

**Minutes of the Regular Meeting of the
Monmouth County Bayshore Outfall Authority
Monday, December 15, 2014, 7:34 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, Schoeffling, & Smith
Members Absent: Knox & Sodon

Also Present: Gregory W. Vella, Esq., Attorney, Collins, Vella and Casello, L.L.C.
Keith Henderson, P.E., Authority Engineer, T&M Associates
Theodore Panis, CPA, Authority Auditor, Panis & Attner, P.A.
Barbara Vilanova, MCBOA Office Manager
Edward Tuberton, MCBOA Foreman

IV. Approval of Minutes – Regular Meeting Held on 11/17/14

On **Motion** by Mr. Scarano, **Seconded** by Ms. Loud-Hayward, the Minutes of the Regular Meeting of 11/17/14 were approved and on a roll call the following vote was recorded:

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

Executive Director's Monthly Report

Edward Tuberton, MCBOA Foreman, presented his monthly report.

❖ Operational Highlights

- SREC's- current pricing is \$193, auctioned 278 @ \$193.00 = \$53,654 12/10/14
- FEMA project closeouts- waiting for final JRI Payment certification. Project closeouts will be done on the FEMA website.
- TOMSA Meeting & response to letter
- NJERB- Solar battery backup systems- filed for grant on our behalf
- Nor'Easter Damon
- Discharge to surface water draft permit.
- Backflow preventers tested 12/11/14.
- November DMR

Ms. Vilanova reported on the following administrative issues:

❖ Administrative Highlights

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- Preliminary Budget approved by DCA
- RICE notices delivered to employees.
- TOMSA billed for 1st Quarter.
- 2015 Holiday schedule provided to employees.
- Annual Consulting Engineers report
- Switch to Comcast completed.
- New Copier delivered.

Attorney's Report

Mr. Vella provided the following information:

Mr. Vella prepared a response to TOMSA's September letter. Mr. Vella discussed the incidents with the Foreman and the Foreman provided him with the necessary documentation. A copy of the letter was provided to each board member.

As far as the Solar Battery Backup and the NJERB, the agreement for them to file for the grant for the Authority is non-binding. The Authority and Attorney still need to further investigate the services and how it would affect the SREC's, brownouts and battery depletion.

Requests for proposals for the administrative professionals need to be done. The Authority will still use the Fair & Open process which it began using in 2007. The RFP's will be on the website by the 2nd of January and will be due in the MCBOA office on January 16th. The professionals will be appointed at the February 2nd meeting.

Engineer

▪ Retention Pond Repairs

Mr. Henderson reported that they have prepared closeout documents and submitted to JRI for execution. T&M is awaiting return of the documents at which time they will forward to the Authority.

▪ Annual Report

In accordance with MCBOA authorization, T&M met with Authority staff and prepared the Annual Report of Consulting Engineer. The report has been transmitted under separate cover for review and comment. If there are no changes T&M will prepare the final report and forward it to the Authority.

New Business

On **Motion** by Mr. Smith, **Seconded** by Ms. Loud-Hayward, the board authorized the employees to have their 4th Quarter Safety meeting/ Holiday luncheon at On the Deck. This matter was passed by the affirmative voice vote of all members present, no nays, no abstain, two absent.

Resolutions

Resolution offered by Mr. Smith:

Salary Guide Resolution for the Year 2015

BE IT RESOLVED by the Monmouth County Bayshore Outfall Authority that:

- I. The base salaries for the Authority’s employees and commissioners for the year 2015, as shown below, be and are hereby approved:

| | <u>Name & Title</u> | <u>Base Annual</u> | <u>Longevity</u> | <u>License Bonus</u> |
|---|---|--------------------|------------------|----------------------|
| | Robert Chrzan, Pump Station Operator | 48,366.38 | 3,120 | --- |
| | Michael Dickie, Mechanic | 54,605.18 | 3,120 | --- |
| | Jonathan Mannarino, Pump Station Operator | 41,523.63 | --- | 780 |
| | Tami Nelson | 39,140.00 | --- | --- |
| | John R. Roche, Pump Station Operator | 45,120.75 | 1,560 | 780 |
| | Edward M. Tuberion, Jr., Foreman | 69,381.29 | 3,900 | 5,200 |
| | Part Time Employee | 15.00/hr | --- | --- |
| | Barbara J. Vilanova, Office Manager | 50,514.83 | 780 | --- |
| E | Executive Director Stipend | 25,000 | --- | --- |
| | Summer Employee (10 weeks maximum) | 11.00/hr. | --- | --- |
| | Part-Time Office Clerk | 15.00/hr. | --- | --- |
| | Harry Aumack, Commissioner | 4,300 | --- | --- |
| | Mary Foley, Commissioner | 4,300 | --- | --- |
| | Laurie Harnett, Lab Manager | 1,600 | --- | --- |
| | Thomas J. Knox, Commissioner | 4,300 | --- | --- |
| | Elizabeth Loud-Hayward, Commissioner | 4,300 | --- | --- |
| | Michael C. Sachs, Chairman | 5,000 | --- | --- |
| | Thomas Scarano, Commissioner | 4,300 | --- | --- |
| | Robert A. Schoeffling, Commissioner | 4,300 | --- | --- |
| | Paul J. Smith, Jr., Vice-Chairman | 4,500 | --- | --- |
| | J. Timothy Sodon, Commissioner | 4,300 | --- | --- |

- II. The above salaries shall be paid in such installments and at such times, as the Authority shall direct:

III. Each full-time employee shall be entitled to and received, in addition to his/her base salary stated above, a longevity bonus of \$780 annually for each completed five-year increment of continuous full-time employment.

- a. For the purpose of computation, an employee who is employed for more than six (6) months during the first calendar year of employment shall have that year included in the computation of years of service in determining longevity bonus. An employee with six months or less service during the first calendar year of employment shall not have that period included in the computation of years of service in determining longevity bonus; and
- b. Said longevity bonus shall be included in, and considered part of, the employee’s base salary for purposes of computing taxes and payments into the retirement system, and shall be made in the same manner as prescribed for regular salaries.

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IV. Each full-time employee shall be entitled to and receive, in addition to his/her base salary stated above, a license bonus according to New Jersey Department of Environmental Protection classifications, as follows:

| | |
|-----|---------|
| C-1 | \$364 |
| C-2 | \$780 |
| C-3 | \$2,600 |
| C-4 | \$5,200 |

- a. The license bonus shall be prorated for the year in which it is attained or upgraded, from the date of issue through December 31.
- b. Said license bonus shall be included in, and considered part of, the employee's base salary for purposes of computing taxes and shall be made in the same manner as prescribed for regular salaries.

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

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

Resolution No. 121514-1

Resolution offered by Mr. Smith:

**RESOLUTION AUTHORIZING REQUEST FOR PROPOSALS
UNDER THE FAIR OPEN PROCESS PURSUANT
TO N.J.S.A. 19:44A-20.4 *et seq.***

WHEREAS, the State of New Jersey recently passed "Pay-To-Play" laws wherein all counties, municipalities and local authorities, who award contract in excess of \$17,500.00 for goods and services, may either retain professionals under the Fair and Open Process or the Non-Fair Open Process; and

WHEREAS, Monmouth County Bayshore Outfall Authority awarded contracts by the Fair and Open Process for legal services, engineering services and auditing services for 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013 and 2014; and

WHEREAS, the Commissioners of the Monmouth County Bayshore Outfall Authority believe that it is the best interest of the Authority and their clients to continue to retain professionals pursuant to the Fair and Open Process; and

WHEREAS, the Commissioners of the Monmouth County Bayshore Outfall Authority desire to request proposals pursuant to the Fair and Open Process for the position of attorney, engineer and auditor for the 2014 year; and

NOW, THEREFORE, BE IT RESOLVED that Monmouth County Bayshore Outfall Authority hereby authorizes the attorney for the Monmouth County Bayshore Outfall Authority to prepare bid specifications for the position of attorney, engineer, and auditor for Monmouth County Bayshore Outfall Authority for 2015; and

BE IT FURTHER RESOLVED that the Authority's Secretary is hereby authorized to publish Notice of the Bid Proposals on Monmouth County Bayshore Outfall Authority's website by January 2, 2015 and receive proposals by January 16, 2015 and submit copies of each proposal to all Commissioners for their consideration prior to the meeting, so the Commissioners can award contracts for these positions at the February 2, 2015 meeting.

Seconded by Ms. Loud-Hayward, and on a roll call the following vote was recorded:

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

Resolution offered by Mr. Scarano:

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 – December 15, 2014**

| <u>No.</u> | <u>Check #</u> | <u>Provider</u> | <u>Amount</u> | <u>Description</u> |
|------------|----------------|-------------------------|---------------|--|
| 1 | | Avaya, Inc | \$59.62 | Monthly ACS maintenance agreement-Dec. |
| 2 | | Cablevision | \$129.85 | Phone & Internet UB 12/1-12/31/14 |
| 3 | | JCP&L | \$38.46 | Belford Street Lighting 10/21-11/18/14 |
| 4 | | JCP&L | \$6,529.93 | Union Beach 10/28-11/25/14 |
| 5 | | JCP&L | \$3,417.79 | Belford 10/31-12/02/14 |
| 6 | | JCP&L | \$170.86 | Sandy Hook 11/5-12/5/14 |
| 7 | | NJAWC | \$76.95 | Union Beach 10/28-11/24/14 |
| 8 | | NJAWC | \$103.05 | Belford 10/24/-11/21/14 |
| 9 | | ADP | \$51.77 | Payroll services 11/20/14 |
| 10 | | ADP | \$65.95 | Payroll services 12/4/14 |
| 11 | | AT&T | \$97.94 | Foreman's cellular phone 11/5-12/4/14 |
| 12 | | Collins Vella & Casello | \$465.00 | November legal fees |
| 13 | | Crown Tire | \$29.95 | Repair flat tire on Dodge Durango |
| 14 | | Dicks Auto Electric | \$150.00 | Rebuild starter for diesel pump |
| 15 | | Grainger | \$79.86 | Chain lubricant for gate |
| 16 | | I.B. Miller | \$1,925.00 | Replaced oil pump to repair heat |
| 17 | | Jaspan Brothers | \$41.38 | Hardware, wrench & Teflon tape |

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| | | | |
|----|------------------------------|--------------------|---|
| 18 | One Call Concepts | \$154.94 | One call notices for November |
| 19 | QC Laboratories | \$5,264.00 | Outside Lab services 10/23-11/19/14 |
| 20 | Sakoutis Brothers | \$70.00 | December trash pick up |
| 21 | T&M Engineering | \$1,356.97 | General services for November |
| 22 | The Bank of New York | \$2,200.00 | Annual administration fee for 2002 series |
| 23 | The Bank of New York | \$2,200.00 | Annual administration fee for 2003 series |
| 24 | The Bank of New York | \$1,650.00 | Annual administration fee for 2005A series |
| 25 | The Bank of New York | \$1,650.00 | Annual administration fee for 2005A-2 series |
| 26 | TOMSA | \$942.34 | 355.6 gallons of unleaded fuel 9/2-11/26/14 |
| 27 | Water Environment Federation | \$94.00 | Annual Membership- J. Mannarino |
| 28 | Xerox | \$42.00 | Copier rental 11/1-11/13/14 final bill old copier |
| | TOTAL | \$29,057.61 | |

Fringe benefits and payroll processed after the November Operating Vouchers were submitted for review and approval at the Authority Regular Meeting of 11/17/14

| <u>Date</u> | <u>Check No.</u> | <u>To</u> | <u>Amount</u> | <u>Description</u> |
|-------------|------------------|------------------------------------|---------------|--|
| 11/21/14 | ADP | Employee's Payroll & Payroll Taxes | \$15,364.47 | Payroll of 11/21/14 |
| 12/05/14 | ADP | Employee's Payroll & Payroll Taxes | \$18,896.37 | Payroll of 12/05/14 |
| 12/15/14 | TEPS | NJSHBP | \$15,362.34 | Dec. health & dental benefits |
| 12/02/14 | 5009 | Sun Life Financial | \$ 740.41 | Dec. long-term disability benefits ins |

Seconded by Ms. Loud-Hayward and on a roll call the following vote was recorded:

AYES: Aumack, Foley, Loud-Hayward, Sachs, Scarano, Schoeffling & Smith
 NAYS: None
 ABSENT: Knox & Sodon
 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. Aumack**, Seconded by **Mr. Scarano**, and passed by the affirmative voice vote of all Members present, no nays, no abstain, two absent, the Meeting adjourned at 8:07 p.m.

Respectfully submitted by: _____
 Barbara Vilanova, Recording Secretary

The following actions were taken at the meeting:
 The Bills were paid –see attached voucher list.
 The 2015 Salary Resolution was adopted.
 RFP's for 2015 were approved.