

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, November 21, 2011, 7:30 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: Bateman, Foley, Loud-Hayward, Sachs, Schoeffling and Smith

Commissioners Absent: Aumack, Knox, Sodon

Also Present: Gregory W. Vella, Esq., Authority Attorney, Collins, Vella and Casello, L.L.C.
John McKelvey, P.E. Authority Engineer, T&M Associates
Edward Tuberton, Foreman
Barbara Vilanova, Recording Secretary

Approval of Minutes – Authority Regular Meeting Held on 10/24/11

On **Motion** by Mr. Bateman, **Seconded** by Ms. Loud-Hayward, the Minutes of Regular meeting held on 10/24/11 were approved as presented by all Members present, no nays, three absent, no abstain

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberton, MCBOA Foreman, presented his monthly report.

❖ **Monthly Highlights**

- SREC Auction TOMSA letter- emergency back-up power
- Inverter repaired
- Backup Power Study
- Keansburg Desalination Project
- Lab Contract bids due 12/6
- Two employees attended 2011 Safety Expo
- Backflow Preventers tested 11/16
- 3-ton hoists- 5 year inspection completed per OSHA
- Succession planning & new employee

Office Manager's Monthly Report

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

❖ **Financial Report**

- All balances and monthly interest rate were presented.
- Preliminary Budget sent to State.
- YTD SREC sale total- \$231,508.12

❖ **Administrative Highlights**

- AEA dues will increase \$300 for 2012 to \$3,200.
- 2011 NJUAJIF dividend is \$7,688.21.
- Open Enrollment for Health Benefits completed.

Attorney

Mr. Vella reported that on October 27th, 2011 three bids were received for the Coe Place Force Main repair. The results of the bids are as follows:

J. Fletcher Creamer \$324,280
AMC Industries \$464,559
NAVKA Construction \$507,000

All three bids came in higher than anticipated. Mr. Vella discussed the options available to the board. The bids could be rejected because they are over budget or the project could be re-bid. The latter will not guarantee any lower bids because there isn't any part of the project that could be changed. Mr. Vella has reviewed the lowest bid and determined it is a responsible bid and all of J. Fletcher Creamer's documents are in order. If the board decides to award the bid Mr. Vella will contact the NJDEP on the Authority's behalf and inform them in order to get their assistance with permits and timeframe.

Engineer

▪ **New Jersey Natural Gas Cleanup of Many Mind Creek**

Mr. McKelvey reported that ERM conducted additional soils investigation in the vicinity of the MCBOA pipeline to further delineate contamination in the area of the pipe. The Authority is still awaiting the results.

▪ **Borough of Keansburg Water Treatment Plant Desalination**

Mr. McKelvey reported that the Borough of Keansburg made the connection to the MCBOA pipeline on September 19, 2011. Keansburg has not yet commenced flow into the MCBOA force main.

▪ **Force Main Repair**

Mr. McKelvey reported that the project was advertised for bids were received on October 27, 2011. Mr. McKelvey recommended awarding the project to the lowest bidder subject to the NJDEP's approval. Once the award is made the permit package will be sent out.

• **Emergency Back-up Power Evaluation**

Mr. McKelvey reported that work has begun on the Power Evaluation and a report should be ready for the December meeting.

Resolutions

Resolution offered by Mr. Schoeffling:

**RESOLUTION OF THE
MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY
AWARDING BID FOR FORCE MAIN THRUST RESTRAINT REPAIR**

WHEREAS, Monmouth County Bayshore Outfall Authority (“MCBOA”) published a Notice To Bidder for Force Main Thrust Restraint Repair to be opened and read in public at MCBOA, 200 Harbor Way, Belford, New Jersey on Thursday, October 27, 2011 at 10:00 a.m.; and

WHEREAS, on Thursday, October 27, 2011 at 10:00 a.m., bids for Force Main Thrust Restraint Repair were open and read at MCBOA; and

WHEREAS, at the November 21, 2011 meeting of MCBOA, the Commissioners determined that J. Fletcher Creamer & Sons, Inc. 1701 East Linden Avenue, Linden, New Jersey 07036 was the lowest responsible bidder with a base bid of Three Hundred Twenty Four Thousand, Two Hundred Eighty Dollars (\$324,280.00); and

WHEREAS, Commissioners of MCBOA have determined it is in the best interest of MCBOA to award the Contract for the Force Main Thrust Restraint Repair.

WHEREAS, MCBOA has appropriated sufficient funds for the project; and

NOW THEREFORE, BE IT RESOLVED, that MCBOA hereby awards the Force Main Thrust Restraint Repair to J. Fletcher Creamer & Sons, Inc. as the lowest responsible bidder subject to MCBOA obtaining all DEP permits and the DEP authorizing the non-permitted discharge during construction and the DEP approving the time frame for the repairs to be completed and authorizes Michael C. Sachs, Chairman to execute any and all documents necessary to enter into a Contract with J. Fletcher Creamer & Sons, Inc. construction for the Force Main Thrust Restraint Repair.

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

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

New Business

None

Approval of Vouchers

Resolution offered by Ms. Loud-Hayward:

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 21, 2011**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Avaya, Inc	42.98	Monthly ACS maintenance agreement
2		Hess	92.66	Sandy Hook 10/5-11/3/11
3		JCP&L	45.17	Belford Street Lighting 10/18-11/15/11
4		JCP&L	758.81	Belford 10/6-11/4/11
5		JCP&L	79.06	Sandy Hook 10/5-11/3/11
6		JCP&L	4,811.77	Union Beach 9/17-10/14/11
7		NJAWC	80.00	Belford 9/21-10/20/11
8		NJAWC	55.52	Union Beach 9/23-10/24/11
9	3604	Verizon	76.07	Union Beach 10/17-11/16/11
10	3603	Verizon	14.12	Belford long distance- October
11	3600	Verizon	176.46	Belford all in one/fax – 10/14-11/13/11
12	3601	Verizon Online	50.74	Broadband Service- 10/16-11/15/11
13		ABB	1,178.81	Quarterly Backflow testing
14		ADP	66.15	Payroll services 10/27/11
15		ADP	59.67	Payroll services 11/10/11
16		AEA	415.00	Fall Conference E. Tuberton, Jr.
17		AT&T	96.99	Foreman's cellular phone 10/5-11/4/11
18		Collins, Vella & Casello	1,653.00	General services - October
19		Gannett Newspapers	66.00	Publication of SREC Auction
20		Gannett Newspapers	79.00	Publication of lab contract bid
21		Garden State Labs	5,065.00	Outside Lab costs – October 2011
22		Grainger	81.42	DC power Solenoid 24V Amps
23		Grainger	1,051.65	Hallway bulbs, mercury switch
24		Irven Bob Miller	194.40	Boiler servicing
25	3602	Jaspan Hardware	141.68	Supplies for October
26		Kerrigan Electric	225.00	Replace bulbs in foyer
27		Longo Electrical	3,500.00	Repair breaker
28		Michael Sachs	136.10	Hotel room reimbursement AEA conference
29		Norglen	45.85	Supplies for September-oil, filters, funnel, oil dry
30		Sakoutis Brothers Disposal	70.00	Monthly trash pick-up – December
31		Schaibles	1,000.00	Quarterly Backflow testing-May 2011
32		Scoles Floorshine , Inc	316.66	Janitorial supplies
33		Smith Filter Corp.	250.48	Filters for VFD
34		Staples	151.93	Copy paper, chair, desk calendars & ink
35		T&M Engineering	410.84	October general services
36		T&M Engineering	1,398.28	Emergency repair –solicit quotes
37		The Bank of New York	2,000.00	Annual Administration Fee 2002 Series
38		The Bank of New York	2,000.00	Annual Administration Fee 2003 Series
39		Township Hardware	5.49	Tube of sealant
40		XEROX Corporation	105.00	Copier rental 9/30-10/25/11
		TOTAL	<u>28,047.76</u>	

**Fringe benefits and payroll processed after the October Operating Vouchers
were submitted for review and approval at the Authority Regular Meeting of 10/24/11**

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
10/28/11	Ceridian	Employee's Payroll & Payroll Taxes	\$20,236.34	Payroll of 10/28/11
11/10/11	Ceridian	Employee's Payroll & Payroll Taxes	\$19,874.39	Payroll of 11/10/11
11/01/11	3599	Sun Life Financial	\$ 754.81	Nov. long-term disability benefits
11/01/11	3379	SBP Educational Fund	\$ 1,058.76	Dental premium November 2011
11/15/11	TEPS	NJSHBP	\$11,081.55	November Health Benefits

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

AYES: Bateman, Foley, Loud-Hayward, Sachs, Schoeffling and Smith
NAYS: None
ABSENT: Aumack, Knox & Sodon
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. Bateman, Seconded by Mr. Schoeffling**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, three absent, the meeting adjourned at 7:59 p.m.

Respectfully submitted by:

Barbara Vilanova,
Recording Secretary