

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, December 11, 2017, 7:03 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, Smith & Sodon

Commissioners Absent: None

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 11/13/17

On **Motion** by Mr. Schoeffling, **Seconded** by Ms. Loud-Hayward the Minutes of Regular meeting held on 11/13/17 were approved by all Members present, no nays, none absent, one abstain (Aumack).

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberion, MCBOA Foreman, presented his monthly report.

❖ **Monthly Highlights**

- SREC's currently \$191
 - 64 SREC's earned for September auctioned 11/15 @191 =12,224
 - 48 SREC's earned in October to be auctioned 12/13/17
 - 35 SREC's earned in November
- Liner Repair- revised letter from The Liner Company sent to T&M
- A/C Repairs
 - C&C = \$41,755
 - Comfort Zone = \$39,800
 - TK Heating & Air =
- Vehicle update- 2018 Tahoe built and released to shipping 11/9- should receive 3-4 weeks
- Lab Contract bids received- Garden State Labs only bidder
- VFD cooling fan repair
- Belford Diesel automatic discharge valve repairs
- Power Resiliency HMP draft received from BRSA for comment
- Annual fire extinguisher inspection complete.

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 2018.
- Budget ready for approval.

❖ Administrative Highlights

- RICE Notices delivered to employees.
- 2018 Holiday schedule provided to employees.
- Annual Holiday Safety Meeting. Networking Luncheon
- Agreement to renew membership with the NJUA JIF
- RFP's for Professionals

Engineer

Mr. Dayback reported on the following items:

- NJNG Many Mind Creek Remediation- nothing new to report
- Whirl Construction- No activity since last report
- ACOE Port Monmouth Flood Protection Project- No communication with ACOE this month.
- New Jersey Infrastructure Trust Fund (NJITF) remains as previously reported.
- Monmouth County Parks Trail Renovations- no communication with the Parks system this month but it's Mr. Dayback's understanding that the project continues.
- BRSA Emergency Power- Mr. Dayback is currently reviewing the plan and will provide comments.
- Union Beach Pond Liner repair- The repair was performed on October 19 2017. The repair was completed by representatives of the liner manufacturer. The Authority has requested T&M to certify the repair. Since T&M did not witness the repair, they have requested certain information in writing from the liner repair company that the repair was performed to industry standards.

Resolutions

Resolution offered by Mr. Aumack:

Salary Guide Resolution for the Year 2018

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 2018, 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	52,851.25	3,120	---
	Michael Dickie, Mechanic	59,668.56	3,120	---
	Jonathan Mannarino, Pump Station Operator	49,052.42	780	2600
	Tami Nelson	42,769.34	---	364
	John R. Roche, Pump Station Operator	49,304.66	2,340	780
	Edward M. Tuberion, Jr., Foreman	75,814.81	3,900	5,200
	Part Time Employee	15.00/hr	---	---
	Barbara J. Vilanova, Office Manager	55,198.92	1,560	---
E	Executive Director Stipend	25,000	---	---
	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 Ms. Loud-Hayward and on a roll call the following vote was recorded:

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

Resolution offered by Mr. Scarano:

**RESOLUTION FOR RENEWAL OF MEMBERSHIP IN THE
NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND**

WHEREAS, the Monmouth County Bayshore Outfall Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2017 unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew said membership;

NOW THEREFORE, be it resolved as follows:

1. The Monmouth County Bayshore Outfall Authority agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Governing Body shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.

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

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

ABSENT: None
ABSTAIN: None

Resolution offered by Mr. Knox:

**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, 2017 at 10:00 a.m.; and

WHEREAS, on November 15, 2017 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 11, 2017 meeting of MCBOA, the Commissioners determined that Garden State Laboratories was the lowest responsible bid of Ninety Nine Thousand Four hundred Fifty Dollars (\$ 99,450.00); 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 \$ 99,450.00 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. Sodon, and on a roll call the following vote was recorded:

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

Resolution offered by Mr. Smith:

**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 2017; 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 2018 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 2018; 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 4, 2018 and re-

ceive proposals by January 23, 2018 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 5, 2018 meeting.

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

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

Approval of Vouchers

Resolution offered by Mr. Knox:

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 11, 2017**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Cablevision	\$148.99	Phone & internet Union Beach 12/1-12/31/17
2		Comcast	\$304.27	Triple Play Package- Belford 11/26-12/25/17
3		Constellation Energy	\$10.29	Belford Street Lighting 10/21-11/20/17
4		JCP&L	\$934.94	Belford 10/04-11/02/17
5		JCP&L	\$12,342.11	Union Beach 10/31-11/29 & SEM 9/29-11/29
6		JCP&L	\$27.96	Belford Street Lighting 140/21-11/20/17
7		NJAWC	\$48.00	Union Beach 10/26-11/28/17
8		NJAWC	\$132.32	Belford 10/24-11/22/17
9		ADP	\$94.03	Payroll services 11/30/17 & 3 rd quarter
10		ADP	\$57.49	Payroll services 11/16/17
11	6134	AT&T	\$108.61	Foreman’s cell phone 11/5-12/4/17
12		Barbara Vilanova	\$174.51	Reimbursement for petty cash funds
13		Certified Truck Repair, Inc.	\$2,867.98	Repairs to cylinder for Belford diesel pump
14		Collins, Vella & Casello	\$375.00	November general services
15		Cooper Electric	\$22.80	Fuses
16		EMA Inc.	\$3,201.96	Repairs- Belford VFD #2 cooling fan
17		Fisher Scientific	\$53.95	Laboratory supplies
18		Gannett Newspapers	\$47.65	Publication of budget hearing
19		Garden State Fire & Security	\$270.00	Fire Alarm monitoring 12/1/17-2/28/18
20		Garden State Labs	\$4,596.00	Outside Laboratory services -October
21		Grainger	\$463.05	Motorized impellar & axial fan
22		Longo	\$912.00	After hours service call-discharge valve UB
23	6136	Neopost	\$127.99	Ink cartridge for postage meter
24		One Call Concepts	\$127.50	One call notices for November
25		Sakoutis Brothers	\$70.00	Garbage pick-up- December

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26	Staples	\$117.91	Desk calendars, planner, chair, pads
27	The Bank of New York	\$2,200.00	Administrative Fee- 2002 Bond series
28	The Bank of New York	\$2,200.00	Administrative Fee- 2003 Bond Series
29	The Bank of New York	\$1,650.00	Administrative Fee- 2005A Bond Series
30	The Bank of New York	\$1,650.00	Administrative Fee- 2005A-2 Bond Series
31	W.B. Mason	\$167.87	Garbage bags, envelopes, folders, stapler
32	Xerox	\$111.65	Monthly copier rental 10/27-11/20/17
	TOTAL	\$35,616.83	

Fringe benefits and payroll processed after the September Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 11/13/17

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
11/17/17	ADP	Employee's Payroll & Payroll Taxes	\$16,752.19	Payroll of 11/17/17
12/01/17	ADP	Employee's Payroll & Payroll Taxes	\$20,510.24	Payroll of 12/01/17
12/01/17	6139	Sun Life Financial	\$ 767.96	Dec. long-term disability benefits ins
11/16/17	6134	Chase	\$ 1,948.89	Procurement card purchases
11/15/17	TEP	NJSHBP	\$ 17,402.39	Health benefits

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

AYES: Aumack, Foley, Knox, Loud-Hayward, Sachs, Scarano, Schoeffling, Smith & Sodon
 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. Knox, Seconded by Mr. Scarano**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, none absent, the meeting adjourned at 7:23 p.m.

Respectfully submitted by:

Barbara Vilanova,
 Recording Secretary

MCBOA Regular Meeting of December 11, 2017

The following actions were taken at the meeting:

The Bills were paid –see attached voucher list.

The 2018 Salary Resolution was approved.

Resolution for RFP's was accepted.

The lab contract was authorized.

NJUA JIF renewal was approved.