

**Minutes of the Regular Meeting of the  
Monmouth County Bayshore Outfall Authority  
Monday, February 3, 2025, 7:05 p.m.  
Immediately following the  
Annual Reorganization Meeting**

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**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**

Members Present: Aitken, Buccellato, Foley, Kalaka, Lewandowski, Impreveduto & Sodon  
Members Absent: Aumack & Sachs

Also Present: Gregory Vella, Esq., Attorney, Collins, Vella and Casello, L.L.C. (left at 7:20)  
Rosario Santos, 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 1/13/25**

On **Motion** by Mr. Aumack, **Seconded** by Mr. Kalaka, the Minutes of the Regular Meeting of 01/13/25 were approved as presented by all Members present, no nays, none abstain, two absent.

**REPORT OF ADVISORS**

**Foreman's Monthly Report**

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

❖ **Monthly Highlights**

- SREC's current pricing \$196.
  - 22 SREC's for January 2025
- LSI permit integrity testing (retention basins)
  - Belford testing completed 11/20.
  - UB Testing 1/13 – 2 holes found – repairs.
- 42" Force main Union Beach – Rose Lane.
- ACOE – Flood wall project Willow St., Port Monmouth.
- Belford UST – above ground storage tank quotation.
- Belford pump #1 VFD – 4 weeks lead time.
- Website update mcboanj.com live.
- Backup licensed operator.
- BRSA resiliency project update.
- Many Mind Creek

## Office Manager's Monthly Report

Ms. Vilanova reported on the following items:

### ❖ Administrative Highlights

- OSHA Form 300A completed and posted.
- 1094C & 1095C forms completed & distributed.
- Annual Risk Management Consultant's Agreement.
- Annual Public Agency Compliance Officer Resolution.
- Annual Physical Connection Permit Renewal completed.
- Commissioner Lewandowski reappointed for a 5-year term.

### Attorney's Report

Mr. Vella provided the following information:

Mr. Vella reported that he sent the homeowners on Main Street in Belford a letter regarding the removal of the shed and to date he hasn't received a response.

### Engineer

Ms. Santos reported that results for the liner integrity test in Belford are within the NJDEP parameters. Once the 2 holes are repaired in the Union Beach liner T&M will finalize the results and certify the liners.

The EDD should be issued soon for the Pump Station upgrade project. Once issued documentation can be uploaded. Upon approval the Authority would be able to advertise in late spring.

### Resolutions

#### Resolution offered by Mr. Buccellato:

**RESOLUTION  
OF THE  
MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY  
APPOINTING PUBLIC AGENCY COMPLIANCE OFFICER FOR 2023**

**WHEREAS**, Monmouth County Bayshore Outfall Authority is a public agency under the laws of the State of New Jersey; and

**WHEREAS**, New Jersey Public Law 1975, Chapter 127, Section 1, et seq., requires that a public agency annually designate an officer or employee as the Public Agency Compliance Officer in accordance with the aforesaid statute to facilitate the implementation and compliance with the Affirmative Action requirements of the State of New Jersey; and

**NOW, THEREFORE, BE IT RESOLVED** that Monmouth County Bayshore Outfall Authority hereby appoints Barbara Vilanova as the Public Agency Compliance Officer for the Monmouth County Bayshore Outfall Authority for calendar year 2025 and that a certified copy of the Resolution be filed with the New Jersey Department of the Treasury, Division of Purchase & Property, Contract Compliance Audit Unit, EEO Monitoring Program.

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

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

**Resolution offered by Mr. Impreveduto:**

**Resolution of the  
Monmouth County Bayshore Outfall Authority  
Appointing Risk Management Consultant**

**WHEREAS**, the Monmouth County Bayshore Outfall Authority is a Member of the New Jersey Utility Authorities Joint Insurance Fund, following a detailed analysis; and

**WHEREAS**, the bylaws of said Fund require that each Authority appoints a Risk Management Consultant to perform various professional services as detailed in the by laws; and

**WHEREAS**, the bylaws indicate a minimum fee equal to six percent (6%) of the Authority's assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Authority;

**WHEREAS**, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical;

**NOW THEREFORE**, be it resolved that the Monmouth County Bayshore Outfall Authority does hereby appoint Charles L. Casagrande, CPCU, Vice President/Secretary of Danskin Agency, as its Risk Management Consultant, in accordance with the Fund's bylaws; and

**BE IT FURTHER RESOLVED** that the Governing Body are hereby authorized and directed to execute the Risk Management Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA 40A:11-5 (1) (a) (i).

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

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

**New Business**

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 –February 3, 2025**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Direct Energy	\$4,661.76	Union Beach 11/27-12/30/24
2		Direct Energy	\$78.61	Sandy Hook 12/6- 1/7/24
3		JCP&L	\$77.23	Sandy Hook 12/6/24-1/7//25
4		JCP&L	\$45.83	Belford Street Lighting 12/19/24-1/20/25
5		ABB	\$1,771.00	1 <sup>st</sup> Quarter meter calibrations
6	<b>8926</b>	AT&T Mobility	\$83.74	Foreman’s cell phone 1/5/25-2/4/25
7		Central Jersey Health Ins. Fund	\$17,486.47	Health Insurance for February
8		Cooper Electric	\$38.30	Fuses
9		County of Monmouth	\$218.24	89.55 gallons of unleaded fuel - November
10		County of Monmouth	\$43.46	¼ ton treated road salt
11		Garden State Laboratories	\$4,444.00	Outside Lab – December
12		Grainger	\$487.35	Chest waders and sand bags
13		Oswald Enterprises	\$800.00	Vacuum sand from manhole
14		SESI	\$4,900.00	Balance of Liner Integrity testing Belford
15		Tri Environmental	\$7,500.00	Union Beach Liner Inspection
16		Water Environment Federation	\$117.00	Annual membership - Tuberion
		<b>TOTAL</b>	<u>\$42,752.99</u>	

**Fringe benefits and payroll processed after the January Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 1/13/25**

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
01/17/25	ADP	Employee’s Payroll & Payroll Taxes	\$17,826.38	Payroll of 01/17/25
01/31/25	ADP	Employee’s Payroll & Payroll Taxes	\$22,605.50	Payroll of 01/31/25
01/24/25	8927	Chase	\$ 577.50	Procurement card purchases

**Public Portion**

None

**Adjournment**

There being no further business to come before the Meeting, on **Motion** by **Mr. Impreveduto**, Seconded by

**MCBOA Regular Meeting of February 3, 2025**

**Mr. Buccellato**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, two absent, the Meeting adjourned at 7:34 p.m.

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