr. Tuberton to proceed with the repair of the backflow valve as it needs to be repaired for it to be certified, with an amount not to exceed \$2,500.00. This matter was passed by the affirmative voice vote of all members present, no nays, none 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**

- TOMSA billed for first quarter 2019.
- Budget ready for approval.

❖ **Administrative Highlights**

- RICE Notices delivered to employees.
- 2019 Holiday schedule provided to employees.
- Annual Holiday Safety Meeting. Networking Luncheon
- Insurance claim for UST- Environmental Consultant for the EJIF site visit & report
- Agreement to renew membership with the NJUA JIF
- RFP's for Professionals
- NJSHBP Dependent Eligibility verification audit webinar completed.

Engineer

Mr. Dayback reported on the following items:

- New Jersey Infrastructure Trust Fund (NJITF) remains as previously reported.
- BRSA Emergency Power- BRSA is looking to meet after the first of the year.
- Force Main Condition Assessment-Pure Technologies mobilized and continues with the preparation for the inspection of the force main. The start of the inspection of the force main was delayed due to heavy rains las weekend. Mr. Tuberton advised Pure Tech that no work is to be performed on the force main until the flows are reduced and he gives the authorization to do so. Pure Technologies is scheduled to begin the internal inspection of the force main on Friday, December 7, 2018 starting at the Belford pump station. All work has been coordinated with Mr. Tuberton.
- HVAC Design plans- The project was advertised for construction bids on Friday, November 9, 2018 with bids received November 30, 2018. Two bids were received. Both bids exceeded the funds available for the project. Mr. Dayback forwarded a copy of the bids to Mr. Vella for review. Mr. Dayback advised that it might be best to split the project which would open to more bids, and also for a longer return time on the bids. The first part of the project would be the HVAC portion. The bids would be advertised the end of December and due the end of January.

- 2018 Annual Report of the Consulting Engineer – T&M is presently compiling the information and preparing the 2018 Annual Report. The report will be completed and submitted no later than Friday, December 14, 2018.

On **Motion** by Mr. Knox, **Seconded** by Mr. Scarano, the board authorized the rebidding of the HVAC project with just the first portion. This matter was passed by the affirmative voice vote of all members present, no nays, none abstain, one absent.

Resolutions

Resolution offered by Mr. Aumack:

Salary Guide Resolution for the Year 2019

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 2019, 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	54,436.79	3,120	---
	Michael Dickie, Mechanic	61,458.62	3,900	---
	Jonathan Mannarino, Pump Station Operator	50,523.99	780	2600
	Tami Nelson	44,052.42	780	364
	John R. Roche, Pump Station Operator	50,783.80	2,340	780
	Edward M. Tuberton, Jr., Operations Manager	78,089.25	3,900	5,200
	Part Time Employee	15.00/hr	---	---
	Barbara J. Vilanova, Office Manager	56,854.89	1,560	---
E	Executive Director Stipend	25,000.00	---	---
	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	---	---
	Laurie Harnett, Lab Manager	1,600	---	---
	Thomas J. Knox, Commissioner	4,300	---	---
	Elizabeth Loud-Hayward, Commissioner	4,300	---	---
	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	---	---

- 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. Scarano and on a roll call the following vote was recorded:

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

Resolution offered by Mr. Schoeffling:

**RESOLUTION OF THE
MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY
RATIFYING THE DECLARATION OF EMERGENCY AND
EMERGENCY PURCHASE PURSUANT TO N.J.S.A. 40A:11-6
FOR SITE INVESTIGATION AND REMEDIATION**

WHEREAS, on or about November 20, 2018, while Aurora Environmental Inc. (“Aurora”) was in the process of replacing the spill containment unit associated with the diesel UST at the Belford location, Aurora discovered that soil around the UST was contaminated with diesel fuel; and

WHEREAS, as a result of this finding, the DEP was advised of the potential soil contamination and a DEP file was opened; and

WHEREAS, MCBOA immediately contacted their insurance carrier to advise them of the claim and requested confirmation of coverage; and

WHEREAS, on November 20, 2018, Aurora provided MCBOA with proposal for Site Investigation and Remediation Proposal, with an estimated cost of \$ 21,875.00. The proposal is an estimate, as the extend or limit of the contamination and remediation is unknown at this time; and

WHEREAS, MCBOA’s insurance carrier reviewed this matter and the proposal by Aurora; and

WHEREAS, MCBOA’s insurance carrier advised that this claim was covered by insurance and that they have dealt with Aurora on prior files and approved the retaining of Aurora; and

WHEREAS, MCBOA’s insurance carrier advised that MCBOA would need to retain Aurora and pay any of Aurora’s bills and then the insurance company would reimburse MCBOA; and

WHEREAS, as a result of the soil contamination, MCBOA declared an emergency and started an insurance claim; and

WHEREAS, Aurora is State Contracted Company under #A42774 and MCBOA’s insurance company has dealt with Aurora in the past and confirmed that MCBOA can retain their services to remediate the contamination soil; and

WHEREAS, all of the services are needed as a result of Emergency; and

WHEREAS, MCBOA desires to ratify the Declaration of Emergency and Emergency Purchase of Goods and Services pursuant to N.J.S.A. 40A:11-6.

NOW, BE IT RESOLVED, that the governing body of the MCBOA ratifies the Declaration of Emergency and the authorization to purchase of services without public advertising for bids, pursuant to N.J.S.A. 40A:11-6.

BE IT FURTHER RESOLVED, that payment for services is hereby authorized pursuant to N.J.S.A. 40A:11-6(b), which includes payment to Aurora Environmental Inc., for the Site Investigation and Remediation; and

BE IT FURTHER RESOLVED, that MCBOA will submit all bills to its insurance carrier for reimbursement of this claim under MCBOA’s insurance policy; and

BE IT FURTHER RESOLVED, that a certified copy of this resolution shall be filed with MCBOA and available for inspection, pursuant to New Jersey Law.

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

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

Resolution offered by Mr. Scarano:

**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 2018; 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 2019 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 2019; 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 8, 2019 and receive proposals by January 23, 2019 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 4, 2019 meeting.

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

AYES: Aumack, Foley, Knox, Loud-Hayward, Sachs, Scarano, Schoeffling & Sodon
NAYS: None
ABSENT: Smith
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 – December 10, 2018**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Cablevision	\$160.85	Phone & Internet Union Beach 12/1-12/31/18
2	6491	Cablevision	\$160.85	Phone & Internet Union Beach 11/1-11/30/18
3		Comcast	\$305.78	Triple Play Package- Belford 11/26-12/25/17
4		Constellation Energy	\$8.97	Belford Street Lighting 10/19-11/16/18
5		JCP&L	\$865.14	Belford 10/02-10/31/18
6		JCP&L	\$12,256.93	Union Beach 10/27-11/27/18
7		JCP&L	\$8,615.83	Union Beach 9/27-10/26/18
8		JCP&L	\$26.44	Belford Street Lighting 10/19-11/16/18
9		JCP&L	\$180.84	Sandy Hook 10/5-11/2/18
10		NJAWC	\$47.77	Union Beach 10/27-11/28/18
11		NJAWC	\$121.01	Belford 10/23-11/22/17
12		ADP	\$59.06	Payroll services 11/29/18
13		ADP	\$57.33	Payroll services 11/15/18
14		ADP	\$75.10	Payroll service 11/1/18
15	6489	AT&T	\$115.07	Foreman's cell phone 11/5-12/4/18
16		Andrew Kutschman	\$350.00	Boiler/thermostat repairs
17		Andrew Kutschman	\$125.00	Belford Diesel starter replacement
18		Andrew Kutschman	\$2,595.00	Baseboard pipe repairs
19		Barbara Vilanova	\$171.61	Reimbursement for petty cash funds
20		Collins,Vella&Casello	\$896.00	November general services
21		Collins, Vella & Casello	\$656.00	NJIFT application- August, Sept & November
22		Collins, Vella & Casello	\$848.00	October general services
23		Collins, Vella & Casello	\$656.00	NJIFT application- October
24		Fisher Scientific	\$256.16	Laboratory supplies-deionized water
25		Fisher Scientific	\$231.50	Laboratory supplies-chlorine pillows
26		Gannett Newspapers	\$46.55	Publication of budget hearing
27		Gannett Newspapers	\$137.85	Publication of HVAC bid& Meeting time change
28		Garden State Labs	\$5,639.00	Outside Laboratory services -October
29		Jaspan Brothers Hardware	\$33.25	November supplies-marking wand and paint
30		Norwood Auto Parts	\$34.91	Oil, oil dry, hose clamp
31		One Call Concepts	\$307.50	One call notices for October
32		Quincy Scales Industrial	\$2,000.00	Quincy compressor
33		Sakoutis Brothers	\$76.02	Garbage pick-up- December
34		Semcor II Rental Center	\$98.63	1-Discharge hose
35		Semcor II Rental Center	\$98.63	1-Discharge hose
36		Select Security	\$270.00	Fire alarm monitoring 12/1/18-2/28/19
37		Staples	\$51.94	Desk calendars, planner, paper clips
38		T&M Associates	\$1,241.75	November general services
39		T&M Associates	\$3,452.21	HVAC building upgrades-November
40		T&M Associates	\$1,053.50	Pure Technologies coordination/observation-Nov.

41	The Bank of New York	\$2,200.00	Administrative Fee- 2003 Bond Series
42	The Bank of New York	\$2,200.00	Administrative Fee- 2002 Bond Series
43	Xerox	\$111.65	Monthly copier rental 9/20-10/25/18
44	Xerox	\$111.65	Monthly copier rental 10/25-11/20/18
	TOTAL	<u>\$49,007.28</u>	

Fringe benefits and payroll processed after the September Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 11/05/18

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
11/17/18	ADP	Employee's Payroll & Payroll Taxes	\$14,745.25	Payroll of 11/16/18
12/01/18	ADP	Employee's Payroll & Payroll Taxes	\$21,591.42	Payroll of 11/30/18
12/01/18	6492	Sun Life Financial	\$ 772.08	Dec. long-term disability benefits ins
11/16/18	6490	Chase	\$ 145.46	Procurement card purchases

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

AYES: Aumack, Foley, Knox, Loud-Hayward, Sachs, Scarano, Schoeffling & Sodon
 NAYS: None
 ABSENT: Smith
 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. Loud-Hayward**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, one absent, the meeting adjourned at 8:10 p.m.

Respectfully submitted by:

Barbara Vilanova,
 Recording Secretary

MCBOA Regular Meeting of December 10, 2018

The following actions were taken at the meeting:

The Bills were paid –see attached voucher list.

The 2019 Salary Resolution was approved.

Resolution for RFP's was accepted.

Resolution for the Emergency UST repair.

Solar repairs & backflow valve repair were approved.

HVAC project will be rebid.