

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, January 13, 2025, 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: Aitken, Aumack, Buccellato, Foley, Imperveduto, Kalaka,, Lewandowski, Sachs & Sodon

Members Absent: None

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

IV. Approval of Minutes – Authority Public Hearing on 2025 Budget Held on 12/09/24

On **Motion** by Mr. Lewandowski, **Seconded** by Imperveduto, the Minutes of the 12/09/24 Public Hearing were approved as presented by all Members present, no nays, two abstain, (Buccellato & Sachs) none absent.

V. Approval of Minutes – Authority Regular Meeting Held on 12/09/24

On **Motion** by Mr. Lewandowski, **Seconded** by Mr. Imperveduto, the Minutes of the Regular Meeting of 12/09/24 were approved as presented by all Members present, no nays, two abstain,(Buccellato & Sachs) none absent.

REPORT OF ADVISORS

Foreman’s Monthly Report

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

❖ **Monthly Highlights**

- SREC’s current pricing - \$196.
 - 38 SREC’s for November
 - 28 SREC’s for December
- 43” Force main Union Beach – Rose Lane.
- LSI permit integrity testing (retention basins)
 - Belford testing completed 11/20
 - UB testing completed 1/13-pvc liner – 2 holes to be repaired.
- Belford pump #1 VFD.
- NJ wastewater cooperative pricing system (PVSC)
- Shed on 42” pipeline/easement – Belford.

MCBOA Regular Meeting of January 13, 2025

- Annual job performance evaluations 12/23.
- Employee hire recommendation – Steven Bufano.
- Website update mcboanj.com live 1/24.
- Backflow preventers tested 12/12.
- BRSA resiliency project update.

Office Manager's Monthly Report

Ms. Vilanova reported on the following items:

❖ Administrative Highlights

- BRSA billed for 1st Quarter 2025.
- All employees received a memo with their accumulated sick time.
- Employee deductions adjusted to reflect 2025 salary rate.
- 4th Quarter Pension Report of Contributions completed and payment made.
- 4th Quarter Officers report on unencumbered monies sent to Trustee.
- New Automobile Insurance Cards & Workers Compensation Notices for 2025 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 23, 2025.

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 received by January 23rd, 2025 at the Authority's office.

Mr. Vella will inquire with the township if there are permits for the property in Belford with the shed on our easement. Mr. Vella will also be sending the homeowner a letter instructing them to remove the shed.

Engineer's Report

Mr. Andras provided the Authority with an update. The Lined Service Impoundment (LSI) permit integrity testing for Belford was completed. T&M will coordinate with Mr. Tuberton to review the results and sign off on the LSI Certification form. Testing of the Union Beach liner was completed today and we should have the report in a few days.

Mr. Andras also reported that T&M has initiated the loan application step of the funding process for the Pump Station Valve Replacement Project. The NJDEP has advised that all environmental comments have been addressed and the Environmental Decision Document (EDD) is with the Environmental Supervisor for signature.

New Business

On **Motion** by Mr. Lewandowski, **Seconded** by Mr. Buccellato, the Board authorized Mr. Tuberton to proceed with the hiring of Steven Bufano for the 3-11p.m. shift, passed by the affirmative voice vote of all Members present, no nays, no abstain, none absent.

Resolution offered by Mr. Buccellato:

**RESOLUTION No. 01132025-01
MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY
NJIB LOAN NO. S340325-04**

WHEREAS, the Monmouth County Bayshore Outfall Authority intends to file a loan application with the New Jersey Department of Environmental Protection and the New Jersey Infrastructure Bank for the Authority's Force Main Assessment and Rehabilitation Program.

The proposed work included the assessment and rehabilitation or repair of the Authority's existing 14 mile pre-stressed concrete cylinder pipe (PCCP) force main system. Based on the results of the investigations and additional analysis conducted, several issues were identified including but not limited to (a) flow transitions to partial pipe flow in several areas throughout the force main that can cause erosion, increase corrosion and trap air downstream; (b) surge pressures were detected and at higher flow levels will impact the structural ability of the force main, causing considerable damage; and (c) lack of proper air relief function. To address these issues, the Authority proposes two (2) separate construction projects. Contract 1, Valve Replacement, will include the replacement of existing valves with new ball valves and other miscellaneous improvements at both the Belford and Union Beach Pump Stations. Contract 2, Air Relief Installation, will include the installation of two (2) new air relief systems on the existing force main discharge pipe from the Belford Pump Station, as well as other miscellaneous improvements to the existing air relief system along the force main alignment.

NOW, THEREFORE BE IT RESOLVED, that Barbara Vilanova be authorized to act as the Authorized Representative to represent the Authority in all matters relating to the project undertaken pursuant to the above referenced New Jersey Environmental Infrastructure Loan to be executed with the New Jersey Department of Environmental Protection and the New Jersey Environmental Infrastructure Trust. The Authorized Representative may be contacted at:

Monmouth County Bayshore Outfall Authority
200 Harbor Way
Belford, NJ 07718
(732) 495-2100

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

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

Resolution offered by Mr. Buccellato:

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 13, 2025**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Cablevision	\$238.00	Phone & Internet – Union Beach 1/1-1/31/25
2		Comcast	\$233.00	Phone & Internet- Belford 12/26/24-1/25/25
3		Direct Energy	\$5,244.48	Union Beach 10/29-11/26/24
4		Direct Energy	\$71.47	Sandy Hook 11/5- 12/5/24
5		JCP&L	\$7,113.36	Union Beach 11/27-12/30/24
6		JCP&L	\$71.18	Sandy Hook 11/5-12/5//24
7		JCP&L	\$1,712.88	Belford 11/1-12/02/24
8		JCP&L	\$47.28	Belford Street Lighting 11/20/24-12/18/24
9		NJAWC	\$181.38	Belford 11/23-12/23/24
10		NJAWC	\$66.95	Union Beach 11/26/24-12/26/24
11		NJNG	\$1,328.95	Gas Belford 11/21-12/27/24
12	8882	ADP	\$282.20	Payroll services 11/7, 11/21 & 12/5/24
13		ADP	\$174.05	Payroll services 12/19/24 & 1/2/25
14		AEA	\$3,567.00	Annual dues 2025
15	8883	AT&T Mobility	\$83.74	Foreman’s cell phone 12/5/24-1/4/25
16		Barbara J. Vilanova	\$177.14	Petty cash reimbursement
17		Barbara J. Vilanova	\$200.00	Annual Uniform Allowance
18	8885	Central Jersey Health Ins. Fund	\$17,486.47	Health Insurance for January
19		Collins, Vella & Casello	\$875.00	Legal services – November
20		Collins, Vella & Casello	\$1,592.00	Legal services - December
21		Complete Document Solutions	\$1.78	Copy overage
22		Daniel Feliciano	\$200.00	Annual Uniform Allowance
23		Donald Babbitt	\$200.00	Annual Uniform Allowance
24		Edward Tuberton	\$200.00	Annual Uniform Allowance
25		Gannett NJ Newspaper	\$44.24	Publication of Budget Hearing
26		Gannett NJ Newspaper	\$195.12	Publication of Audit Synopsis
27		Garden State Laboratories	\$4,039.00	Outside Lab – November
28		Home Depot	\$141.97	Shop Vac
29		Independence Constructors	\$3,600.00	Annual Tank Monitoring Testing
30	8881	Jaspan Brothers South	\$274.97	Nov. supplies–gloves,pail,trowel,was,batteries,clock,caulk
31	8887	Jaspan Brothers South	\$49.68	Dec.supplies – GFI, cable ties, light clip,electrical supplies
32		Kevin Monaghan	\$200.00	Annual Uniform Allowance
33		Moye Handling	\$894.62	Annual hoist inspections
34		NJUA JIF	\$37,406.00	1st Installment of 2025 Insurance
35		Noveda	\$1,615.00	Solar monitoring 1/1/25-12/31/25
36		One Call Concepts	\$157.30	December one call notices
37		Patrick Dunn	\$200.00	Annual Uniform Allowance
38		People’s Plumbing	\$800.00	4 th quarter 2024 meter calibration
39		Quincy Compressors	\$1,111.30	Mufflers and filters
40		Republic Services	\$184.98	November garbage pickup
41		Republic Services	\$264.61	December garbage pickup
42		SESI	\$9,100.00	Liner Integrity testing Belford

MCBOA Regular Meeting of January 13, 2025

43	Suplee, Clooney & Company	\$24,500.00	2023 Audit
44	The Bank of New York Mellon	\$1,815.00	Annual administration fee- 2005 series
45	W.B. Mason	\$245.14	Ink Cartridges
46	W.B. Mason	\$129.33	Agenda tabs & covers, desk calendar, planner
47	Xerox	\$108.00	Copier rental 12/15/24-1/14/25
	TOTAL	<u>\$128,424.57</u>	

Fringe benefits and payroll processed after the December Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 12/09/24

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
12/20/24	ADP	Employee's Payroll & Payroll Taxes	\$15,988.61	Payroll of 12/20/24
1/03/24	ADP	Employee's Payroll & Payroll Taxes	\$21,512.19	Payroll of 01/03/24
1/07/25	TEPS	Public Employee's Retirement System	\$ 3,163.00	December PERS payment
1/03/25	8886	Sun Life Financial	\$ 666.75	Jan. long term disability ins.
12/18/24	8884	Chase	\$ 576.80	Procurement card purchases

Public Portion

None

Adjournment

There being no further business to come before the Meeting, on **Motion** by **Mr. Imperveduto**, Seconded by **Mr. Buccellato**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, none absent, the Meeting adjourned at 7:24 p.m.

Respectfully submitted by: _____
Barbara Vilanova, Recording Secretary