

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, December 13, 2021, 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, Impreveduto, Kalaka, Sachs, Sodon & Toomey

Commissioners Absent: Knox & Lewandowski

Also Present: Dennis Dayback, P.E. Authority Engineer, T&M Associates (left at 7:20 pm)
Edward Tuberton, MCBOA Operations Manager
Barbara Vilanova, Recording Secretary/Office Manager

IV. APPROVAL OF MINUTES – Authority Regular Meeting Held on 11/15/21

On **Motion** by Mr. Impreveduto, **Seconded** by Mr. Toomey the Minutes of Regular meeting held on 11/15/21 were approved by all Members present, no nays, two absent, one abstain (Aumack).

REPORT OF ADVISORS

Foreman's Monthly Report

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

❖ **Monthly Highlights**

- SREC's currently \$227
 - 47 SREC's for October sold at \$227 = \$10,669
 - 39 SREC's earned for November 2021
- Lab RFP's
 - Garden State Labs (current lab) only bid received.
 - 2020/2021 contract total cost \$103,121 (2 years)
 - 2022/2023 contract total cost \$110,760 (2 years)
- UB surge valve control repairs update.
- Belford A/C investigation 12/8.
- Belford solar weather station calibration.
- O7M manual updating.
- T&M annual engineers report 12/1.
- JIF Safety Meeting 12/10.

On **Motion** by Mr. Kalaka, **Seconded** by Ms. Foley, the board authorized Mr. Tuberton to proceed with the surge valve and butterfly valve replacement. This matter was passed by the affirmative voice vote of all members present, no nays, none abstain, two 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 & BRSA billed for first quarter 2022.
- Keansburg 4th Quarter payment received.
- Budget received from DCA and ready for approval.

❖ **Administrative Highlights**

- RICE Notices delivered to employees.
- RFP’s for Professionals for 2022.
- Annual Consulting Engineers report requested.
- Paydate for 12/21/21 is being moved to 12/23/21 as the payroll company is closed on 12/24.

Engineer

Mr. Dayback reported that the RFQ’s for the Pipeline Rehabilitation have been received and T&M is reviewing them. T&M will prepare a report and T&M has to advertise before the Authority can proceed.

Mr. Dayback also reported that there was a meeting for the BRSA Emergency Power 100% design package that was submitted to NJOEM/FEMA to discuss any technical concerns with the plans and the maintenance of plant operations during construction. Any concerns the Authority head were brought up and will be addressed.

Mr. Dayback also reported that February will be his last meeting for the Authority and then David Ksyniak will be taking over the position for T&M.

Resolutions

Resolution offered by Mr. Toomey:

Salary Guide Resolution for the Year 2022

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

- The base salaries for the Authority’s employees and commissioners for the year 2022, 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, Maintenance	58,897.61	3,900	---
Michael Dickie, Mechanic	66,507.06	3,900	---
Daniel Feliciano, Maintenance	44,126.25	---	---

Tami Nelson, Pump Station Operator	47,671.05	780	364
John R	54,995.36	3,120	780
. Roche, Pump Station Operator			
Edward M. Tuberion, Jr., Operations Manager	107,853.50	4,680	5,200
Part Time Employee	15.00/hr	---	---
Barbara J. Vilanova, Office Manager	74,963.71	2,340	---
Summer Employee (10 weeks maximum)	13.00/hr.	---	---
Part-Time Office Clerk	15.00/hr.	---	---
Harry Aumack, Commissioner	4,300	---	---
Mary Foley, Commissioner	4,300	---	---
Rocco Impreveduto, Commissioner	4,300	---	---
Michael Kalaka, Commissioner	4,300	---	---
Thomas J. Knox, Commissioner	4,300	---	---
Albert Lewandowski, Commissioner	4,300	---	---
Joshua Pelcher, Lab Manager	1,600	---	---
Michael C. Sachs, Chairman	5,000	---	---
J. Timothy Sodon, Vice-Chairman	4,500	---	---
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. Imperveduto and on a roll call the following vote was recorded:

AYES: Aumack, Foley, Imperveduto, Kalaka, Sachs, Sodon & Toomey
NAYS: None
ABSENT: Knox & Lewandowski
ABSTAIN: None

Resolution offered by Mr. Sodon:

**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 has awarded contracts by the Fair and Open Process for legal services, engineering services and auditing services from 2006 through 2021; 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 2022 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 2022; 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 5, 2022 and receive proposals by January 21, 2022 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 7, 2022 meeting.

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

AYES: Aumack, Foley, Impreveduto, Kalaka, Sachs, Sodon & Toomey
NAYS: None
ABSENT: Knox & Lewandowski

Resolution offered by Mr. Toomey:

**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 17, 2021 at 10:00 a.m.; and

WHEREAS, on November 17, 2021 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 13, 2021 meeting of MCBOA, the Commissioners determined that Garden State Laboratories was the lowest responsible bid of One Hundred Ten Thousand Seven Hundred Sixty One Dollars (\$ 110,760.00); 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 \$ 110,760.00 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. Sachs, and on a roll call the following vote was recorded:

AYES: Aumack, Foley, Impreveduto, Kalaka, Sachs, Sodon & Toomey
 NAYS: None
 ABSENT: Knox & Lewandowki
 ABSTAIN: None

Approval of Vouchers

Resolution offered by Mr. Aumack:

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 13, 2021**

No.	Check #	Provider	Amount	Description
1		Cablevision	\$195.46	Phone & internet Union Beach 12/1-12/31/21
2		Comcast	\$330.31	Triple Play Belford 11/26-12/25/21
3		JCP&L	\$36.23	Belford Street Lighting 10/19-11/17/21
4		New Jersey Natural Gas	\$575.68	Gas charge 10/21-11/19/21
5		NJAWC	\$78.72	Union Beach 10/26-11/23/21
6		NJAWC	\$158.31	Belford 10/23-11/22/21
7		ADP	\$148.90	Payroll services 11/12 & 11/25/21
8		All American Chevrolet	\$106.47	Oil change & tire rotation - Tahoe
9		Andrew Kutschman Electric	\$825.00	Sandy Hook building roof repairs
10		Andrew Kutschman Electric	\$275.00	Street lighting timer install at Union Beach
11		Brinks Home	\$270.00	Fire alarm monitoring 12/1-2/28/22
12		Collins Vella & Casello	\$496.00	October legal services
13		Collins Vella & Casello	\$976.00	November legal services
14		Complete Document Solutions	\$2.79	Copier overage
15		Gannett Newspapers	\$43.55	Budget hearing publication & affidavit
16		Garden State Laboratories	\$3,855.00	October laboratory fees
17		Grainger	\$136.30	Tank gauges and warranty
18		Grainger	\$20.99	Safety goggles
19	7683	Home Depot	\$169.00	Compact fridge for office

20	7684	Jaspan Brothers South	\$74.44	November supplies-wrench, bolts, epoxy, batteries
21		Sakoutis	\$95.12	December garbage pick-up
22		Staples	\$44.97	Ink & report covers
23		Staples	\$64.48	Calculator & copy paper
24		T&M Associates	\$272.50	November General Engineering
25		The Bank of New York	\$2,200.00	Annual administration fee- 2002 bond series
26		The Bank of New York	\$2,200.00	Annual administration fee- 2003 bond series
27		Xerox	\$108.00	Monthly copier rental 11/15-12/14/21
28		JCP&L	\$128.12	Sandy Hook 11/4-12/3/21
29		ABB	\$1,590.72	4th Quarter meter calibrations
30		County of Monmouth	\$252.28	106.25 gallons of gas-October
31		One Call Concepts	\$231.66	One call notices for November
32		People's Plumbing	\$800.00	Quarterly backflow valve testing
		TOTAL	<u>\$16,762.00</u>	

Fringe benefits and payroll processed after the November Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 11/15/21

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
11/26/21	ADP	Employee's Payroll & Payroll Taxes	\$18,134.42	Payroll of 11/26/21
12/10/21	ADP	Employee's Payroll & Payroll Taxes	\$22,271.40	Payroll of 12/10/21
11/23/21	7682	Sun Life Financial	\$ 771.12	Dec. long-term disability benefits ins
11/19/21	7681	Chase	\$ 118.60	Procurement card purchases
12/08/21	TEPS	PERS	\$ 4,217.67	November PERS

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

AYES: Aumack, Foley, Kalaka, Impreveduto, Sachs, Sodon & Toomey
 NAYS: None
 ABSENT: Knox & Lewandowski
 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. Sodon, Seconded by Mr. Impreveduto**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, two absent, the meeting adjourned at 7:30 p.m.

Respectfully submitted by:

 Barbara Vilanova,
 Recording Secretary

MCBOA Regular Meeting of December 13, 2021

The following actions were taken at the meeting:

The Bills were paid –see attached voucher list.

The 2022 Salary Resolution was approved.

Resolution for RFP's was accepted.

Resolution for the Lab Contract was accepted

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