



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, September 25, 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 Hale-present, Mr. Mullikin-absent, Mr. Askew-absent, Mrs. Davis-present, Mr. Buscio-present.

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

Motion to approve the minutes from the Public Meeting on August 28, 2014: Mr. Buscio, second, Mrs. Davis. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to approve the minutes from the Executive Session on August 28, 2014: Mrs. Davis, second, Mr. Buscio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to approve the Executive Director's Report from the meeting on August 28, 2014: Mrs. Davis, second, Mr. Buscio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to approve the Engineer's Report from the meeting on August 28, 2014: Mr. Buscio, second, Mrs. Davis. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to approve the Accountant's Report from the meeting on August 28, 2014: Mrs. Davis, second, Mr. Buscio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to approve the Attorney's Report from the meeting on August 28, 2014: Mr. Buscio, second, Mrs. Davis.

Treasurer's Report:

Mrs. Davis stated Mr. Mullikin and Mr. Hale reviewed the payroll and operating expenses for (08/30/14-09/26/14) four weeks. The payroll expenses were in the amount of \$30,986.49. The operating expenses were in the amount of \$74,007.76.

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

Executive Director's Report:

Authorize Payment #2 to P&A Construction \$191,262.28:

Mrs. Nugent requested of the Board authorization for Payment #2 to P&A Construction in the amount of \$191,262.00 representing an original invoice of \$195,165.59 with a 2% retainage. Mrs. Nugent stated the construction costs have been reviewed and recommended for payment by CME. The bill has been presented to the State, but final approval from the NJEIT program has not yet been received. Mrs. Nugent added approval of Payment #2 will be contingent upon the receipt of approval from the NJEIT loan program. It is anticipated the payment will be made in the beginning of October.

Motion to authorize Payment #2 to P&A Construction contingent upon NJEIT program approval: Mrs. Davis, second, Mr. Buscio. All in favor. Roll Call. Mrs. Davis-yes, Mr. Buscio-yes, Mr. Hale-yes.

For the record, let it be noted Mr. Mullikin arrived at the meeting at 7:12 pm.

Authorize the Application to Local Finance Board (LFB) to review and re-confirm its authorization for the Authority to issue notes and/or bonds for the Well #4 project:

Mrs. Nugent stated the appropriate resolutions for the Well #4 project were approved in 2013. The project funding resolutions were reviewed and received approval from the Local Finance Board in November 2013. Mrs. Nugent stated the project was delayed until the new NJEIT 2015 loan program due to the DEP requirement that splits the project into two parts. Mrs. Nugent stated the first phase consists of construction of the test well. The second phase of the project is the transformation of the test well into a production well. Mrs. Nugent stated Bond Counsel recommends re-confirmation of this resolution because LFB approvals are generally good for only one year.

Motion to re-confirm authorization for the Authority to issue notes and/or bonds for the Well #4 project: Mrs. Davis, second, Mr. Mullikin. All in favor. Roll Call. Mr. Mullikin-yes, Mrs. Davis-yes, Mr. Buscio-yes, Mr. Hale-yes. Motion Carried.

Central Regional School District (CRSD):

Mrs. Nugent stated Central Regional School District (CRSD) is requesting to install a four inch meter and service line from the main on the property to service a new bathroom facility and sprinkler system for the synthetic turf football field. Mrs. Nugent stated CRSD estimates one million gallons of usage per year. Mrs. Nugent estimated a \$15,400.00 connection fee. Mrs. Nugent stated CRSD would buy its own four inch meter at a cost of \$3,000.00. Mrs. Nugent stated usage will cost approximately \$3,600.00 with a quarterly charge of \$1,495.00. Mrs. Nugent stated the cost will be almost \$28,000.00 for the first year and approximately \$10,000.00

per year thereafter. Mrs. Nugent stated the alternate plan is to use one of the onsite wells. The well needs to be refurbished or a new well installed. Mrs. Nugent added CRSD's engineers do not want to use the alternate plan because the iron content in the well may stain the new field and track. Mrs. Nugent stated the cost for CRSD would be significantly lower if CRSD irrigates using the well. Only a one inch service line would be required to connect the bathroom facility. Mrs. Nugent stated CRSD is requesting any financial relief for this project.

Mr. Budesa (Authority Attorney) stated for the record Mr. Buscio will not be participating in the discussion regarding the CRSD request.

The remaining Board Members had a general discussion regarding the CRSD request. Mrs. Nugent was instructed by the Board to request a formal written request detailing the specifics of the financial relief that is being sought.

Vice Chairman Hale tabled this matter for the next Public Meeting scheduled for October 23, 2014 at 7:00 pm (rescheduled to October 27, 2014).

Progress Report:

Phase V:

Mrs. Nugent stated the 90 Days Notices to connect for the Phase V project will be mailed to residents on October 1, 2014.

Bayville First Aid Squad:

Mrs. Nugent stated a meeting was held with the Bayville First Aid Squad regarding its plan to construct a cellular tower on its property. Mrs. Nugent stated there is still room for additional cellular tenants on the Authority tower. Updates will be provided as this project progresses.

Five Year Rate Study:

Mrs. Nugent stated there was discussion regarding the five year rate study and Holman & Frenia (Authority Auditors) have provided a quote of \$3,500.00 to \$4,800.00 to conduct this study. Mrs. Davis clarified a not to exceed amount of \$4,200.00. Mr. Conaty stated the rate study will be performed on a hourly basis and reflect several different options of planning.

Mrs. Nugent stated the rate study will provide guidance on how the current and planned projects will affect the user fees.

Meter Reading:

Mrs. Nugent stated the third quarter meter reading is completed and the bills will be mailed out by September 30, 2014.

Semi-Annual Hydrant Flushing:

Mrs. Nugent stated the semi-annual hydrant flushing will begin on October 6th, 2014 and continue through November 14th, 2014 for a total of five weeks. Mrs. Nugent stated the ad appeared in today's Asbury Park Press (09/25/14), the Berkeley Times Newspaper, and the local television channel.

Mr. Mullikin questioned if the Authority could increase its water allocation based on CRSD's request of one million gallons yearly for water usage. Mr. Mullikin added the new well will enable the Authority to provide more water for its customers. Mr. Chiaravallo stated the new well will increase the firm capacity which allows the Authority to connect more homes by a considerable amount. Mr. Chiaravallo stated without the new well the Authority is currently able to connect an additional 300 homes. Mr. Chiaravallo added the loss of the 14 homes due to CRSD's request only has a small impact on the Authority capability to provide water. Mr. Chiaravallo summed it up by stating the new well will significantly increase the Authority's capacity to provide water for additional connections.

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

Engineer's Report:

Phase V Water Main Improvement Project:

Mr. Chiaravallo stated all the water main and water services have been installed. Mr. Chiaravallo stated all the lines were pressure tested and chlorinated. The bacteria testing proved negative. Mr. Chiaravallo stated the remaining work consists of the final paving of the surface course on all of the trenches along with the completion of the punch list items. Mr. Chiaravallo stated the final paving will occur within the next month to allow for the trenches to settle.

Well #4 Project:

Mr. Chiaravallo stated CME has responded to the NJDEP comments regarding the bid documents for the test well. Mr. Chiaravallo stated it is anticipated the Authorization to Advertise will be received from the NJDEP during the next week (week of 09/29/14).

Phase VI Water Main Improvements:

Mr. Chiaravallo stated CME is preparing the Letter of Intent and the Planning Document application for the Authority to be considered for NJEIT funding for the Phase VI water main project. Mr. Chiaravallo stated the documents must be submitted to the NJDEP prior to October 10, 2014 to be considered for 2016 funding.

Northern Boulevard Water Storage Tank – Sprint Upgrades:

Mr. Chiaravallo stated CME has provided comments to the Sprint submittal for equipment upgrades. Sprint has already supplied a revised plan based on those comments.

Mr. Mullikin questioned if the Northern Boulevard Tank requires painting or maintenance. Mr. Chiaravallo replied he, Mr. McClelland and Mr. Blair visually inspected the tank and noted there are rust spots on the skirt which covers the base of tank. Mr. Chiaravallo stated CME will investigate quotes from tank consultants for inspection of the Northern Tank.

Accountant' Report:

Mr. Conaty stated in his report:

Cash Position Report for August:

Total All Cash Fund Balance:	\$3,835,832.93
Total Restricted Balances:	\$2,259,369.73
Total Fund Available for Disbursement:	\$1,576,463.20

Mr. Conaty stated \$590,000.00 has been set aside from the restricted balance for maintenance of the water towers. Mr. Conaty stated the budget to actual report was reviewed and is progressing well as expected.

Attorney's Report:

Mr. Budesza stated he has not yet received a response from the representatives of the Chelsea Place Development project.

Committee Report:

Old Business:

No Report.

New Business:

No Report.

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

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

Executive Session:

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

Topic Discussed:

Annual Review for Employee #1

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

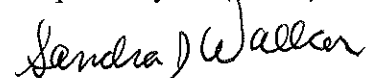
Motion to re-open public portion: Mrs. Davis, second, Mr. Buscio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

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

The meeting adjourned at 8:36 pm.

Respectfully Submitted,



Sandra J Walker
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, October 23, 2014 (rescheduled to Monday, October 27, 2014) at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.