

**Minutes of the Regular Meeting of the  
Monmouth County Bayshore Outfall Authority  
Monday, June 15, 2020, 7:00 p.m.  
MCBOA Conference Room via Zoom  
200 Harbor Way, Belford, New Jersey**

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**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: Foley, Sachs, Schoeffling & Sodon at MCBOA Knox, Toomey via Zoom

Commissioners Absent: Aumack

Also Present: Gregory W. Vella, Esq., Authority Attorney, Collins, Vella and Casello, L.L.C  
Dennis Dayback, Authority Engineer, T&M Associates  
Edward Tuberon, Foreman via zoom  
Barbara Vilanova, Recording Secretary at MCBOA

**IV. Approval of Minutes – Authority Regular Meeting Held on 5/18/20**

On **Motion** by Mr. Knox, **Seconded** by Mr. Toomey, the Minutes of the Regular meeting held on 5/18/20 were approved as presented by all Members present, no nays, one absent, one abstain (Schoeffling).

**REPORT OF ADVISORS**

**Operations Manager's Monthly Report**

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

❖ **Monthly Highlights**

- SREC current pricing \$222- 60 SREC's from April sold @ \$222 = \$13,320  
77 SREC's earned for May 2020
- UB groundwater meter and flow tube replacement complete
- Belford UST still not in compliance
  - Independence Constructors quote \$11,050 (state contract)
- NJSEM new contract (24 month) pricing
  - Basic generation service = Direct Energy \$0.73760 (last contract \$0.08155)
  - Street lightning + EDF Energy Services \$0.044023 (last contract \$0.0484466)
- Employee hire recommendation
- Notice to proceed for outfall & slump block inspections
- T&M reviewing Belford liner integrity test proposals
- Backflow preventer testing completed 6/8
- NJDEP enforcement inspection 5/20

On **Motion** by Mr. Knox, **Seconded** by Mr. Sodon, the board authorized Mr. Tuberton to move forward with the hiring of Daniel Feliciano for the vacant position. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, one absent.

### **Office Manager's Monthly Report**

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

#### **❖ Financial Report**

- Keansburg second quarter check received.
- All account balances were presented.

#### **❖ Administrative Highlights**

- Annual audit still in progress remotely.
- Resolution needed for access to our NJCM statements.
- ACOE agreement had incorrect block & lot on it. Corrected one received and ready for signatures.
- NJNG Easement & Right of way agreement.
- Annual Financial Disclosure Forms- deadline extended until July 31<sup>st</sup>.
- Deadline for Authority audit extended.

### **Attorney**

Mr. Vella reported that he reviewed the Contract, Bond and Insurance certificates provided by SRJ Mechanical, LLC. They are in order and the contract can be executed.

Mr. Vella also reviewed the Easement and Right of Way Agreements for the installation of New Jersey Natural Gas Company facilities on our property.

Mr. Vella presented the resolution for Ms. Vilanova to have access to the NJCM statements online. This is strictly to get a copy of the statements, there is no online banking involved.

Mr. Vella also reported that Commissioner Scarano has resigned. Mr. Scarano no longer resides in Holmdel which is the town he was appointed to represent. The County Clerk has been notified and will appoint someone to fill the vacancy.

### **Engineer**

Mr. Dayback reported that T&M & Mr. Vella have reviewed the construction contract from SRJ Mechanical in the amount of \$192,000.00. The contracts were signed by the contractor and are now ready for the Authority to sign. As soon as the contracts are finalized, a preconstruction meeting with the contractor will be scheduled. An on-site meeting is scheduled for Tuesday June 16, 2020 with representatives of NJNG to discuss the schedule for installation of a new service for the proposed boiler. NJNG anticipates installation to take no more than five (5) days to complete.

T&M has been working on the desktop analysis for the force main condition assessment. The final report is under review and Mr. Dayback anticipates receiving it some time this week.

**Resolutions**

**Resolution offered by Mr. Schoeffling:**

**RESOLUTION  
OF THE  
MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY  
AUTHORIZING GRANTING AN EASEMENT AND RIGHT OF WAY TO  
NEW JERSEY NATURAL GAS**

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**WHEREAS**, Monmouth County Bayshore Outfall Authority (“MCBOA”) is in the process of updating their facility and replacing the existing furnace with a natural gas furnace; and

**WHEREAS**, the existing facility does not have a natural gas line run to the building; and

**WHEREAS**, New Jersey Natural Gas requires an easement and right of way over MCBOA’s property to run the gas line to MCBOA; and

**WHEREAS**, MCBOA has determined that the financial and prudent course of action is to replace the existing furnace with a natural gas furnace. As a result, MCBOA needs a gas line, which requires the granting of the attached easement and right of way to New Jersey Natural Gas. Moreover, the gas line will be of sufficient size to run a gas power generator, if MCBOA determines that one should be installed at MCBOA; and

**WHEREAS**, a copy of the proposed Easement and Right of Way Agreement is attached to this resolution; and

**NOW, THEREFORE, BE IT RESOLVED** that Monmouth County Bayshore Outfall Authority hereby authorized Michael C. Sachs, Chairman to execute the Easement and Right of Way Agreement.

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

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

**Resolution offered by Mr. Knox:**

**RESOLUTION  
OF THE  
MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORIZING  
BARBARA VILANOVA TO HAVE ONLINE ACCESS TO THE AUTHORITY’S  
NEW JERSEY CASH MANAGEMENT FUND**

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**WHEREAS**, Monmouth County Bayshore Outfall Authority (“MCBOA”) has accounts with New Jersey Cash Management Fund; and

**WHEREAS**, Barbara Vilanova, MCBOA’s Secretary needs online access to review MCBOA’s statements with the New Jersey Cash Management Fund; and

**WHEREAS**, NJ Cash Management Fund requires MCBOA to adopt a resolution authorizing their employee to have online access to review the account; and

**NOW, THEREFORE, BE IT RESOLVED** that Monmouth County Bayshore Outfall Authority hereby authorizes Barbara Vilanova, MCBOA’s Secretary to have online access to MCBOA’s account with the New Jersey Cash Management Fund.

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

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

**New Business**

- NJNG Easement & Right of Way Agreements
- SRJ Mechanical Contract

**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 – June 15, 2020**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Cablevision	\$179.37	Phone & internet Union Beach 6/1-6/30/20
2		Comcast	\$318.06	Triple Play Pack- Bel. 5/26-6/25/20
3		JCP&L	\$6,359.43	Union Beach 4/28-5/26/20
4		JCP&L	\$969.05	Belford 5/1-6/01/20
5		JCP&L	\$35.62	Belford street lighting 4/18-5/19/20
6		NJAWC	\$61.22	Union Beach 4/25-5/26/20
7		NJAWC	\$153.67	Belford 4/24-5/21/20
8		ADP	\$203.05	Payroll services 5/14, 5/28 & 1 <sup>st</sup> Quarter
9	<b>7101</b>	AT&T Mobility	\$115.00	Foreman’s cellular phone 5/5-6/4/20
10		Applied Analytics	\$880.00	Groundwater meter start up & calibration
11		Barbara Vilanova	\$176.46	Petty cash reimbursement 11/18//19-6/12/20
12		Certified Truck Repair	\$1,240.00	Flow meter repairs-manhole, pipes & new meter
13		Collins Vella & Casello	\$464.00	April general services
14		Garden State Laboratories	\$1,235.00	April Outside Laboratory costs
15		HFA	\$5,000.00	2020 Audit Progress billing
16	<b>7103</b>	Jaspan Brothers South	\$76.47	May supplies-batteries,weed killer,knives&scissor
17		One Call Concepts	\$165.88	May one call notices
18		Sakoutis Brothers Disposal	\$95.12	June garbage pick-up
19		Staples	\$67.47	Colored paper & self-inking stamps
20		T&M Associates	\$890.75	May – Boiler replacement
21		T&M Associates	\$296.75	May- Forcemain analysis
22		TOMSA	\$378.10	237.8 Gallons of unleaded fuel

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23	WageWorks	\$200.00	125 compliance plan 6/11/20-6/10/21
24	W.B. Mason	\$23.98	Hand sanitizer
25	Xerox	\$108.00	Monthly copier rental 5/15-6/14/20
	<b>TOTAL</b>	<b>\$19,692.45</b>	

**Fringe benefits and payroll processed after the May Operating Vouchers  
were submitted for review and approval at the Authority Regular Meeting of 5/18/20**

<b>Date</b>	<b>Check No.</b>	<b>To</b>	<b>Amount</b>	<b>Description</b>
05/29/20	ADP	Employee's Payroll & Payroll Taxes	\$18,855.11	Payroll of 05/29/20
06/12/20	ADP	Employee's Payroll & Payroll Taxes	\$18,680.17	Payroll of 06/12/20
05/24/20	7102	Sun Life Financial	\$ 670.23	June long-term disability benefits ins.
06/15/20	TEPS	NJSHBP	\$11,919.16	June Health & Dental Benefits
06/08/20	TEPS	PERS	\$ 3,788.15	May PERS

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

AYES: Foley, Knox, Sachs, Schoeffling, Sodon & Toomey  
NAYS: None  
ABSENT: Aumack  
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 vote of all Members present, no nays, no abstain, one absent, the Meeting adjourned at 7:34 p.m.

Respectfully submitted by:

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Barbara Vilanova,  
Recording Secretary