



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, February 23, 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-present, Mr. Elliott-present.

Mr. Hale stated for the record Mr. Askew is present by tele-conference for the meeting.

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

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

Mr. Hale expressed his gratitude and appreciation to the Authority Staff, Professionals and fellow Commissioners for their years of guidance and capable service during his chairmanship.

Appointment of Chairman:

Mr. Hale nominated Mrs. Davis for the appointment of Chairwoman 2017, second, Mr. Askew. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Cammarato-yes, Mr. Hale-yes, Mr. Askew-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

Appointment of Officers:

Mrs. Nugent read the nominations for the appointment of officers: Mr. Mullikin as Vice Chairman, Mr. Cammarato as Secretary and Mr. Hale as Treasurer. Motion to approve the nomination of officers: Mr. Askew, second, Mr. Elliott. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Cammarato-yes, Mr. Hale-yes, Mr. Askew-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

Motion to approve the Public and Executive session meeting minutes and the following reports from the meeting on January 26, 2017: Mr. Hale, second, Mr. Cammarato. 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

Motion to approve the January 31, 2017 minutes for the acceptance of the Request for Qualifications (RFQs) packets for 2017 Professional Appointments: Mr. Hale, second, Mr. Cammarato. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Treasurer’s Report:

Mr. Hale stated for the four week period from 01/28/17-02/24/17 the payroll expenses totaled \$36,021.50 and the operational expenses totaled \$45,814.24. Mr. Mullikin and Mr. Cammarato reviewed the four weeks.

Motion to approve the Treasurer’s Report: Mr. Cammarato, second, Mr. Elliott. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Executive Director’s Report:

Assignment of Committee Positions:

Mrs. Nugent read the assigned committee positions and stated the first name referenced will be the Chairperson for that committee as follows:

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

Motion to approve the assignment of committee positions: Mr. Cammarato, second, Mr. Elliott. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Cammarato-yes, Mr. Hale-yes, Mr. Askew-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

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

Motion to appoint Mr. Cammarato, Chairman of the Authority Safety Committee, to serve as the NJUAJIF Representative. The Alternate representative will be served by Mrs. Nugent: Mr. Hale, second, Mr. Elliott. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Cammarato-yes, Mr. Hale-yes, Mr. Askew-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

Adoption of the Cash Management Plan:

Motion to authorize the 2017 Cash Management Plan and the attached Schedule A which provides guidance on permissible investments, safe-keeping policies of funds, and audit procedures: Mr. Hale, second, Mr. Mullikin. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Cammarato-yes, Mr. Hale-yes, Mr. Askew-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

Designation of TD Bank, Ocean First and Wells Fargo Bank as Official Depositories:

Motion to authorize the designation of TD Bank, Ocean First Bank and Wells Fargo Bank (as an alternate) as the 2017 official Depositories of the Authority: Mr. Cammarato, second, Mr. Elliott. All in

favor. Roll Call. Mr. Mullikin-yes, Mr. Cammarato-yes, Mr. Hale-yes, Mr. Askew-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

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

Motion to authorize the designation of the Asbury Park Press, the Star Ledger (as an alternate) and the Berkeley Times as the 2017 official newspapers for the Authority: Mr. Cammarato, second, Mr. Elliott. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Cammarato-yes, Mr. Hale-yes, Mr. Askew-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

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

Authorization to transfer \$20,000.00 from the TD Bank General Revenue account into the TD Bank Renewal & Replacement account. This is an annual budgeted item required by the bond documents.

Motion to transfer \$20,000.00 from the TD Bank Revenue Account to Renewal & Replacement Account: Mr. Mullikin, second, Mr. Hale. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Cammarato-yes, Mr. Hale-yes, Mr. Askew-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

Mrs. Nugent stated the Authority solicited proposals for the professional appointments using the Fair and Open Process with a public advertisement in the Asbury Park Press. Most of the packages received were fully responsive. A predetermined weighted evaluation method was used to evaluate the submissions. The Authority Evaluation Committee consisted of Mr. Mullikin, Mr. Hale and Mrs. Nugent. Mrs. Nugent stated the Committee reviewed the results and recommends the re-appointment of all the current professionals. The Committee reviewed the rates requested and all are in conformity to last year or very minor increases were provided. Mrs. Nugent stated the Board's consent and approval will authorize the appointment of the professionals and execution of the Professional Agreement after Mr. Budesha has reviewed each of the agreements.

Mrs. Davis stated the following will be motioned as one Consent Agenda and requested Mrs. Nugent to read the following appointments as listed:

Appointment of Authority Attorney:

The appointment of Authority Attorney to the law firm of Berry, Sahradnik, Kotzas, & Benson with the named professional being Mr. John Sahradnik. Mr. Bob Budesha is the direct representative to the Authority.

Appointment of Authority Auditor:

The appointment of Authority Auditor to the firm of Holman, Frenia & Allison with the named professional being 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 with the named professional being 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 with the named professional being 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 with the named professional being Mr. J. Michael Hill.

Appointment of Authority Conflict Attorney:

The appointment of Authority Conflict Attorney to the law firm of Dasti, Murphy, and McGuckin with the named professional being Mr. Christopher Koutsouris.

Appointment of Authority Labor Attorney:

The appointment of Authority Labor Attorney to the law firm of Dasti, Murphy, and McGuckin with the named professional being Mr. Christopher Koutsouris.

Appointment of Authority Conflict Engineer:

The appointment of Authority Conflict Engineer to the Alaimo Group with the named professional being Mr. Miles Powell.

Motion to authorize the above listed Authority Professionals for 2017: Mr. Hale, second, Mr. Mullikin. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Cammarato-yes, Mr. Hale-yes, Mr. Askew-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

Authorize New Jersey Environment Infrastructure Trust (NJEIT) Bond issuance up to \$3,000,000.00:

Mrs. Nugent requested of the Board authorization for the issuance of a 30 year bond not to exceed \$3,000,000.00 from the NJEIT program to pay off the 0% interim finance notes from Phase VI. The authorization approves and authorizes the execution of the agreements which are attachments to this resolution and also authorizes the execution of the actual bonds.

Motion to authorize the NJEIT Bond issuance up to \$3,000,000.00 at a 30 year maturity: Mr. Mullikin, second, Mr. Hale. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Cammarato-yes, Mr. Hale-yes, Mr. Askew-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

Authorization to install 12 water services on Nolan Ave. Re: Ocean Inc-Baldwin Ave. Project Messina Contracting \$15,300.00:

Mrs. Nugent stated this authorization will fund the installation of water services to the 12 existing homes outside of the Baldwin Ave/Ocean Inc project. Mrs. Nugent stated the M.C. Messina quote of \$15,300.00

was the lowest of two received. CME and Mr. Blair reviewed and recommend this authorization. The Engineering Committee (Mr. Hale and Mr. Mullikin) also concur with the recommendation.

Motion to authorize M. C. Messina to install the 12 water services on Nolan Ave: Mr. Mullikin, second, Mr. Elliott. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Cammarato-yes, Mr. Hale-yes, Mr. Askew-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

Authorization to replace two electrical services lines/Plant to Well #1 & 2 GRL Electric \$12,400.00:

Mrs. Nugent requested of the Board authorization for replacement of two electrical lines from the treatment plant to Well #1 and from the treatment plant to Well #2. Mrs. Nugent stated currently Well #1 is operational, but not in use due to a concern of it catching on fire. The engineers recommend this maintenance to rule out possible reasons for the motor fires. Three quotes for the electrical service lines were received with the lowest quote of \$12,400.00. Mrs. Nugent stated this is included in the 2017 budget. Mr. Elliott questioned if the well was covered by insurance. Mrs. Nugent replied the insurance company informed her it is not a covered item. A discussion on this topic ensued among the Board Members and additional information was requested. The Board unanimously agreed to move forward on the replacement of the electrical service lines with the possibility of being reimbursed from the insurance company at a later date. Mr. Elliott requested a report from CME to investigate why the well caught on fire with the possibility of low voltage to the engine being the cause.

Motion to approve GRL Electric to replace two electric service lines amount of \$12,400.00 for Well #1: Mr. Cammarato, second, Mr. Elliott. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Cammarato-yes, Mr. Hale-yes, Mr. Askew-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

Progress Report:

- Phase VI - six homes are fully connected - an additional 31 homes have applied out of 100 homes – final 30 day extensions will be granted through March 31, 2017 – after the extension deadline passes non-compliant homes will be billed the quarterly service and connection fees
- Well #4 – the production well bid date is revised to Spring 2017
- NJUJIF/MEL Credit – The Elected Official Training Seminar is accessible online – the Authority receives a \$250.00 credit towards the insurance premium for each appointed Commissioners' participation
- New Utility Box Truck 450 – is on order and due to arrive in March 2017
- Lacey MUA - the proposed date is March 9, 2017

Engineer's Report:

Mr. Chiaravallo expressed his appreciation to the Board Members for CME's re-appointment.

Annual Engineer's Report:

Mr. Chiaravallo stated CME submitted the Annual Engineer's Report for 2016 which is a summary of the Authority's activities for the past year including the treatment plant, the facilities, all the newly installed piping and any upcoming projects. Included with the report is the Engineer's Certification Recommendation For the Renewal and Replacement Fund with \$20,000.00 reserved for 2017.

Well #4 Project:

Phase II – Production Well

Mr. Chiaravallo stated CME is coordinating with the DEP submittals for the Authorization to Advertise the project for bids. Mr. Chiaravallo stated he will meet with the Engineering Committee to review the final plans before it is advertised which will be presented at the next Authority Meeting (03/23/17).

Phase VI Water Main Project:

Mr. Chiaravallo stated CME is preparing the close out-documents for the project. Mr. Chiaravallo stated the construction costs will be approximately \$200,000.00 below the original contract amount. CME's fees estimated for the construction phase came in significantly lower also which contributed to the project going so efficiently.

Mr. Elliott questioned if the Authority received the Berkeley Terrace (74 condos) plans for the project regarding placement of the water lines. Mr. Chiaravallo replied he had a meeting with the applicant and Engineer for Berkeley Terrace and sent a comment letter stating a second connection to the Authority system is required and suggested along the proposed rear access road Amherst Ave toward Southern Blvd. The water would enter the complex from Route 9 which has a 12 inch service line already installed and would exit from the back, therefore will have two water sources. Mr. Elliott asked Mr. Blair to provide updates on the requested water loop connection.

Accountant's Report:

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

Mr. Waldron stated in his report:

Cash Position Report for January:

Total All Cash Fund Balance:	\$4,668,855.61
Total Restricted Balances:	\$2,348,535.51
Total Fund Available for Disbursement:	\$2,320,320.10

Mr. Waldron stated the Authority Audit for 2016 is scheduled next week (02/27/17-03/03/17). Mr. Waldron stated the final numbers will be presented at the April meeting.

Attorney's Report:

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

Mr. Budesá requested an Executive Session discussion.

Committee Reports:

Old Business:

No Report.

New Business:

Safety Committee – Attendance at Annual NJUA/MEL

Mr. Mullikin stated he attended the annual NJUA/MEL Safety Breakfast at the Clarion Hotel. The topics discussed were safety issues and courses available to local government agencies. Recognition was given to various Authorities that have excellent safety records. Mr. Mullikin stated this Authority is among the top recognized and received a “21 Years Loss Time Accident Free” certificate. Mr. Mullikin praised Mr. Blair and staff for this accomplishment. Mr. Budesca stated this is very commendable considering the amount of staff employed by the Authority. Mr. Hale proposed the Board provide a luncheon for the Authority staff for this remarkable accomplishment.

Motion to authorize an appreciation luncheon not to exceed \$200.00: Mr. Cammarato, second, Mr. Hale. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

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

Motion to close the public portion: Mr. Mullikin, second, Mr. Hale. 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.

Chelsea Place Development

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

Motion to re-open public portion: Mr. Mullikin, second, Mr. Elliot. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Motion to adjourn: Mr. Hale, second, Mr. Cammarato. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

The meeting adjourned at 7:45 pm.

Respectfully Submitted,



Sandra J Walker
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, March 23, 2017 at 7:00 pm (post script: the time was revised to 5:30 pm) at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.