



## **Berkeley Township MUNICIPAL UTILITIES AUTHORITY**

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A Caucus Meeting of the Berkeley Township Municipal Utilities Authority was held on **Thursday, March 8, 2012** at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721. Presided by Chairman Pizzi-present, Mr. Mullikin-present, Mr. Thiemer-present, Mrs. Davis-present, Mr. Sudia-absent.

Also present: Mr. Koutsouris-Attorney, Mr. Chiaravallo-Engineer, Mr. Conaty-Accountant, Mr. Blair-Chief of Operations, and Mrs. Nugent-Executive Director.

Motion to approve the minutes from the Regular Meeting of February 23, 2012: Mrs. Davis, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mr. Thiemer abstained.

### **Treasurer's Report:**

Mrs. Davis stated that she and Mr. Thiemer reviewed the payroll and operating expenses for (02/25/12-03/09/12) two weeks. The payroll expenses were in the amount of \$15,309.23. The operating expenses were in the amount of \$55,188.13.

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

### **Executive Director's Report:**

#### **Progress Report:**

#### **Phase IV: Central Regional School District:**

Mrs. Nugent stated she and Mr. Blair attended a pre-construction meeting at Central Regional on March 6, 2012. CRSD confirmed that they will be installing the meter and backflow preventer on the high school building during the week of spring break which is April 9, 2012.

#### **BTMUA Additional Water Allocation:**

Mrs. Nugent stated that she, Mr. Mullikin, Mr. Pizzi, and Mr. Blair attended a pre-application meeting with the DEP in Trenton on March 7, 2012. The representatives from the DEP are receptive to the Authority's request for additional water allocation and provided guidance to the next steps in this matter.

Pine Crest Developers:

Mrs. Nugent stated the meeting with the developer and the Ocean County Construction Review Board is scheduled for March 15, 2012.

New Jersey Sustainable Energy Meeting:

Mrs. Nugent stated that the Authority was a member of the Ocean County Energy Co-op which ended in February 2012. The Authority joined the NJSEM and the membership deadline was met. The NJSEM electric auction was originally scheduled for February 24, 2012 but was postponed until April 4, 2012.

BTMUA Roof Leak on Northeast Corner:

Mrs. Nugent stated that there was a leak on the northeast corner of the new roof that was installed two or three years ago. This was reported to the warranty company. A repairman was sent out who seems to have fixed the problem. Mrs. Nugent added that since the repair there seems to be no leaks.

Financial Disclosure:

Mrs. Nugent referred the Board to their packets and stated that each contains a financial disclosure form. Mrs. Nugent stated these forms need to be completed in duplicate with original signatures on both of them. Mrs. Nugent stated if the forms are returned back to the BTMUA office by March 22, 2012 she will forward them to the Township Clerk's office for the Board's convenience. These forms need to be in the Township Clerk's office no later than March 30, 2012. The professionals are also required to submit the forms.

Chief of Operation's Vehicle:

Mrs. Nugent stated the Authority has gone out for quotes for the Chief of Operations vehicle which was included in the 2012 budget.

Certificates of Deposits:

Mrs. Nugent stated the Authority has purchased CDs since the last BTMUA meeting (02/23/12).

BTMUA Sewer System:

Mrs. Nugent stated that there have been on-going problems with the Authority building's sewer line that goes out to the sewer system. Mr. Blair has been investigating the use of a walnut shells/high pressure vacuum system. The walnut shells are pressurized through the system to break up the corrosion inside the pipe due to the sodium hypo. The sodium

hypo is used in the water treatment, which drains in to the system. Mrs. Nugent stated that this information has been presented to CME who will report their findings at a later meeting.

Postage Machine:

The lease to the postage machine is terminating in four months. Mrs. Nugent stated we are investigating the options that are available to the Authority.

Vacation:

Mrs. Nugent stated her vacation has been scheduled for April 9 through April 13, 2012. Mrs. Nugent stated there is a meeting scheduled during her vacation which she will not be able to attend.

Mr. Mullikin questioned the difference in price regarding the postage machine. Mrs. Nugent replied that the postage machine was originally leased for five years. The lease is almost due to end. There are several options that are open to the Authority.

The first option is to buy the machine. The second option is to terminate the lease and get a new lease with the same company. The third option is to terminate the lease with this company and get a new lease with a different company. These different options need to be weighed to see what fits the budget and what better suits the needs of the Authority.

Mr. Mullikin stated that he was curious if there will be much of a price difference. Mrs. Davis stated that it should be about the same. Mrs. Nugent stated she will inform the Board when she receives the information regarding the prices. The last time the Authority purchased a postage machine we had to go out for quotes.

Mr. Pizzi stated that at the last meeting (02/23/12) he had suggested that the Authority's insurance company be contacted to see if the problem with the sewer line might be covered. Mrs. Nugent stated that she contacted JIF and was informed that the sewer line repair was not a covered item.

Engineer's Report:

Central Regional School District:

Mr. Chiaravallo stated CRSD had a pre-construction meeting for the installation of the meter and backflow preventer at the high school on March 6, 2012. Installation of the new equipment is scheduled for the second week of April. CME will coordinate with Mr. Blair for the installation of the meter.

Mrs. Nugent stated that it is the recommendation of CME that CME did not need to be on site because this involves an installation of a meter on CRSD's side of the valve. The Authority does not want to claim ownership of the meter. Mr. Blair will be on site to

observe and inspect the installation in accordance with the Authority's Rules and Regulations. CME will not be on site for this.

Additional Allocation:

Mr. Chiaravallo referred to the March 7, 2012 pre-application meeting with the DEP. The discussion was to see what possibilities there are in receiving additional water allocations and what steps they recommend to the Authority to proceed in this matter. Mr. Chiaravallo stated that the first step for the Authority is to decide what type of additional water demands and allocations that the Authority will need for the build-out. CME had prepared the build-out analysis last year (2011) and it is ready to be compiled and presented to the DEP.

Mr. Chiaravallo stated that he did a brief review of the walnut/pressurized information and the lining in the sewer pipe. He had a discussion with the vendor and will report more information in regard to this matter.

Mr. Mullikin questioned if it will be conducive to run a camera through the system. Mr. Chiaravallo replied probably not as it could be too expensive. Mr. Chiaravallo stated that because it is such a small line it may be possible to use a lateral camera. One of the options that Mr. Blair had presented was the use of an epoxy coating which is a heavy paint for the inside of the pipe. This will seal the inside lining of the pipe after they blast it with the walnut shells and will allow for the coating of the lining with the epoxy.

The disadvantage to only applying a lining coating is deterioration from the outside. A liner coating is not a structural liner. So if the pipe should deteriorate then you won't have the liner. With the use of felt liners you have to open both ends, which would require holes to be cut into the floor which we are looking to avoid.

Mr. Chiaravallo stated that he will further explore the capabilities of the epoxy liner to be sure this will be an option that will work for the Authority.

Mr. Mullikin questioned Mr. Chiaravallo if he was pleased with the way the DEP March 7, 2012 meeting went. Mr. Chiaravallo replied that the meeting went well and that this is a good start for the Authority in this process of water allocation. The DEP has information that has not been released yet, therefore, we will have to look into that.

Mr. Chiaravallo stated that there will be further discussions to get a firm grasp on what steps the DEP will want the Authority to follow to get through the process as easily as possible.

**Accountant's Report:**

Mr. Conaty stated in his report:

**Cash Position Report for January 2011:**

Total All Cash Fund Balance:	\$4,018,410.58
Total Restricted Balances:	\$2,426,355.18
Total Fund Available for Disbursement:	\$1,592,055.40

Mr. Conaty stated that he discussed with Mrs. Nugent the TD Bank accounts that are still open and she is working on withdrawing those accounts over to Ocean First Bank.

Mr. Conaty stated that the audit of the Authority is scheduled for March 12, 2012 and it is anticipated that it will last approximately one week. Mr. Conaty stated that he will present his results to the Board at the April 12, 2012 meeting. Mr. Conaty stated that he will meet with the Finance Committee and Mrs. Nugent beforehand to go over the results and answer any questions that may come up.

Mrs. Davis questioned which meeting in April the results will be presented. Mr. Conaty replied that it will be the first meeting (04/12/12) and possibly for the second meeting (04/26/12) if necessary and drafts will be presented ahead of time.

**Attorney's Report:**

Mr. Koutsouris stated that he will be attending the BTMUA meetings in place of Mr. McGuckin due to logistics and provided the Board with his contact information.

Mr. Koutsouris stated he will contact CME to discuss the March 15, 2012 meeting with the Construction Board of Appeals regarding Pine Crest Developers. Mr. Koutsouris stated that he will be representing the Authority at that hearing and hopes to present favorable results to the Board in regard to this matter.

Mr. Koutsouris stated that he will provide a more lengthy report at the next meeting in regard to items that need to be accomplished for the Authority.

**Committee Reports:**

**Old Business:**

Mrs. Davis questioned the status of the 1995 Ford F250 on Gov Deals. Mrs. Nugent stated that she has made application with Gov Deals to put the truck on their website. Gov Deals confirmed receipt of that information, but they have not yet come to the Authority to give her a lesson on how to post it on their website.

Mr. Pizzi requested Mrs. Nugent to update the Board in her next progress report. Mrs. Nugent confirmed that she will.

New Business:

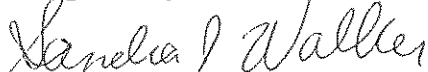
No Report.

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

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. Mullikin, second, Mr. Thiemer. 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, March 22, 2012 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.