



**Berkeley Township**  
**MUNICIPAL UTILITIES AUTHORITY**

42 Station Road  
Bayville, NJ 08721  
(732) 237-0100  
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A Public Meeting of the Berkeley Township Municipal Utilities Authority was held on **Thursday, March 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, Vice-Chairman-Mr. Hale-present, Mr. Mullikin-present, Mr. Askew-present, Mrs. Davis-present, Mr. Buscio-present.

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

Motion to approve the minutes from the Public Meeting on February 27, 2014: Mr. Hale, second, Mrs. Davis. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mr. Mullikin and Mr. Buscio abstained.

Motion to approve the Executive Director's Report from the meeting on February 27, 2014: Mrs. Davis, second, Mr. Hale. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mr. Mullikin and Mr. Buscio abstained.

Motion to approve the Engineer's Report from the meeting on February 27, 2014: Mr. Hale, second, Mrs. Davis. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mr. Mullikin and Mr. Buscio abstained.

Motion to approve the Accountant's Report from the meeting on February 27, 2014: Mrs. Davis, second, Mr. Hale. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mr. Mullikin and Mr. Buscio abstained.

Motion to approve the Attorney's Report from the meeting on February 27, 2014: Mr. Hale, second, Mrs. Davis. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mr. Mullikin and Mr. Buscio abstained.

**Treasurer's Report:**

Mr. Askew stated he and Mr. Mullikin reviewed the payroll and operating expenses for (03/01/14-03/28/14) four weeks. The payroll expenses were in the amount of \$31,195.64. The operating expenses were in the amount of \$119,095.60.

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

**Executive Director's Report:**

**Memorialize Post Employment/Retirement Health Benefits:**

Mrs. Nugent requested of the Board authorization for the memorialization of the January 2014 approval for Post Employment/Retirement Health Benefits. Mrs. Nugent stated a draft of this resolution went to the State for review. The state replied that the criteria noted within the resolution is acceptable. The resolution states the eligibility criteria for post employment health benefits is the full-time employee may retire at 65 years of age with at least 25 years of service in PERS. The last 15 years of service must be under the employment of the Authority. Mrs. Nugent stated the Authority will not provide health benefits for disability pensions, benefits for dependents or spouses, nor Medicare reimbursement. Mrs. Nugent stated this resolution will apply to all current employees and is applicable for the employment time already earned in the pension system. This resolution will be effective with the State as of April 1, 2014.

Motion to approve the memorialization of Post Employment/Retirement Health Benefits: Mr. Mullikin, second, Mr. Hale. All in favor. Roll Call. Mr. Hale-yes, Mr. Mullikin-yes, Mrs. Davis-yes, Mr. Buscio-yes, Mr. Pizzi-yes. Motion Carried.

**Authorize Remittance of Township Appropriation \$81,786.00:**

Mrs. Nugent requested of the Board authorization to remit \$81,786.00 to the Township of Berkeley. Mrs. Nugent stated a formal request for appropriation was received from the Township. These funds are allocated in the Authority's 2014 budget.

Mrs. Davis questioned what the appropriation was for the Township in 2013. Mrs. Nugent replied it was approximately \$84,000.00.

Motion to authorize remittance of the Township Appropriation in the amount of \$81,786.00: Mr. Hale, second, Mr. Buscio. All in favor. Roll Call. Mr. Hale-yes, Mr. Mullikin-yes, Mrs. Davis-yes, Mr. Buscio-yes Mr. Pizzi-yes. Motion Carried.

Mr. Pizzi stated there will be Executive Session after tonight's meeting.

**Progress Report:**

**Phase V:**

Mrs. Nugent stated the contract for the Phase V water main project with P & A Contractors was fully executed. Mrs. Nugent stated CME has distributed the initial notice to the residents of the area where the installation of the water main will take place. Mrs. Nugent stated the Authority has received several responses from these residents.

#### New Jersey Utility Authority Joint Insurance Fund (NJUAJIF/MEL) Training Seminars:

Mrs. Nugent stated there are instructions for the online training provided by the NJUAJIF being offered to the Commissioners attached to her Progress Report. Mrs. Nugent stated participating in the training will provide the Authority a credit towards the insurance premium.

#### Financial Disclosure:

Mrs. Nugent stated the Financial Disclosure Forms typically have a deadline of April 12<sup>th</sup>. The Township Clerk has informed her that the Financial Disclosure Forms are delayed this year for at least another month. Mrs. Nugent stated the delay is due to revisions to the online forms.

#### First Quarter 2014 Billing:

Mrs. Nugent stated the first quarter 2014 billing is in progress. The meter reading was completed.

Mr. Mullikin questioned the status of the Station Road paving project. Mr. Blair replied he attended the pre-construction meeting. The pipes required for the construction of the new well will be installed. No construction start date was announced.

#### Engineer's Report:

##### Phase V Water Main Improvement:

Mr. Chiaravallo stated CME distributed the initial notification to the residents in the project area regarding the water main that will be coming through. Mr. Chiaravallo stated it is estimated construction will begin in May 2014.

Mr. Chiaravallo stated the Authority will receive \$500,000.00 in principle forgiveness from the NJEIT funding for the Phase V project.

##### Well #4:

Mr. Chiaravallo stated CME has received the Permit to Construct from the NJDEP. The permit to construct will be used to do the test well. The test well will be converted to a production well. Mr. Chiaravallo stated CME has performed the modeling of the proposed well and is reviewing the results. Mr. Chiaravallo added when this is accomplished CME will request a meeting with the Authority's Engineering Committee to review those results.

##### Station Road Water Storage Tank – Verizon Antennas:

Mr. Chiaravallo stated CME has reviewed and prepared comments for Verizon's proposed equipment modification on the Station Road Water Storage Tank. Mr. Chiaravallo added the other carriers on the Station Road Tank have already upgraded their antennas.

Mr. Pizzi requested Mrs. Nugent to clarify for the Board Members the \$500,000.00 grant the Authority will receive from the NJEIT. Mrs. Nugent explained the Authority is getting its finance package for Phase V through the NJEIT. Mrs. Nugent stated 75% of the money being borrowed is at 0% interest and the remaining 25% will be at the current market rate. Mrs. Nugent stated the NJEIT has further granted \$500,000.00 dollars in principle forgiveness. If the Authority borrows \$2,000,000.00 the amount that will be paid back will be 1,500,000.00.

**Accountant's Report:**

Mr. Conaty stated in his report:

**Cash Position Report for February:**

Total All Cash Fund Balance:	\$3,827,574.57
Total Restricted Balances:	\$2,506,798.84
Total Fund Available for Disbursement:	\$1,320,755.73

Mr. Conaty stated the budget to actual reports look good. Mr. Conaty stated when reviewing the line by line details some appear to be a bit higher than normal. Mr. Conaty stated this is due to some of the payments being paid only once or twice per year. Mr. Conaty stated this budget is on course with what the Commissioners have approved.

Mr. Conaty stated the Holman & Frenia staff has been at the Authority for its audit this week (03/24/14) and should be completed by tomorrow (03/28/14). The results of the audit will be presented to the Board Members at the April 24, 2014 meeting. Mr. Conaty stated Mrs. Nugent will prepare an exit conference date with the Finance Committee and Mrs. Davis will distribute a copy of the report for review to the Board Members.

Mr. Conaty added there is a fine for not filing the Financial Disclosure Forms which is paid by the Commissioners personally. Mr. Conaty added he is reminding the Commissioners to prevent anyone from being fined.

**Attorney's Report:**

No Report.

**Committee Reports:**

**Old Business:**

No Report.

**New Business:**

No Report.

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

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

**Executive Session:**

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

**Litigation:**

Crystal Lake Rehabilitation Center (CLRC)


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

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

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

The meeting adjourned at 7:53 pm.

Respectfully Submitted,

  
Sandra J Walker  
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, April 24, 2014 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.