



Berkeley Township
MUNICIPAL UTILITIES AUTHORITY

42 Station Road
Bayville, NJ 08721
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A Regular Meeting of the Berkeley Township Municipal Utilities Authority was held on **Thursday, December 22, 2011** at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721. Presided by Chairman Sudia-present, Mr. Olsen-absent, Mr. Thiemer-present, Mr. Pizzi-present, Mr. Mullikin-present.

Also present: Ms. Conoshenti-Attorney and Mrs. Nugent-Executive Director.

Motion to approve the minutes from the Caucus Meeting on December 8, 2011: Mr. Pizzi, second, Mr. Thiemer. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mr. Sudia and Mr. Mullikin abstained.

Treasurer's Report:

Mr. Pizzi stated that he and Mr. Thiemer reviewed the payroll and operating expenses for (12/10/11-12/23/11) two weeks. The payroll expenses were in the amount of \$13,578.83. The operating expenses were in the amount of \$60,835.11.

Motion to approve the Treasurer's Report: Mr. Thiemer, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Executive Director's Report:

2012 BTMUA Meeting Dates:

Mrs. Nugent requested of the Board approval to establish the 2012 BTMUA meeting dates. Mrs. Nugent stated that the meetings will be every second and fourth Thursday of every month with the exception of November which will be the second and third Thursday of that month. The meetings will take place at 7:00 pm at the BTMUA office. Mrs. Nugent stated that the meeting dates will be published in the public newspapers after the Board's approval.

Motion to approve the 2012 BTMUA meeting dates: Mr. Pizzi, second, Mr. Mullikin. All in favor. Roll Call. Mr. Thiemer-yes, Mr. Pizzi-yes, Mr. Mullikin-yes, Mr. Sudia-yes. Motion Carried.

Close TD Revenue account# 21009570:

Mrs. Nugent requested of the Board authorization to close TD Bank revenue account# 21009570. Mrs. Nugent stated the Authority is transferring all of its accounts out of TD Bank into Ocean First Bank. The TD Bank revenue account# 21009570 currently has a

zero balance and is an inactive account, which the Authority no longer uses anymore. Mrs. Nugent stated that because of the zero balance the account is technically closed and a resolution is needed so it can be sent to TD Bank so that they may be aware of it.

Motion to close TD Bank revenue account# 21009570: Mr. Thiemer, second, Mr. Pizzi. All in favor. Roll Call. Mr. Thiemer-yes, Mr. Pizzi-yes, Mr. Mullikin-yes, Mr. Sudia-yes. Motion Carried.

Amend Personnel Manual for the Americans with Disabilities Policy Act, E-Mail, Voice Mail, Computer and Internet Usage Policy, Access to Personnel Files Policy:

Mrs. Nugent stated the Authority is a member of the New Jersey Utility Authority Joint Insurance Fund and their subsidiary is MEL (Municipal Excess Liability). MEL has informed the Authority that the Employee Manual requires update due to legislation changes. They have disseminated the information to the Authority and made recommendations. Mrs. Nugent stated the current Employee Manual has language in reference to each of the three resolutions that the Board will be motioning on, but the language has been updated because of current legislation. Certain updates to the Employee Manual are recommended to the Authority every year.

Mrs. Nugent stated that all three of these recommendations have been presented to Ms. Conoshenti and she has reviewed each one and recommends that the Board adds the three recommendations to the Employee Manual to replace the language with the new language as recommended by MEL. Mrs. Nugent added that these recommendations have been forwarded to the Personnel Committee.

Americans with Disability Act Policy:

Mrs. Nugent requested of the Board approval of the amendment to the Personnel Manual with the new written language regarding the Americans with Disabilities Policy Act.

Mr. Mullikin questioned the wording in the last paragraph which states "employees should also offer assistance to the extent possible" and suggested that the word "reasonable" should be added.

Ms. Conoshenti questioned the paragraph that Mr. Mullikin quoted and re-read the paragraph to the Board for clarification. Ms. Conoshenti stated that "to the extent possible" is language that MEL recommended to the Authority to clarify reasonable assistance.

Mrs. Nugent stated that MEL is not requiring the Authority to use the exact wording, it is their recommended wording and that it should be close to this.

Ms. Conoshenti stated the wording can be as to what the Authority or the commissioners so request, but that this is the language that has been presented to the Authority by MEL.

Ms. Conoshenti stated that the language could have been more specific and could be rewritten if the commissioners request it.

Mr. Pizzi suggested that they are three options in regard to this matter. The first option is to leave it alone and vote on it. The second option is to change the language now and vote on it based on that change. Mr. Pizzi stated lastly, that the third option is table it until the next meeting.

Ms. Conoshenti stated that legally the language does not put the Authority in a bad position. The commissioners were fine with Ms. Conoshenti's recommendation.

Motion to approve the resolution with the written language as discussed for the Americans with Disabilities Act Policy: Mr. Pizzi, second, Mr. Thiemer. All in favor. Roll Call. Mr. Thiemer-yes, Mr. Pizzi-yes, Mr. Mullikin-yes, Mr. Sudia-yes. Motion Carried.

Amend Personnel Manual for E-mail, Voice Mail, Computer and Internet Usage Policy:

Mrs. Nugent requested of the Board approval to the amendment to the Personnel Manual with the new written language regarding the E-mail, Voice mail, Computer and Internet Usage Policy. Mrs. Nugent read excerpts of the policy and stated that the Employee Manual currently refers to this matter, but that this resolution has the updated language as recommended by JIF and Ms. Conoshenti.

Motion to approve the resolution with the updated language for the E-mail, Voice mail, Computer and Internet Usage: Mr. Mullikin, second, Mr. Pizzi. All in favor. Roll Call. Mr. Thiemer-yes, Mr. Pizzi-yes, Mr. Mullikin-yes, Mr. Sudia-yes. Motion Carried.

Access to Personnel Files Policy:

Mrs. Nugent requested of the Board approval to the amendment of the Personnel Manual regarding Access to Employee Personnel files. Mrs. Nugent read excerpts of the policy.

Mr. Mullikin referred to the last bullet item of the Access to Personnel File's Policy regarding a potential future employer or other person requesting verification of the employee's employment. Mr. Mullikin questioned specifically if an employee's records could be opened by somebody that person is seeking a job with.

Ms. Conoshenti stated she sent out an e-mail informing the Authority that the section titled "Request for Employment Verification" must be received from MEL. Mrs. Nugent stated that she missed that comment on the e-mail. Ms. Conoshenti stated that we need to request this from MEL because she has not seen any mention of this in the current Employee Manual. Mr. Sudia stated that this matter will be tabled until Mrs. Nugent can obtain a copy of the section referring to this.

Ms. Conoshenti stated that in answer to Mr. Mullikin's question the verifications would only be a verification of employment, such as position held, dates of employment, not the personnel records. Ms. Conoshenti added that she does not have a copy of the completed amendment from last year.

Discussion on the Berkeley Township request to install five surveillance system antennas on the BTMUA Station Road Tank:

Mrs. Nugent stated that the Berkeley Township Police Department has received a \$500,000.00 grant to install a surveillance camera system throughout the township. The cameras would cover such areas as Veteran's Park, Manitou Park, and expand out from there. For this system to work, they need to install antennas throughout the township.

Mrs. Nugent stated that Mr. Pizzi and Mr. Chiaravallo met with the Township's vendor to learn about their project. During the meeting, the Township requested that they be allowed to install five small antennas on the Station Road Tank to aid in their Phase I portion of the project. Mrs. Nugent stated the antennas will be located on the west and south side of the Station Road Tower. Mrs. Nugent stated that it is anticipated that the antennas will be bracketed to the catwalk. There will be no welding required. The Township stated that they will cover all installation costs and understand that a formal written agreement to cover issues of liability, tank painting and non- interference with the other tenants will need to be drawn up. The contractor told the Authority that they would provide the Certificates of Insurance and Performance Bonds as requested.

The topic of covering the expenses related to the Authority's engineering fees, specifically the tank engineer, for a plan review and construction observation were discussed as well as the reimbursement and legal fees that the Authority would incur. The police representative took this information to the Township and the Township CFO replied that it was hoped that any fees or expenses incurred will be absorbed by the Authority. The Township felt that because the BTPD and the Authority are two entities of the township and that the project would benefit the town, the Authority should pardon its fees to the township. They specifically noted that during the Authority's expansion process of the new building, the Township forgave the Authority's inspection fees associated with that project.

Mrs. Nugent stated that an estimate for a budget number would be about \$10,000.00. The project is smaller in scope than cellular antenna installation. Mrs. Nugent stated therefore, Mr. Chiaravallo and she estimated that this amount would cover all of the Authority's expenses related to this project.

Mrs. Nugent stated that on a positive note, this project will enable the Authority to upgrade its own security surveillance system. Currently, the Authority has a 24 hour, eight view camera system that is transmitted over Comcast to the Police Department. The cost is approximately \$175.00 for the cable that sends the information over through Comcast directly to the Police Department.

Mrs. Nugent stated the vendor explained if some adjustments are made to the Authority's current system, the signal could be sent wireless to the Police Department at no monthly cost. It would become part of the town's system and it would be connected through the antennas signals. Other upgrades that were discussed included a wide angle high pixel camera installed on top of the Station Road Tank. The reasoning for this is that they will already be up there on top of the tank working and to install a camera at that time will not incur any extra expenses except for the cost of the camera.

The Authority could also set up a camera system at the Northern Boulevard Tower, which currently has no surveillance system. Mrs. Nugent reiterated that the Authority will incur some upfront costs for the system, but we would lose the monthly Comcast costs.

Mrs. Nugent stated that if the Board is willing to allow the Township to install the antennas on the tower and is interested in getting more information on the upgrades along with the costs associated with those few suggestions, a meeting could be set up with the vendors to get fees, quotes, and timelines from them. The other antenna sites that they will be putting antennas on to make this circuit work are the Police Department, Central Regional High School, the South Toms River Water Tower, and the Station Road Tower.

Mr. Thiemer questioned Mr. Pizzi on what his opinions were regarding this project. Mr. Pizzi replied that the vendor offered two options. One option is that a cable will need to be run from one of the Authority's pits, where they will be housing their system, up the side of the water tower through a type of PVC or conduit. One of the suggestions that he had was that an extra line could be run that would be used for the Authority's security system, if it is determined to put a camera up there. Mr. Pizzi reiterated that there are two options. The first option is to allow the Township at no cost to run the additional line and have that available if it determined that a camera should be put up there. The second option is to move ahead and have them install the cameras for us and the Authority would have to incur the costs of the cameras.

Mr. Thiemer questioned how much the cameras would cost. Mrs. Nugent replied that the vendor quoted approximately \$650.00. Mr. Pizzi added that it also depends on the type of camera which will determine the cost and that the cost is \$650.00 and up.

Mrs. Nugent stated that the vendor suggested the Authority would benefit by getting a wide angle view from the tower down, the back of the building, and the backyard. The surveillance cameras are on every single well, but it doesn't show the panoramic view which would include a better view of the vehicles, the back door, and etcetera. This would offer another view that they came up with during the meeting.

Mr. Sudia questioned if they put up another camera on the Station Road Tank that it would provide a complete view of the site. Mr. Pizzi replied that one of the good things about putting the camera up there is the type of camera that will be put up as opposed to the cameras that the Authority currently has in place. The camera that would be installed has zoom capabilities that could really zoom in and get a very clear picture of some of the

information. Mr. Pizzi added that it could be pointed towards the driveway and if any vehicles came into the facility and was caught on camera the capability would be there to zoom in and get a license plate number and the faces of people if they stepped out of the vehicle.

Mr. Sudia questioned if the camera could zoom in after the fact. Mr. Pizzi affirmed that was correct.

Mrs. Nugent stated that Mr. Mullikin pointed out the Authority's current system is a DVR type of system, but that it does not have back up capabilities. Consequently, if the Authority was broken into and the surveillance system was stolen it would create a serious dilemma. With the new system, it will go directly to the Police Department and this will enable it to be backed up consistently.

Mrs. Nugent displayed a picture of the printout from the office printers and remarked that it was a very clear copy.

Mr. Thiemer stated that this appeared to be a good investment for the Authority. Mr. Mullikin stated that normally the cost would be to the party that is putting the antennas up, but the Township is looking for the Authority to pick up the cost. Mr. Mullikin added that in return, the Authority will no longer have to pay the \$175.00 fee to Comcast, which in approximately five years the system would have paid for itself.

Mr. Pizzi stated that whether the Authority puts in this new security camera or not, the Authority still has the opportunity to transmit through Wi-Fi our camera images through these antennas to the town as opposed to doing this over land line. Regardless of whether the Authority installs the new camera or not, we should more than likely, be able to do the transmission and save the money. Mr. Pizzi stated that just putting the camera in will not change how the information is being transmitted. Mrs. Nugent stated that the Authority will just add another antenna.

Mr. Sudia questioned what the costs will be to the Authority. Mr. Sudia added that the town is getting money to put the surveillance system in and it will not cost them anything and yet it will be costing the Authority.

Mr. Mullikin agreed and stated that the town will be getting a federal grant for putting the new system in. Mr. Mullikin questioned what the cost for putting up five new antennas will be for the Authority and if the grant would cover that amount.

Mr. Sudia questioned if the town is putting an antenna up at CRHS. Mrs. Nugent replied yes on CRHS's new tower, the United Water Tower, and the Police department.

Ms. Conoshenti questioned if this grant is be given to the town or to the Police Department. Mr. Pizzi stated that the grant is for the Police Department and that this has to do with Homeland Security.

Mr. Thiemer stated the Township is requesting the Authority to pick up the engineering fees. Mrs. Nugent stated that TIC (Tank Industry Company) will come to observe them as they do the installation on the tower. Mrs. Nugent added that this equipment will continue to be in the Police Department's ownership and that it is not like a lease.

Mr. Thiemer stated that the town helped the Authority during the time of its expansion and did not charge its fees on the construction portion of the project. Mr. Thiemer stated that because of this, the Authority should help the Township with the legal fees and also to waive the inspection fees even though \$10,000.00 is a lot of money.

Mr. Pizzi stated that if the Authority decides to help the Township with the associated fees there should be a stipulation that there is a maximum amount of money that the Authority would incur as opposed to leaving it open ended. Mr. Thiemer agreed. Mr. Pizzi added if the figure agreed upon is \$10,000.00, then it should be stated that the maximum amount is \$10,000.00, and any amount after that the Township has to absorb the rest of the cost.

Mrs. Nugent stated that the Authority can easily track that, separate it out, and give a report back to the Board.

Mr. Mullikin stated the Authority should request from the Township information regarding their funding source for their work and what the funding source will not cover the Authority could consider the amount. Mr. Mullikin added if the funding source will cover any oversights that are necessary items for the Authority; it certainly doesn't hurt to ask them.

Mr. Sudia stated regarding the contractor's installation, are the engineer's plans and drawings already made. Mrs. Nugent replied that they are not and when they came out to visit the site it was the first time they had access to the Authority's towers. Formal plans have not yet been written up and Mr. Chiaravallo questioned if they had some sort of a formality of a plan so that CME can provide its comments.

Mr. Mullikin stated that his concern is that the Authority provides water to 25% of the town, but what they are installing serves the entire town and it seems like they are requesting a proportionate amount of money from the Authority's rate payers.

Mrs. Nugent stated that Mr. Pizzi brought up a key point, which the Authority does not have an answer to yet, is that the Township is referring to this project as Phase I. The Authority doesn't know what Phase II is or if the Township will request more from the Authority for Phase II. Mrs. Nugent stated that she wanted that point of information to be noted by the Board.

Mrs. Nugent stated that she is asking the Board for guidance if they are inclined to move forward in regard and get the plans for the project.

The Board agreed to move forward but wanted more information regarding the project. Mrs. Nugent stated she would obtain the plans and get an estimate from TIC because consistently it has been \$2,500.00 to review the plans.

Mr. Sudia questioned if the amount would be the same even if there is no welding. Mrs. Nugent stated she was not sure. Ms. Conoshenti stated that because TIC has been consistently \$2,500.00 to review the plans and they don't know what is involved until they review the plans. Therefore, she estimated that for TIC to review the plans it will still be the flat fee of \$2,500. Ms. Conoshenti added that more than likely their on site cost would be less because there is only bracketing and not welding, which she concluded would require less oversight for TIC.

Mr. Pizzi stated that TIC estimated that the installation would take three days to complete. Weather permitting, within one week TIC should have all of the construction completed.

Ms. Conoshenti questioned if TIC mentioned if there would be enough room on the catwalk with the other antennas that lease space. Mrs. Nugent stated that they did not go up on the tower, but they did indicate they would be able to bracket it with the space that is available.

Ms. Conoshenti questioned if it would interfere with the antennas that are up there as tenants. Mrs. Nugent stated that Mr. McClelland informally explained to her that the antennas are on different frequencies. The frequency for this type of antenna is lower and will not interfere with the cellular antennas. A brief discussion ensued among the Board members regarding this.

Mr. Pizzi stated that he was under the impression that there are three antennas. Mrs. Nugent confirmed that it is actually five small antennas. Mr. Pizzi stated that what is planned is that the railing on the catwalk will be extended out eight inches, bracket eight inches and that it is a round disc shaped antenna and not straight up and down. The biggest antenna is two feet in diameter and that would attach to the bracket outside of the catwalk and it should not interfere with the railing of the catwalk. The wiring along with the other wiring would run underneath the catwalk, then down one of the legs, similar to the way the Sewerage Authority antenna's wire runs now.

Mr. Sudia stated that more information is needed to get an accurate amount of the exact cost. Mr. Mullikin questioned what the Phase II portion of the project could cost. Mr. Mullikin stated that right now it is suffice to say that the Authority is interested in what they want to do and that we could be supportive, but we need more information about it.

Mrs. Nugent stated that the Authority will get the plans from them and have CME review them and provide their comments. Mrs. Nugent added that the Authority can get Mr. McClelland recommendations on this at the next meeting (01/12/12).

Mr. Pizzi stated that the Board's recommendation for Mrs. Nugent is that the Authority needs to get information on the funding that the town will be receiving, the plans that are involved, and exactly what is the first and second phase. Mrs. Nugent added the other information that is needed is if the funding will cover the soft costs.

Mrs. Nugent stated that she will get a price quote from TIC on their review of the plans. Mr. Mullikin stated the second phase may be to install cameras on the Northern Blvd. Tower for additional coverage. Mr. Sudia stated this is probably a good idea. Mrs. Nugent stated that they may not be able to do that if they don't put cameras here they won't be able to pick up the Authority's building in their system.

Mr. Pizzi stated that Mrs. Nugent may want to discuss with the contracting company that is going to do the work to find out the price quotes for the cameras and how much this is going to cost the Authority. The Board can then make a better decision regarding the upgrade as opposed to waiting later.

Mrs. Nugent stated that the Board will need to go into Executive Session at the end of tonight's meeting (12/22/11).

Mr. Pizzi questioned Mrs. Nugent if she or someone in the Authority has access to all the passwords to all the computers in case it is needed. Mrs. Nugent confirmed that Mr. Blair and she have all of the passwords to the computers.

Motion to approve the Executive Director's Report: Mr. Mullikin, second, Mr. Pizzi. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to approve the Engineer's Report: Mr. Pizzi, second, Mr. Thiemer. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to approve the Accountant's Report: Mr. Thiemer, second, Mr. Pizzi. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to approve the Attorney's Report: Mr. Pizzi, second, Mr. Thiemer. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Committee Reports:

New Business:

Mr. Pizzi stated that the Authority is having its breakfast tomorrow (12/23/11) at 9:00 am and that all are invited. Mr. Blair will be doing the cooking.

Mr. Mullikin brought up the Asbury Park Press article referencing the rate increases for Lacey Township. He directed the Board's attention to the last line of the article which noted that Lacey Twp. has available water allocation if the surrounding townships should

need to buy bulk water. Mr. Mullikin stated that he just wanted the Board to note this for its own information.

Old Business:

No Report.

Motion to open the public portion: Mr. Pizzi, second, Mr. Thiemer. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to close the public portion: Mr. Mullikin, second, Mr. Thiemer. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to open the Executive Session: Mr. Thiemer, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Executive Session:

Personnel matters discussed.

Motion to close the Executive Session: Mr. Mullikin, second, Mr. Thiemer. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to re-open the public portion: Mr. Mullikin, second, Mr. Pizzi. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to adjourn: Mr. Pizzi, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Respectfully Submitted,


Sandra J Walker

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, January 12, 2012 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.