

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, September 19, 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: Aumack, Bateman, Loud-Hayward, Sachs, Schoeffling, Smith and Sodon

Commissioners Absent: Foley, Knox (7:33)

Also Present: John McKelvey, P.E. Authority Engineer, T&M Associates
Theodore Panis, CPA, Authority Accountant, Panis & Attner, P.A.
Edward Tuberton, Foreman
Barbara Vilanova, Recording Secretary

Approval of Minutes – Authority Regular Meeting Held on 8/15/11

On **Motion** by Mr. Schoeffling, **Seconded** by Mr. Sodon, the Minutes of Regular meeting held on 8/15/11 were approved as presented by all Members present, no nays, one absent, none abstain

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberton, MCBOA Foreman, presented his monthly report.

❖ **Monthly Highlights**

- SREC Auction
- Force Main Thrust Block Update
- Circuit breaker failure in switch gear – UB repair quote
- Window Replacement
- Keansburg tap-in
- Hurricane Irene- report/damages/repairs
- Lab Manager
- Joe Martone
- Loss Control Report

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 2012 Budget
- Budget meeting with TOMSA and BRSA.

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❖ **Administrative Highlights**

- Insurance Claim for Hurricane Irene.
- Workman's Compensation Insurance Audit
- Verizon Contract.
- Health Benefits Rates for 2012.
- Open Enrollment for Health Benefits.
- New Pension rates take effect Oct 1st from 5.5% to 6.5%.

Attorney

Mr. Vella reported that he is been in contact with the Authority's NJDEP representative in reference to the Coe Place repair. It would be in the Authority's best interest to get the NJDEP plans for a permanent repair as soon as possible. Mr. Vella advised that he doesn't think the NJDEP will be as forgiving if another temporary repair doesn't hold.

The Keansburg Desalination Project is it its final stages and the tap-in will take place this week. Mr. Vella reminded the Authority Foreman, Edward Tuberton to request a meter reading from Keansburg when they start.

Work at Many Mind Creek will be resuming in the next week. At this point Mr. Vella believes that NJNG is doing more soil borings in the area of the MCBOA pipe in order to show how little or how much contamination is present. Once these tests have been completed and the results are in NJNG will come forth with another plan of action

Engineer

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

Mr. McKelvey reported that work will be resuming on this project in the next week. T&M received a copy of a letter to the DEP from ERM. The letter outlines a soil investigation plan in the vicinity of the MCBOA pipe-line. ERM advised that they are tentatively scheduled to commence the investigation work on September 22, 2011.

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

Mr. McKelvey reported that the Borough of Keansburg executed the required agreement with the Authority in August and was advised it could proceed with connection to the MCBOA force main. The Borough's contractor was onsite on September 13, 2011 to make the connection, however, due to high groundwater; the work was rescheduled for September 20th.

▪ **Force Main Repair**

Mr. McKelvey reported that T&M has developed a plan to address the 90° elbow in the vicinity of Coe Place. The plans call for a thrust restraint system to be installed. Mr. McKelvey presented the plans and a question and answer period followed. Mr. Sodon raised questions in reference to the dewatering process which Mr. McKelvey will research and get back to the board about. After discussion the board decided to move forward with putting the plans out for public bid. The Authority decided to apply for the wetlands permit instead of the contractor. Mr. Vella will reach out to Mr. Rotondo, our NJDEP representative, to see if he can help expedite the permit. Mr. Vella will also send a copy of the proposed plans to Mr. Rotondo and also set up a meeting to review the plans and any of the NJDEP's concerns.

MCBOA Regular Meeting of September 19, 2011

On **Motion** by Mr. Sodon, **Seconded** by Mr. Smith, the board authorized T&M Engineering to bid the job pending final review of the plans, and the Authority will obtain the Wetlands approval. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, one absent.

New Business

On **Motion** by Mr. Aumack, **Seconded** by Mr. Knox, the board authorized the salary of the Lab Manager, Laurie Harnett to be increased to \$1,600.00 annually. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, one absent.

On **Motion** by Mr. Schoeffling, **Seconded** by Mr. Smith, the board authorized the sale of 168 SREC's at a public auction administered by Flett exchange for a reserve price of \$200. The Board also authorized the chairman to lower the reserve to \$175 if the SREC's do not sell for \$200.00. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, one absent.

Approval of Vouchers

Resolution offered by Mr. Sodon:

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- August 2011**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Avaya, Inc.	\$39.07	ACS Partner Agreement
2		JCP&L	\$30.18	Belford Street Lighting 6/16-7/15/11
3		JCP&L	\$2,464.39	Union Beach 6/17-7/18/11
5		JCP&L	\$80.83	Sandy Hook 7/6-8/3/11
6		NJAWC	\$49.43	Union Beach 6/24-7/25/11
7		NJAWC	\$128.85	Belford, 6/21-7/21/11
8	3483	Verizon Online	\$49.99	Broadband Service 7/16-8/15/11
9	3484	Verizon	\$144.04	Telephone Service all in one 7/14-8/13/11
10	3485	Verizon	\$84.07	Telephone Service U.B.7/17-8/16/11
11		ABB Inc.	\$1,178.81	Telephone Service U.B.6/17-5/16/11
12		Asbury Park Press	\$64.00	Foreman's cellular phone 5/5-6/4/11
13		Ceridian	\$64.92	Payroll services June
14		Collins, Vella & Casello	\$406.00	Legal Services for July 2011
15		Cosper Environmental	\$250.00	DMR-QA Study 31
16		Fisher Scientific	\$321.16	Filter, Storage Solution
17		Garden State Laboratories	\$7,386.83	Lab Services July 2011
18	3482	Jaspan Brothers	\$36.96	Batteries, hose, acrylic caulk, foam
19		K & R Electric	\$395.00	Troubleshoot power to pump at UB
20		Middletown Sewerage Authority	\$70.00	Quarterly sewer- July-Aug-Sept.
21		Neopost	\$281.33	Annual equipment Rental fee
22		One Call Concepts	\$192.64	One call messages July 2011

MCBOA Regular Meeting of September 19, 2011

23	Postmaster-Belford	\$176.00	Annual PO Box Rental fee
24	Semcor	\$43.20	Green mark-out paint
25	Staples	\$1,589.95	Laptop, Desktop, 2 yr service Microsoft business
26	Staples	\$24.99	Sony 100 pack DVD+R's
27	Staples	\$124.99	Minutes Ledger
28	Staples	\$63.26	Ink, Catalog Envelopes
29	Staples	\$186.29	8-tab dividers, ink
30	T&M Associates	\$662.90	General services-July
31	T&M Associates	\$108.75	July-Keansburg Desalination Project
32	The Sign Maker	\$20.00	Balance for two pair of magnetic signs
33	Treasurer, State of NJ	\$50.00	C-4 License for Ed. Tuberion, Jr.
34	Xerox	\$105.00	Copier rental 6/28-7/20/11
	TOTAL	<u>\$16,873.83</u>	

Fringe benefits and payroll processed after the June Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 07/18/11

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
07/22	Ceridian	Employee's Payroll & Payroll Taxes	\$15,861.57	Payroll of 07/22/11
08/05	Ceridian	Employee's Payroll & Payroll Taxes	\$21,193.28	Payroll of 08/05/11
08/04	3454	GE Group Life Assurance Company	\$ 847.64	August long-term disability
07/22	3481	SBP Educational Fund	\$1,058.76	August Dental insurance
07/22	3480	Chase	\$ 698.84	Procurement Card Purchases

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

AYES: Aumack, Bateman, Foley, Loud-Hayward, Knox, Sachs, Schoeffling, Smith & Sodon
NAYS: None
ABSENT: Knox
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 8:58 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.

The Resolution Authorizing entering an Agreement with the Borough of Keansburg was approved.

The Repair of the office windows was authorized.