

**Minutes of the Regular Meeting of the  
Monmouth County Bayshore Outfall Authority  
Monday, May 15, 2023, 7:00 p.m.**

---

**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**

|                         |   |
|-------------------------|---|
| <u>Members Present:</u> | Buccellato, Foley, Imperveduto, Kalaka, Sachs, Sodon & Toomey   |
| <u>Members Absent:</u>  | Aumack & Lewandowski  |
| Also Present:           | Gregory Vella, Esq., Attorney, Collins, Vella and Casello, L.L.C.<br>David Kysniak, Authority Engineer, T&M Associates<br>Barbara Vilanova, MCBOA Administrative Assistant<br>Edward Tuberon, Jr. MCBOA Operations Manager<br>Sami F. Sarrouh, P.E. |

Sami Sarrouh the Engineer who did the MCBOA Force Main Hydraulic Analysis was present to discuss his report and the areas that are a priority. Mr. Sarrouh also explained the differences in the types of valves for the pumps that should be replaced. The butterfly valve has a life span of approximately 20 years and the ball valve is 60-70 years. The ball valve can slowly control the flow and change the momentum of the flow compared to the butterfly valve. Mr. Sarrouh answered any questions the board members had. He will also contact current clients and manufacturer's about the pricing of the valves and provide the information to Mr. Tuberon.

**IV. Approval of Minutes – Authority Regular Meeting Held on 4/17/23**

On **Motion** by Mr. Buccellato, **Seconded** by Mr. Imperveduto, the Minutes the Regular Meeting of 04/17/23 were approved as presented by all Members present, no nays, one abstain, two absent.

**REPORT OF ADVISORS**

**Foreman's Monthly Report**

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

❖ **Monthly Highlights**

- SREC's current pricing \$216.
  - 60 SREC's for March 2023 sold @ 216 = \$12,960
  - 70 SREC's for April 2023
- Ocean outfall pipe riser installation update.
- UB surge valve received- installation quotes.
  - Rapid Pump & Meter - \$37,580
  - Longo- \$13,475
- Many Mond Creek Teams meeting 5/3.
- New hire recommendations & operating staff changes.

## MCBOA Regular Meeting of May 15, 2023

- JIF Insurance inspection 4/27.
- MCBOA Safety Programs.
- Annual A/C and air handler service completed.
- All meters calibrated 4/21.

On **Motion** by Mr. Buccellato, **Seconded** by Mr. Toomey, the Board entered Executive Session at 7:47 p.m. to discuss employee matters. The motion was approved as presented by all Members present, no nays, none abstain, two absent.

On **Motion** by Mr. Toomey, **Seconded** by Mr. Kalaka, the Board ended Executive Session at 7:54 p.m. The motion was approved as presented by all Members present, no nays, none abstain, two absent.

On **Motion** by Mr. Toomey, **Seconded** by Mr. Buccellato, the Board authorized Mr. Tuberton to proceed with Longo to install the surge valve at Union Beach. The motion was approved as presented by all Members present, no nays, none abstain, two absent.

On **Motion** by Mr. Impreveduto, **Seconded** by Mr. Toomey, the Board authorized Mr. Tuberton to proceed with the hiring of two employees to replace the employees who are retiring. The motion was approved as presented by all Members present, no nays, none abstain, two absent.

### Office Manager's Monthly Report

Ms. Vilanova reported on the following items:

#### ❖ Administrative Highlights

- TOMSA billed for 3<sup>rd</sup> Quarter.
- Keansburg billed for 2<sup>nd</sup> Quarter.
- Annual agreement with Health Equity/Wage Works for pre-tax medical deductions. Updating of all forms and employee paperwork in progress.
- 2022-2023 Elected Officials Risk Management Seminar- online. Complete by May 31, 2023 for the Authority to receive the \$250 credit per commissioner. The MEL switched platforms so the information to sign on must be requested.
- Please complete your Financial Disclosure form if you have not. They were due 4/30 and this year the Local Finance Board will be issuing fines for those who haven't completed their form.

### Attorney's Report

Mr. Vella provided the following information:

Mr. Vella contacted bond counsel to discuss the financing programs available to the Authority to do necessary items proposed in the Hydraulic Analysis report by Mr. Sarrouh. Mr. Vella also stated that once the Authority has pricing and the potential repairs outlined a meeting should be set up with the Financing department. He also suggested perhaps Mr. Sarrouh could be in attendance as well.

**Resolution offered by Ms. Foley:**

Certificate of Resolution (2023)  
For MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY  
Section 125 Premium Only Plan  
Plan Year Ending June 10, 2024

The undersigned Secretary or Principal of MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY (the Employer) hereby certifies that the following resolutions were duly adopted by the board of directors of the Employer on June 11, 2023, and that such resolutions have not been modified or rescinded as of the date hereof:

RESOLVED, that the form of Amended Section 125 Cafeteria Plan effective June 11, 2023, presented to this meeting is hereby approved and adopted and that the proper officers of the Employer are hereby authorized and directed to execute and deliver to the Administrator of the Plan one or more counterparts of the Plan.

RESOLVED, that the Administrator shall be instructed to take such actions that are deemed necessary and proper in order to implement the amended Plan, and to set up adequate accounting and administrative procedures to provide benefits under the Plan.

RESOLVED, that the proper officers of the Employer shall act as soon as possible to notify the employees of the Employer of the adoption of the amended Plan by delivering to each employee a copy of the summary description of the Plan in the form of the Summary Plan Description presented to this meeting, which form is hereby approved.

The undersigned further certifies that true copies of the Adoption Agreement, Plan Document, and the Summary Plan Description, approved and adopted in the foregoing resolutions, are attached herewith.

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

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

**Resolution offered by Mr. Toomey:**

**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 – May 15, 2023**

| <u>No.</u>   | <u>Check #</u> | <u>Provider</u>                 | <u>Amount</u>             | <u>Description</u>   |
|--------------|----------------|---------------------------------|---------------------------|--|
| 1            |                | Cablevision                     | \$231.00                  | Phone & internet Union Beach 5/1/-5/31/23                    |
| 2            |                | Comcast                         | \$220.68                  | Belford Internet & Phone 4/26-5/25/23                        |
| 3            |                | JCP&L                           | \$40.01                   | Belford Street Lighting 3/21-4/18/23                         |
| 4            |                | JCP&L                           | \$10,445.00               | Union Beach 3/30-4/27/23                                     |
| 5            |                | JCP&L                           | \$2,183.17                | Belford 4/4-5/1/23   |
| 6            |                | JCP&L                           | \$133.36                  | Sandy Hook 4/6-5/04/23                                       |
| 7            |                | NJAWC                           | \$116.84                  | Union Beach 3/24-4/25/23                                     |
| 8            |                | NJAWC                           | \$159.00                  | Belford 3/23-4/24/23   |
| 9            |                | ABB Instrumentation             | \$1,765.00                | Quarterly Meter calibrations                                 |
| 10           |                | ADP                             | \$153.30                  | Payroll services 4/13/23 & 4/27/23                           |
| 11           |                | All American Chevrolet          | \$986.75                  | Oil change, filters, fluids, oil line-Chevy Tahoe            |
| 12           |                | AT&T Mobility                   | \$78.85                   | Foreman's cell phone 4/5-5/4/23                              |
| 13           |                | Collins Vella & Casello         | \$525.00                  | April legal services   |
| 14           |                | Complete Security Systems, Inc. | \$533.00                  | Driveway camera replacement                                  |
| 15           |                | FP Mailing Solutions            | \$263.40                  | Postage Meter Rental 4/15/23-4/14/24                         |
| 16           |                | Health Equity                   | \$200.00                  | Annual Section 125 plan 6/11/23-6/10/24                      |
| 17           |                | HFA                             | \$3,000.00                | 1 <sup>ST</sup> Payment for 2022 Audit.-Inventory testing    |
| 18           |                | Home Depot                      | \$80.82                   | Flowers  |
| 19           |                | Hutchins HVAC Inc.              | \$440.00                  | Service call- no A/C after power failure                     |
| 20           | <b>8211</b>    | Jaspan Brothers South           | \$346.68                  | April supplies-mulch, drill, trowel, ear plugs, cement, bags |
| 21           |                | Metrovalve                      | \$30,707.42               | Surge Valve for Union Beach                                  |
| 22           |                | Monotronics                     | \$557.58                  | Fire alarm monitoring 6/1-8/31/23                            |
| 23           |                | Monmouth County.                | \$292.04                  | 122.55 gallons of unleaded fuel - March                      |
| 24           |                | NJ Natural Gas                  | \$436.16                  | Gas charge 3/24-4/26/23                                      |
| 25           |                | One Call Concepts               | \$286.00                  | One call notices April 2023                                  |
| 26           |                | Republic Services               | \$118.91                  | Monthly trash pick-up – May                                  |
| 27           |                | Staples                         | \$72.97                   | Printer and scotch tape                                      |
| 28           |                | TOMSA                           | \$80.00                   | 2 <sup>nd</sup> Quarter sewer fee                            |
| 29           |                | Xerox                           | \$108.00                  | Copier rental 4/15-5/14/23                                   |
| <b>TOTAL</b> |                |                                 | <b><u>\$54,560.94</u></b> |  |

**Fringe benefits and payroll processed after the April Operating Vouchers  
were submitted for review and approval at the Authority Regular Meeting of 04/17/23**

| <u>Date</u> | <u>Check No.</u> | <u>To</u>                          | <u>Amount</u> | <u>Description</u>         |
|-------------|------------------|------------------------------------|---------------|----------------------------|
| 04/28/23    | ADP              | Employee's Payroll & Payroll Taxes | \$18,042.44   | Payroll of 04/28/23        |
| 05/12/23    | ADP              | Employee's Payroll & Payroll Taxes | \$25,170.70   | Payroll of 05/12/23        |
| 05/12/23    | TEPS             | NJSHBP                             | \$15,523.26   | May Health Benefit         |
| 05/05/23    | TEPS             | Public Employees Retirement System | \$ 4,002.67   | April PERS payment         |
| 04/21/23    | 8208             | Chase                              | \$ 1,011.56   | Procurement card purchases |

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

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

**Public Portion**

None

**Adjournment**

There being no further business to come before the Meeting, on **Motion** by **Mr. Kalaka**, Seconded by **Mr. Imperveduto**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, two absent, the Meeting adjourned at 8:08 p.m.

Respectfully submitted by: \_\_\_\_\_

Barbara Vilanova, Recording Secretary