

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, June 22, 2015 6:30 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, Loud-Hayward, Sachs, Scarano & Sodon
Members Absent: Knox, Schoeffling & Smith

Also Present: Gregory Vella, Esq., Attorney, Collins, Vella and Casello, L.L.C. – left at 7:03
Keith Henderson, P.E., Authority Engineer, T&M Associates
Theodore Panis, CPA, Authority Accountant, Panis & Attner, P.A.
Barbara Vilanova, MCBOA Administrative Assistant
Edward Tuberton, Jr. MCBOA Foreman

IV. Approval of Minutes – Authority Regular Meeting Held on 5/18/15

On **Motion** by Mr. Aumack, **Seconded** by Mr. Scarano, the Minutes of the Regular meeting held on 5/18/15 were approved as presented by all Members present, no nays, three absent, one abstain (Loud-Hayward)

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberton, MCBOA Foreman, presented his monthly report:

❖ **Monthly Highlights**

- SREC's – 60 auctioned on 6/13 @ \$235 = \$14,100
70 Earned in May. Another ground fault. AMEC Electric repaired and provided an updated quote.
- NJNG meeting- Many Mind Creek & NJDEP
- Force Main leak & repair 6/10
- Fire Alarm permits
- 2004 F350 pickup sold- highest bid was \$6,150- minimum bid was \$5,000
- TOMSA looking for backup generator letter
- Annual service for diesel engines 5/21. Additional spare parts purchased for Inventory- \$4,651.
- NJSEM – new contract price \$0.090400
- NJDEP- Lab Audit 6/9/15
- NJDEP Final permit received
- May 2014 DMR

On **Motion** by Mr. Scarano, **Seconded** by Mr. Aumack, the board authorized the repair of the wiring on the Solar system. In the mean while Mr. Vella will look in to legal proceedings regarding the design/build of the wiring of the system. The fraying of the wires, which is causing the ground faults, has been an issue all along. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, three absent.

Office Manager's Monthly Report

Ms. Vilanova reported on the following items:

❖ Administrative Highlights

- Check received from Keansburg for second quarter.
- TOMSA 3rd Quarter payment received.
- Check received from Insurance Company for \$27,082.63 for Union Beach fire- Insurance company included additional Robicon board less \$1,000.00
- Temporary note payoff – Payment due 8/5/15.
- Audit summary published in the newspaper as required.
- Audit sent to Trustee, NJEIT and Customer Authorities.
- New PERS rate effective first pay of July-new rate is 7.06%.
- Resolution to continue pre-tax medical deductions.

Attorney's Report

Mr. Vella reported that the letter he sent to Solar World regarding the warranty of the solar panels has received a third response denying our claim. Mr. Vella is going to pursue this matter in small claims court. Either the manufacturer or installer is responsible for how the panels were installed.

Mr. Vella also reported that our temporary note is due August 5th, 2015. The amount due is \$1,319,445.83 which includes interest. Currently the Authority has \$1,018,505.64 available for repayment from the excess monies from the note since the project came in under budget and from the FEMA monies the Authority has already received. Ms. Vilanova reported that the Authority is awaiting another \$40,075.09 from FEMA as well as the potential for anywhere between \$47,423.75-\$143,048.45 in additional funds at project closeout. At this time Mr. Vella suggests the Authority pay the monies it has towards the note and then float the remainder which will be approximately \$260,000 - \$300,000 until the project is fully closed out. The Board agreed with Mr. Vella. Mr. Vella will begin the process.

Engineer's Report

▪ Many Mind Creek- NJNG Soil Remediation

Mr. Henderson reported that he attended a meeting with the Authority and NJDEP regarding the project. Items discussed included schedule for the work, duration, method of bypass, and replacement of main after remediation. NJNG advised it would be preparing detailed construction plans and specifications for further review by MCBOA.

▪ Whirl Construction

Mr. Henderson reported that Whirl Construction has yet to submit revised plans that addressed T&M's previous comments. The most recent plans Whirl sent over were for an adjacent property that doesn't impact the Authority.

Accountant

No report.

New Business

NONE

Old Business

NONE

Resolution offered by Ms. Loud Hayward:

File behind Tab 2

Certificate of Resolution (2015)

**For MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY
Section 125 Premium Only Plan
Plan Year Ending June 10, 2016**

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, 2015**, 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, 2015**, 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.

By _____
Secretary/Principal

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

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

Resolution offered by Mr. Aumack

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 – June 22, 2015**

<u>No.</u>	<u>Check #</u>	<u>Provider</u>	<u>Amount</u>	<u>Description</u>
1		Avaya, Inc	\$59.62	Monthly ACS maintenance agreement-May
2		Cablevision	\$129.85	Phone & internet Union Beach 6/1-6/30/15
3		Comcast	\$224.70	Triple Play Package- Belford 5/26-6/25/15
4		Comcast	\$224.70	Triple Play Package- Belford 6/26-7/25/15
5		JCP&L	\$36.49	Belford Street Lighting 4/22-5/20/15
6		JCP&L	\$36.49	Belford Street Lighting 5/21-6/19/15
7		JCP&L	\$7,775.03	Union Beach 4/30-5/29/15
8		JCP&L	\$1,297.15	Belford 5/5-6/3/15
9		JCP&L	\$192.46	Sandy Hook 4/8-5/7/15
10		JCP&L	\$187.03	Sandy Hook 5/8-6/5/15
11		NJAWC	\$40.29	Union Beach 4/25-5/21/15
12		NJAWC	\$108.54	Belford 4/23-5/20/15
13		ADP	\$65.95	Payroll services 6/18/15
14		ADP	\$51.77	Payroll services 6/4/15
15		ADP	\$53.30	Payroll services 5/21/15
16		Andrew Kutschman Electric	\$165.00	Exhaust fan repair
17	5180	AT&T Mobility	\$98.19	Foreman's cell phone 5/5-6/4/15
18		AT&T Mobility	\$98.19	Foreman's cell phone 6/5-7/4/15
19		Beacon Awards & Signs	\$64.00	Plaque
20		Central Jersey Equipment	\$107.44	Parts for John Deere tractor
21		Collins, Vella & Casello	\$1,095.00	General services for May
22		Cooper Electric	\$64.10	600 V fuses for solar
23		EMA	\$2,815.98	Repairs to robicon boards for spares
24		Fisher Scientific	\$310.22	Lab supplies for new testing parameters
25		Fisher Scientific	\$108.82	Lab supplies for new testing parameters
26		Fisher Scientific	\$359.66	Lab supplies-deionized water
27		Fisher Scientific	\$134.00	Lab supplies- buffer solutions
28		Gannett NJ	\$62.00	Publish SREC Auction
29		Gannett NJ	\$244.25	Publish audit report
30		Gannett NJ	\$67.25	Publish 2 nd day of truck
31		Grainger	\$388.60	Wipes, gloves, pipette controller
32	5209	Jaspan Brothers South	\$410.66	Blacktop patch, cordless drill,hose,sprinkler
33		Kepwel	\$35.00	7- 5gal. jugs of water
34		Longo	\$1,155.00	Troubleshoot VFD's
35		Longo	\$600.00	Troubleshoot PLC
36		Norwood Auto Parts	\$58.63	Starter fluid,windshield fluid, motor oil
37		One Call Concepts	\$195.92	May one call notices
38		Poster Compliance Center	\$79.00	Annual Labor law posters
39		QC Laboratories	\$5,956.00	Outside Lab 4/21-5/22/15
40		Sakoutis Brothers Disposal	\$70.00	Monthly trash pick-up –June

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41		Sakoutis Brothers Disposal	\$70.00	Monthly trash pick-up July
42		Semcor	\$6.00	washers
43		Staples	\$80.97	Ink cartridges
44		T&M Associates	\$781.63	General services for May
45		TOMSA	\$854.97	405.20 Gallons of gas 3/3-5/29/15
46		Township Hardware	\$57.99	Extension cord
47	5211	Treasurer, State of New Jersey	\$67,126.50	Annual Permit Fee
48		Treasurer, State of New Jersey	\$1,267.00	Air Permit Belford generator
49		Treasurer, State of New Jersey	\$1,267.00	Air Permit Union Beach generator
50		W. H. Potter	\$253.00	Hay bales & grass seed
51		Wage Works	\$125.00	Annual Compliance Plan – 125 Plan
52		Xerox	\$111.65	Monthly copier rental 4/22-5/21/15
		TOTAL	<u>\$97,227.99</u>	

**Fringe benefits and payroll processed after the April Operating Vouchers
were submitted for review and approval at the Authority Regular Meeting of 5/18/15**

Date	Check No.	To	Amount	Description
04/24/15	ADP	Employee's Payroll & Payroll Taxes	\$15,215.31	Payroll of 05/22/15
05/08/15	ADP	Employee's Payroll & Payroll Taxes	\$14,631.37	Payroll of 06/05/15
06/19/15	ADP	Employee's Payroll & Payroll Taxes	\$19,193.80	Payroll of 6/19/15
06/04/15	5209	Sun Life Financial	\$ 748.13	June long-term disability benefits ins.
06/15/15	TEPS	NJSHBP	\$16,211.02	May Health & Dental Benefits
05/22/15	5179	Chase	\$ 1,725.06	Procurement card purchases

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

AYES: Aumack, Foley, Loud-Hayward, Sachs, Scarano & Sodon
 NAYS: None
 ABSENT: Knox, Schoeffling & Smith
 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. Scarano**, Seconded by **Mr. Sachs**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, three absent, the Meeting adjourned at 7:11 p.m.

Respectfully submitted by: _____
 Barbara Vilanova, Recording Secretary