



Berkeley Township
MUNICIPAL UTILITIES AUTHORITY

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

A Public Meeting of the Berkeley Township Municipal Utilities Authority was held on **Thursday, May 22, 2014** at 7:00 pm at the Berkeley Township Municipal Utilities Authority at 42 Station Road, Bayville, NJ 08721. Chairman Pizzi-excused absence, presided by Vice-Chairman-Mr. Hale-present, Mr. Mullikin-present, Mr. Askew-present, Mrs. Davis-absent, Mr. Buscio-present.

Also present: Mr. Budesca-Attorney, Mr. Chiaravallo-Engineer, Mr. Waldron-Accountant, and Mrs. Nugent-Executive Director.

Mr. Hale stated for the record Mr. Askew will be sitting in as an acting Commissioner with all the associated rights due to the absence of two Commissioners.

Motion to approve the minutes from the Public Meeting on April 24, 2014: Mr. Mullikin, second, Mr. Hale. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Askew-abstained, Mr. Buscio-abstained, Mr. Hale-yes. Motion Carried.

Motion to approve the Executive Director's Report from the meeting on April 24, 2014: Mr. Mullikin, second, Mr. Hale. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Askew-abstained, Mr. Buscio-abstained, Mr. Hale-yes. Motion Carried.

Motion to approve the Engineer's Report from the meeting on April 24, 2014: Mr. Mullikin, second, Mr. Hale. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Askew-abstained, Mr. Buscio-abstained, Mr. Hale-yes. Motion Carried.

Motion to approve the Accountant's Report from the meeting on April 24, 2014: Mr. Mullikin, second, Mr. Hale. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Askew-abstained, Mr. Buscio-abstained, Mr. Hale-yes. Motion Carried.

Motion to approve the Attorney's Report from the meeting on April 24, 2014: Mr. Mullikin, second, Mr. Hale. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Askew-abstained, Mr. Buscio-abstained, Mr. Hale-yes. Motion Carried.

Treasurer's Report:

Mr. Askew stated he and Mr. Mullikin reviewed the payroll and operating expenses for (04/26/14-05/23/14) four weeks. The payroll expenses were in the amount of \$35,630.69. The operating expenses were in the amount of \$129,317.53.

Motion to approve the Treasurer's Report: Mr. Mullikin, second, Mr. Hale. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Askew-yes, Mr. Buscio-yes, Mr. Hale-yes. Motion Carried.

Executive Director's Report:

Affidavit to the Review of the BTMUA 2013 Audit:

Mrs. Nugent requested of the Board authorization to adopt the 2013 Annual Audit Report which was presented at the April 24, 2014 meeting. Mrs. Nugent stated this resolution includes an audit review certification. Each Commissioner is required to sign the affidavit which certifies each Commissioner has received a copy of the Audit and reviewed the financial statements and specifically read the general comments and recommendations section. Mrs. Nugent stated this resolution will be sent to the State as part of the Authority's compliance package.

Motion to approve the adoption of the BTMUA 2013 Audit requiring Commissioner signatures to the affidavit: Mr. Askew, second, Mr. Mullikin. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Askew-yes, Mr. Buscio-yes, Mr. Hale-yes. Motion Carried.

Approve Letter of Credit for Eagles Nest (6 Single Family Homes on Elizabeth Avenue):

Mrs. Nugent requested of the Board approval for a Letter of Credit for the Eagles Nest development which will consist of 6 single family homes on Elizabeth Avenue. Mrs. Nugent stated the developer will extend the water main for this project. The Authority gave final approval for the Eagles Nest project on December 19, 2013 with the condition that the performance bond is posted. Mrs. Nugent stated the developer has posted the Letter of Credit in lieu of the performance bond as well as the 10% cash portion. The amount is appropriate. Mrs. Nugent added the Authority Attorney has reviewed the Letter of Credit.

Motion to approve the Letter of Credit for the Eagles Nest project: Mr. Buscio, second, Mr. Askew. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Askew-yes, Mr. Buscio-yes, Mr. Hale-yes. Motion Carried.

Progress Report:

Phase V:

Mrs. Nugent stated construction was originally to begin in May 2014, but P & A Construction was delayed due to other construction projects. Construction is slated to begin in June 2014.

Hurricane Sandy

Mrs. Nugent stated the Authority has provided residents whose homes were affected by Hurricane Sandy with a quarterly fee service charge forgiveness program (Sandy Credit Relief Program). Mrs. Nugent stated the requirements to participate in the program are the homes are not habitable and the water is shut off at the street. Technically, these residents are responsible for the flat quarterly fee, but the forgiveness program has allowed the Authority to stop charging

this fee for residents who have met the qualifications. Mrs. Nugent stated the forgiveness program will expire June 30, 2014, at the close of the second quarter 2014 billing. Mrs. Nugent added approximately 35 residents are still on the program and notification letters will be mailed on May 23, 2014. The Authority will encourage these residents to perform what is known as a "cut and cap" which is a disconnect from the water system. Mrs. Nugent stated a disconnect from the water system is always performed if a home is to be raised or demolished. Mrs. Nugent added this is a simple process that most homeowners can do. Mr. Askew questioned if a small number of residents request to stay on the program will the Authority allow it. Mrs. Nugent stated if there are still requests she will present it to the Board at the next meeting.

New Jersey Environmental Infrastructure Trust (NJEIT) NANO Loan:

Mrs. Nugent stated the second part of the NJEIT loan will close on May 29, 2014.

Mrs. Nugent stated there will be Executive Session after tonight's meeting.

Engineer's Report:

Phase V Water Main Improvement Project:

Mr. Chiaravallo stated there will be an initial meeting for the official start of the Phase V project with the contractor next week (week of 05/27/14). Mr. Chiaravallo stated the Contractor has submitted all the shop drawings for CME's review.

Well #4 Project:

Mr. Chiaravallo stated CME is completing the bid documents for the construction of the test well and is waiting for the final approval from the DEP.

Accountant's Report:

Mr. Waldron stated in his report:

Cash Position Report for April:

Total All Cash Fund Balance:	\$3,963,691.71
Total Restricted Balances:	\$2,493,503.33
Total Fund Available for Disbursement:	\$1,470,188.38

Mr. Waldron stated the BTMUA 2013 Audit statements were submitted to the State by the deadline (04/30/14). Mr. Waldron stated the synopsis was published in the Asbury Park Press and that the affidavit signed tonight (05/22/14) is the last step in the process.

Attorney's Report:

No Report.

Committee Reports:

Old Business:

No Report.

New Business:

No Report.

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

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

Amend Employee Manual

Annual Review for Four Employees

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

Motion to amend the Employee Manual: Mr. Buscio, second, Mr. Askew. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to approve the annual review of Employee #1: Mr. Askew, second, Mr. Buscio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to approve the annual review of Employee #2: Mr. Buscio, second, Mr. Askew. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

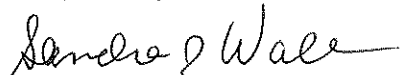
Motion to approve the annual review of Employee #3: Mr. Buscio, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to approve the annual review of Employee #4: Mr. Mullikin, second, Mr. Askew. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

The meeting adjourned at 7:42 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sandra J Walker".

Sandra J Walker
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, June 26, 2014 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.