

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, February 3, 2020, 7:13 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, Sodon & Toomey
Commissioners Absent: None

Also Present: Gregory W. Vella Esq., Authority Attorney, Collins, Vella and Casello, L.L.C.
Dennis Dayback, P.E., Authority Engineer, T&M Associates
Edward Tuberion, Operations Manager
Barbara Vilanova, Recording Secretary
Paul Smith

IV. Approval of Minutes – Authority Regular Meeting Held on 1/13/20

On **Motion** by Mr. Sodon, **Seconded** by Mr. Scarano, the Minutes of the 1/13/20 Public Meeting were approved as presented by all Members present, no nays, none abstain and none absent.

**REPORT OF ADVISORS
Foreman's Monthly Report**

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

❖ **Monthly Highlights**

- SREC's – current pricing \$223
 - 37 SREC's for November auctioned 1/14 @ \$223 = \$8,251
 - 23 SREC's earned December 2019
- HVAC fire alarm issue resolved.
- Help wanted ad update
- Operations and Maintenance manual updating
- Painting supplies ordered.
- Meter calibrations completed 1/17.
- Hall & Associates proposal.
- RFP preparation
 - Slump block inspection
 - Outfall pipe inspection
 - Belford retention pond integrity test

Office Manager's Monthly Report

❖ **Monthly Highlights**

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- 2019 Billing Adjustment completed
- Keansburg billed for 1st Quarter.
- TOMSA 1st Quarter payment received.
- OSHA Form 300A completed and posted
- 1094C & 1095C forms completed & distributed
- Public Agency Compliance Officer – new resolution needed.

Attorney

Mr. Vella thanked the chairman and commissioners for his appointment as Authority Attorney.

Engineer

Mr. Dayback thanked the board for their continued confidence with T&M as the Authority Engineer. Mr. Dayback reported that T&M had submitted a proposal for a desk top analysis of the pipeline assessment. This analysis will help to determine and quantify areas of excessive transient pressures which may be causing wire breaks within the PCCP force main.

Mr. Dayback also reported that the punch list items for the HVAC have been completed. The issue with the fire alarm control panel has been addressed. Final payment certificate will be submitted to the Authority.

Mr. Dayback provided a proposal from T&M for the boiler replacement. If the Authority would like to move forward with a spring construction time frame, T&M needs to prepare the plans and specifications so it can be advertised for construction bids early 2020. The board will review the proposal prior to the March meeting.

The annual report of Consulting Engineer was provided to the Authority.

On **Motion** by Mr. Scarano, **Seconded** by Mr. Toomey, the board accepted the Annual Consulting Engineers report. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, none absent.

New Business

On **Motion** by Mr. Aumack, **Seconded** by Mr. Toomey, the board authorized Mr. Dayback and T&M Engineering to proceed with the proposed desktop analysis of the force main assessment not to exceed \$24,000. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, none absent.

Resolution offered by Mr. Schoeffling:

**RESOLUTION
OF THE
MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY
APPOINTING PUBLIC AGENCY COMPLIANCE OFFICER FOR 2020**

WHEREAS, Monmouth County Bayshore Outfall Authority is a public agency under the laws of the State of New Jersey; and

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WHEREAS, New Jersey Public Law 1975, Chapter 127, Section 1, et seq., requires that a public agency annually designate an officer or employee as the Public Agency Compliance Officer in accordance with the aforesaid statute to facilitate the implementation and compliance with the Affirmative Action requirements of the State of New Jersey; and

NOW, THEREFORE, BE IT RESOLVED that Monmouth County Bayshore Outfall Authority hereby appoints Barbara Vilanova as the Public Agency Compliance Officer for the Monmouth County Bayshore Outfall Authority for calendar year 2020 and that a certified copy of the Resolution be filed with the New Jersey Department of the Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program.

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

AYES: Aumack, Foley, Knox, Sachs, Scarano, Schoeffling , Sodon & Toomey
NAYS: None
ABSENT: None
ABSTAIN: None

Approval of Vouchers

Resolution offered by Mr. Knox:

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 – February 3, 2020**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Comcast	\$319.58	Triple play Belford 01/26-2/25/20
2		JCP&L	\$4,092.45	Belford 12/04-1/02/20
3		JCP&L	\$35.63	Belford Street Lighting 12/19/19-1/17/20
4		JCP&L	\$141.95	Sandy Hook 12/6-1/6/20
5		NJAWC	\$153.67	Belford water 11/22-12/23/19
6		NJAWC	\$61.23	Union Beach water 12/27-1/24/20
7		AEA	\$3,328.00	Annual Dues for 2020
8	6909	AT&T	\$115.27	Foreman's cell phone 1/5-2/4/20
9		Emergency Systems Service	\$2,586.32	Annual Maintenance agreement 1/30/20-1/30/21
10		Sakoutis Brothers	\$95.12	Garbage pick-up- February
11		Staples	\$156.96	HP Ink
12		T&M Associates	\$1,081.00	General services-January
13		TOMSA	\$80.00	1st quarter sewer fee
14		Water Environment Federation	\$117.00	Annual Membership E. Tuberion

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15	Water Environment Federation	\$117.00	Annual Membership T. Nelson
16	W.B. Mason	\$275.94	Agenda tabs, covers & envelopes. Large trash bags
17	Xerox	\$111.65	Monthly copier rental 11/27-12/20/19
18	Zeek's Tees	\$442.90	Uniform shirts & sweatshirts
	TOTAL	<u>\$13,311.67</u>	

Fringe benefits and payroll processed after the January Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 1/13/20

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
01/24/20	ADP	Employee's Payroll & Payroll Taxes	\$17,971.62	Payroll of 01/24/20
01/15/20	TEPS	NJSHBP	\$14,610.64	January Health benefits
01/21/20	6908	Chase	\$ 976.74	Procurement card purchases-permits

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

AYES: Aumack, Foley, Knox, Sachs, Scarano, Schoeffling, Sodon & Toomey
NAYS: None
ABSENT: None
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. Schoeffling, Seconded by Mr. Knox** and passed by the affirmative voice voter of all members present no nays, no abstain, none absent the Meeting adjourned at 7:37 p.m.

Respectfully submitted by:

Barbara Vilanova
Recording Secretary