



## 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, February 25, 2016** at 7:00 pm at the Berkeley Township Municipal Utilities Authority at 42 Station Road, Bayville, NJ 08721. Presided by Chairman Hale-present, Mrs. Davis-present, Mr. Mullikin-present, Mr. Cammarato-present, Mr. Askew-absent.

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

### Appointment of Chairman:

Mrs. Davis nominated Mr. Hale for the appointment of Chairman 2016, second, Mr. Cammarato: All in favor. Roll Call. Mrs. Davis-yes, Mr. Mullikin-yes, Mr. Cammarato-yes, Mr. Hale-yes. Motion Carried.

### Appointment of Officers:

Mr. Mullikin nominated Mrs. Davis for the appointment of Vice-Chairman 2016, second, Mr. Cammarato. All in favor. Roll Call. Mrs. Davis-yes, Mr. Mullikin-yes, Mr. Cammarato-yes, Mr. Hale-yes. Motion Carried.

Mrs. Davis nominated Mr. Mullikin for the appointment of Secretary 2016, second, Mr. Hale. All in favor. Roll Call. Mrs. Davis-yes, Mr. Mullikin-yes, Mr. Cammarato-yes, Mr. Hale-yes. Motion Carried.

Mr. Mullikin nominated Mr. Cammarato for the appointment of Treasurer 2016, second, Mrs. Davis. All in favor. Roll Call. Mrs. Davis-yes, Mr. Mullikin-yes, Mr. Cammarato-yes, Mr. Hale-yes. Motion Carried.

Mr. Hale congratulated the new officers and wished them well in their endeavors for the upcoming year.

Motion to approve the minutes from the meeting on January 28, 2016: Mrs. Davis, second, Mr. Cammarato. 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 January 28, 2016: Mrs. Davis, second, Mr. Mullikin. 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 January 28, 2016: Mrs. Davis, second, Mr. Mullikin. 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 January 28, 2016: Mr. Cammarato, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

Mr. Cammarato stated Mr. Hale and Mr. Mullikin reviewed the payroll and operating expenses for the first two weeks (01/30/16-02/12/16). Mr. Mullikin and Mr. Cammarato reviewed the payroll and operating expenses for the last two weeks (02/13/16-02/26/16). The payroll expenses were in the amount of \$32,727.45. The operating expenses were in the amount of \$54,017.03.

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

Mr. Hale welcomed Mr. Cammarato to the Board and stated for the record Mr. Cammarato attended the last BTMUA meeting (01/28/16) as a member of the public not as an official Commissioner.

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

The Board acknowledged Mr. Mullikin's re-appointment as Board Member #1 and Mr. Cammarato's appointment as Board Member #3.

Mr. Hale requested a motion for approval of the following resolutions for 2016: Mr. Mullikin, second, Mrs. Davis. All in favor. Roll Call. Mrs. Davis-yes, Mr. Mullikin-yes, Mr. Cammarato-yes, Mr. Hale-yes. Motion Carried.

### **Assignment of Committee Positions:**

Mr. Hale assigned committee positions and stated the first name referenced will be the Chairperson for that committee as follows:

- Engineering Committee: Mr. Mullikin and Mr. Hale
- Personnel Committee: Mr. Hale and Mrs. Davis
- Safety Committee: Mr. Cammarato and Mr. Hale
- Finance and Budget Committee: Mrs. Davis and Mr. Cammarato
- Legal Committee: Mr. Askew and Mr. Mullikin
- Buildings and Grounds Committee: Mr. Mullikin and Mr. Askew

### **Appointment of New Jersey Utility Authority Joint Insurance Fund (NJUAJIF) Representative:**

The appointment of the NJUAJIF Representative will be served by Mr. Cammarato, Chairman of the Authority Safety Committee. The Alternate representative will be served by Mrs. Nugent.

### **Adoption of the Cash Management Plan:**

The Cash Management Plan provides guidance on investments, safe-keeping of funds, and audit procedures.

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

The designation of TD Bank, Ocean First Bank, and Wells Fargo as the 2016 official Depositories of the Authority.

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

The designation of the Asbury Park Press, the Star Ledger, and the Berkeley Times as the 2016 official newspapers for the Authority.

Mrs. Nugent stated the required documentation for the appointments of the following professionals were submitted in compliance with NJ statutes and reviewed by an Authority Evaluation Committee. The referenced professionals were recommended by the Evaluation Committee for the 2016 positions. Mrs. Nugent stated the contracts were reviewed by the Authority Attorney, Mr. Budesá.

Appointment of Authority Attorney:

The appointment of Authority Attorney to the law firm of Berry, Sahradnik, Kotzas, & Benson. Mrs. Nugent stated the named professional is Mr. John Sahradnik. Mr. Bob Budesá is the direct representative to the Authority.

Appointment of Authority Auditor:

The appointment of Authority Auditor to the firm of Holman, Frenia & Allison. Mrs. Nugent stated the named professional is Mr. Frank Holman. Mr. Brian Waldron is the direct representative to the Authority.

Appointment of Authority Bond Counsel:

The appointment of Authority Bond Counsel to the firm of Gluck Walrath. Mrs. Nugent stated the named professional is Mr. Michael Gluck. Mr. Howard Eichenbaum is the direct representative to the Authority.

Appointment of Employee Health Benefits Insurance Broker and Consultant:

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

Appointment of Authority Engineer:

The appointment of Authority Engineer to CME Associates. Mrs. Nugent stated the named professional is Mr. Michael McClelland. Mr. Keith Chiaravallo is the direct representative to the Authority.

Appointment of Authority Risk Manager:

The appointment of Authority Risk Manager to the firm of the John Hill Agency. Mr. J. Michael Hill will be the direct representative to the Authority.

Appointment of Authority Conflict Attorney:

The appointment of Authority Conflict Attorney to the law firm of Dasti, Murphy, and McGuckin. Mrs. Nugent stated Mr. Christopher Koutsouris is the named professional to the Authority.

Appointment of Authority Labor Attorney:

The appointment of Authority Labor Attorney to the law firm of Dasti, Murphy, and McGuckin. Mrs. Nugent stated Mr. Christopher Koutsouris is the named professional to the Authority.

Appointment of Authority Conflict Engineer:

The appointment of Authority Conflict Engineer to the Alaimo Group. Mrs. Nugent stated the named professional is Miles Powell.

Authorize Ocean First Bank Signature Cards and Banking Documents:

Authorization to execute the Ocean First Bank signature cards and banking documents.

Authorize Ocean First Bank Wire Transfer Agreement:

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

Authorize TD Bank Signature Cards:

Authorization for the execution of the TD Bank signature cards.

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

Authorization to transfer \$20,000.00 out of the TD Bank General Revenue account into the TD Bank Renewal & Replacement account. This is an annual budget requirement of the Authority's bond covenants to conservatively budget for the renewal of the Plant's assets. Mrs. Nugent added every year \$20,000.00 is added to this fund and if used the monies must be replaced in full the following year.

Motion to transfer \$20,000.00 from the TD Bank Revenue Account to Renewal & Replacement Account: Mrs. Davis, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Engineer's Report:

Mr. Chiaravallo thanked the Board Members' for CME's re-appointment.

Well #4 Project:

Phase I – Test Well

Mr. Chiaravallo stated the Test Well portion of the Phase 4 project with A.C. Schultes is now closed out. Mr. Chiaravallo stated the original bid amount for the project was \$393,000.00 and the final amount came in at \$46,700.00 under the original contract amount.

Phase II – Production Well

Mr. Chiaravallo stated the Water Allocation Permit for the second phase of the project is now with the DEP for review.

Phase VI Water Main Improvement Project:

Mr. Chiaravallo stated CME is preparing to submit the final plans for the project to the NJDEP. Mr. Chiaravallo stated advertisement for the project is projected to be ready next month (March).

Mr. Mullikin questioned the status of the Roman Brothers' apartment complex project. Mrs. Nugent replied significant progress was made regarding this project and will be presented at the next meeting (03/24/16).

Accountant's Report:

Mr. Waldron thanked the Board Members for re-appointing the firm of Holman, Frenia & Allison.

The Board Members were provided the November and December 2015 Cash Position Reports.

Mr. Waldron stated in his report:

Cash Position Report for January:

Total All Cash Fund Balance:	\$4,395,792.55
Total Restricted Balances:	\$2,389,491.97
Total Fund Available for Disbursement:	\$2,006,300.58

Mr. Waldron stated his firm will perform its annual audit of the Authority for 2015 this upcoming week ((02/29/16-03/04/16). Mr. Hale stated that a rate study is planned for Spring, 2016.

Attorney's Report:

Mr. Budesha thanked the Board Members for re-appointing the law firm of Berry, Sahradnik, Kotzas, & Benson.

Riverbay Landings Apartments:

Mr. Budesha stated he has received and reviewed the form of easement from the developer. Mr. Budesha stated there are two easements. One is going through a property that was bought to provide access for the

loop. The second is internal and covers the apartment complex property. The descriptions are being worked on and should be ready to be signed off and put in place. Mr. Budesha anticipated this matter will be presented at the next meeting (03/24/16).

### **Committee Reports:**

#### **Old Business:**

#### **Modifications to the Accounting and Financial Reporting of Pensions:**

Mr. Waldron and Mrs. Davis explained the requirements of the newly mandated Governmental Accounting Standards Board (GASB) statement 68 and its effect on the Authority's Financial Statements Reporting. The Board requested Mr. Waldron and Mrs. Davis to consider the options available and provide their recommendation on how to handle the application of this requirement.

#### **Crystal Lake Rehabilitation Center (CLRC) - Fire system:**

Mr. Cammarato questioned the status of CLRS's fire protection system. Mr. Chiaravalle stated CLRC is fully connected to the Authority's water system for both its domestic and fire water. The Township Fire Sub Code official is satisfied CLRC has complied fully.

#### **New Business:**

#### **Safety Committee – Attendance at Annual NJUA/MEL:**

Mr. Mullikin stated he attended the annual NJUA/MEL Safety Breakfast at the Clarion Hotel. Mr. Mullikin stated the topics discussed were safety issues and courses available to local government agencies. Mr. Mullikin stated recognition is given to the various Authorities that have excellent safety records. This Authority is among the top recognized and received a "20 Years Loss Time Accident Free" certificate at the meeting. Mr. Mullikin stated this is quite an accomplishment. Mr. Hale stated this accomplishment applies to all the employees, both clerical and operational. Mr. Hale stated the Board would like to provide a celebratory luncheon for the Authority staff for this remarkable accomplishment. Mrs. Nugent stated the Board has authorized an appreciation luncheon not to exceed \$150.00 in the past in which all are invited. Mr. Hale concurred and authorized the luncheon. Mrs. Nugent thanked the Board and added the staff appreciates the gesture.

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

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

#### **Fee Billing Procedures**

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. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

The meeting adjourned at 8:10 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, March 24, 2016 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.