

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, July 16, 2012, 6:30 p.m.
MCBOA Conference Room
200 Harbor Way, Belford, New Jersey**

Gregory Vella, Esq. as an Attorney of the State of New Jersey administered the Oath of Office to Thomas Scarano, who was appointed by the Board of Chosen Freeholders as Authority Commissioner to fill the unexpired portion of Alan Bateman's 5-year term, expiring on February 1, 2016.

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

Commissioners Present: Aumack, Foley, Loud-Hayward, Sachs, Scarano, Schoeffling, Smith and Sodon

Commissioners Absent: Knox (arrived 6:35pm)

Also Present: Gregory W. Vella, Esq., Authority Attorney, Collins, Vella and Casello, L.L.C.
Keith Henderson, Authority Engineer, T&M Associates
Theodore Panis, CPA, Authority Accountant, Panis & Attner, P.A.
Edward Tuberon, Foreman
Barbara Vilanova, Recording Secretary

Approval of Minutes – Authority Regular Meeting Held on 6/11/12

On **Motion** by Mr. Sodon, **Seconded** by Ms. Loud-Hayward, the Minutes of Regular meeting held on 6/11/12 were approved as presented by all Members present, no nays, none absent, one abstain (Scarano)

REPORT OF ADVISORS

Foreman's Monthly Report

Edward Tuberon, MCBOA Foreman, presented his monthly report.

❖ **Monthly Highlights**

- SREC's
- Diesel Pump control repairs- Belford
- Veeder Root repair (UST Inventory)
- WCR Semi-Annual testing completed
- NJ Clean energy letter regarding meter for solar project.
- 2nd Quarter Safety/Employee meeting 6/18
- Computers backed up 6/13.
- June DMR

Office Manager's Monthly Report

Ms. Vilanova reported on the following items, which were some of the highlights for the month.

❖ **Financial Report**

- Keansburg billed for 3rd Quarter.

MCBOA Regular Meeting of July 16, 2012

- BRSA billed for 3rd quarter.
- 2nd Quarter unencumbered funds sent to trustee.
- 2nd quarter flow of funds completed by trustee.

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❖ **Administrative Highlights**

- NJUAJIF Insurance Renewal Application completed.
- Financial Statement sent to Trustee, NJEIT & Customer Authorities.
- Summary of Audit Report published in the Asbury Park Press.
- 2nd Quarter Report of Contributions completed.
- MCIA 2012 Pooled financing.
- Certificate of Insurance from Caruso for Monmouth County Parks.
- Verizon service calls for Internet repairs.
- New pension deductions for employees- July 1st.
- New medical deductions for employees- July 1st.

Attorney

Mr. Vella reported that he is awaiting a response from Vanguard Energy in reference to the solar combiner boxes. Mr. Vella will allow them ample time to respond before he contacts their bond company. Mr. Vella also reported that T&M Engineering is reviewing the final J. Fletcher Creamer invoice and once T&M finishes their review and confirms the work done and the monies requested he will prepare a response to JFC and discuss at the next meeting.

Mr. Vella also reported that the head engineer for Caruso Excavating and the pipe manufacturer are checking lead time on the pipe especially the elbow section which has to be fabricated. Pricing so far looks like \$120 a foot, \$200 to install but that is for the straight sections, it doesn't include the 90° elbow.

Engineer

▪ **New Jersey Natural Gas Cleanup of Many Mind Creek**

Mr. Henderson reported that the Authority continues to await ERM's report on finding regarding additional soils investigation to further delineate contamination in the area of the pipe.

▪ **Schedule of Values**

T& M updated the Schedule of Values for the Authority and submitted on July 9, 2012.

▪ **J. Fletcher Creamer Contract Close Out**

Mr. Henderson reported that T&M is in the process of reviewing JFC's final invoice. Upon completion the invoice and comments will be forwarded to Mr. Vella for his review.

▪ **Force Main Repair**

Mr. Henderson reported that Caruso Excavating is on site and exposed the first joint today. They will continue to inspect the joints for the remainder of the week. Once they have found the necessary amount of joints in proper condition they will stop excavating.

MCBOA Regular Meeting of July 16, 2012

Mr. Henderson also discussed working on an action plan depending on Caruso's findings and investigating pipe availability. It is critical to award a contract for pipe replacement no later than the September meeting so that materials can be ordered and received in time for winter construction. T&M also prepared a proposal for their engineering services to design (preparation of plans and specifications) \$9,400, Bid- \$1,100 and contract administration and inspection services- \$18,000. Design effort is anticipated to be similar regardless of the number of sections of pipe to be replaced. Their fee for inspection will assume replacement of 6 sections of pipe; however, the fee may be reduced if it is determined less pipe is required to be replaced. The board decided to leave this item open until the August meeting.

New Business

NONE

Approval of Vouchers

Resolution offered by Mr. Knox:

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 – July 16, 2012**

No.	Check #	Provider	Amount	Description
1		Avaya, Inc	\$542.98	Monthly ACS agreement & repair
2		Hess	\$5,523.29	Union Beach 5/19-6/18/12
3		Hess	\$22.80	Sandy Hook 6/7-7/6/12
4		Hess	\$137.81	Sandy Hook 5/8-6/6/12
5		JCP&L	\$28.86	Belford Street Lighting 5/18-6/17/12
6		JCP&L	\$758.81	Belford 5/8-6/7/12
7		JCP&L	\$2,364.01	Union Beach 5/19-6/18/12
8		JCP&L	\$25.90	Sandy Hook 6/7-7/6/12
9		JCP&L	\$86.72	Sandy Hook 5/8-6/6/12
10		NJAWC	\$84.80	Belford 5/23-6/22/12
11		NJAWC	\$77.24	Union Beach 5/25-6/25/12
12	3887	Verizon	\$78.57	Union Beach 6/17-7/16/12
13	3885	Verizon	\$14.98	Belford long distance- 6/23-7/22/12
14	3886	Verizon	\$148.85	Belford all in one/fax – 6/14-7/13/12
15	3884	Verizon Online	\$50.74	Broadband Service- 6/16-7/15/12
16		ADP	\$60.28	Payroll services 7/5/12
17		ADP	\$46.80	Payroll services 6/21/12
18		ADP	\$58.81	Payroll services 6/7/12
19		AT&T	\$97.28	Foreman's cell phone 5/5-6/4/12
20		Cerlione's	\$50.45	Parts to repair U.B. weed whacker
21		Collins, Vella & Casello	\$975.00	General services - June
22		Emergency Systems Services	\$1,373.20	Repairs to Generators
23		E.M.A.	\$4,309.08	Repair of VFD in Union Beach
24		Garden State Laboratories	\$5,070.00	Outside lab costs -June
25		Garden State Laboratories	\$5,236.00	Outside lab costs- May
26		Gannett NJ Newspapers	\$193.00	Publication of the Annual Audit
27		Gannett NJ Newspapers	\$62.00	SREC Auction 6/7
28		Grainger	\$113.95	Pressure Gauge

MCBOA Regular Meeting of July 16, 2012

29		Independence Constructors	\$605.00	Veeder root repair
30	3910	Jaspan Hardware	\$90.66	Supplies for June-batteries, tape, liquid plumber
31		Norwood Auto Parts	\$245.28	Supplies for May- brakes, bulbs, oil
32		One Call Concepts	\$269.04	One call notices- May
33		Panis & Attner, P.A.	\$17,435.00	Annual Audit
34		Poster Compliance Center	\$140.65	Labor Law Posters
35		Sakoutis Brothers	\$70.00	July garbage pick-up
36		Schaibles Plumbing	\$1,000.00	Quarterly backflow testing
37		Staples	\$139.65	Dividers, labels, HP 901 ink
38		Staples	\$22.63	Copy audit to CD & PDF
39		T&M Engineering	\$1,176.17	June general services
40		T&M Engineering	\$236.25	Solicit quotes- joint repair
41		T&M Engineering	\$969.75	Joint Investigation project
42		Treasurer, State of New Jersey	\$54.00	Make up waste water PT samples
43		Xerox	\$105.00	Copier rental June
		TOTAL	<u>\$50,151.29</u>	

Fringe benefits and payroll processed after the June Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 6/11/12

<u>Date</u>	<u>Check No.</u>	<u>To</u>	<u>Amount</u>	<u>Description</u>
06/22/12	ADP	Employee's Payroll & Payroll Taxes	\$16,746.70	Payroll of 6/22/12
07/06/12	ADP	Employee's Payroll & Payroll Taxes	\$19,933.22	Payroll of 7/06/12
07/02/12	3883	Sun Life Financial	\$ 850.12	July long-term dis. benefits ins.
07/06/12	3909	Delta Dental	\$ 1,165.14	Dental premium July

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

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

Public Portion

The chairman opened the Meeting to the public. There being no one appearing to be heard, the chairman 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. Aumack, Seconded by Ms. Loud-Hayward**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, none absent, the meeting adjourned at 7:20 p.m.

Respectfully submitted by:

Barbara Vilanova,
 Recording Secretary

MCBOA Regular Meeting of July 16, 2012

The following actions were taken at the meeting:
The Bills were paid –see attached voucher list.