



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, **January 26, 2017** 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, Mr. Elliott-present.

Also present: Mr. Budesza-Attorney, Mr. Chiaravallo-Engineer, Mr. Waldron-Accountant, Mr. Blair-Chief of Operations and Mrs. Nugent-Executive Director.

After the salute to the flag, Ms. Del Conte read the Open Public Meeting Statement.

Mr. Hale welcomed Mr. Elliott as an Alternate Commissioner with voting privileges for tonight's meeting.

Motion to approve the Public and Executive session meeting minutes and the following reports from the meeting on December 15, 2016: Mr. Mullikin, second, Mrs. Davis. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

Treasurer's Report:

Mr. Cammarato stated for the six week period from 12/17/16 – 01/27/17 the payroll expenses totaled \$52,511.38 and the operational expenses totaled \$79,586.69. Mr. Mullikin and Mr. Hale reviewed the six weeks.

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:

Recognition of the appointment of Mr. Elliott, Alternate Commissioner:

Mrs. Nugent stated the Township Council appointed Mr. Elliott as Alternate Commissioner Member #1 for the unexpired term expiring 1/31/18.

Recognition of the re-appointments of Mr. Askew and Mrs. Davis:

Mrs. Nugent stated the Township Council re-appointed Mr. Askew as Member #2 for the unexpired term expiring January 31, 2020 and Mrs. Davis as Member #5, for the five year term expiring January 31, 2022 which begins February 2017.

Re-Authorize purchase 2017 Ford F450 State Contract# A88215 \$55,703.00:

Mrs. Nugent requested of the Board authorization for the purchase of a 2017 Ford F450 which was previously authorized and expected for delivery in 2016. Mrs. Nugent stated when the truck arrived it was found that the dealer had ordered the wrong model. The truck ordered has a 60 inch wheel base from the cab to the axle. The Authority needs an 82 inch. Mrs. Nugent stated this model truck is still covered in the State Contract# A88215 as an alternate, but the price increases by \$600.00. Mr. Budesca has recommended new authorization due to the price increase and new budget year. The truck was not budgeted in the 2017 Capital Budget, but the funds can be transferred from other capitol line items. It is anticipated the truck will be delivered in April. Mrs. Davis questioned the line items where the money will be transferred. Mrs. Nugent explained the budget included \$45,000.00 for the well enclosures and \$17,000.00 for exterior lighting. The lighting was installed in 2016. The Authority needs a truck more than one well enclosure.

Motion to re-authorize the purchase of a 2017 Ford F450 at \$55,703.00: Mrs. Davis, second, Mr. Cammarato. All in favor. Roll Call. Mrs. Davis-yes, Mr. Mullikin-yes, Mr. Cammarato-yes, Mr. Elliott-yes, Mr. Hale-yes. Motion Carried.

Progress Report:

- Phase VI - a number of residents in the Phase VI area have made application for connection-five residents are fully connected-The last extension will be mailed March 1, 2017-connection & service fee billing will begin on April 1, 2017 for the second quarter whether residents are connected or not.
- Recent Applications - Berkeley Island Park, Dollar General, Berkeley Terrace (78 units), Ocean County Utilities Authority (OCUA), Hickory Farms-Phase III (35 sfh)
- Projects – Riverbay Apartments – two apartment buildings consisting of ten units each-are fully connected-an additional two buildings are under construction – Ocean Inc-Pinewald Estates consists of 8 sfh inside the project- 12 existing homes outside the project which will be required to connect-the contractor provided a quote of \$15,000.00 to install the 12 water services to the existing homes-quotes will be presented at the next meeting (February 23, 2017)
- Health Benefits – the NJ State Health Benefits provides an employee incentive program NJWELL which is offered to the Authority employees-two of the Authority members participated in the program and each received gift cards worth \$250.00. The Authority received a 1% reduction in health benefits for the year resulting in a savings of \$1,420.08. This is the maximum quota-the Authority is one of 15 entities in the State to receive this reduction
- Verizon Claim – Verizon presented a Notice of Claim to the Authority in the amount of \$48,276.79. The claim states Authority employees damaged cables-the address cited is not in the Authority's franchise area-none of the Authority employees were involved. Mr. Budesca notified Verizon of the falseness of the claim. A copy of the claim and Mr. Budesca's reply was provided to the NJUAFIF.

- Reorganization Meeting – February 23, 2017
- Lacey MUA – requests to meet with the Authority to discuss a potential water partnership-the meeting will be scheduled after the Re-Org meeting
- NJUAJIF Safety Meeting – February 22, 2017, 8:30 am at the Clarion Hotel

Mrs. Davis questioned who performs the evaluations for the RFPs (Request for Proposals). Mrs. Nugent replied Mr. Hale, Mr. Mullikin and she did the evaluations last year (2016). Mr. Hale stated the staff prepares a chart and reviews all the qualifications and submissions.

Mr. Mullikin updated the Board regarding the Aqua well project located behind the Shoprite Plaza in Bayville.

Engineer’s Report:

Annual Engineer’s Report:

Mr. Chiaravallo stated CME is preparing the Annual Engineer’s Report to Trustee for 2016. The report is a summary of Authority activities and changes during 2016. The draft report was submitted to the Authority for review and will be finalized before the next meeting (03/23/17).

Well #4 Project:

Phase II – Production Well

Mr. Chiaravallo stated CME is completing the Production Well project and coordinating with the DEP for the Authorization to Advertise the project for bids.

Phase VI Water Main Improvement Project:

Mr. Chiaravallo stated P&A Construction has completed the punch list items. CME is preparing the close-out documents for the final payments to close the project.

Mr. Chiaravallo stated current plan reviews include Berkeley Terrace, Berkeley Island Park and Hickory Farms. Mr. Cammarato stated the Authority should observe the Hickory Farms project to ensure the integrity of its infrastructure. Mr. Mullikin concurred and stated the Authority should ensure appropriate oversight of the project.

Accountant’s Report:

Mr. Waldron submitted the November Cash Position Report and read into record the December 2016 Cash Position Report:

Cash Position Report for November:

Total All Cash Fund Balance:	\$3,928,691.08
Total Restricted Balances:	\$2,258,166.15
Total Fund Available for Disbursement:	\$1,670,524.93

Cash Position Report for December:

Total All Cash Fund Balance:	\$4,457,303.27
Total Restricted Balances:	\$2,268,809.85
Total Fund Available for Disbursement:	\$2,188,493.42

Mr. Waldron stated his firm will begin the audit at the year end of December 31, 2016 on February 27, 2017.

Attorney's Report:

No formal report.

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

Committee Reports:

Old Business:

No Report.

New Business:

Mr. Mullikin read a letter dated January 26, 2017 to the Board Members from Mrs. Draude of 311 Neary Avenue, Bayville. In the letter, the homeowner states her appreciation for the Sandy Forgiveness Program and the professional and friendly support from the administrative and operational staff.

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, Mr. Cammarato. 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.

Topic Discussed:

Employee #1 (Medical Leave Status)

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

Motion to extend Employee #1's employment status and health benefits for 30 days with the stipulation Employee #1 will reimburse the Authority for the cost of his health care coverage for one month if he

does not return on February 1, 2017: Mrs. Davis, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

The meeting adjourned at 7:36 pm.

Respectfully Submitted,



Sandra J Walker
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, February 23, 2017 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.