



## **Berkeley Township MUNICIPAL UTILITIES AUTHORITY**

42 Station Road  
Bayville, NJ 08721  
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A Public Meeting of the Berkeley Township Municipal Utilities Authority was held on Thursday, **August 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, Mr. Blair-Chief of Operations and Mrs. Nugent-Executive Director.

Motion to approve the meeting minutes and the following reports from the meeting on June 23, 2016: Mrs. Davis, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

- Executive Director's Report
- Engineer's Report
- Accountant's Report
- Attorney's Report

The July 28, 2016 Public Meeting was canceled.

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

Mr. Cammarato stated Mr. Mullikin and he reviewed seven of the nine weeks (06/25/16-07/15/16 and 07/30/16-08/26/16) and Mr. Hale and Mr. Mullikin reviewed two of the nine weeks (07/16/16-07/29/16) of the payroll and operating expenses for (06/25/16-08/26/16). The payroll expenses were in the amount of \$65,800.66. The operating expenses were in the amount of \$163,117.27.

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

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

#### **Acceptance of Eagles Nest Maintenance Bond \$24,439.43:**

Mrs. Nugent requested of the Board acceptance of the Eagles Nest Maintenance Bond in the amount of \$24,439.43. The maintenance bond was submitted in surety format and was reviewed by Mr. Budesza.

Motion to accept the Eagles Nest Maintenance Bond: Mrs. Davis, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

#### Authorize the Adoption of Revised Employee Manual:

Mrs. Nugent requested of the Board authorization to adopt the revised Employee Manual. Mrs. Nugent stated the New Jersey Utility Authority Joint Insurance Fund (NJUAJIF) provides the template of the Employee Manual for its members who are required to perform a bi-annual review to confirm policies are current to JIF's recommendations. Mrs. Nugent stated members that adopt these policies and participate in management and personnel training and submit proof of compliance to this program will receive premium and deductible incentives. The revisions to the Employee Manual were reviewed by Mr. Budesca, Mr. Koutsouris (Authority Labor Attorney), Mr. Hale and Mrs. Davis (Personnel Committee). Mrs. Nugent stated the revisions recommended by JIF include topics such as the anti-discrimination policy, the standard job application and the Conscientious Employee Protection Act statement. These topics were revised due to recent legislation. Employee policies that were updated include a new dating policy and an Open Public Meeting Procedures for personnel matters. The social media policy was changed to reflect changes in technology and practices of government (town Facebook pages, tweets of information and etcetera). The Authority made revisions to the vehicle use policy and updated the acting covering operator stipend.

Motion to authorize the adoption of the revised Employee Manual: Mr. Cammarato, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

#### Authorize purchase of a 2017 Ford F450 at State Contract price of \$55,103.00:

Mrs. Nugent requested of the Board authorization for the purchase of a 2017 Ford F450 at the State contract price of \$55,103.00. Mrs. Nugent stated this is a planned purchase and was included in the 2016 budget with an estimated cost of \$80,000.00. The delivery time for the truck is estimated to be about three months. Mrs. Nugent stated there will be associated minor costs incurred to have the vehicle painted with the company logo, purchase of floor mats and etcetera. The vehicle will replace the current 2003 F550 diesel dump truck. Mrs. Nugent stated the scrap value of the 2003 truck is approximately \$3,000.00 according to govdeals.com. Mrs. Nugent stated the Bayville Fire Department has formally requested the donation of the truck with plans to use it as a brush forestry truck. Mrs. Nugent explained this would be a significant savings to the Township because a brand new forestry truck would cost approximately \$120,000.00. This would require two separate votes from the Board. Mr. Mullikin suggested the motion to donate the truck, include a requirement that if the truck is not retrofitted any money received from disposal be returned to the Authority.

Motion to authorize the purchase of a 2017 Ford F450 at the state contract price of \$55,103.00: Mrs. Davis, second, Mr. Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to authorize the donation of the Authority's 2003 Ford F550 diesel dump truck to the Bayville Fire Department with the caveat, if disposed, proceeds will be remitted to the Authority: Mrs. Davis, second, Mr. Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

#### Progress Report:

- Acquisition of School Board Property –Approved by the Planning Board.
- AT&T Northern Blvd Generator – AT&T withdrew their request
- 2016 New Jersey State League of Municipalities (NJSLOM) –November 15 – 17, 2016
- 2<sup>nd</sup> Quarter 2016 Billing \$415,319.89 –1% increase compared to last year

- Health Benefits Premiums – There will be no increase for the 2017 dental premium rates.
- EMMA (Electronic Municipal Market Access) Disclosure – The Authority fulfilled its Bond Document requirement to publish an annual statement to the EMMA on the MSRB (Municipal Securities Rulemaking Board) and submit to the Trustee.
- CLRC (Crystal Lake Rehabilitation Center) –CLRC had an interior water main break inside the building on 08/01/16 which was unrelated to the public water system, but required an eight hour water shut off
- Certificates of Deposits – CD(s) were purchased
- Exterior Lighting – Several lights on the Authority building are broken-3 parking lot light poles in back of the building-three wall unit lights with emergency backup, five additional wall unit lights on the outside of the building and five egress lights are needed-the cost of the 16 fixtures is \$8,250.00. Installation is quoted at \$5,060.00. Two quotes were received for both the installation and for fixtures. These costs will come out of the capital budget. A rebate opportunity on the fixtures may be available.

Motion to authorize the purchase and installation of exterior lighting on the Authority building and back parking lot lights: Mrs. Davis, second, Mr. Cammarato. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

- Developer Projects – A summary update for the following projects was presented: Riverbay Landings/Roman Brothers Apartments-Ocean County Utility Authority (OCUA)-Chelsea Place-Pinewald Estates
- Wire Transfer - \$50,000.00 transfer to TD Bank toward debt service
- Municipal Utilities Authorities Association (MUAA) –September 8, 2016 6:30 pm

#### **Engineer’s Report:**

##### **Well #4 Project:**

Phase II – Production Well

Mr. Chiaravallo stated CME is finalizing the Well #4 project and will go to bid Fall 2016. The Water Allocation Permit was approved by the DEP and issued.

##### **Phase VI Water Main Improvement Project:**

Mr. Chiaravallo stated the Phase VI water main project is progressing. P&A Construction has currently installed over 4,500 feet of water main. Testing of the water main has started and hydrants are installed.

##### **Board of Education Property:**

Mr. Chiaravallo stated CME attended the Planning Board Meeting for the subdivision of the Board of Education property.

Mr. Chiaravallo stated CME has reviewed the submittal for the OCUA and the Chelsea Place development.

#### **Accountant’s Report:**

Mr. Waldron submitted the June Cash Position Report and read into record the:

Cash Position Report for July:

Total All Cash Fund Balance:	\$4,494,732.30
Total Restricted Balances:	\$2,485,912.66
Total Fund Available for Disbursement:	\$2,008,819.64

2016 User Fee Rate Study:

Mr. Waldron distributed draft copies of the User Fee Rate Study to the Board Members. Mr. Waldron briefly discussed the various scenarios and options related to the rate study. Mr. Waldron stated he will meet with the Finance Committee.

Attorney's Report:

No Report.

Committee Reports:

Old Business:

No Report.

New Business:

No Report.

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.

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 7:57 pm.

Respectfully Submitted,



Sandra J Walker  
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, September 22, 2016 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.