

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, January 08, 2024, 7:00 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

Members Present: Aumack, Buccellato, Imperveduto, Kalaka,, Lewandowski(7:04), Sachs, Sodon & Toomey

Members Absent: Foley

Also Present: Gregory Vella, Esq., Attorney, Collins, Vella and Casello, L.L.C.
David Ksyniak, Authority Engineer, T&M Associates
Barbara Vilanova, MCBOA Office Manager
Edward Tuberion, Jr. MCBOA Operations Manager

IV. Approval of Minutes – Authority Public Hearing on 2024 Budget Held on 12/11/23

On **Motion** by Mr. Buccellato, **Seconded** by Aumack, the Minutes of the 12/11/23 Public Hearing were approved as presented by all Members present, no nays, no abstain, two absent (Foley & Lewandowski).

V. Approval of Minutes – Authority Regular Meeting Held on 12/11/23

On **Motion** by Mr. Buccellato, **Seconded** by Mr. Aumack, the Minutes of the Regular Meeting of 12/11/23 were approved as presented by all Members present, no nays, no abstain, two absent. (Foley & Lewandowski)

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberion, MCBOA Operations Manager, presented his monthly report:

❖ **Monthly Highlights**

- SREC's current pricing - \$202.
 - 39 SREC's for November sold @ \$202= \$7,676.
 - 24 SREC's for December
- Ocean Outfall Pipe Inspection – boat being repaired.
- Union Beach Flowmeter installation 1/5/24.
- Union Beach wet well investigation.
- Union Beach water pressure investigation.
- New employee interview update.
- T&M Engineer report meeting

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- Annual boiler service completed 12/13/24.
- Notice to proceed sent to Garden State Labs.
- RFP's – Professional services advertised on website.
- Many Mind Creek – no update.

Office Manager's Monthly Report

Ms. Vilanova reported on the following items:

❖ **Administrative Highlights**

- All employees received a memo with their accumulated sick time.
- Employee deductions adjusted to reflect 2024 salary rate.
- 4th Quarter Pension Report of Contributions completed and payment made.
- 4th Quarter Officers report on unencumbered moneys sent to Trustee.
- New Automobile Insurance Cards & Workers Compensation Notices for 2024 received.
- Disability Insurance Company notified of new salaries.
- One Commissioner term expiring this year.
- NJUA JIF – no dividends again this year.
- RFP's for professional services due January 25, 2024.

Attorney's Report

Mr. Vella provided the following information:

RFP's for professionals have been provided and are on the Authority's website and will be advertised in the Asbury Park Press. RFP's will be received by January 25th, 2024 at the Authority's office.

Mr. Vella is in the process of setting up a meeting with Bond Counsel and the I-Bank during the month of February or early March. Mr. Vella would like some commissioners and the Authority Engineer to attend as well as Sami F. Sarrouh, P.E., who prepared the pipeline assessment analysis.

Engineer's Report

Mr. Ksyniak provided the completed Annual Report of the Consulting Engineer to the Authority and each of the commissioners for review. Any questions will be answered at the next meeting.

New Business

None

Resolution offered by Mr. Lewandowski:

Approval of Vouchers

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 –January 8, 2024**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Comcast	\$226.25	Phone & Internet- Belford 12/26/23-1/25/24
2		Direct Energy	\$1,851.05	Belford 11/1-11/30/23
3		Direct Energy	\$5,972.88	Union Beach 10/27-11/28/23
4		Direct Energy	\$94.24	Sandy Hook 11/3-12/5/23
5		JCP&L	\$78.12	Sandy Hook 11/3–12/5/23 – jcp&l portion only
6		JCP&L	\$41.33	Belford street lights11/17-12/18/23
7		NJAWC	\$181.58	Belford 11/23-12/21/23
8		ADP	\$224.40	Payroll services 12/7/23, 12/21/23 & 12/26/23
9		AEA	\$3,532.00	Annual dues for 2024
10		Andrew Kutschman	\$2,100.00	LED light installation & diesel engine - UB
11		Apollo Sewer	\$150.00	Pump out pit- Union Beach
12	8469	AT&T Mobility	\$48.80	Foreman’s cellular phone 12/5-1/4/23
13		Barbara J. Vilanova	\$200.00	Uniform Allowance
14		Central Jersey Health Ins. Fund	\$16,122.00	Health Insurance for January
15		CDS	\$11.25	Copier Impression charges for October overage
16		Collins, Vella & Casello	\$446.25	November legal services
17		Cooper Electric	\$511.29	9- 54W LED lamp bulbs
18		Daniel Feliciano	\$200.00	Uniform allowance
19		Edward Tuberton	\$200.00	Uniform allowance
20		Gannett	\$561.94	Help wanted ad
21		Gannett	\$49.96	Publication of Budget hearing
22		Garden State Labs	\$4,102.00	Outside Lab costs - November
23		Garden State Labs	\$4,235.00	Outside Lab costs - December
24		Grainger	\$1,111.72	Backflow preventer valve
25		Jaspan Brothers South	\$81.95	Dec.supplies- sealant,trash bags, batteries, light, hardware
26		Kevin Monaghan	\$200.00	Uniform allowance
27		Monitronics	\$204.00	Service call Belford
28		Monotronics	\$356.97	Service call Union Beach
29		NJUA JIF	\$34,768.00	First Installment of Insurance
30		One Call Concepts	\$173.03	December one call notices
31		Patrick Dunn	\$200.00	Uniform allowance
32		People’s Plumbing	\$800.00	4 th Quarter backflow testing
33		Quincy compressor	\$660.00	Shop evaluation on compressor
34		Tami Nelson	\$200.00	Uniform allowance
35		The Bank of NY Mellon	\$1,815.00	Annual administration fee – 2005 A series
36		The Bank of NY Mellon	\$1,815.00	Annual Administration fee – 2005 A2 series
37		W.B. Mason	\$357.53	Office supplies
38		Xerox	\$108.00	Copier rental 12/15/23-1/14/24
		TOTAL	<u>\$83,991.54</u>	

Fringe benefits and payroll processed after the December Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 12/11/23

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
12/22/23	ADP	Employee’s Payroll & Payroll Taxes	\$20,737.38	Payroll of 12/22/23
12/26/23	ADP	Employee’s Payroll & Payroll Taxes	\$32,450.51	M. Dickie Final pay & sick days

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01/05/24	ADP	Employee's Payroll & Payroll Taxes	\$21,911.74	Payroll of 01/05/24
01/05/24	8470	Sun Life Financial	\$ 654.91	January long term disability ins.
12/12/23	TEPS	Public Employees Retirement System	\$ 4,079.95	December PERS payment
12/20/23	8469	Chase	\$ 1,868.97	Procurement card purchases

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

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

Public Portion

None

Adjournment

There being no further business to come before the Meeting, on **Motion** by **Mr. Aumack**, Seconded by **Mr. Buccellato**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, one absent, the Meeting adjourned at 7:17 p.m.

Respectfully submitted by: _____
Barbara Vilanova, Recording Secretary