



Berkeley Township

MUNICIPAL UTILITIES AUTHORITY

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Bayville, NJ 08721
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A Re-organization and Caucus Meeting of the Berkeley Township Municipal Utilities Authority was held on Thursday, February 9, 2012 at 7:00 pm at the Berkeley Township Municipal Utilities Authority at 42 Station Road, Bayville, NJ 08721. Presided by Chairman Pizzi-present, Mr. Mullikin-present, Mr. Thiemer-present, Mrs. Davis-present, Mr. Sudia-present.

Also present: Ms. Conoshenti-Attorney, Mr. McClelland-Engineer, Mr. Chiaravallo-Engineer, Mr. Holman-Accountant, Mr. Blair-Chief of Operations, and Mrs. Nugent-Executive Director.

Motion to approve the minutes from the Regular Meeting of January 26, 2012: Mr. Mullikin, second, Mr. Thiemer. The motion was approved by voice vote. There were no "nay" votes. Mr. Pizzi and Mrs. Davis abstained. Motion Carried.

Treasurer's Report:

Mr. Pizzi stated that he would give the Treasurer's report tonight for Mrs. Davis as this is her first meeting. Mr. Pizzi stated that he and Mr. Thiemer reviewed the payroll for (01/28/12-02/10/12) two weeks. The payroll expenses were in the amount of \$15,204.87. The operating expenses were in the amount of \$20,246.03.

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

Executive Director's Report:

Recognition of Council's appointment of Karen Davis:

Mrs. Nugent formally recognized the appointment of Mrs. Davis as member# four of the Board which was effective as of February 1, 2012. She added that her appointment is for a five year term. She and the other members of the Board welcomed Mrs. Davis as a new member.

Appointment of Chairman:

Mrs. Nugent requested of the Board the appointment of a Chairperson. Mr. Mullikin nominated Mr. Patrick Pizzi, second, Mr. Thiemer. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Thiemer-yes, Mrs. Davis-yes, Mr. Sudia-yes, Mr. Pizzi-yes. Motion Carried.

Chairman's Statement:

Mr. Pizzi thanked the Board for trusting him in the position Chairman. He added that he hopes to do as good a job as his predecessors have and is looking forward to working with the BTMUA staff on a regular basis along with all of the professionals.

Mr. Pizzi thanked Mr. Sudia, the past Chairperson, for the wonderful job that he accomplished last year leaving the Authority in a good position. Mr. Sudia thanked Mr. Pizzi for his recognition.

Mr. Pizzi officially welcomed Mrs. Davis to the Board and stated that she has been a friend for a long time since their time when they were both officers on the PTA. Mrs. Davis had progressed to holding the positions of school board member and council member. Mr. Pizzi added that her position has now evolved to Board member for the Authority. Congratulations to Mrs. Davis.

Mr. Pizzi stated that he and his fellow Commissioners will progress the Authority forward and their intention will be to leave it in a better place. Over the years, the Commissioners have accomplished this as is evident with the new water towers, all the piping that has been put in the ground, a third well drilled that is in the ground, and the improvements to the Authority building.

Mr. Pizzi stated that now is the time to ensure that the Authority will be able to satisfy the build out in Berkeley Township and be able to provide water. This process will probably take a couple of years, but if we wait two years from now to start, it will be four years before we receive it. Therefore, this process needs to begin now.

Last year (2011) for the fourth quarter a motion was made to pursue water allocation. Mr. Pizzi stated that water allocation for the Authority will be the first item on his agenda and that this will be the highlight of his chairman position throughout his years. Mr. Pizzi added that this will be progressed through the aid of Mr. McClelland and Mr. Mullikin, who is head of the Engineering Committee for the Commissioners.

Mr. Pizzi stated the second item on his agenda is alternative energy. The Authority at this point has no plan of action, but it is anticipated there will be discussions with Mrs. Nugent and Mr. McClelland to form some ideas in regard to this. The reasoning behind this is that Central Regional School District has built solar panel fields and the Berkeley Township elementary schools will be installing solar panels to go on the roofs in their schools.

Mr. Pizzi stated that the Town is in the process of working with CRSD to consider putting solar panels on the Township buildings. The Authority will need to do its part with diligence to look into alternative energy to see if it will be beneficial. If it is, then it will be progressed forward, if not, then we will know it didn't work and move on.

Mr. Pizzi stated that water allocation and alternative energy will be the main highlights of his chairmanship. Mr. Pizzi stated that the Authority will not be looking to raise its rates, do any major projects, or spend any of its surplus funds. Mr. Pizzi thanked all of the Board members and professionals.

Mrs. Nugent notified the Board that the next three resolutions are per the instructions given to her from the Chairman. For the appointment of the officers Mr. Pizzi recommended Mr. Lloyd Mullikin serve as Vice-Chairman, Mr. Charles Thiemer as Secretary, and Mrs. Karen Davis as Treasurer.

Motion to accept the appointment of Officers to the Board: Mr. Sudia, second, Mr. Mullikin. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Thiemer-yes, Mrs. Davis-yes, Mr. Sudia-yes, Mr. Pizzi-yes. Motion Carried.

Mrs. Nugent requested that the Board approve the appointments to the Committee positions. Mr. Pizzi recommends: Engineering Committee – Mr. Lloyd Mullikin and Mr. Patrick Pizzi, Personnel Committee - Mr. Eric Sudia and Mr. Lloyd Mullikin, Safety Committee - Mr. Charles Thiemer and Mr. Lloyd Mullikin, Finance and Budget Committee – Mrs. Karen Davis and Mr. Patrick Pizzi, Legal Committee – Mrs. Karen Davis and Mr. Eric Sudia, Buildings and Grounds Committee – Mr. Patrick Pizzi and Mr. Charles Thiemer.

Mr. Pizzi stated that he is open to hearing if any of the commissioners would rather serve on any different committees or what they would be interested in working on.

Motion to accept the appointment for Committee appointments to the Board: Mr. Sudia, second, Mr. Mullikin. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Thiemer-yes, Mrs. Davis-yes, Mr. Sudia-yes, Mr. Pizzi-yes. Motion Carried.

Mrs. Nugent requested of the Board the adoption of the 2012 Cash Management Plan. Mrs. Nugent stated the Cash Management Plan designates the Authority's official depositories, provides permissible investment guidelines, provides safe keeping instructions according to the Board instructions to herself, it references the Authority's audit responsibilities, and the Authority's disposition of abandoned property. The Cash Management Plan was reviewed by our 2012 auditor in which one correction was made. The auditor recommends that the Board approves the Cash Management Plan.

Motion to approve the 2012 Cash Management Plan: Mr. Thiemer, second, Mrs. Davis. All in Favor. Roll Call. Mr. Mullikin-yes, Mr. Thiemer-yes, Mrs. Davis-yes, Mr. Sudia-yes, Mr. Pizzi-yes. Motion Carried.

Mrs. Nugent requested of the Board the designation of TD Bank, Wells Fargo, Ocean First, and Capital One as the official Depositories of the Berkeley Township MUA. Mrs. Nugent stated that the Authority only holds funds in Ocean First Bank and TD Bank presently. The other two banks are there in case there is a need during the year for transition.

Motion to accept the Designation of TD Bank, Wells Fargo, Ocean First, and Capital One: Mr. Sudia, second, Mr. Mullikin. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Thiemer-yes, Mrs. Davis-yes, Mr. Sudia-yes, Mr. Pizzi-yes. Motion Carried.

Mrs. Nugent requested of the Board to accept the Asbury Park Press, Star Ledger, and the Berkeley Times as the official newspapers for the Authority. These newspapers are the same as last year and are for the required legal notifications or display ads for the Authority.

Motion to accept the Asbury Park Press, Star Ledger, and the Berkeley Times as the official newspapers for the Authority: Mr. Thiemer, second, Mrs. Davis. All in Favor. Roll Call. Mr. Mullikin-yes, Mr. Thiemer-yes, Mrs. Davis-yes, Mr. Sudia-yes, Mr. Pizzi-yes. Motion Carried.

Mrs. Nugent requested of the Board that items# 9, 13, and 16 of her report be tabled because of an ongoing review process.

Mrs. Nugent requested of the Board the appointment of the Authority Auditor to the firm of Holman & Frenia. Mrs. Nugent referred the Board to the second page of the resolution within their packets and stated that there is a reference to Mr. Holman providing the Authority legal services. Mrs. Nugent stated that this has been corrected on the original resolution that the Board will sign tonight and that it is just a typographical error on the copies.

Mrs. Nugent stated that the official appointment to Auditor is to the firm of Holman & Frenia. Mrs. Nugent stated that Mr. Holman will be the direct representative to the Authority.

Motion to accept the appointment of Holman & Frenia as the Authority Auditor: Mrs. Davis, second, Mr. Mullikin. All in Favor. Roll Call. Mr. Mullikin-yes, Mr. Thiemer-yes, Mrs. Davis-yes, Mr. Sudia-yes, Mr. Pizzi-yes. Motion Carried.

Mrs. Nugent requested of the Board the appointment of Authority Bond Counsel to the firm of Gluck Walrath. Mr. Michael Gluck will be the direct representative to the Authority.

Motion to accept the appointment of Gluck Walrath as the Authority Bond Counsel: Mr. Mullikin, second, Mr. Sudia. All in Favor. Roll Call. Mr. Mullikin-yes, Mr. Thiemer-yes, Mrs. Davis-yes, Mr. Sudia-yes, Mr. Pizzi-yes. Motion Carried.

Mrs. Nugent requested of the Board the appointment of Authority Engineer to CME Associates. Mr. Michael McClelland will be the direct representative to the Authority, along with his associate, Mr. Keith Chiaravallo. Mrs. Nugent stated that the paperwork for all of the appointments being motioned on have been presented and reviewed by the

Attorney. All the fees stated within all of the contracts are in agreement with the negotiated terms.

Motion to accept the appointment of CME Associates as the Authority Engineer: Mr. Mullikin, second, Mr. Thiemer. All in Favor. Roll Call. Mr. Mullikin-yes, Mr. Thiemer-yes, Mrs. Davis-yes, Mr. Sudia-yes, Mr. Pizzi-yes. Motion Carried.

Mrs. Nugent requested of the Board the appointment of Risk Manager to the firm of the John Hill Agency. Mr. J. Michael Hill will be the direct representative to the Authority. All of the paperwork has been presented and reviewed by the attorney with the exception of one item. Mr. Hill has made application with the state for this document. Mrs. Nugent stated that she has confirmed with the state that the Authority can go ahead and make the appointment of Risk Manager to Mr. Hill. He has a one year period to provide the required document to the Authority.

Ms. Conoshenti stated that the John Hill Agency does not have an employee information report which is in lieu of the Affirmative Action Plan by the federal government to get an employee information report through the State of NJ. This is not required unless one is involved with government work. The John Hill Agency applied through the State of NJ on January 24, 2012. This process usually takes some time, but the application has been sent which is why the Authority can move forward with this appointment. Mr. Pizzi requested that when the report comes in that it be included in Mr. Hill's file. Mrs. Nugent confirmed that she will do so.

Motion to accept the appointment of the John Hill Agency as the Authority Risk Manager: Mr. Thiemer, second, Mr. Sudia. All in Favor. Roll Call. Mr. Mullikin-yes, Mr. Thiemer-yes, Mrs. Davis-yes, Mr. Sudia-yes, Mr. Pizzi-yes. Motion Carried.

Mrs. Nugent requested of the Board authorization for the appointment of an interim consulting accountant to the firm of Fallon & Larsen, who has served the Board in prior years. Mrs. Nugent stated this has been set up as a courtesy for Mr. Holman and herself to allow for a smoother transition. This contract is only through March 24, 2012 and again is just an interim contract. All of the paperwork has been presented and reviewed by the Attorney who recommends approval.

Mr. Pizzi stated that Mr. Fallon has been the Authority's Auditor for many years and the most important thing within this organization is making sure that the finances are in order and that the Authority remains solvent. In order to make a smooth transition, the Board has asked Mr. Fallon to stay on for a 30 day period as needed.

Motion to approve Fallon & Larsen as the Authority Interim Accountant: Mr. Sudia, second, Mr. Thiemer. All in Favor. Roll Call. Mr. Mullikin-yes, Mr. Thiemer-yes, Mrs. Davis-yes, Mr. Sudia-yes, Mr. Pizzi-yes. Motion Carried.

Mrs. Nugent stated that Mr. Fallon is very thankful for the interim appointment and for the trust that the Board has placed in him.

Mrs. Nugent requested of the Board the appointment of Authority Conflict Engineer to the Alaimo Group. Mr. Miles Powell will be the direct representative to the Authority. All of the paperwork has been presented and reviewed by the Attorney.

Ms. Conoshenti stated that if the appointment is approved, when it comes time to sign the contract the first page has the dates that she had corrected to be from February 9-10, 2012 through February 14, 2013. If this appointment is approved, the change in the first paragraph needs to be initialized. Mrs. Nugent questioned if the Board or Mr. Powell needs to initialize it. Ms. Conoshenti confirmed that it needs to be initialed by both parties. Mr. Pizzi questioned who from the Authority will need to initialize it. Ms. Conoshenti replied that it is the Chairman and the Secretary.

Motion to accept the appointment of the Alaimo group contingent on the changes that are noted as the Authority Conflict Engineer: Mr. Mullikin, second, Mr. Sudia. All in Favor. Roll Call. Mr. Mullikin-yes, Mr. Thiemer-yes, Mrs. Davis-yes, Mr. Sudia-yes, Mr. Pizzi-yes. Motion Carried.

Mrs. Nugent requested of the Board authorization for the BTMUA Commissioners to sign the TD Bank signature cards. With Mrs. Davis as a new Board member, the signature cards need to be updated to give all of the Board members authority for all external transactions and check signing in regard to TD Bank. Ms. Conoshenti has reviewed the TD Bank signature cards.

Motion to authorize TD Bank signature cards to be signed by the BTMUA Commissioners: Mrs. Davis, second, Mr. Thiemer. All in Favor. Roll Call. Mr. Mullikin-yes, Mr. Thiemer-yes, Mrs. Davis-yes, Mr. Sudia-yes, Mr. Pizzi-yes. Motion Carried.

Mrs. Nugent requested of the Board execution of the signature cards for the checking accounts that the Authority has at the Ocean First Bank. Again, this is just a matter of updating the signature cards to ensure Karen Davis's name is on there.

Motion to authorize Ocean First Bank signature cards to be signed by the BTMUA Commissioners: Mrs. Davis, second, Mr. Sudia. All in Favor. Roll Call. Mr. Mullikin-yes, Mr. Thiemer-yes, Mrs. Davis-yes, Mr. Sudia-yes, Mr. Pizzi-yes. Motion Carried.

Mrs. Nugent requested of the Board authorization for the BTMUA commissioners to sign the wire transfer agreement with Ocean First Bank. Mrs. Nugent stated that the Authority's revenue account is held at Ocean First Bank and all of the Authority's incoming money goes into that account. When it becomes time to disperse money out of the account it is required that two out of the five BTMUA Commissioners authorize an external wire out of Ocean First Bank.

Motion to authorize Ocean First Bank Wire Transfer Agreement: Mr. Thiemer, second, Mr. Mullikin. All in Favor. Roll Call. Mr. Mullikin-yes, Mr. Thiemer-yes, Mrs. Davis-yes, Mr. Sudia-yes, Mr. Pizzi-yes. Motion Carried.

Mrs. Nugent requested of the Board authorization for the transfer of funds from the Authority's general account held at TD Bank to the Replacement and Renewal account also held at TD Bank. Mrs. Nugent stated that every year the engineers review the Authority's system and make recommendations to move some of the funds into the Renewal and Replacement account. This is done to set aside money in case there may be major infrastructure problems in the future. This is a requirement of the Authority's bonds. This allocation of funds is included in 2012 budget. Mrs. Nugent notified the Board that the bank has already moved these funds based on the engineer's report and recommendation. Mrs. Nugent added that the Authority will send this resolution to the Bank so that their files are in order.

Motion to transfer \$20,000.00 from the BTMUA general account to the Renewal and Replacement account: Mrs. Davis, second, Mr. Mullikin. All in Favor. Roll Call. Mr. Mullikin-yes, Mr. Thiemer-yes, Mrs. Davis-yes, Mr. Sudia-yes, Mr. Pizzi-yes. Motion Carried.

Mrs. Nugent referred the Board to their packets and stated that there is a copy of the Ocean First Bank resolution regarding the wire transfer agreement and the Certificate of Resolution. These are the bank documents that are supporting the Authority's resolutions that were just passed. Mrs. Nugent stated that this has already been addressed in tonight's business in items 18, 19, and 20. Mr. Mullikin questioned if these documents needed the Board's signatures. Mrs. Nugent confirmed that was correct and that there are also the signature cards that all of the Commissioners need to sign.

Engineer's Report:

Central Regional School District:

Mr. Chiaravallo stated that CRSD has received bids for the new meter and back flow preventer at the high school which has been reviewed and approved. They can now move forward with the installation.

Additional Allocation:

Mr. Chiaravallo stated that CME attended a meeting earlier this month (February 2012) with the Lacey Municipal Authority to review options in purchasing bulk water from them and the availability of water through their Authority. Mr. Chiaravallo stated that Mr. Pizzi, Mr. Mullikin, Mrs. Nugent, and he had a discussion with the Lacey MUA regarding the status of the improvements with their new wells and about the allocation that they currently have.

Station Road Tank -- Berkeley Township Antennas:

Mr. Chiaravallo stated that CME attended a meeting in regard to the new antennas for the Berkeley Township project on the Station Road Tank for the BTPD surveillance system

that is to be installed. Mr. Chiaravallo stated that his office met with the vendor this week to discuss (week of 2/6/12) some of those options. CME received information from the contractor that is installing the antennas in regard to the brackets.

Mr. Pizzi asked Mr. Blair to give the Board an update about the interconnection with Lacey Township and Berkeley Township. Mr. Blair stated that he flushed the hydrant at the interconnect. The hydrant was tested on the Berkeley Township side and on the Lacey Township side. Both sides tested at 72 PSI (pounds per square inch) which both had exactly the same number.

Mr. McClelland thanked the Board for the appointment of Authority Engineer and stated that on behalf of his partners at CME all were looking forward to working with the Authority throughout the year.

Accountant's Report:

Mr. Holman stated that he looked forward to meeting with Mr. Fallon during the interim period and that he would be sure to get any information from him that may be needed. Mr. Holman thanked the Board for his appointment as Authority Auditor.

Attorney's Report:

Ms. Conoshenti stated that she was here for this meeting until the issue of the new appointee is resolved. Mr. Pizzi thanked Ms. Conoshenti for her assistance to the Authority until it resolves the matter of appointing a new attorney.

Committee Report:

Old Business:

Mr. Thiemer stated that he is in receipt of a letter from Ocean Gate Mayor Paul Kennedy expressing the appreciation from the Ocean Gate Council and himself for the quick response and assistance of the BTMUA operational staff regarding the water main break in January 2012. The letter complimented Brian Blair, Carl Roth, Michael Middleton, and Stephen Kasper on their professionalism which they stated was impeccable. The letter also stated that the professionalism on the part of the BTMUA operational staff enabled a much smoother and quicker repair to their system. The letter ended with the sincere thanks to the operational crew for a job well done.

Mr. Pizzi thanked Mrs. Nugent and Mr. Blair for the excellent job that they have done in the past. Mr. Pizzi referred to the rest of the BTMUA employees and stated that they are a great staff to work with. He added that everything runs smoothly and gave accolades to all of the BTMUA staff. Mr. Pizzi added that he appreciates that they will continue to support him in his role as Chairperson with the same enthusiasm that has been given in the past. Mr. Pizzi requested Mrs. Nugent to pass his compliments on to the rest of the staff.

New Business:

Mr. Mullikin referred to the water allocation and the possibility of putting in a new supply well. He added that the Authority met with the Lacey Township MUA first, and should now meet with the DEP to discuss water allocation.

Mr. Pizzi stated that Mrs. Nugent will coordinate that meeting with Mr. McClelland and Mr. Mullikin to move that forward. Mr. Pizzi added that he will be available to sit on that committee.

Mr. Sudia questioned the outcome of the discussion with Lacey Township. Mr. Mullikin stated that Lacey Township is very receptive to working with the Authority. The discussion was very informal. Mr. Mullikin stated that he knows some of the questions that the DEP will ask and that this is why it is so important that the Authority met with Lacey Township first. Mr. Mullikin stated that it needs to be determined if Lacey Township can assist the Authority and if we can assist them if the need occurs. The Authority then needs to determine if Lacey Township has the interest, is willing to work with us, and if they have the allocation. Mrs. Nugent stated that Lacey Township does have the capability to help the Authority today. Mr. Mullikin agreed that they have the capability, but that the new wells that are coming on line will not be official until later this year. Mr. Mullikin added that even with the existing wells Lacey MUA can easily take care of the water needs for the Authority.

Mr. Sudia stated that Lacey Township has new wells that are coming on line. Mr. Mullikin clarified that these will be two new production wells. When these two wells come on line, Lacey Township will want to put their other wells on stand by. Mr. Mullikin stated Lacey Township has a much bigger system than the Authority, but that we already have the interconnect and a lot of the things are already in place.

Mr. Sudia stated that it will be a benefit to the Authority if an extra well can be put in. Mr. Mullikin agreed and stated that first it needs to be determined to see if the DEP is receptive to the Authority putting in another well. From the conversation with Lacey Twp, there was no indication that they would stand in the way of the Authority. Mr. Mullikin added that before any process is complete there has to be a public hearing where people can come in and comment. Usually a hearing is brought before the surrounding communities that are potentially affected by anything that is done and this would include Lacey Township.

Mr. Pizzi stated that under the current process it is not foreseeable that the Authority will need to go to Lacey Township to supply water for the Authority at this point, unless a problem with our system should occur.

Mr. Pizzi stated that Berkeley Township is looking forward to progressing different nodes of construction in the future. Right now Berkeley Township is involved with Node "C" which will be a large development. Mr. Pizzi added that if the Authority does not

have its new allocation with the wells in place and if there is an increase in water demand then the Authority may have to use Lacey Township as a back up to supply the Authority with water. Mr. Pizzi stated that he does not think that this is going to happen for a while, but it is never too early to start discussions with other Authorities regarding water availability.

Mr. Mullikin stated there have been other communities that have not been able to let big construction projects take place because of the lack of allocation. Having a good relationship with Lacey Township will enable the Authority to accommodate new construction projects to take place and the Town will be aware that it can supply water to support new growth.

Mr. Holman stated that we are really seeing uneven growth. Mr. Holman added that Brick has been having discussions with Lakewood due to Lakewood's growth. Some towns are not seeing the extra revenue from year to year. Mr. Holman referred to Mrs. Davis who works in Jackson and stated that there is some growth there, but other towns are really in need of other revenue sources. This may be why Lacey Township is open to providing water for the Authority if needed. Brick has similar issues as there is no more space for houses to be built there.

Mr. Mullikin stated that Lacey Township is also having discussions with Ocean Township which is to the south of them, such as Waretown.

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

Mrs. Matthews stated her name and address for the record: Debra Matthews residing at 46 Dockage Road, Bayville, NJ 08721.

Mrs. Matthews stated that she did not attend tonight's meeting for any official business and that her own water supplier is Aqua Water Company. Mrs. Matthews stated that she works for a privately owned water company and is very interested in seeing how a public water company is run.

Mrs. Matthews stated that she attended tonight's meeting because she is very interested in seeing the differences between how a public water utility is run versus privately owned.

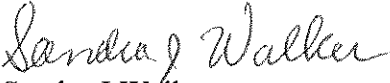
Mr. Pizzi stated that she is always welcome to attend the BTMUA meetings.

Mrs. Matthews stated that she was impressed with what she has seen so far and will be attending more meetings in the future. Mr. Pizzi stated that the Board will be willing to help if able to do so. Mrs. Matthews thanked him and stated that that she would do the same also. Mr. Pizzi added that she should feel free to inquire and the Board will try to accommodate her if possible.

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

Motion to adjourn: Mr. Sudia, second, Mrs. Davis. 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, February 23, 2012 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.