



## **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, **April 23, 2020** at 7:00 pm by tele-conferencing at the Berkeley Township Municipal Utilities Authority at 42 Station Road, Bayville, NJ 08721. Presided by Chairman Michael Hale-present, Jerome Bollettieri-present, Edward Cammarato-present, Samuel Cammarato-present, Richard Elliott-absent, Lawrence Borio-present, William McGrath-present.

Mrs. Nugent expressed her appreciation to CME Associates for providing the conference call service.

Also present: Robert Budesa-Attorney, Mike McClelland-Engineer, Keith Chiaravallo-Engineer and Michele Nugent-Executive Director.

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

Mr. Hale stated for the record to let it reflect that the March 26, 2020 meeting was canceled.

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

Motion to approve the Public Meeting Minutes and the following reports from the meeting on February 27, 2020: Jerome Bollettieri, second, Samuel 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

#### **Treasurer's Report:**

Mr. Samuel Cammarato stated for the eight week period (02/29/20-04/24/20) the payroll expenses totaled \$87,763.85 and the operational expenses totaled \$205,384.90. Edward Cammarato and Samuel Cammarato reviewed the eight 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:**

### **COVID-19 Status:**

Mrs. Nugent stated there were no employee illnesses. One employee self-quarantined due to a possible exposure, but has since returned to work with a doctor's note. The Authority building continues to be closed to the public. The Authority did not apply the March late payment penalty as a gesture of support to our ratepayers. Mrs. Nugent stated typically a 1 ½% late fee is applied every month to accounts based on the outstanding balance. Mrs. Nugent requested of the Board authorization to continue to not apply late fees to all accounts during this "Shelter at Home period". She also suggested the Authority provide an extended exemption to ratepayers that are laid off from their job and notify the Authority of their situation. The extended exemption would forgive late penalties through the end of December and exclude them from the lien process.

Motion to authorize the penalty fee exemption program to all ratepayers during "Shelter at Home" period and to provide an additional extension to any ratepayer laid off due to Covid-19 through December, 2020: Jerome Bollettieri, second, Samuel Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

- Personnel Manual Update –The Joint Insurance Fund (JIF) recommends a review of the employee manual on a bi-annual basis. The Personnel Committee will review these recommendations and present to the Board at a future meeting.
- Brennan Concourse – The BTSA project on Brennan Concourse is on-going.
- 2019 Audit – The 2019 Audit is complete with good results and no negative comments. The audit is still in draft as the pension numbers are still in process from the State. Mr. Cammarato stated there will be a delay from the State regarding the numbers.
- Financial Disclosure – The Financial Disclosures are due by April 30, 2020.
- Sprint/T-Mobile Merger – The Authority received notification that Sprint and T-Mobile will merge. Sprint and T-Mobile are two separate tenants on the Northern Boulevard Tower. The Authority's Cellular Antenna Consultant will keep the Authority updated and make recommendations as more information is received.

## **Engineer's Report:**

### **Well #4 Project:**

Phase II – Production Well

Mr. Chiaravallo stated Well #4 is now in full operation based on the reports from the Authority operational employees. Project close-out documents are in preparation for the May meeting.

### **Phase VII Water System Improvements:**

Mr. Chiaravallo stated the field survey is now completed. Preliminary design plans which include locations of the new water mains are in preparation.

**Accountant's Report:**

Will be presented at the May meeting.

**Attorney's Report:**

No formal report.

**Committee Report:**

Old Business:

No Report.

New Business:

No Report.

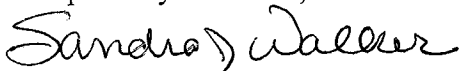
Motion to open the public portion: Jerome Bollettieri, second, Samuel Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

Motion to adjourn: Samuel Cammarato, second, Jerome Bollettieri. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

The meeting adjourned at 7:26 pm.

Respectfully Submitted,



Sandra J Walker  
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, May 28, 2020 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.