

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, December December 11, 2023, 7:04 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, Foley, Impreveduto, Kalaka, Lewandowski, Sodon & Toomey

Commissioners Absent: Sachs

Also Present:

David Ksyniak, Authority Engineer, T&M Associates
Edward Tuberon, Operations Manager
Barbara Vilanova, Recording Secretary

IV. Approval of Minutes – Authority Regular Meeting Held on 11/13/23

On **Motion** by Mr. Toomey, **Seconded** by Mr. Impreveduto, the Minutes of the Regular meeting held on 11/13/23 were approved as presented by all Members present, no nays, one absent, one abstain. (Lewandowski)

REPORT OF ADVISORS

Operations Manager's Monthly Report

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

❖ **Monthly Highlights**

- SREC current pricing \$207
 - 52 SREC's sold for October 2023 @ \$207 = \$10,784
 - 39 SREC's earned for November 2023.
- Union Beach flowmeter replacement.
 - 24" meter replacement quote \$24,680 (Rapid Pump & Meter)
 - 24" meter replacement quote \$16,812 (PSI Process) 6-8 weeks lead time
 - Portable strap-on meter installed at rental rate \$500 weekly.
- Lab contract RFP (2 year contract)
 - 2022/23 Garden State Labs \$110,760
 - 2024/2025 Garden State Labs \$115,324 (+2%)
- Employee Daniel Feliciano C2 exam
- Employee John Roche retirement effective 1/1/2024.
- Surge valve & control panel startup.
- Ocean outfall pipe inspection date.

- Employee safety training 12/1.
- JIF Executive safety meeting.
- Boiler inspection 11/14.
- Backflow preventers tested 12/8..
- Many Mind Creek – no update.

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 the state and ready for adoption.
- 2022 Audit received from Auditors.
- RICE Notices delivered to employees.
- RFP’s for Professionals for 2024.
- Chevy Tahoe repaired.
- Annual survey of Local Government Finances completed.
- BRSA 4th Quarter Payment received.
- TOMSA billed for 1st Quarter of 2024.
- Annual Holiday luncheon – 12/15/23.
- Two employees retiring 01/01/24. One has no accumulated sick time. Check for other employee will be in the amount of \$27,847.

Engineer

Mr. Kysniak reported that T&M is working on the Annual Consulting Report.

Resolution offered by Mr. Toomey:

Salary Guide Resolution for the Year 2024

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 2024, as shown below, be and are hereby approved:

<u>Name & Title</u>	<u>Base Annual</u>	<u>Longevity</u>	<u>License Bonus</u>
Patrick Dunn, Pump Station Operator	50,000.00	---	---
Daniel Feliciano, Foreman	55,450.04	---	780
Kevin Monaghan, Pump Station Operator	50,000.00	---	---
Tami Nelson, Pump Station Operator	54,101.18	1,560	364
3-11, Maintenance	40-45,000	---	---
Edward M. Tuberton, Jr., Operations Manager	114,421.78	4,680	5,200
Part Time Employee	15.00/hr	---	---
Barbara J. Vilanova, Office Manager	79,529.00	2,340	---
Summer Employee (10 weeks maximum)	14.00/hr.	---	---
Part-Time Office Clerk	15.00/hr.	---	---

MCBOA Regular Meeting of December 11, 2023

Harry Aumack, Commissioner	4,300	---	---
Paul Buccellato, Commissioner	4,300	---	---
Mary Foley, Commissioner	4,300	---	---
Rocco Impreveduto, 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, Foley, Impreveduto, Kalaka, Lewandowski, Sodon & Toomey
 NAYS: None

ABSENT: Sachs

ABSTAIN: None

Resolution offered by Mr. Buccellatto:

**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 2023; 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 2024 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 2024; 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 4, 2024 and receive proposals by January 25, 2024 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 5, 2024 meeting.

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

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

Resolution offered by Mr. Lewandowski:

**RESOLUTION
OF THE
MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY
AWARDING BID TO GARDEN STATE LABORATORIES**

WHEREAS, Monmouth County Bayshore Outfall Authority (“MCBOA”) published a Notice To Bidder for certified lab testing which is required pursuant to MCBOA’s current NJDEP permit to be opened and read in public at MCBOA, 200 Harbor Way, Belford, New Jersey on November 29, 2023 at 10:00 a.m.; and

WHEREAS, on November 29, 2023 at 10:00 a.m., bids for certified lab testing which is required pursuant to MCBOA’s current NJDEP permit were open and read at MCBOA; and

WHEREAS, at the December 11, 2023 meeting of MCBOA, the Commissioners determined that Garden State Laboratories was the lowest responsible bid of One Hundred Fifteen Thousand Three Hundred Twenty Four Dollars (\$ 115,324.00); and

WHEREAS, MCBOA has the funds appropriated to award this contract; and

WHEREAS, MCBOA is required to have certified lab testing pursuant to its NJDEP Permit; and

WHEREAS, Commissioners of MCBOA have determined it is in the best interest of MCBOA to award the Contract for \$ 115,324.00 to Garden State Laboratories.

NOW THEREFORE, BE IT RESOLVED, that MCBOA hereby awards the bid for certified lab testing which is required pursuant to MCBOA’s current NJDEP permit to Garden State Laboratories as the lowest responsible bidder and authorizes John T. Sodon, Vice-Chairman to execute any and all documents necessary to enter into a Contract for certified lab testing which required pursuant to MCBOA’s current NJDEP as set forth in the bid documents

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

AYES: Aumack, Buccellato, Foley, Impreveduto, Kalaka, Lewandowski, Sodon & Toomey

NAYS: None
ABSENT: Sachs
ABSTAIN: None

Resolution offered by Mr. Sodon:

**Resolution
Of the Monmouth County Bayshore Outfall Authority
Certifying Review of the Annual Audit Report for the Fiscal Year Ended 2022**

WHEREAS, N.J.S.A., 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2022 has been completed and filed with the Monmouth County Bayshore Outfall Authority (MCBOA), pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17, requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by Resolution to the local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed it, and have specifically reviewed the sections of the annual audit report entitled “General Comments” and “Recommendations”, in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of the Monmouth County Bayshore Outfall Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2022, and specifically has reviewed the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

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

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

Approval of Vouchers

Resolution offered by Mr. Kalaka:

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 11, 2023**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Cablevision	\$231.67	Phone & Internet UB 12/1-12/31/23
2		Comcast	\$223.07	Phone & Internet- Belford 11/26-12/25/23
3		Direct Energy	\$1,664.19	Belford 10/4-10/31/23
4		Direct Energy	\$7,123.75	Union Beach 9/28-10/26/23
5		Direct Energy	\$125.69	Sandy Hook 10/6-11/2/23
6		JCP&L	\$41.40	Sandy Hook 10/19–11/16/23 – jcp&l portion only
7		JCP&L	\$1,198.79	Belford 11/1-11/30/23- jcp&l portion only
8		JCP&L	\$5,137.48	Union Beach 9/28-10/26/23 jcp&l portion only
9		JCP&L	\$4,901.54	Union Beach 10/27-11/28/23 jcp&l portion only
10		NJAWC	\$144.28	Union Beach 10/26-11/28/23
11		NJAWC	\$181.58	Belford 10/24-11/22/23
12		ADP	\$163.75	Payroll services 11/09/23 & 11/23/23
13		All American Chevy	\$102.47	Oil change & tire rotation on Chevy Tahoe
14		Barbara J. Vilanova	\$167.25	Petty cash fund reimbursement 7/2023-11/2023
15		Central Jersey Health Ins. Fund	\$14,200.06	Health Insurance for December
16		County of Monmouth	\$272.12	104.9 gallons of unleaded fuel - October
17		HFA	\$2,000.00	Final billing for audit of 2022
18		Hutchin HVAC	\$1,950.00	Bi-annual preventative maintenance
19		Jaspan Brothers South	\$135.78	Nov. supplies- keys,bolts,batteries,lights,timer
20		Longo	\$16,620.00	Surge & butterfly valve installation UB
21		Metrovalve & Actuation	\$1,034.00	Site visit/star up of surge valve UB
22		Monotronics	\$602.16	Fire alarm monitoring 12/1/23-2/29/23
23		NJ Natural Gas	\$502.75	Gas charge10/23-11/22/23
24		Norwood Auto Parts	\$78.60	Sealant, vacuum pump oil
25		One Call Concepts	\$194.48	November one call notices
26		Oswald Enterprises	\$1,000.00	Jet vac sand from manhole and dispose of material
27		Republic Services	\$118.91	Garbage pick-up December
28		Ted Hall Locksmith	\$245.00	New lock for Union Beach door
29		Treasurer, State of New Jersey	\$50.00	C-2 License fee- D. Feliciano
30		W.B. Mason	\$5.99	Sponges
31		Xerox	\$108.00	Copier rental 11/15-12/14/23
		TOTAL	\$60,524.76	

Fringe benefits and payroll processed after the November Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 11/13/23

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
11/24/23	ADP	Employee's Payroll & Payroll Taxes	\$20,318.00	Payroll of 11/24/23
12/08/23	ADP	Employee's Payroll & Payroll Taxes	\$25,835.83	Payroll of 12/08/23
11/30/23	8438	Sun Life Financial	\$ 874.11	December long term disability ins.
12/08/23	TEPS	Public Employees Retirement System	\$ 4,679.95	November PERS payment
11/21/23	8435	Chase	\$ 271.15	Procurement card purchases

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

MCBOA Regular Meeting of December 11, 2023

AYES: Aumack, Buccellato, Foley, Impreveduto, Kalaka, Lewandowski, Sodon & Toomey
NAYS: None
ABSENT: Sachs
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. Kalaka, Seconded by Mr. Aumack**, and passed by the affirmative voice vote of all Members present, no nays, none abstain, three absent, the Meeting adjourned at 7:31 p.m.

Respectfully submitted by:

Barbara Vilanova,
Recording Secretary