

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, December 14, 2015, 7:34 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 and Sodon

Commissioners Absent: Loud-Hayward

Also Present: Mary Krieger, Esq., Attorney, Collins, Vella and Casello, L.L.C.
Keith Henderson, P.E. Authority Engineer, T&M Associates
Theodore Panis, CPA, Authority Auditor, Panis & Attner, P.A.
Edward Tuberton, Foreman
Barbara Vilanova, Recording Secretary

Approval of Minutes – Authority Regular Meeting Held on 11/16/15

On **Motion** by Mr. Schoeffling, **Seconded** by Mr. Sodon, the Minutes of Regular meeting held on 11/16/15 were approved, with one correction, by all Members present, no nays, one absent, three abstain (Aumack, Foley, Sachs).

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberton, MCBOA Foreman, presented his monthly report.

❖ **Monthly Highlights**

- SREC's currently \$262
 - 67 auctioned 11/18/15 \$257.50 = \$17,252.50
 - 53 auctioned 12/9/15 \$262.00 = \$13,886
 - 35 for November ready to be auctioned January 1, 2016
- Fire Alarms update- electrical inspection passed at both facilities. Final inspection scheduled for 12/17 for Belford.
- Belford VFD circuit board failure 12/1
- Two bids received for lab contract
 - QC Laboratories (current lab) \$139,193
 - Garden State Laboratories \$ 93,079
- Ford escape truck repair (tie rod & sway bar)
- Window installation update
- Emergency Systems- generator Service Contract
- November DMR

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.
- Preliminary budget received from DCA with approval after minor changes were submitted.

❖ Administrative Highlights

- RICE Notices delivered to employees.
- 2016 Holiday schedule provided to employees.
- Annual Holiday Safety Meeting. Networking Luncheon
- Meeting times for March 2016- February 2017.

On **Motion** by Mr. Smith, **Seconded** by Mr. Knox, the Board authorized changing the meeting time to 7:00 p.m. year round beginning March 2016, approved as presented by all Members present, no nays, one absent, none abstain

Attorney

No report

Engineer

Mr. Henderson reported that there has been no new work performed for the Whirl Construction Project. T&M is finishing up their review of the Many Mind Creek proposed time frame and scope of work. Mr. Henderson is going to recommend pipe testing in the area to find out the structure of the pipe before the work begins. T&M will finish their review and provide comments.

Resolutions

Resolution offered by Mr. Scarano:

Salary Guide Resolution for the Year 2016

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 2016, 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	49,817.37	3,120	---
Michael Dickie, Mechanic	56,243.34	3,120	---
Jonathan Mannarino, Pump Station Operator	42,769.34	---	2600

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Tami Nelson, Operator	40,314.20	---	364
John R. Roche, Pump Station Operator	46,474.37	2,340	780
Edward M. Tuberion, Jr., Foreman	71,462.73	3,900	5,200
Part Time Employee	15.00/hr	---	---
Barbara J. Vilanova, Office Manager	52,030.27	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 Mr. Sodon, and on a roll call the following vote was recorded:

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

Resolution offered by Mr. Knox

**RESOLUTION
 OF THE
 MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY
 AWARDED 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 18, 2015 at 10:00 a.m.; and

WHEREAS, on November 18, 2015 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 14, 2015 meeting of MCBOA, the Commissioners determined that Garden State Laboratories was the lowest responsible bid of Ninety Three Thousand Seventy Nine Dollars (\$ 93,079.00); 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 \$ 93,079.00 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. Scarano, and on a roll call the following vote was recorded:

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

Resolution offered by Mr. Knox

**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 2015; 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 and auditor for the 2016 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, and auditor for Monmouth County Bayshore Outfall Authority for 2016; 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 December 30, 2015 and receive proposals by January 15, 2016 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 1, 2016 meeting.

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

AYES: Aumack, Foley, Knox, Sachs, Scarano, Schoeffling, Smith & Sodon
NAYS: None
ABSENT: Loud-Hayward
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 14, 2015**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Avaya, Inc	\$65.58	Monthly ACS maintenance agreement-Dec.
2		Cablevision	\$129.85	Phone & internet Union Beach 12/1-12/31/15
3		Comcast	\$224.75	Phone & Internet Belford 11/26-12/25/15
4		JCP&L	\$8,235.78	Union Beach 10/30-11/30/15
5		JCP&L	\$1,297.15	Belford 10/6-11/4/15
6		JCP&L	\$25.96	Belford Street Lighting 10/23-11/20/15
7		NJAWC	\$108.80	Belford 10/23-11/24/15
8		NJAWC	\$34.00	Union Beach 10/24-11/24/15
9		ADP	\$54.04	Payroll services 11/19/15
10		ADP	\$68.85	Payroll services 12/03/15
11	5378	AT&T Wireless	\$146.25	Foreman's cell 11/5-12/4/15 & upgrade
12		Andrew Kutschman Electric	\$695.00	New lines for fire alarm system in Belford
13		Bayshore Fire & Safety	\$125.00	Fire extinguishers inspection & servicing
14	5380	Belford Auto Service	\$250.00	Tie rods & Sway bar- Escape
15		Collins, Vella & Casello	\$885.00	General services for November
16		Gannett Newspapers	\$72.50	Publication of SREC auction
17		Garden State Fire & Security	\$5,800.00	Install Fire alarm in Belford
18		Hach Company	\$54.20	Deionized water for Lab
19		Jaspan Brothers South	\$7.20	Batteries
20		LRM, Inc.	\$960.90	Meter Calibrations – 4 th Quarter
21		Municipal Maintenance	\$5,309.30	Repair discharge valve at U.B.
22		NJWEA	\$34.00	Flow control workshop- Tuberion & Mannarino
23		One Call Concepts	\$151.28	November one call notices
24		QC Laboratories	\$3,280.00	Outside Lab 10/23-11/17/15
25		Sakoutis Brothers	\$70.00	Garbage pick-up November
26		Staples	\$108.49	Report covers & ink
27		Staples	\$78.97	Calendars, planner, agenda envelopes
28		T&M Engineering	\$739.94	October services
29		TOMSA	\$517.09	311.5 gal of unleaded fuel 9/4-11/24/15
30		The Bank of New York	\$2,200.00	Annual Fee Series 2002
31		The Bank of New York	\$2,200.00	Annual Fee Series 2003
32		Treasurer, State of New Jersey	\$50.00	C-1 License fee – Tami Nelson
33		Xerox	\$111.65	Monthly copier rental 10/27-11/23/15
		TOTAL	<u>\$34,091.53</u>	

Fringe benefits and payroll processed after the November Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 11/16/15

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
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11/20/15	ADP	Employee's Payroll & Payroll Taxes	\$15,591.46	Payroll of 11/20/15
12/03/15	ADP	Employee's Payroll & Payroll Taxes	\$ 19,583.04	Payroll of 12/03/15
11/02/15	5379	Sun Life Financial	\$ 748.13	Dec. long-term disability benefits ins.
11/15/15	TEPS	NJSHBP	\$16,211.02	Dec. Health & Dental Benefits

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

AYES: Aumack, Foley, Knox, Sachs, Scarano, Schoeffling, Smith & Sodon
NAYS: None
ABSENT: Loud-Hayward
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. Aumack, Seconded by Mr. Scarano**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, one absent, the meeting adjourned at 7:48 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.
Garden State Labs was awarded Lab contract.
The 2016 Salary Resolution was approved.
Resolution for RFP's was accepted.