



## **Berkeley Township**

### **MUNICIPAL UTILITIES AUTHORITY**

42 Station Road  
Bayville, NJ 08721  
(732) 237-0100  
Fax (732) 237-0638

A Caucus Meeting of the Berkeley Township Municipal Utilities Authority was held on **Thursday, May 10, 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-absent, Mr. Sudia-present.

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 April 26, 2012: Mr. Sudia, second, Mr. Thiemer. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to approve the minutes from the Executive Session of April 26, 2012: Mr. Sudia, second, Mr. Thiemer. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

Mr. Thiemer stated that he and Mr. Pizzi reviewed the payroll and operating expenses for (04/28/12-05/11/12) two weeks. The payroll expenses were in the amount of \$17,499.06. The operating expenses were in the amount of \$41,530.24.

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

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

Authorization to execute the Group Affidavit Certifying Board Member's Review of 2011 Audit, specifically the general comments and recommendations:

Mrs. Nugent stated the firm of Holman & Frenia presented the 2011 Audit which was accepted at the 04/26/12 meeting. The Board has had an opportunity to review the 2011 Audit recommendations and general comments.

Authorization to execute the Group Affidavit certifying that the Board Members' have reviewed the 2011 Audit, specifically the recommendations and general comments is requested.

Motion to authorize the execution of the Group Affidavit Certifying Board Member's Review of 2011 Audit, specifically the general comments and recommendations: Mr. Mullikin, second, Mr. Thiemer. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Thiemer-yes, Mr. Sudia-yes, Mr. Pizzi-yes. Motion Carried.

Progress Report:

Mrs. Nugent referred the Board to her Progress Report.

Ratepayer Expressed Appreciation to Administrative Staff:

Mrs. Nugent stated that a ratepayer, Mrs. Gardner, came to the Authority office and expressed appreciation in regard to the administrative staff. The Gardner family requested the Board to be aware of this and praised the administrative staff for their professionalism and customer service.

Semi Annual Hydrant Flushing:

Mrs. Nugent stated that the semi annual flushing was safely completed on May 2, 2012 with no complaints from the residents.

Ocean Gate Windmill Tour:

Mrs. Nugent stated she scheduled a tour of the Ocean Gate windmill. This will take place on Monday, May 21, 2012 at 5:00 pm.

Refinancing BTMUA Debt:

Mrs. Nugent stated the Authority is investigating opportunities of refinancing its debt. There have been discussions with the Bond Counsel.

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

Engineer's Report:

Additional Allocation:

Mr. Chiaravallo stated that CME has submitted the calculated water demand projection for the Authority as requested by the DEP. Mr. Chiaravallo confirmed that the DEP did receive the information. A request was sent today (05/10/12) to find out the status of the review.

Mr. Pizzi asked if the application fee has been or should be submitted.

Mr. Chiaravallo stated that based on the notes from the meeting and the DEP follow up letter prepared by Robert Hudkins; the BTMUA is not required to submit the application fee at this time. The formal application and fee is submitted after the information the BTMUA provided is reviewed and applied to the DEP model. Therefore, at this time the Authority does not need to submit an application.

Mr. Chiaravallo stated that the DEP informed him the fees can be submitted in partial payments. The review will progress in stages if partial payments are made. Mr. Pizzi stated that his concern is the DEP will wait to receive the application fee before they review this initial information. Mr. Chiaravallo stated that it is not an issue at this time based on Mr. Hudkins' notes, but he will verify this to be sure.

Mr. Chiaravallo stated that CME has had preliminary discussions with the Township Engineer regarding the possible routing of the dry main along Station Road. The dry main will be designed to be connected to the future well site along Emory Avenue.

#### AT&T Antenna Modifications for the Northern Blvd Tank:

Mr. Chiaravallo stated that CME has reviewed a submittal from AT&T for modifications to the antennas on the Northern Blvd tank. AT&T's plan is to replace the 11 existing antennas and put up one additional antenna for a total of 12. The antennas will be going up on the same brackets. AT&T has informed CME that there will be no welding to the tank. CME has supplied general comments to AT&T regarding attachments, locations, etcetera.

#### Station Road Treatment Plant Floor Drains:

Mr. Chiaravallo stated that he had contacted vendors and video inspection companies in regard to the floor drains for the treatment plant. The vendors have confirmed that they cannot videotape the sewer line by entering through the floor drains because of the traps in the floor. The vendors may be able to enter through one of the clean outs if they do not have traps in them. Mr. Chiaravallo stated that he will meet with Mr. Blair to investigate if the clean outs are accessible. If they are accessible then the Berkeley Township Sewerage Authority ("BTSA") can come and look at it.

Mr. Blair stated that one of the clean outs does not have a trap in it. Mr. Blair stated that the BTSA could come in with a four inch camera to take a look at it next week (week of 05/14/12).

Mr. Chiaravallo stated the videotape will allow us to view the condition of the whole length of the drain line before a plan is put together for the replacement of the lining because the damage may only affect the portion closest to the hypo chloride room.

Mr. Chiaravallo stated that if entering through the clean outs doesn't work, he will discuss with Mr. Blair the possibility of using a jack hammer in the middle of the floor.

We can then inspect to each direction from the central opening. Therefore, only one spot will need to be opened.

Mr. Pizzi questioned if the BTSA has a scope that can accomplish the job. Mr. Blair replied that the BTSA has a four inch lateral camera. It should work fine for the job required. Mr. Blair stated that once the camera goes past the bathroom "Y" there seems to be a bunch of stalactites and stalagmites. This section will be hard for the camera to get through. Mr. Blair stated that it is hoped that they can come in from the opposite side and be able to look down.

Mr. Mullikin asked if the Board should discuss the dry main that may need to run along Station Road.

Mr. Pizzi provided a synopsis of the possible main that may need to be installed before the Township paves Station Road. The paving will enforce a three to five year moratorium. Therefore, the Authority needs to be proactive and install a main that will be required for the Emory Avenue well.

Mr. Pizzi notified the Board that a meeting will be scheduled with the Township, the Mayor, and the Authority Engineer to see if the line can be installed prior to the road being repaved.

Mrs. Nugent stated that she has given CME the authority to start discussions with Remington Vernick about this matter. Mrs. Nugent has asked CME to prepare a cost estimate of hard and soft costs for this project. This information will be presented to the Board for their authorization when prepared.

Mr. Mullikin stated that this is time sensitive because the Township is planning on repaving Station Road in September or October 2012.

Mr. Chiaravallo stated that he will discuss this matter with the Township Engineer.

Motion to accept the Engineer's Report: Mr. Mullikin, second, Mr. Sudia. The motion will be approved by voice vote. There will be no "nay" votes. Motion Carried.

**Accountant's Report:**

Mr. Conaty stated in his report:

Cash Position Report for March 2012:

Total All Cash Fund Balance:	\$3,971,474.46
Total Restricted Balances:	\$2,421,438.13
Total Fund Available for Disbursement:	\$1,550,036.33

Cash Position Report for April 2012:

Total All Cash Fund Balance:	\$4,075,648.38
Total Restricted Balances:	\$2,417,696.20
Total Fund Available for Disbursement:	\$1,657,952.18

Mr. Pizzi questioned if all of the paperwork has been accomplished for the 2011 Audit Report. Mr. Conaty confirmed that Holman & Frenia has instructed Mrs. Nugent to send the affidavit and synopsis to the State. Mrs. Nugent stated that the synopsis was published in the paper, posted on the BTMUA website, and forwarded to the trustee bank.

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

**Attorney's Report:**

Topics to be presented will be discussed in the Executive Session.

**Committee Reports:**

Old Business:

No report.

New Business:

Mr. Thiemer requested of the Board to allow the operational staff to install stone in the front of the building. The total cost is \$864.00. The Board instructed Mr. Blair to install the stone.

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

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

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

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

Personnel Matters Discussed.

Motion for annual review – Employee #1: Mr. Thiemer, second, Mr. Mullikin. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Motion for annual review – Employee #2: Mr. Thiemer, second, Mr. Mullikin. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

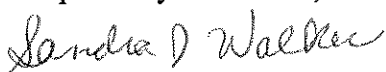
Motion for annual review – Employee #3: Mr. Thiemer, second, Mr. Mullikin. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Motion to amend the Employee Manual with a covering operator stipend: Mr. Sudia, second, Mr. Mullikin. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

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

Motion to adjourn: Mr. Sudia, 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, May 24, 2012 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.