



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, **October 27, 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-absent, Mr. Askew-absent.

Also present: Mr. Budesza-Attorney, Mr. Chiaravalle-Engineer, Mr. Waldron-Accountant, Mr. Blair-Chief of Operation, Mrs. LeFaucher-Recording Secretary and Mrs. Nugent-Executive Director.

After the salute to the flag, Mrs. LeFaucher read the Open Public Meeting Statement.

Motion to approve the meeting minutes and the following reports from the meeting on September 22, 2016: Mr. Mullikin, second, Mrs. Davis. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mrs. Davis abstained.

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

Treasurer's Report:

Mr. Mullikin stated he and Mr. Cammarato reviewed the payroll and operating expenses for (09/24/16-10/28/16) five weeks. The payroll expenses were in the amount of \$53,637.19. The operating expenses were in the amount of \$1,116,433.91. Included in the operational expenses are two checks totaling \$987,684.58 to P&A Construction for Phase VI. Additionally, two checks totaling \$35,430.19 represent performance bond reductions for two separate private developers. The four checks are each separately authorized by resolution.

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.

Executive Director's Report:

Authorize P&A Construction Payment Application #2 for the BTMUA Phase VI water main installation project (net \$577,578.20):

Mrs. Nugent requested of the Board authorization for Payment Application #2 to P&A Construction for the Phase VI project in the net amount of \$577,578.20. Mrs. Nugent stated Payment Application #2 was reviewed, approved and recommended for payment by CME and will be submitted to the NJEIT program for reimbursement from the interim finance funding program.

Motion to authorize Payment Application #2 to P&A Construction: Mr. Mullikin, second, Mrs. Davis. All in favor. Roll Call. Mrs. Davis-yes, Mr. Mullikin-yes, Mr. Hale-yes. Motion Carried.

Close of Revenue A/C & Transfer Funds to New Ocean First Bank Revenue A/C with TD Bank as Trustee (name & control):

Mrs. Nugent stated the Authority is required to close its current Ocean First Bank revenue account. The trustee (TD Bank) custodian for the Authority will open a new revenue account under its name and custody as required by the Authority's bond documents. Mrs. Nugent stated this resolution was prepared by Mr. Eichenbaum (Authority's Bond Counsel).

Motion to close the current Ocean First Bank Revenue A/C & open a new TD Bank Revenue Account: Mrs. Davis, second, Mr. Mullikin. All in favor. Roll Call. Mrs. Davis-yes, Mr. Mullikin-yes, Mr. Hale-yes. Motion Carried.

Release Carnevale cash performance bond and accept Carnevale cash maintenance bond:

Mrs. Nugent stated the Carnevale family completed the extension of the water main to service their single family home. The Authority required a performance bond which was posted as cash. Mrs. Nugent requested the Board to release the cash performance bond of \$23,751.72 and accept the cash maintenance bond of \$2,968.97. The cash maintenance bond will be held for two years it will then expire and be released.

Motion to authorize the release of the Carnevale cash performance bond and acceptance of the cash maintenance bond: Mrs. Davis, second, Mr. Mullikin. All in favor. Roll Call. Mrs. Davis-yes, Mr. Mullikin-yes, Mr. Hale-yes. Motion Carried.

Roman Brothers reduction of performance bond:

Mrs. Nugent requested of the Board authorization for reduction of the performance bond for the Roman Brothers River Bay Apartments project. Mrs. Nugent stated the construction of the water main is mostly complete. The Authority Engineer and Chief of Operations inspected the project and recommend a 70 percent reduction of the performance bond for \$109,820.34. Mrs. Nugent stated it was originally posted in cash, letter of credit and surety bond, all those numbers will be adjusted accordingly.

Motion to authorize reduction of the Roman Brothers' performance bond: Mrs. Davis, second, Mr. Mullikin. All in favor. Roll Call. Mrs. Davis-yes, Mr. Mullikin-yes, Mr. Hale-yes. Motion Carried.

Approve 2017 BTMUA Budget:

Mrs. Nugent requested of the Board approval for the 2017 Budget. Upon approval of the 2017 Budget it will go to the State for review. After State approval the Board will adopt it at the December 2016 meeting. The budget proposed offers revenues in the amount \$2,124,000.00, appropriations of \$2,233,034.00 and anticipates use of unrestricted net position utilized of \$109,034.00. Mrs. Nugent stated this reflects a 4% increase anticipated in revenue. The operations are flat from last year with a zero percent increase. The debt service has a 17% increase because of the bonds issuance anticipated to finance the Phase VI and Well #4 Phase I and Phase II projects. Mrs. Nugent stated the line item for the Township appropriation is a 100% decrease as the Township is not requiring the Authority to remit it for 2017. The proposed capital budget for 2017 includes the Well #4 Phase II. There is \$120,000.00 in equipment system upgrades inclusive of computer equipment, lawn mower, one of the well enclosures,

exterior lighting, meters and a meter truck. This budget is a guideline only and any significant purchases will require formal Board authorization.

Motion to approve the 2017 BTMUA Budget: Mrs. Davis, second, Mr. Mullikin. All in favor. Roll Call. Mrs. Davis-yes, Mr. Mullikin-yes, Mr. Hale-yes. Motion Carried.

Progress Report:

- Phase VI - the Phase VI project has progressed very well – resident 90 day notification to connect will be dated November 1, 2016
- 2016 New Jersey State League of Municipalities (NJSLOM) –November 15-17, 2016-information packets will be available November 1
- Exterior Lighting – previously authorized exterior lighting is on order
- FEMA Project Closed –The FEMA meter replacement project is officially closed on October 31, 2016 - 403 meters were replaced at a cost of \$50,375.00-FEMA has reimbursed the Authority at 90% for the meter cost, in house labor and use of the Authority trucks-the Authority has received \$96,308.00

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

Engineer's Report:

Well #4 Project:

Phase II – Production Well

Mr. Chiaravallo stated Phase II is progressing and CME anticipates it will go to bid Fall 2016

Phase VI Water Main Improvement Project:

Mr. Chiaravallo stated all the water main and water services are installed. P&A Construction is in the process of completing all the restorations and will be back shortly for the final paving.

Mr. Hale questioned if there were any issues regarding the restoration. Mrs. Nugent replied all resident concerns were addressed.

Accountant's Report:

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

Cash Position Report for September:

Total All Cash Fund Balance:	\$4,231,790.57
Total Restricted Balances:	\$2,303,575.17
Total Fund Available for Disbursement :	\$1,928,215.40

Attorney's Report:

No formal Report.

Committee Reports:

Old Business: No Report.

Old Business: No Report.

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

For the record there are no members of the public in attendance.

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

Authorize Medical Leave & Use of Earned Time Off for Employee #1

Authorize Temporary Hire for Replacement of Employee #1

Motion to close Executive Session: Mr. Mullikin, second, Mrs. Davis. The motion was approved by voice. 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.

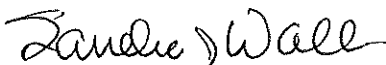
Motion to authorize medical leave & use of time off for Employee #1: Mrs. Davis, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to authorize temporary hire for replacement of Employee #1: 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 7:25 pm.

Respectfully Submitted,


Sandra J Walker
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, November 10, 2016 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.