

**Minutes of the Regular Meeting of the  
Monmouth County Bayshore Outfall Authority  
Monday, September 19, 2022, 7:00 p.m.**

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The Oath of Office was delivered to Paul Buccellato who was appointed by the County Commissioners as Authority Commissioner to fill the unexpired term for Thomas Knox expiring February 2023.

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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**

Members Present: Aumack, Buccellato, Foley, Imperveduto, Kalaka, Lewandowski, Sachs & Sodon  
Members Absent: Toomey

Also Present: David Kysniak, Authority Engineer, T&M Associates  
Barbara Vilanova, MCBOA Administrative Assistant  
Edward Tuberion, Jr. MCBOA Operations Manager

**IV. Approval of Minutes – Authority Regular Meeting Held on 7/19/22**

On **Motion** by Mr. Lewandowski, **Seconded** by Mr. Sodon, the Minutes the Regular Meeting of 07/19/22 were approved as presented by all Members present, no nays, one abstain, one absent.

**REPORT OF ADVISORS**

**Foreman's Monthly Report**

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

❖ **Monthly Highlights**

- SREC's current pricing \$217.
  - 85 SREC's for July 2022 sold @ \$217 = \$18,445
- Slump block inspection completed 8/8/2022.
- Ocean Outfall Inspection completed 8/20/22.
- Union Beach surge valve update.
- Final fire alarm inspection completed for Belford 6/30.
- HVAC – Air Handler unit repairs.
- UST NJDEP Inspection.
- Annual RTK (right to know) data submitted to State.
- Compton's Creek flood wall ACOE- no updates.
- Many Mind Creek – no updates.
- NJUA JIF cyber Security compliance

## Office Manager's Monthly Report

Ms. Vilanova reported on the following items:

### ❖ Administrative Highlights

- TOMSA billed for 4<sup>th</sup> Quarter.
- BRSA 3<sup>rd</sup> Quarter payment received.
- NJUA JIF 2022 Renewal meeting 8/24/22. Online renewal forms submittal completed.
- The Authority's current unemployment rate was sent to the payroll company.
- PERS Chapter 52 Annual Membership Certification completed.
- 2023 Preliminary Budget Preparation.
- Certifying Officer Webinar completed for NJ SHBP Annual Open Enrollment.
- Open Enrollment for Health Benefits – October 1<sup>st</sup>-31<sup>st</sup>.
- There was no August meeting due to lack of quorum.

### Engineer

Mr. Kysniak confirmed the prices he received for the valves was \$110,000 for each one. The price Mr. Tuberion was quoted was comparable. The Authority requested Mr. Kysniak prepare some figures for this project and also get quotes on replacing the current butterfly valves with an updated version which may help keep the cost down, rather than switching to a ball valves.

### Resolution offered by Mr. Aumack:

## Monmouth County Bayshore Outfall Authority

### Resolution 2022

#### A RESOLUTION ADOPTING TECHNOLOGY RISK MANAGEMENT STANDARDS IN COMPLIANCE WITH THE NEW JERSEY MUNICIPAL EXCESS LIABILITY JOINT INSURANCE FUND'S CYBER RISK MANAGEMENT PLAN'S TIER ONE REQUIREMENTS

**Whereas**, the Monmouth County Bayshore Outfall Authority (MCBOA) is a member of the NJUAJIF which secures insurance protection through the New Jersey Municipal Excess Liability Joint Insurance Fund (NJ MEL); and

**Whereas**, through its membership in the NJUAJIF, the Monmouth County Bayshore Outfall Authority enjoys cyber liability insurance coverage to protect the NJUAJIF from the potential devastating costs associated with a cyber related claim; and

**Whereas**, in an attempt to prevent as many cyber related claims as possible, the NJ MEL developed and released to its members the NJ MEL Cyber Risk Management Plan; and

**Whereas**, the NJ MEL Cyber Risk Management Plan outlines a set of best practices and standards broken out into Tier 1, Tier 2, and Tier 3 standards that if adopted and followed will reduce many of the risks associated with the use of technology by the Monmouth County Bayshore Outfall Authority; and

**Whereas**, in addition to the reduction of potential claims, implementing the following best practices and standards will enable the Monmouth County Bayshore Outfall Authority to claim a reimbursement of a paid insurance deductible in the event the member files a claim against Monmouth County Bayshore Outfall Authority cyber insurance policy, administered through the NJUJIF and the Municipal Excess Liability Joint Insurance Fund;

**Now Therefore Be It Resolved** that the Monmouth County Bayshore Outfall Authority does hereby adopt the following best practices and standards, a copy of which is attached hereto and incorporated herein by reference, in accordance with Tier 1 of the NJ MEL Cyber Risk Management Plan;

**Information Backup**

**Password Management**

**Security Patches and Updates**

**Email Warning**

**Defensive Software**

**Incident Response Plan**

**Security Awareness Training**

**Technology Practice Policy**

**Government Cyber Membership**

**And, Be It Further Resolved**, that a copy of this resolution along with all required checklists and correspondence be provided to the NJ MEL Underwriter for their consideration and approval.

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

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

**Resolution offered by Mr. Lewandowski:**

**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 –August 15, 2022**

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<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1	7934	Cablevision	\$211.47	Phone & Internet UB 8/1-8/31/22

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2	<b>7935</b>	Comcast	\$353.86	Triple Play Package- Belford 7/26-8/25/22
3	<b>7936</b>	JCP&L	\$37.08	Belford Street Lighting 6/21-7/20/22
4	<b>7937</b>	JCP&L	\$168.57	Sandy Hook 7/8 – 8/5/22
5	<b>7938</b>	JCP&L	\$7,073.80	Union Beach 6/29-7/29/22
6	<b>7939</b>	New Jersey Natural Gas	\$208.95	Gas service 6/23-7/25/22
7	<b>7940</b>	NJAWC	\$98.65	Union Beach 6/23-7/26/22
8	<b>7941</b>	NJAWC	\$174.54	Belford 6/22-7/22/22
9	<b>7942</b>	ADP	\$153.30	Payroll services 7/7 & 7/21/22
10	<b>7931</b>	AT&T Mobility	\$78.92	Foreman’s Cellular Phone 7/5-8/4/22
11	<b>7943</b>	Barbara Vilanova	\$170.46	Reimbursement of Petty Cash fund
12	<b>7944</b>	Collins,Vella & Casello LLC	\$175.00	July general services
13	<b>7945</b>	County of Monmouth	\$567.80	140.1 Gallons on gas June 2022
14	<b>7946</b>	Garden State Labs	\$4,102.00	Outside Lab costs June 2022
15	<b>7957</b>	HFA	\$5,000.00	Progress billing for 2021 audit
16	<b>7933</b>	Jaspan Brothers South	\$132.92	July supplies- garden hoe & fluorescent bulbs
17	<b>7947</b>	Kepwel	\$38.50	7- 5 gallon water jugs for office
18	<b>7948</b>	Monitronics	\$557.58	Fire alarm monitoring 9/1-11/30/22
19	<b>7949</b>	Mission Communications	\$310.00	Part for Union Beach Scada system
20	<b>7950</b>	NJWEA	\$30.00	Virtual classes- Tuberion 2/26 & 3/5/2021
21	<b>7951</b>	One Call Concepts	\$173.03	July one call notices
22	<b>7952</b>	Republic Services	\$95.12	Garbage pick-up July
23	<b>7953</b>	Staples	\$43.99	Case of copy paper
24	<b>7954</b>	TOMSA	\$80.00	3 <sup>rd</sup> Quarter sewer fee
25	<b>7955</b>	W.B. Mason	\$716.80	Janitorial & Office supplies
26	<b>7956</b>	Xerox	\$108.00	Copier rental fee 6/15-7/14/22
27	<b>7956</b>	Xerox	\$108.00	Copier rental fee 7/15-8/14/22
		<b>TOTAL</b>	<b>\$20,968.34</b>	

**Fringe benefits and payroll processed after the July Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 7/18/22**

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
07/22/22	ADP	Employee’s Payroll & Payroll Taxes	\$19,456.26	Payroll of 07/22/22
08/05/22	ADP	Employee’s Payroll & Payroll Taxes	\$22,084.46	Payroll of 08/05/22
08/03/22	7932	Sun Life Financial	\$ 774.35	August long term disability ins.
08/05/22	TEPS	Public Employees Retirement System	\$ 3,595.19	July PERS payment
08/12/22	TEPS	NJSHBP	\$13,610.24	August Health Insurance
07/15/22	7912	Chase	\$ 157.49	Procurement card purchases

**Monmouth County Bayshore Outfall Authority  
List of Operating Vouchers –September 19, 2022**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Cablevision	\$211.47	Phone & Internet UB 9/1-9/30/22
2		Comcast	\$353.87	Triple Play Package- Belford 8/26-9/25/22
3		JCP&L	\$38.17	Belford Street Lighting 7/21-8/20/22
4		JCP&L	\$165.17	Sandy Hook 8/6 –9/7/22

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5		JCP&L	\$8,469.92	Union Beach 7/30-8/29/22
6		New Jersey Natural Gas	\$205.64	Gas service 7/25-8/22/22
7		NJAWC	\$91.30	Union Beach 7/27-8/22/22
8		NJAWC	\$174.54	Belford 7/23-8/19/22
9		ADP	\$221.30	Payroll services 8/4, 8/18 & 9/01/22
10	<b>7959</b>	AT&T Mobility	\$78.92	Foreman's Cellular Phone 8/5-9/4/22
11		Avaya	\$416.52	Annual maintenance agreement 8/20/22-8/19/23
12		County of Monmouth	\$303.62	82.60 Gallons on gas July 2022
13		Emergency System Service Co.	\$394.50	Fuel sampling and recor filter clean out
14		Fisher Scientific	\$63.61	Silica Reagent for Lab
15		Fisher Scientific	\$237.45	Case of deionized water for Lab
16		Fisher Scientific	\$75.92	Cobalt for Lab
17		Garden State Labs	\$4,919.00	Outside Lab costs July 2022
18		Home Depot	\$439.99	25 gallon tow sprayer
19	<b>7960</b>	Jaspan Brothers South	\$76.20	Aug. supplies- hardware, spray bottle, hex set, Dawn
20	<b>7961</b>	Monitronics	\$180.00	Additional charge for cellular 4/1-5/31/22
21		NJWEA	\$120.00	Virtual classes- Tuberion 3/21/21 & Fall 21 Technology Semina
22		NJWEA	\$810.00	Fall Tech Seminar-Tuberion/Feliciano 1 Day, Nelson 4 days
23		Norwood Auto Parts	\$26.72	Windshield wiper blades- Tahoe
24		One Call Concepts	\$211.64	August one call notices
25		Randive	\$15,000.00	Slump block inspection
26		Republic Services	\$95.12	Garbage pick-up September
27		Staples	\$20.48	Scotch tape & rubber bands
28		TNJ Marine, Inc.	\$15,850.00	Ocean Outfall Inspection
29		Treasurer, State of New Jersey	\$50.00	C1 License renewal fee- Tami Nelson
30		Treasurer, State of New Jersey	\$50.00	C4 License renewal fee- E. Tuberion
31		Treasurer, State of New Jersey	\$50.00	C2 License renewal fee- J. Roche
32		Treasurer, State of New Jersey	\$50.00	C1 License renewal fee- D. Feliciano
33		Xerox	\$108.00	Copier rental fee 8/15-9/14/22
		<b>TOTAL</b>	<b><u>\$49,559.07</u></b>	

**Fringe benefits and payroll processed after the August Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 7/18/22**

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
08/19/22	ADP	Employee's Payroll & Payroll Taxes	\$18,606.40	Payroll of 08/19/22
09/02/22	ADP	Employee's Payroll & Payroll Taxes	\$17,801.40	Payroll of 09/02/22
09/16/22	ADP	Employee's Payroll & Payroll Taxes	\$23,123.75	Payroll of 09/16/22
08/26/22	7966	Sun Life Financial	\$ 774.35	September long term disability ins.
09/16/22	TEPS	Public Employees Retirement System	\$ 3,595.19	August PERS payment
09/15/22	TEPS	NJSHBP	\$13,610.24	September Health Insurance
08/18/22	7958	Chase	\$ 294.11	Procurement card purchases

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

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

**Public Portion**

None

**Adjournment**

There being no further business to come before the Meeting, on **Motion** by **Mr. Aumack**, Seconded by **Mr. Lewandowski**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, one absent, the Meeting adjourned at 7:35 p.m.

Respectfully submitted by: \_\_\_\_\_  
Barbara Vilanova, Recording Secretary