



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, **June 28, 2018** 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. Edward Cammarato-present, Mr. Samuel Cammarato-present, Mr. Mullikin-present, Mr. Elliott-absent, Mr. Bollettieri-present.

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

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

Motion to approve the Public Meeting Minutes and the following reports from the meeting on May 15, 2018: Mr. Mullikin, second, Mr. Samuel Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mrs. Davis abstained.

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

Treasurer's Report:

Mr. Samuel Cammarato stated for the three week period from 05/19/18-06/29/18 the payroll expenses totaled \$54,640.32 and the operational expenses totaled \$517,977.42. The operational expenses include three payments for a total of \$413,095.72 which will be separately authorized under the Executive Director's Report.

Mr. Edward Cammarato and Mr. Samuel Cammarato reviewed the six week period.

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

Executive Director's Report:

Reimburse AT&T Cellular Antenna Lease Overpayment (\$6,255.12):

Mrs. Nugent stated AT&T has cellular antennas on both the Station Rd. and Northern Blvd. Towers. AT&T notified the Authority an audit was performed regarding the lease payments dating back to 2006 which confirmed an overpayment of \$11,600.89. AT&T requested reimbursement of \$6,255.12 of lease overpayments since 2012. Mr. Budesza stated AT&T requested \$6,255.12 because the statute of limitations is six years. Mrs. Nugent stated the audit was provided to Declan O'Scanlon (Authority's

Cellular Antenna Consultant). Mr. O'Scanlon concurred with the audit results and recommends reimbursement.

Motion to reimburse AT&T Cellular Antenna Lease overpayment: Mrs. Davis, second, Mr. Edward Cammarato. All in favor. Roll Call. Mrs. Davis-yes, Mr. Edward Cammarato-yes, Mr. Samuel Cammarato-yes, Mr. Mullikin-yes, Mr. Hale-yes. Motion Carried.

Adopt NJUAF Recommended Revisions to the Employee Manuals:

Mrs. Nugent requested of the Board authorization for the adoption of a revised Employee Manual. The Authority is a member of the New Jersey Utility Authority Joint Insurance Fund (NJUAF). The Fund requires the Authority to review the Employee Manual on a bi-annual basis. The revisions requested are in regard to discriminatory language; communications, media and internet usage; and proper procedures and notice of employment topics during the open public meeting process. These revisions were reviewed and recommended by the Personnel Committee and Authority Attorney.

Motion to adopt the NJUAF recommended revisions to the Employee Manuals: Mrs. Davis, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Authorize purchase of lawn mower from ACE Outdoor (\$7,949.00):

Mrs. Nugent requested of the Board authorization to purchase a ride on lawn mower with a catcher. The Authority has \$12,000.00 allotted in the 2018 Budget for purchase of a lawn mower. The lower of the two quotes was received from Ace Outdoor Power.

Motion authorizing the purchase of the lawn mower: Mrs. Davis, second, Mr. Edward Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Authorize refurbishment of Plant fire alarm system (\$5,260.00):

Mrs. Nugent requested of the Board authorization to refurbish the fire alarm system in the amount of \$5,260.00. Red Hawk (vendor) notified the Authority certain parts of the system are no longer made and recommends the system be refurbished. A quote was received in the amount of \$5,260.00 which will replace two panels, two annunciators and a battery backup system. The wiring throughout the building does not need to be replaced. The system is currently working, but there have been problems with the sensors overreacting.

Motion to authorize the refurbishment of the Plant fire alarm system: Mrs. Davis, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Authorize \$400,000.00 wire from TD General A/C to Ocean First Operating A/C:

Mrs. Nugent requested of the Board authorization to memorialize the transfer of \$400,000.00 from the Authority's TD Bank Account to the Ocean First Bank checking account. Mrs. Nugent stated this transfer is required for Payment Application #1 to Montana Construction, Inc.

Motion to authorize \$400,000.00 wire from TD General A/C to Ocean First Operating A/C: Mr. Edward Cammarato, second, Mr. Mullikin. All in favor. Roll Call. Mrs. Davis-yes, Mr. Edward Cammarato-yes, Mr. Samuel Cammarato-yes, Mr. Mullikin-yes, Mr. Hale-yes. Motion Carried.

Authorize Payment Application #1 to Montana Construction Corp. Inc.:

Mrs. Nugent requested of the Board authorization of payment #1 to Montana Construction for \$398,891.60. The invoice from Montana Construction was reviewed and recommended for payment by the Authority Engineer.

Motion to authorize Payment Application #1 to Montana Construction: Mrs. Davis, second, Mr. Mullikin. All in favor. Roll Call. Mrs. Davis-yes, Mr. Edward Cammarato-yes, Mr. Samuel Cammarato-yes, Mr. Mullikin-yes, Mr. Hale-yes. Motion Carried.

Progress Report:

Mrs. Nugent referred to the Progress Report and presented the highlights:

- Town Hall Water Treatment –No response from the Township regarding our proposal.
- New Jersey State League of Municipalities (NJSLOM): “Municipalities Leading the Way” scheduled for Nov. 13 – 15, 2018
- Habitat for Humanity – Habitat for Humanity requested a waiver of connection fee (\$1,100.00) and/or the wet tap escrow bond fee (\$2,500.00) for a single family home (sfh) on Elizabeth Ave. The Authority is required by law to provide a 50% discount on connection fees for affordable housing per 2015 legislation. Mr. Budesa stated for the record his firm also represents Habitat for Humanity, therefore, he has a conflict of interest. Mr. Budesa added he can advise that it is statutorily mandated that the 50% discount be given due to it being affordable housing. The Board Members concurred Habitat for Humanity will pay the \$2,500.00 wet tap escrow bond fee which will be returned after the one year and the 50% discount will be given for the connection fee.

Motion to provide the 50% discount on the connection fee, but no waiver will be provided for the \$2,500.00 wet tap escrow bond: Mr. Mullikin, second, Mr. Samuel Cammarato. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

- 2017 Ford F450 Accident – An accident occurred on June 7, 2018 – there were no injuries and the damage to the F450 truck was less than \$1,000.00. The matter was referred to the Authority’s insurance company.
- 2nd Quarter 2018 Billing –billed on June 26, 2018
- Evergreen Drive Water Service Leak – The operational crew repaired a service line (Authority side of curb stop) on Evergreen Drive. Quotes will be received to replace the damaged asphalt.
- Water Quality Accountability Act – Requires the Authority to create an Asset Management Plan and GIS (geographical information system) locate every fire hydrant and valve in the public water and system. The Asset Management Plan is an organization of information related to the lifespan and maintenance of the Authority’s key assets. Mrs. Nugent stated there may be a funding program available through the NJEIT to have a CME survey crew perform and map the location of the hydrants and valves. The Board Members agreed to authorize CME to apply for the NJEIT program on behalf of the Authority.

Engineer's Report:

Well #4 Project:

Mr. Chiaravallo stated the Well # 4 project is progressing. The foundation was poured and the floor for the building is scheduled to be poured next week (July 2-6, 2018). The electrical conduits are now being installed.

Water Treatment Plant Floor Drains:

Mr. Chiaravallo stated CME had discussions with Mr. Blair regarding the floor drains for the Treatment Plant. Plans are in preparation.

Low Voltage Meter:

Mr. Chiaravallo stated he received pricing on the low voltage meters for the wells and the entire building. One option is to install a single meter for each well which would track and store all the information. Based on the meter cost and an installation of the three meters it would cost approximately \$31,000.00. The other option is to install one meter on the entire building instead of the three separate meters which would monitor the whole building. The cost would be approximately \$15,000.00 installed. Mr. Chiaravallo emphasized this is for equipment and installation costs only. Mr. Samuel Cammarato questioned if there were any safety issues involved with getting three meters versus one. Mr. Chiaravallo stated not to the best of his knowledge, but that he will further investigate it to see if there are any issues. Mr. Chiaravallo stressed these meters are not for protection, but strictly for monitoring. Mrs. Davis suggested the Engineering Committee should further investigate the different options available and then present a recommendation to the Board.

Accountant's Report:

Mr. Waldron read into record the May 2018 Cash Position Report:

Cash Position Report for May 2018:

Total All Cash Fund Balance:	\$5,331,960.67
Total Restricted Balances:	\$2,764,866.41
Total Fund Available for Disbursement:	\$2,567,094.26

Mr. Waldron stated after reviewing the June 2018 2nd quarter user charges, the Authority is right on target through June 30, 2018.

Attorney's Report:

Mr. Budesca stated an easement is required for the utility pole at the Well #4 site. The Authority cannot provide an easement because it does not own the street. Mr. Budesca stated the Township is in the process to grant that easement.

Committee Reports:

Old Business:

No Report.

New Business:

No Report.

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

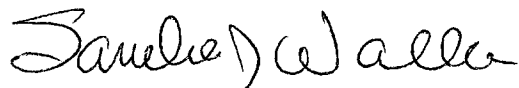
Chairman Hale stated there are no members of the general public in attendance.

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.

Motion to adjourn: Mrs. Davis, second, Mr. Edward Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

The meeting adjourned at 7:55 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sandra J Walker".

Sandra J Walker
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, July 26, 2018 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.