

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, December 12, 2022, 7:05 p.m.
MCBOA Conference Room
200 Harbor Way, Belford, New Jersey**

I. CALL TO ORDER

John T. Sodon, Authority Vice-Chairman, called the Meeting to Order.

II. COMPLIANCE STATEMENT:

The Vice-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, Buccellato, Impreveduto, Kalaka, Lewandowski, Sodon & Toomey

Commissioners Absent: Foley & Sachs

Also Present: Gregory Vella, Esq., Attorney, Collins, Vella and Casello, L.L.C.
Edward Tuberton, Operations Manager
Barbara Vilanova, Recording Secretary

IV. Approval of Minutes – Authority Regular Meeting Held on 11/14/22

On **Motion** by Mr. Impreveduto, **Seconded** by Mr. Toomey, the Minutes of the Regular meeting held on 11/14/22 were approved as presented by all Members present, no nays, two absent, two abstain (Aumack & Lewandowski).

REPORT OF ADVISORS

Operations Manager's Monthly Report

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

❖ **Monthly Highlights**

- SREC current pricing \$220- 50 SREC's sold for October 2022 @ \$220.
38 SREC's earned for November 2022.
- Ocean Outfall Pipe.
 - TNJ - Airlift sand quote \$8,825 per day.
 - Riser cost - \$1,000.00 each built in house.
- BRSA Roase Lane/Jersey Ave. pipe replacement project.
- UB cathodic protection repairs quote.
- Backflow preventers tested 12/8.
- WCR annual and semi-annual lab testing complete.
- Compton's Creek flood wall ACOE – no updates.
- Many Mind Creek – no updates.

Office Manager's Monthly Report

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

❖ **Administrative Highlights**

- Preliminary Budget approved by state and ready for adoption.
- Annual Consulting Engineers Report for Trustee.
- RFP's for Professional for 2023.
- RICE Notice delivered to employees.
- Proposal from Comcast- Currently Triple Play \$350.00 a month.
New package - \$220 with faster internet and no TV.
- Paychex Proposal - \$81.632 monthly & 242.00 for W2's.
Current company ADP - \$153.30 monthly & 124 for W2's.
- CJHIF offer – The Authority would save approximately \$21,000 and the employees as a group would save approximately \$6,500. Overall savings of \$27,500. Waiting for Mr. Casagrande to answer exactly what the name of the plan is so the employees can ensure their doctors participate.
- Approximately \$115K in budgeted riser funds remain.

Attorney

Mr. Vella reported that the RFP's for professionals for 2023 will be posted on the website on January 5th and will be due January 23rd. The resiliency agreement with BRSA will be ready to be reviewed soon.

Resolution offered by Mr. Lewandowski:

**RESOLUTION AUTHORIZING REQUEST FOR PROPOSALS
UNDER THE FAIR OPEN PROCESS PURSUANT
TO N.J.S.A. 19:44A-20.4 *et seq.***

WHEREAS, the State of New Jersey recently passed “Pay-To-Play” laws wherein all counties, municipalities and local authorities, who award contract in excess of \$17,500.00 for goods and services, may either retain professionals under the Fair and Open Process or the Non-Fair Open Process; and

WHEREAS, Monmouth County Bayshore Outfall Authority has awarded contracts by the Fair and Open Process for legal services, engineering services and auditing services from 2006 through 2022; and

WHEREAS, the Commissioners of the Monmouth County Bayshore Outfall Authority believe that it is the best interest of the Authority and their clients to continue to retain professionals pursuant to the Fair and Open Process; and

WHEREAS, the Commissioners of the Monmouth County Bayshore Outfall Authority desire to request proposals pursuant to the Fair and Open Process for the position of attorney, engineer, auditor and bond counsel for the 2023 year; and

NOW, THEREFORE, BE IT RESOLVED that Monmouth County Bayshore Outfall Authority hereby authorizes the attorney for the Monmouth County Bayshore Outfall Authority to prepare bid specifications for the position of attorney, engineer, auditor and bond counsel for Monmouth County Bayshore Outfall Authority for 2023; and

BE IT FURTHER RESOLVED that the Authority's Secretary is hereby authorized to publish Notice of the Bid Proposals on Monmouth County Bayshore Outfall Authority's website by January 5, 2023 and receive proposals by January 25, 2023 at 10:00 AM and submit copies of each proposal to all Commissioners for their consideration prior to the meeting, so the Commissioners can award contracts for these positions at the February 6, 2023 meeting.

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

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

Resolution offered by Mr. Buccellato:

Salary Guide Resolution for the Year 2023

BE IT RESOLVED by the Monmouth County Bayshore Outfall Authority that:

- I. The base salaries for the Authority's employees and commissioners for the year 2023, as shown below, be and are hereby approved:

<u>Name & Title</u>	<u>Base Annual</u>	<u>Longevity</u>	<u>License Bonus</u>
Robert Chrzan, Maintenance	60,664.54	3,900	---
Michael Dickie, Mechanic	68,502.27	3,900	---
Daniel Feliciano, Maintenance	45,450.04	---	364
Tami Nelson, Pump Station Operator	49,101.18	780	364

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John R. Roche, Pump Station Operator	56,604.02	3,120	780
Edward M. Tuberion, Jr., Operations Manager	111,089.11	4,680	5,200
Part Time Employee	15.00/hr	---	---
Barbara J. Vilanova, Office Manager	77,212.62	2,340	---
Summer Employee (10 weeks maximum)	14.00/hr.	---	---
Part-Time Office Clerk	15.00/hr.	---	---
Harry Aumack, Commissioner	4,300	---	---
Paul Buccellato, Commissioner	4,300	---	---
Mary Foley, Commissioner	4,300	---	---
Rocco Impreduto, Commissioner	4,300	---	---
Michael Kalaka, Commissioner	4,300	---	---
Albert Lewandowski, Commissioner	4,300	---	---
Joshua Pelcher, Lab Manager	1,600	---	---
Michael C. Sachs, Chairman	5,000	---	---
J. Timothy Sodon, Vice-Chairman	4,500	---	---
Gus Toomey III, Commissioner	4,300	---	---

II. The above salaries shall be paid in such installments and at such times, as the Authority shall direct:

III. Each full-time employee shall be entitled to and received, in addition to his/her base salary stated above, a longevity bonus of \$780 annually for each completed five-year increment of continuous full-time employment.

a. For the purpose of computation, an employee who is employed for more than six (6) months during the first calendar year of employment shall have that year included in the computation of years of service in determining longevity bonus. An employee with six months or less service during the first calendar year of employment shall not have that period included in the computation of years of service in determining longevity bonus; and

b. Said longevity bonus shall be included in, and considered part of, the employee's base salary for purposes of computing taxes and payments into the retirement system, and shall be made in the same manner as prescribed for regular salaries.

IV. Each full-time employee shall be entitled to and receive, in addition to his/her base salary stated above, a license bonus according to New Jersey Department of Environmental Protection classifications, as follows:

C-1	\$364
C-2	\$780
C-3	\$2,600
C-4	\$5,200

a. The license bonus shall be prorated for the year in which it is attained or upgraded, from the date of issue through December 31.

- b. Said license bonus shall be included in, and considered part of, the employee's base salary for purposes of computing taxes and shall be made in the same manner

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

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

New Business

NONE

Approval of Vouchers

Resolution offered by Mr. Buccellato:

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 – December 12, 2022**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Comcast	\$351.66	Triple Play Package- Belford 11/26-12/25/22
2		JCP&L	\$39.81	Belford Street Lighting 10/20-11/17/22
3		New Jersey Natural Gas	\$434.55	Gas service 10/21-11/21/22
4		NJAWC	\$115.53	Union Beach 10/27-11/28/22
5		NJAWC	\$159.00	Belford 10/25-11/23/22
6		ADP	\$153.80	Payroll services 11/10 & 11/24
7		AT&T Mobility	\$78.83	Foreman's Cellular Phone 11/5-12/4/22
8		All American Chevrolet	\$222.42	Oil change & alignment for Tahoe
9		Certified Truck Repair	\$1,362.00	Labor & Parts to fix 3 portable pumps
10		Collins, Vella & Casello	\$350.00	November general services
11		County of Monmouth	\$212.04	79.65 Gallons on gas October 2022
12		Garden State Labs	\$6,203.00	Outside Lab costs October 2022
13		Gannett NJ Newspapers	\$43.80	Publication of budget hearing
14		Hutchins HVAC	\$1,320.00	Repairs to boiler
15		Hutchins HVAC	\$1,950.00	Biannual preventative maintenance for HVAC
16	8052	Jaspan Brothers South	\$89.09	Nov. supplies-batteries,bulbs,ratchet,hardware, duct ta
17		NJWEA	\$117.00	Membership – Feliciano
18		NJWEA	\$60.00	Mini workshop Feliciano & Tuberion
19		Norwood Auto Parts	\$23.42	Gas stabilizer
20		One Call Concepts	\$265.98	One call notices for November
21		Republic Services	\$95.12	Garbage pick-up December
22		Staples	\$6.99	White out

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23	The Bank of New York Mellon	\$1,650.00	Administrative fee 2005-A series
24	The Bank of New York Mellon	\$1,650.00	Administrative fee 2005-A2 series
25	Xerox	\$108.00	Copier rental 10/15-11/14/22
26	Xerox	\$108.00	Copier rental 11/15-12/15/22
27	Zeek's Tee's	\$70.00	Small confined space signs
28	Cablevision	\$210.99	Internet & Phone UB 12/1-12/31/22
29	JCP&L	\$177.25	Sandy Hook 11/4-12/5/22
30	Garden State Laboratories	\$4,102.00	Outside Lab services - November
31	People's Plumbing	\$800.00	4 th Quarter backflow testing
	TOTAL	\$22,530.28	

Fringe benefits and payroll processed after the November Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 11/14/22

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
11/24/22	ADP	Employee's Payroll & Payroll Taxes	\$18,716.23	Payroll of 11/24/22
12/09/22	ADP	Employee's Payroll & Payroll Taxes	\$22,877.82	Payroll of 12/09/22
11/29/22	8051	Sun Life Financial	\$ 774.35	December long term disability ins.
12/07/22	TEPS	Public Employees Retirement System	\$ 3,596.19	November PERS payment
11/22/22	8049	Chase	\$ 1,127.93	Procurement card purchases

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

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

Public Portion

The vice-chairman opened the Meeting to the public. There being no one appearing to be heard, the vice-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. Toomey, Seconded by Mr. Lewandowski**, and passed by the affirmative voice vote of all Members present, no nays, none abstain, none absent, the Meeting adjourned at 7:26 p.m.

Respectfully submitted by:

Barbara Vilanova,
Recording Secretary

