



Berkeley Township MUNICIPAL UTILITIES AUTHORITY

42 Station Road
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A Public Meeting of the Berkeley Township Municipal Utilities Authority was held on Thursday, **March 23, 2017** at 5:30 pm at the Berkeley Township Municipal Utilities Authority at 42 Station Road, Bayville, NJ 08721. Presided by Chairwoman Davis-present, Mr. Mullikin-present, Mr. Cammarato-absent, Mr. Hale-present, Mr. Askew-absent, Mr. Elliott-present.

Mrs. Davis stated Mr. Elliott will be seated as a voting member for tonight's meeting.

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

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

Motion to approve the Public and Executive session meeting minutes and the following reports from the meeting on February 23, 2017: Mr. Hale, 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

Treasurer's Report:

Mr. Hale stated for the four week period from 02/25/17 – 03/24/17 the payroll expenses totaled \$33,311.04 and the operational expenses totaled \$230,882.47. Included in the operational expenses is one check totaling \$134,172.80 to P&A Construction for Phase VI which will be separately authorized. Mr. Hale and Mr. Cammarato reviewed the four weeks.

Motion to approve the Treasurer's Report: Mr. Mullikin, second, Mr. Elliott. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Hale-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

Executive Director's Report:

Authorize execution & filing of signature cards and banking authorization agreements-Ocean First Bank:

Mrs. Nugent requested of the Board authorization for the execution of bank signature cards and wire transfer agreement with Ocean First Bank. The bank requires the Authority to revise the information on file due to the addition of Mr. Elliott to the Board. This resolution authorizes the execution of these documents and requires the original signatures of all the Commissioners.

Motion to authorize the execution & filing of signature cards and banking authorization agreements with Ocean First Bank: Mr. Hale, second, Mr. Mullikin. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Hale-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

Release of performance bond Hickory Farms PBAW0939.04:

Mrs. Nugent requested of the Board authorization for the release of the performance bond for the two wet taps off the main leading into the Hickory Farms Phase III project (not for the actual project itself). This project was reviewed and recommended by CME to release the performance bond. This resolution also accepts the cash maintenance bond.

Motion to release the Hickory Farms performance bond: Mr. Hale, second, Mr. Elliott. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Hale-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

Approve payment of \$134,172.80 to P&A Construction final payment & retainage release for Phase VI:

Mrs. Nugent requested of the Board approval for payment to P&A Construction. This will be the final payment to P&A Construction for the total amount of \$134,172.80 which includes the full retainage release. This project was reviewed and recommended by CME for final payment.

Motion to approve payment of \$134,172.80 to P&A Construction: Mr. Hale, second, Mr. Mullikin. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Hale-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

Appoint CME Associates for the construction and bid phase of Well #4 Production Well:

Mrs. Nugent requested of the Board the appointment of CME Associates as the Consulting Engineer for the bid and construction phase of the Well #4 Phase II construction project. This appointment is a requirement for the DEP program. Mrs. Nugent added this will confirm the Board's previous authorization memorialized in Resolution# 2013-66.

Motion to appoint CME Associates for the construction and bid phase of the Well #4/Phase II Production Well: Mr. Mullikin, second, Mr. Hale. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Hale-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

Authorize advertisement of bids for Well #4 Production Well:

Mrs. Nugent requested of the Board authorization to advertise for bid of the Well #4 Production Well. This will confirm the Board's previous authorization memorialized in Resolution# 2014-0029.

Motion to authorize the advertisement of bids for Well #4/Phase II Production Well: Mr. Hale, second, Mr. Mullikin. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Hale-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

Final Approval Matalvo-Mc Kinley Avenue four single family homes (sfhs) PBA W0520.01:

Mrs. Nugent requested of the Board the granting of the final approval to Matalvo-Mc Kinley Avenue project. The water main will be extended to service four sfhs. CME has reviewed and recommends approval for this project.

Motion for final approval of the Matalvo-Mc Kinley Avenue project: Mr. Hale, second, Mr. Mullikin. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Hale-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

Progress Report:

- Phase VI - eleven homes are fully connected - an additional 44 homes have made application – final 30 day extensions were granted through March 31, 2017 – these homes were notified formal billing will begin in the second quarter – Town Hall was provided this update
- NJUAIJF/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 anticipated to arrive March/April 2017
- Certificates of Deposit – CDs were purchased recently
- T-Mobile –T-Mobile is requesting a proposed equipment addition of three antennas for an additional amount of \$3,600.00 annual rent - currently T-Mobile has six antennas on the Station Road Tower with an annual rent of \$40,000.00 – the proposed plans went to CME for review, the proposed lease went to Mr. Budesa's review on the wording and to the Authority's telecommunication consultant, FSD Wireless

Mrs. Nugent stated during the month of April the Authority building will be lit in blue in observance of Autism Awareness month.

Mrs. Nugent stated the Commissioners will receive financial disclosure notices from the Township Clerk. These forms must be completed by April 30, 2017.

Mrs. Nugent stated the Potter's Crusaders (6th grade science club) from the Berkeley Township Elementary School (BTES) will come for a tour of the Authority's treatment plant on Tuesday March 28, 2017.

Engineer's Report:

Well #4 Project:

Mr. Chiaravallo stated he met with the Engineering Committee and Authority Staff this month (March) to review the plans and will address the comments from the meeting and make corrections as needed. CME will request authorization from the DEP to advertise the project.

Phase VI:

Mr. Chiaravallo stated P&A Construction has completed the Phase VI project. The final amount paid to P&A Construction was approximately \$200,000.00 under the original contract amount based on favorable conditions with the installation. The Authority will receive \$500,000.00 of principle forgiveness for the project from the State. Mrs. Davis suggested the Engineering Committee meet in the near future to discuss Phase VII.

Mr. Elliott questioned why there is only one surge protector in the Authority building. Mr. Elliott stated the surge protector protects equipment not only from high voltage, but also low voltage return. Mr. Chiaravallo replied CME will investigate if more surge protectors are needed. Mr. Chiaravallo referred to the last meeting (02/23/17) and stated CME is investigating the possibility of low voltage being the cause of the motor fire to Well #1.

Accountant's Report:

Mr. Waldron stated in his report:

Cash Position Report for February:

Total All Cash Fund Balance:	\$4,821,213.00
Total Restricted Balances:	\$2,542,416.10
Total Fund Available for Disbursement:	\$2,278,796.90

Mr. Waldron stated the Authority Audit for 2016 is near completion. Mr. Waldron stated because the Authority received the New Jersey Environmental Infrastructure Trust (NJEIT) funds from the State a separate single audit was also required. Mr. Waldron stated his firm will be back at the Authority office on March 27, 2017 to finish the audit.

Mr. Waldron stated the 2016 pension information from the State has not been released. Mr. Waldron stated his firm will use the 2015 pension amounts for the draft audit. The final audit will reflect the current pension information.

Attorney's Report:

No Report.

Committee Reports:

Old Business:

Mrs. Davis questioned if the Well #4 project requires another DEP review before it can go to bid. Mr. Chiaravallo stated the DEP has to authorize the advertisement and requires one last review to ensure that all comments have been addressed. Mr. Chiaravallo stated the permits are in line and the comments have been addressed. CME will meet with the DEP and review each section to ensure they are aware of any revisions that may have been made. Mr. Chiaravallo stated if the plans receive final approval, the project may be advertised by the April meeting.

New Business:

Mr. Mullikin suggested the possibility that the Authority discuss selling bulk water. The reasoning behind this is the Authority's water capacity and willingness to provide water to the surrounding communities.

Mr. Hale suggested the inclusion of Blue Lives Matter decals on the truck. Mrs. Davis and Mr. Mullikin supported the idea, but requested further information before authorizing.

Mr. Elliott stated to the Board that he authorized the purchase of adjustable computer stands. The Board concurred to his direction.

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

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

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

The meeting adjourned at 6:35 pm.

Respectfully Submitted,



Sandra J Walker
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, April 27, 2017 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.