



Berkeley Township
MUNICIPAL UTILITIES AUTHORITY

42 Station Road
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A Reorganization Meeting of the Berkeley Township Municipal Utilities Authority was held on Thursday, February 27, 2014 at 7:00 pm at the Berkeley Township Municipal Utilities Authority at 42 Station Road, Bayville, NJ 08721. Presided by Chairman Pizzi-present, Mr. Hale-present, Mr. Mullikin-absent, Mr. Askew-present, Mrs. Davis-present, Mr. Buscio-absent.

Mr. Pizzi took a moment to recognize and welcome Mr. Askew as the Authority's new Treasurer and Alternate Commissioner.

Mr. Pizzi stated for the record Mr. Askew will be sitting in as an acting Commissioner with all the associated rights due to Mr. Mullikin's and Mr. Buscio's absence.

Also present: Mr. Budesza-Attorney, Mr. McClelland-Engineer, Mr. Chiaravallo-Engineer, Mr. Conaty-Accountant, and Mrs. Nugent-Executive Director.

Motion to approve the minutes from the meeting on January 29, 2014: Mr. Hale, second, Mrs. Davis. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mr. Askew abstained.

Motion to approve the minutes from the Executive Session from the meeting on January 29, 2014: Mr. Hale, second, Mrs. Davis. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mr. Askew abstained.

Motion to approve the Executive Director's Report from the meeting on January 29, 2014: Mr. Hale, second, Mrs. Davis. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mr. Askew abstained.

Motion to approve the Engineer's Report from the meeting on January 29, 2014: Mrs. Davis, second, Mr. Hale. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mr. Askew abstained.

Motion to approve the Accountant's Report from the meeting on January 29, 2014: Mr. Hale, second, Mrs. Davis. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mr. Askew abstained.

Motion to approve the Attorney's Report from the meeting on January 29, 2014: Mr. Hale, second, Mrs. Davis. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mr. Askew abstained.

Treasurer's Report:

Mr. Hale stated he and Mr. Mullikin reviewed the payroll and operating expenses for (02/01/14-02/28/14) four weeks. The payroll expenses were in the amount of \$31,525.43. The operating expenses were in the amount of \$66,314.10.

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

Executive Director's Report:

Mrs. Nugent stated the Township has appointed Mr. Buscio for the position of Commissioner #4 and Mr. Askew for the position of Alternate Commissioner #1.

Appointment of Chairman:

Mrs. Nugent requested of the Board a nomination for the appointment of Chairman.

Mr. Hale nominated Mr. Pizzi for the appointment of Chairman, second, Mrs. Davis. Motion to appoint Mr. Pizzi as Chairman of the Board: All in favor. Roll Call. Mr. Hale-yes, Mr. Askew-yes, Mrs. Davis-yes, Mr. Pizzi-yes. Motion Carried.

Mr. Pizzi thanked the Commissioners for their nomination. Mr. Pizzi expressed his appreciation to the Professionals and his fellow Commissioners for contributing their expertise to the Authority. Mr. Pizzi added he looks forward to working with them during Phase V and extended his thanks to each individual Professional and Commissioners.

Mr. Pizzi highlighted three topics that will be the priority on his agenda for 2014. Mr. Pizzi stated first is the Phase V project which will extend water main in the Authority franchise area. The Authority will begin breaking ground in the next several months for the installation of piping. Mr. Pizzi added several pre-construction meeting were held regarding this project.

Mr. Pizzi stated the second priority for the Authority will be the construction of Well #4. This project is expected to be completed this year and will be located on Station Road near Route 9. Mr. Pizzi stated the Authority has most of the approvals and will soon be going out to bid.

Mr. Pizzi stated the last priority item on the agenda will be acquiring the Berkeley Township Board of Education (BTOE) property which is located adjacent to the Authority's treatment plant. Mr. Pizzi stated this project took a bit longer than anticipated, but will be a priority to complete this year. Mr. Pizzi summed it up by stating these three topics will be the main focus for the upcoming year.

Appointment of Officers:

Mrs. Nugent requested of the Board, per the instructions of the Chairman, the appointment of the officers as follows: Mr. Hale to serve as Vice-Chairman, Mr. Mullikin to serve as Secretary, Mr. Askew to serve as Treasurer.

Motion to accept the appointment of Officers: Mr. Hale, second, Mrs. Davis. All in favor. Roll Call. Mr. Hale-yes, Mr. Askew-yes, Mrs. Davis-yes, Mr. Pizzi-yes. Motion Carried.

Assignment of Committee Positions:

Mrs. Nugent requested of the Board, per the instructions of the Chairman, the appointment of committees. Mrs. Nugent stated the first name referenced will be the Chairperson for that committee as follows: the Engineering Committee will be served by Mr. Mullikin and Mr. Pizzi; the Personnel Committee will be served by Mr. Hale and Mr. Mullikin; the Safety Committee will be served by Mr. Pizzi and Mr. Hale; the Finance and Budget will be served by Mrs. Davis and Mr. Buscio; the Legal Committee will be served by Mr. Buscio and Mr. Askew; and the Buildings and Grounds Committee will be served by Mr. Askew and Mrs. Davis.

Motion to accept the assignment of Committee Positions: Mr. Askew, second, Mrs. Davis. All in favor. Roll Call. Mr. Hale-yes, Mr. Askew-yes, Mrs. Davis-yes, Mr. Pizzi-yes. Motion Carried.

Adoption of the Cash Management Plan:

Mrs. Nugent requested of the Board the adoption of the 2014 Cash Management Plan. Mrs. Nugent stated the Cash Management Plan designates the Authority's official depositories, provides permissible investment guidelines, provides safe keeping instructions, references the Authority's audit responsibilities, and the Authority's disposition of abandoned property. The Cash Management Plan was reviewed and recommended for acceptance by Holman, Frenia & Allison.

Motion to adopt the Cash Management Plan: Mr. Hale, second, Mrs. Davis. All in favor. Roll Call. Mr. Hale-yes, Mr. Askew-yes, Mrs. Davis-yes, Mr. Pizzi-yes. Motion Carried.

Designation of TD Bank, Ocean First, Wells Fargo & Capital One as Official Depositories:

Mrs. Nugent requested of the Board the designation of TD Bank, Ocean First, and Wells Fargo as the official Depositories of the Authority. Mrs. Nugent stated that the Authority uses TD Bank and Ocean First, Wells Fargo is referenced as an alternate.

Motion to accept the designation of TD Bank, Ocean First, and Wells Fargo as official depositories: Mr. Askew, second, Mr. Hale. All in favor. Roll Call. Mr. Hale-yes, Mr. Askew-yes, Mrs. Davis-yes, Mr. Pizzi-yes. Motion Carried.

Designation of Asbury Park Press, Star Ledger & Berkeley Times as official newspapers:

Mrs. Nugent requested of the Board to authorize the Asbury Park Press, the 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. Mrs. Nugent added the Star Ledger is referenced as an alternate.

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

Mrs. Nugent stated that the following nine resolutions will be voted on separately. All of the documents required for the appointment of professionals were submitted and reviewed by the law office of Dasti, Murphy, McGuckin, Ulaky, Koutsouris and Connors. Mr. Koutsouris had notified the Authority all of the paperwork is in order. All of the stated rates are in compliance with the Board's instructions.

Appointment of Authority Attorney:

Mrs. Nugent requested of the Board the appointment of the Authority Attorney to the law firm of Berry, Sahradnik, Kotzas & Benson with the named professional being Mr. Robert Budesca.

Motion to accept the appointment of Authority Attorney to the law firm of Berry, Sahradnik, Kotzas & Benson: Mr. Hale, second, Mr. Buscio. All in Favor. Roll Call. Mr. Hale-yes, Mr. Askew-yes, Mrs. Davis-yes, Mr. Pizzi-yes. Motion Carried.

Appointment of Authority Auditor:

Mrs. Nugent requested of the Board the appointment of the Authority Auditor to the firm of Holman, Frenia & Allison with the named professional being Mr. Jerry Conaty.

Motion to accept the appointment of Authority Auditor to the firm of Holman, Frenia & Allison: Mrs. Davis, second, Mr. Hale. All in Favor. Roll Call. Mr. Hale-yes, Mr. Askew-yes, Mrs. Davis-yes, Mr. Pizzi-yes. Motion Carried.

Appointment of Authority Bond Counsel:

Mrs. Nugent requested of the Board the appointment of Authority Bond Counsel to the firm of Gluck Walrath with the named professional being Mr. Howard Eichenbaum.

Motion to accept the appointment of the Authority Bond Counsel to the firm of Gluck Walrath: Mr. Hale, second, Mr. Askew. All in Favor. Roll Call. Mr. Hale-yes, Mr. Askew-yes, Mrs. Davis-yes, Mr. Pizzi-yes. Motion Carried.

Appointment of Employee Health Benefits Insurance Broker and Consultant:

Mrs. Nugent requested of the Board the appointment the Employee Health Benefits Insurance Broker and Consultant to the firm of Conner Strong & Buckelew, Inc. with the named professional being Mr. Scott Davenport.

Motion to accept the appointment of the Employee Health Benefits Insurance Broker and Consultant to the firm of Conner Strong & Buckelew, Inc.: Mr. Hale, second, Mr. Askew. All in Favor. Roll Call. Mr. Hale-yes, Mr. Askew-yes, Mrs. Davis-yes, Mr. Pizzi-yes. Motion Carried.

Appointment of Authority Engineer:

Mrs. Nugent requested of the Board the appointment of Authority Engineer to CME Associates with the named professionals being Mr. Michael McClelland and his representative Mr. Keith Chiaravallo.

Motion to accept the appointment of the Authority Engineer to the firm of CME Associates: Mr. Hale, second, Mrs. Davis. All in Favor. Roll Call. Mr. Hale-yes, Mr. Askew-yes, Mrs. Davis-yes, Mr. Pizzi-yes. Motion Carried.

Appointment of Authority Risk Manager:

Mrs. Nugent requested of the Board the appointment of the Authority Risk Manager to the firm of the John Hill Agency. Mr. J. Michael Hill will be the direct representative to the Authority.

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

Appointment of Authority Conflict Attorney:

Mrs. Nugent requested of the Board the appointment of Authority Conflict Attorney to the law firm of Dasti, Murphy, McGuckin, Ulaky, Koutsouris, and Connors with the named professional being Mr. Koutsouris.

Motion to accept the appointment of the Authority Conflict Attorney to the law firm of Dasti, Murphy, McGuckin, Ulaky, Koutsouris, and Connors: All in Favor. Roll Call. Mr. Hale-yes, Mr. Askew-yes, Mrs. Davis-yes, Mr. Pizzi-yes. Motion Carried.

Mr. Pizzi stated he spoke with Mr. Sahradnik about projects that are still open from the last several years. It was decided Mr. Koutsouris will continue with the legal issues concerning these projects. Mr. Pizzi added two particular issues are the Crystal Lake Rehabilitation Center (CLRC) and the Berkeley Township Board of Education (BTOE) property. Mr. Pizzi stated he appreciated Mr. Koutsouris' diligence in regard to these issues.

Appointment of Authority Conflict Engineer:

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.

Motion to accept the appointment of the Authority Conflict Engineer to the firm of the Alaimo Group: Mr. Hale, second, Mr. Askew. All in Favor. Roll Call. Mr. Hale-yes, Mr. Askew-yes, Mrs. Davis-yes, Mr. Pizzi-yes. Motion Carried.

Appointment of Authority Labor Attorney:

Mrs. Nugent requested of the Board the appointment of Authority Labor Attorney to the law firm of Dasti, Murphy, McGuckin, Ulaky, Koutsouris, and Connors with the named professional being Mr. Koutsouris.

Motion to accept the appointment of the Authority Labor Attorney to the law firm of Dasti, Murphy, McGuckin, Ulaky, Koutsouris, and Connors: Mrs. Davis, second, Mr. Hale. All in Favor. Roll Call. Mr. Hale-yes, Mr. Askew-yes, Mrs. Davis-yes, Mr. Pizzi-yes. Motion Carried.

Authorize TD Bank Signature Cards:

Mrs. Nugent requested of the Board authorization for the execution of the TD Bank signature cards.

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

Authorize Ocean First Bank Signature Cards:

Mrs. Nugent requested of the Board authorization for the execution of the Ocean First Bank signature cards. Mrs. Nugent stated the Authority has four separate accounts with Ocean First which will require four separate signature cards. This resolution will cover all of them.

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

Authorize Ocean First Bank Wire Transfer Agreement:

Mrs. Nugent requested of the Board authorization to execute the Wire Transfer Agreement with Ocean First Bank.

Motion to authorize the execution of the Wire Transfer Agreement with Ocean First Bank: Mrs. Davis, second, Mr. Hale. All in Favor. Roll Call. Mr. Hale-yes, Mr. Askew-yes, Mrs. Davis-yes, Mr. Pizzi-yes. Motion Carried.

Transfer of \$20,000.00 from BTMUA Revenue Account to Renewal & Replacement Account:

Mrs. Nugent requested of the Board authorization to transfer \$20,000.00 out of the Revenue account into the Renewal & Replacement account. The review and budget of this transfer is a requirement of the Authority's bond covenant. Mrs. Nugent added that this is a budgeted line item and is scheduled for March.

Motion to authorize the transfer of \$20,000.00 into the Renewal & Replacement account: Mr. Hale, second, Mrs. Davis. All in Favor. Roll Call. Mr. Hale-yes, Mr. Askew-yes, Mrs. Davis-yes, Mr. Pizzi-yes. Motion Carried.

Progress Report:

Mrs. Nugent referred to her Progress Report and stated the Authority Engineer will review items one through four in his report.

Acquisition of the Berkeley Township Board of Education (BTBOE) property:

Mrs. Nugent stated the acquisition of the BTBOE property is still in progress and requires approval from the NJ Commissioner of Education.

Post-Retirement Health Benefits:

Mrs. Nugent stated the Post-Retirement Health Benefits resolution was approved in January 2014. The memorialization of this resolution will be presented at the March 27, 2014 meeting.

Wire Transaction:

Mrs. Nugent stated a \$60,000.00 wire transfer from Ocean First Revenue to the TD Bank was authorized in January 2014 by Mr. Hale and Mrs. Davis. Mrs. Nugent stated \$20,000.00 of that \$60,000.00 will go into the Renewal & Replacement account. Mrs. Nugent added the remaining \$40,000.00 will be flowed into the debt service account.

NJUAJIF/MEL Credit:

Mrs. Nugent stated the New Jersey Utility Authority Joint Insurance Fund (NJUAJIF) is offering online training for Authority Commissioners. Mrs. Nugent stated the Authority will receive a credit toward its premium if the Commissioners are able to participate in the online training offered by May 2014. Mrs. Nugent stated instructions are attached on the back of her Progress Report.

Shed Purchase:

Mrs. Nugent stated a shed was purchased and is fully constructed in the back yard of the Authority building. Mrs. Nugent added the operational crew is very pleased to utilize the shed.

Employee Manual Review:

Mrs. Nugent stated the Employee Manual Review is scheduled to begin.

Township Pre-Construction Meeting Station Road Paving Project:

Mrs. Nugent stated the Township notified the Authority of a pre-construction meeting being held on March 6, 2014 at 3:00 pm regarding the Station Road paving and rehabilitation project.

Phase V:

Mrs. Nugent stated a Pre-construction meeting was held on February 26, 2014. Mrs. Nugent stated the residents that will be affected by the Phase V construction will receive formal notification in the last week of March. Mrs. Nugent added a draft of the notification is attached to the Progress Report. Construction is anticipated to begin in early May. Mrs. Nugent stated additional notice will be given to the residents approximately a week before construction is started on each of the individual 15 streets. CME will provide the residents the notifications and act as our liaison during construction.

Mr. Pizzi stated Mayor Amato has requested the Authority ensure notification be provided to residents in a timely manner. Mr. Pizzi stated the Authority will inform Mayor Amato on each step of what is being accomplished regarding the project. Mr. Pizzi stated Mr. Blair, Mrs. Nugent, or himself will be available for any questions he may have.

Mr. Pizzi stated the Authority has always had 100% participation from its Commissioners regarding the NJUAJIF training seminars and encouraged the Commissioners to try and keep this record going.

Mr. Pizzi stated Mr. Hale will be responsible for reviewing the Employee Manual for 2014. Mr. Pizzi stated if any of the Commissioners have any recommendations regarding the Employee Manual to see Mrs. Nugent or Mr. Hale. After the recommendations are reviewed it will be brought before the Board to be voted on.

Engineer's Report:

Phase V Water Main Improvement Project:

Mr. Chiaravallo stated the NJDEP issued the authorization to award the project to P&A Construction on February 3, 2014. Mr. Chiaravallo stated the pre-construction meeting was held February 26, 2014 and the anticipated start date will be approximately in early May. The notices will be sent to the affected residents beforehand. Mr. Chiaravallo stated the Central Regional and Berkeley Township School Boards, the Berkeley Township Sewerage Authority (BTSA), and the Berkeley Township Police Department (BTPD) attended. Mr. Chiaravallo stated another meeting will be scheduled with BTPD just prior to the start of the work to coordinate any extra activity as needed.

Well #4 Project:

Mr. Chiaravallo stated CME is preparing preliminary models of the actual well and the aquifer. Mr. Chiaravallo stated the NJDEP is reviewing the Permit to Construct while the models are being prepared. Mr. Chiaravallo stated the NJDEP informed him the permits were signed and will be sent to the Authority soon. Mr. Chiaravallo clarified the permits are not for allocation, but to actually construct the well.

Crystal Lake Rehabilitation Center (CLRC) Water Service:

Mr. Chiaravallo stated CME had a productive meeting with the engineer from CLRC. Mr. Chiaravallo stated CLRC's engineer listened to the comments provided by CME and will return with revised plans for connection to the Authority's water system and fire water demands.

AT&T Emergency Generators for the Northern Boulevard and Station Road Tank:

Mr. Chiaravallo stated CME reviewed and provided comments regarding AT&T's submittal for installation of the emergency generators which will be installed by AT&T at the Northern Blvd. and Station Road Tanks. Mr. Chiaravallo stated AT&T informed CME their comments are in the process of being reviewed.

Mr. Askew questioned CLRC's status regarding their water connection. Mr. Pizzi replied CLRC is not connected. Mr. Pizzi stated Mr. Koutsouris is the newly appointed Conflict Attorney and will continue to handle the legality of CLRC's connection issues. There is open litigation with CLRC and a 60 day delayed court date was granted to CLRC providing they show progress is being made in regard to connecting to the Authority's water system.

Mr. Pizzi requested Mrs. Nugent to provide Mr. Askew a brief overview of the Phase V and Well #4 projects.

Mrs. Nugent stated the Authority has two capital projects which are Phase V and Well #4. Mrs. Nugent stated the Phase V project is to install 10,000 linear ft. of water main which will connect 98 existing homes to the Authority's water system. Mrs. Nugent stated the original estimate for this project was \$2,200,000.00. The Authority applied to New Jersey Environmental Infrastructure Trust (NJEIT) for funding.

Mrs. Nugent stated the second project is Well #4. Well #4 will be constructed on property endowed from Berkeley Township. It will be an approximately 500 ft. well into the Piney Point Aquifer. Mrs. Nugent stated this will be the fourth well into that aquifer. The construction estimate for this project is estimated to be \$1,100,000.00 which will also go through NJEIT funding. Mrs. Nugent stated the NJEIT funding is conducive for the Authority as it currently offers a finance package of a 0% interest rate for 75% of the loan and the other 25% will have the current market rate. Mrs. Nugent added the current market rate is approximately 4%. Mrs. Nugent stated NJEIT has been very helpful towards the Authority with past projects and they had sent a representative to attend the Pre-construction meeting (02/26/14).

Mr. Pizzi stated the two capital projects will be accomplished with no increase to the rates due to the vigilance of the Authority staff and its Members. Mr. Pizzi added the Authority has saved a lot of money from refinancing and a large portion of the money saved will be used to finance these projects. Mr. Pizzi stated a Bond came due which also eliminated debt from the Authority and will greatly impact its ledgers in a very beneficial way. Mr. Pizzi added all this may result in a positive cash flow for the Authority.

Accountant's Report:

Mr. Conaty stated in his report:

Cash Position Report for January 2014

Total All Cash Fund Balance:	\$3,839,929.96
Total Restricted Balances:	\$2,370,405.75
Total Fund Available for Disbursement:	\$1,469,524.21

Mr. Conaty stated the budget to actual report shows everything is in order for the month of January. Mr. Conaty stated his office will be starting their audit of the Authority around the third week of the March.

Attorney's Report:

No report.

Committee Reports:

Old Business:

No Report.

New Business:

Mr. Hale stated the Personnel Committee has received several inquiries regarding the update of the Employee Manual. Mr. Hale stated he has discussed the updates to the Employee Manual with the Executive Director and there are only minor changes expected. Mr. Hale stated he will be reviewing the by-laws, but is not expecting to make any changes there.

Mr. Hale stated he was privileged to be able to go to the annual awards breakfast ceremony on February 26, 2014. Mr. Hale stated the Authority received a Certificate of 18 Years Loss Time/Accident Free for the period from 1996 through 2013. The Members of the Board applauded Mr. Blair and the Authority Staff for this award. Mr. Hale stated he is looking forward to attending the Authority's safety meetings for the coming year.

Mrs. Davis congratulated Mr. Blair and Mrs. Nugent, along with the operational staff for operating a safe work environment. Mr. Pizzi stated the Authority has saved a lot of money

because of its excellent safety record. Mr. Pizzi stated he would like to show his appreciation by giving a luncheon for the Authority staff because they have consistently maintained a safe work environment. Mr. Pizzi extended an invitation to the Board Members and Professional staff to attend.

Motion to approve a luncheon for the Authority staff not to exceed in cost of \$150.00: Mr. Hale, second, Mr. Askew. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

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

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

Respectfully Submitted,



Sandra J Walker
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, March 27, 2014 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.