

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, January 9, 2017, 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: Aumack, Foley, Knox(7:06) Loud-Hayward, Sachs, Scarano, Schoeffling, Smith & Sodon
Members Absent: None

Also Present: Gregory Vella, Esq., Attorney, Collins, Vella and Casello, L.L.C.
Dennis Dayback, P.E. Authority Engineer, T&M Associates
Theodore Panis, CPA, Authority Auditor, Panis & Attner, P.A.
Barbara Vilanova, MCBOA Administrative Assistant
Edward Tuberion, Jr. MCBOA Foreman

IV. Approval of Minutes – Authority Public Hearing on 2017 Budget Held on 12/12/16

On **Motion** by Mr. Aumack, **Seconded** by Mr. Scarano, the Minutes of the 12/12/16 Public Hearing were approved as presented by all Members present, no nays, one abstain (Sodon), none absent.

V. Approval of Minutes – Authority Regular Meeting Held on 12/12/16

On **Motion** by Mr. Aumack, **Seconded** by Mr. Scarano, the Minutes of the Regular Meeting of 12/12/16 were approved as presented by all Members present, no nays, one abstain (Sodon), none absent.

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberion, MCBOA Foreman, presented his monthly report:

❖ **Monthly Highlights**

- SREC's current pricing \$228. 48 sold 12/14 @ \$228, 39 from November to be auctioned 1/11 and 27 SREC's earned in December.
- Bayshore Trail Reconstruction- work to begin away from the pipe- Trail to be closed.
- Computers backed up 12/19
- Resignation of Lab QA Officer Laurie Hartnett
- Eagle Scout Osprey nest setup 1/28
- Safety/Employee meeting held 12/16
- December DMR

Office Manager's Monthly Report

Ms. Vilanova reported on the following items:

❖ Administrative Highlights

- All employees received a memo with their accumulated sick time.
- Employee deductions adjusted to reflect 2017 salary rate.
- 4th Quarter Pension Report of Contributions completed and payment made.
- BRSA billed for 1st Quarter 2017.
- 4th Quarter Officers report on unencumbered moneys sent to Trustee.
- Adopted 2017 Budget sent to DCA for approval.
- New Automobile Insurance Cards & Workers Compensation Notices for 2017 received.
- Risk Management Consultants Agreement.
- Disability Insurance Company notified of new salaries.
- NJUA JIF Executive Committee & Alternates ballot.
- Confirmed with County Clerk no members up for reappointment.

Attorney's Report

Mr. Vella provided the following information:

RFP's for professionals have been provided and are on the Authority's website. RFP's will be received on January 20th, 2017. Mr. Vella also reported that all necessary release forms have been provided for the Eagle Scout Project.

Engineer's Report

▪ Many Mind Creek- NJNG Soil Remediation

Remains as previously reported, have not received further communication from NJNG since providing them comments in a letter dated 10/13/16.

▪ Whirl Construction

No change over the past month, no activity since last report.

▪ ACOE Port Monmouth Flood Protection Project

No communication with ACOE over the past month

▪ Force Main Condition Assessment

T&M will prepare a draft scope of work and estimate of costs for the Authority's consideration once the board authorizes them to move forward with such.

▪ Monmouth County Parks Trail Renovations

Mr. Dayback shared the County contractors summary of construction measures that will be implemented to address MCBOA concerns with the construction and it's possible impact to the Authorities facilities.

▪ Proposed Development Plan, 44 Bayside Drive, Atlantic Highlands

T&M reviewed the proposed plan and provided comments –there has been no communication over the past month.

▪ **FEMA Documentation**

T&M has been compiling the information requested by FEMA for the residual materials removed from the Belford and Union Beach basins as part of the repairs associated with the damages caused by Hurricane Sandy. T&M has been in touch with the contractor and received partial documentation. Mr. Dayback will review the information and forward to the Authority.

Resolution offered by Mr. Smith:

**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 bylaws; 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. Scarano, and on a roll call the following vote was recorded:

AYES:	Aumack, Foley, Knox, Loud-Hayward, Sachs, Scarano, Schoeffling, Smith & Sodon
NAYS:	None
ABSENT:	None
ABSTAIN:	None

Resolution offered by Mr. Sachs:

**RESOLUTION
OF THE
MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY
APPOINTING PUBLIC AGENCY COMPLIANCE OFFICER FOR 2017**

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 2017 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. Smith, and on a roll call the following vote was recorded:

AYES:	Aumack, Foley, Knox, Loud-Hayward, Sachs, Scarano, Schoeffling, Smith & Sodon
NAYS:	None
ABSENT:	None
ABSTAIN:	None

Resolution offered by Mr. Schoeffling:

**RESOLUTION
Of the
MONMOUTH COUNTRY BAYSHORE OUTFALL AUTHORITY**

WHEREAS, at a Meeting of the Monmouth County Bayshore Outfall Authority (“MCBOA”) on January 9, 2017, MCBOA was advised Laurie Harnett, MCBOA’s Laboratory Supervisor and Quality Assurance Officer has been promoted at her full time job and can no longer act as MCBOA’s Laboratory Supervisor and Quality Assurance Officer; and

WHEREAS, in accordance with laboratory regulations of the New Jersey Department of Environmental Protection (NJDEP), MCBOA is required to have a Laboratory Supervisor and Quality Assurance Officer; and

WHEREAS, Edward M. Tuberton, Jr. Foreman has recommended Josh Pelcher to be appointed as Laboratory Supervisor and Quality Assurance Officer; and

WHEREAS, Josh Pelcher is qualified to act as Laboratory Supervisor and Quality Assurance Officer; and

WHEREAS, the presently compensating for the position of Laboratory Supervisor and Quality Assurance Officer is \$ 1,600.00 a year and the Commissioners agree to the same compensation for Josh Pelcher;

NOW THEREFORE, BE IT RESOLVED by the governing body of the Monmouth County Bayshore Outfall Authority hereby appoints Josh Pelcher as MCBOA Laboratory Supervisor and Quality Assurance Officer at a yearly salary of \$1,600.00.

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

AYES: Aumack, Foley, Knox, Loud-Hayward, Sachs, Scarano, Schoeffling, Smith & Sodon
NAYS: None
ABSENT: None
ABSTAIN: None

Resolution offered by Mr. Smith:

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 09, 2017**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Cablevision	\$148.82	Phone & internet Union Beach 1/1-1/31/17
2		Comcast	\$259.82	Phone & Internet Belford 12/26-1/25/17
3		JCP&L	\$160.85	Sandy Hook 11/3-12/5/16
4		JCP&L	\$26.47	Belford Street Lighting 11/18-12/19/16
5		NJAWC	\$124.03	Belford 11/23-12/21/16
6		NJAWC	\$38.53	Union Beach 11/29-12/23/16
7		ADP	\$55.93	Payroll services 12/15/16
8		ADP	\$55.93	Payroll services 12/29/16
9		AT&T Wireless	\$103.46	Foreman's cell 12/5/16-1/4/17
10		Barbara Vilanova	\$200.00	Uniform Allowance
11		Collins, Vella & Casello	\$120.00	General services for December
12		Edward Tuberton	\$200.00	Uniform allowance

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13	Gannett NJ Newspapers	\$62.00	SREC auction 12/13/16 & affidavit
14	Garden State Laboratories	\$3,806.00	Outside laboratory services November 2016
15	Grainger	\$166.77	Charts
16	Jaspan Brothers South	\$308.52	Hardware, bulbs, rock salt
17	John Roche	\$200.00	Uniform Allowance
18	Jonathan Mannarino	\$200.00	Uniform Allowance
19	Michael Dickie	\$200.00	Uniform Allowance
20	NJUAJIF	\$18,778.25	1 st Installment of 2017 Insurance
21	Norwood Auto Parts	\$23.70	De-icer
22	Robert Chrzan	\$200.00	Uniform Allowance
23	Schaibles Plumping	\$1,186.00	Quarterly backflow testing & repair
24	Tami Nelson	\$200.00	Uniform Allowance
25	Treasurer, State of New Jersey	\$200.00	Annual Physical Connection Permit
26	W.B. Mason	\$265.91	Janitorial & Office supplies
27	Sakoutis Brothers	\$70.00	January garbage pick-up
28	T&M Engineering	\$1,957.50	December general services
	TOTAL	<u>\$29,318.49</u>	

**Fringe benefits and payroll processed after the December Operating Vouchers
were submitted for review and approval at the Authority Regular Meeting of 12/12/16**

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
12/16/16	ADP	Employee's Payroll & Payroll Taxes	\$15,457.47	Payroll of 12/16/16
12/30/16	ADP	Employee's Payroll & Payroll Taxes	\$ 18,189.09	Payroll of 12/30/16
01/01/16	5794	Sun Life Financial	\$ 760.49	Jan. long-term disability benefits

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

AYES: Aumack, Foley, Knox, Loud-Hayward, Sachs, Scarano, Schoeffling, Smith & Sodon
 NAYS: None
 ABSENT: None
 ABSTAIN: None

Public Portion

Chairman Sachs opened the Meeting to the public. There being no one appearing to be heard, Chairman Sachs 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. Knox**, Seconded by **Mr. Scarano**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, none absent, the Meeting adjourned at 7:26 p.m.

Respectfully submitted by: _____
 Barbara Vilanova, Recording Secretary

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Actions Taken at this meeting:

Resolution Appointing Risk Management Consultant
Resolution Appointing Public Compliance Officer
Resolution Appointing Quality Assurance/ Lab Supervisor
Payment of Bills