



## **Berkeley Township MUNICIPAL UTILITIES AUTHORITY**

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Bayville, NJ 08721  
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A Public Meeting of the Berkeley Township Municipal Utilities Authority was held on **Thursday, February 27, 2020** at 7:00 pm at the Berkeley Township Municipal Utilities Authority at 42 Station Road, Bayville, NJ 08721. Presided by Chairman Michael Hale-present, Edward Cammarato-absent, Samuel Cammarato-present via tele-communication, Jerome Bollettieri-present, Richard Elliott-present, Lawrence Borio-present, William McGrath-present.

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, Mrs. LeFaucher read the Open Public Meeting Statement.

Mr. Hale stated Mr. Borio will be seated as a voting member for tonight's meeting due to the absence of Commissioner Edward Cammarato.

Chairman Hale stated for the record there is one member of the general public in attendance. Mr. Hale welcomed Mr. Blackford.

Mr. Blackford: As you know, I had an issue of a water leak at my property of 132 Station Road which I suspected was caused by the gas company. I am here to express my gratitude for all your efforts and the work done. Please pass on my appreciation to the Mayor and your professional staff for their support.

### Appointment of Chairman:

Jerome Bollettieri nominated Michael Hale for the appointment of Chairman 2020, second, Samuel Cammarato. All in favor. Roll Call. Samuel Cammarato-yes, Jerome Bollettieri-yes, Richard Elliott-yes, Lawrence Borio-yes, Michael Hale-yes. Motion Carried.

### Appointment of Officers:

Samuel Cammarato nominated Jerome Bollettieri for the appointment of Vice Chairman, second, Richard Elliott. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Jerome Bollettieri nominated Edward Cammarato for the appointment of Secretary, second, Lawrence Borio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Jerome Bollettieri nominated Samuel Cammarato for the appointment of Treasure, second, Richard Elliott. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Mr. Hale expressed his gratitude and thanks to his fellow Commissioners, Chief of Operations, Executive Director and Authority Staff.

Motion to approve the Public and Executive Session Meeting Minutes and the following reports from the meeting on January 23, 2020: Richard Elliott, second, Jerome Bollettieri. 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 Special Meeting Minutes and Executive Session Minutes from the meeting on January 30, 2020: Jerome Bollettieri, second, Richard Elliott. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

**Treasurer’s Report:**

Mr. Samuel Cammarato stated for the five week period from 01/25/20-02/28/20 the payroll expenses totaled \$42,068.61 and the operational expenses totaled \$90,283.04. Mr. Edward Cammarato and Mr. Bollettieri reviewed the five weeks.

Motion to approve the Treasurer’s Report: Jerome Bollettieri, second, Lawrence Borio. 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: Jerome Bollettieri and Richard Elliott
- Personnel Committee: Samuel Cammarato and William McGrath
- Safety Committee: Lawrence Borio and Edward Cammarato
- Finance and Budget Committee: Edward Cammarato and Jerome Bollettieri
- Legal Committee: Richard Elliott and Samuel Cammarato
- Buildings and Grounds Committee: William McGrath and Lawrence Borio

Motion to approve the assignment of committee positions: Jerome Bollettieri, second, Samuel Cammarato. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

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

Motion to appoint Lawrence Borio, Chairman of the Authority Safety Committee, to serve as the NJUAJIF Representative. The Alternate representative will be served by Mrs. Nugent: Jerome Bollettieri, second, Richard Elliott. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Adoption of the Cash Management Plan:

Motion to authorize the 2020 Cash Management Plan: Jerome Bollettieri, second, Richard Elliott. The motion was approved by voice vote. There were no “nay” votes. 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 the 2020 official Depositories of the Authority: Jerome Bollettieri, second, Richard Elliott. The motion was approved by voice vote. There were no “nay” votes. 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 and the Berkeley Times as the 2020 official newspapers for the Authority: Jerome Bollettieri, second, Samuel Cammarato. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

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

Motion for 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: Jerome Bollettieri, second, Samuel Cammarato. All in favor. Roll Call. Samuel Cammarato-yes, Jerome Bollettieri-yes, Richard Elliott-yes, Lawrence Borio-yes, Michael Hale-yes. Motion Carried.

Execution of Signature Cards with Ocean First Bank:

Motion for authorization, execution and filing of signature cards and banking authorization agreements with Ocean First Bank: Jerome Bollettieri, second, Samuel Cammarato. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Execution and Filing of Wire Transfer, ACH Product Services and Day Depository Agreements:

Motion for authorization, execution and filing of wire transfer, ACH product services and day depository agreements with Ocean First Bank (the ACH product services is new and will allow the Authority, with permission of the homeowner, to receive checking information for the quarterly bills and give notice when the funds will be withdrawn from their accounts): Jerome Bollettieri, second, Samuel Cammarato. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Execution of Signature Cards and Agreements with TD Bank:

Motion for authorization, execution and filing of signature cards and banking authorization agreements with TD Bank: Samuel Cammarato, second, Jerome Bollettieri. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Mrs. Nugent stated the Authority solicited proposals for the professional appointments using the Fair and Open Process. The Request for Proposals (RFPs) were requested and reviewed. The result from that review which was on predetermined criteria is the reappointment of all the current Authority professionals.

Mrs. Nugent stated the following nine resolutions will be presented as a consent agenda. The 2020 appointments were read into record:

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 Budesca 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. James Fearon 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.

Mrs. Nugent stated there was an average of 2.27% increase requested from the Professionals with the exceptions of the Risk Manager and the Employee Benefits Manager who is paid through the Authority's premiums. The Finance Committee has reviewed and recommends the increase.

Motion to re-appoint the above listed Authority Professionals for 2020: Jerome Bollettieri, second, Samuel Cammarato. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Chelsea Place:

This matter will be discussed in Executive Session.

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

- Well# 4/Phase II – The New Jersey Infrastructure Bank (NJIB) bond issuance is postponed until fall, 2020.
- Surge Protection – In progress.
- 2019 Berkeley Township lien sale – The 2019 outstanding balances from user fees went to lien on January 30, 2020. 236 accounts were sent to the Township and \$116,533.28 was received back on February 28, 2020.
- Brennan Concourse – Berkeley Township Sewerage Authority (BTSA) Project: The project has required three overnight shifts of overtime which will be reimbursed by Seminole Construction. The water was shut off several times to the homes in this area. Mrs. Nugent requested of the Board guidance for compensating the owners. Mrs. Nugent suggested offering a \$20.00 first quarter credit towards those accounts. The Authority has no fault in this, but would like to provide the credit as a gesture of goodwill. Mrs. Nugent stated this credit amount will be submitted to the contractor for reimbursement.

Motion to provide \$20.00 first quarter credit for 18 residences affected by BTSA project, specifically no water for total of three days: Lawrence Borio, second, Samuel Cammarato. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

- Water Quality Results – The Consumer Confidence Report was recently published. This report noted no volatile organic compounds referred to as PFNAs, PFOAs or PFOSs present. These tests will be repeated on a quarterly basis as required.
- New Jersey Utilities Authority Joint Insurance Fund (NJUAJIF) - The Elected Official Training Seminar will be offered on-line. Instructions to follow.
- Financial Disclosure – The Berkeley Township Town Clerk will soon provide the Annual Financial Disclosure Forms.
- Municipal Utility Authority Association (MUAA) Dinner Meeting – March 12, 2020.

Engineer’s Report:

Well #4 Project:

Phase II – Production Well:

Mr. Chiaravallo stated the contractor was at the Well #4 site correcting a few punch list items. CME will meet with Mr. Blair to do a final check on the well.

Phase VII Water System Improvements:

Mr. Chiaravallo stated CME will prepare the base maps and the preliminary water designs for each of the areas. The field surveys and planning documents are in progress.

Grounding System Repair:

Mr. Chiaravallo stated the electrician was on site to work on the repairs. CME will coordinate with the electrician for the testing and the final check.

**Attorney's Report:**

Will present in Executive Session.

**Accountant's Report:**

Mr. Waldron presented the January 2020 Cash Position Report:

Cash Position Report for January:

Total All Cash Fund Balance:	\$5,725,868.10
Total Restricted Balances:	\$2,579,609.20
Total Fund Available for Disbursement:	\$3,146,258.90

Mr. Waldron stated the 2019 audit of the Authority is scheduled the week of March 2, 2020.

**Committee Reports:**

Old Business:

No Report.

New Business:

Mr. Bollettieri reported that he attended the NJUAJIF Safety Breakfast Meeting yesterday (02/26/20). The Authority received an Award for No Loss Time Accidents and is now 25 years accident free. The Board offered Mr. Blair and his staff their congratulations.

Motion to authorize lunch for the Authority employees not to exceed \$300.00 for their 25 Years No Loss Time Award: Jerome Bollettieri, second, Richard Elliott. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to open the public portion: Richard Elliott, second, Jerome Bollettieri. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

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

**Executive Session:**

Motion to open: Jerome Bollettieri, second, Lawrence Borio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Topics Discussed:

Chelsea Place

Motion to close: Richard Elliott, second, Jerome Bollettieri. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Motion to re-open public portion: Richard Elliott, second, Jerome Bollettieri. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

No action regarding Chelsea Place.

Motion to adjourn: Jerome Bollettieri, second, Richard Elliott. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

The meeting adjourned at 8:20 pm.

Respectfully Submitted,



Sandra J Walker  
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, March 26, 2020 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.