



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, **June 25, 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, Jerome Bollettieri-present, Edward Cammarato-present, Samuel Cammarato-present, Richard Elliott-present, Lawrence Borio-present, William McGrath-present.

Also present: Robert Budesa-Attorney, Michael McClelland-Engineer, Keith Chiaravallo-Engineer, Brian Waldron-Accountant, Brian Blair-Chief of Operations and Michele Nugent-Executive Director.

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

Motion to approve the Public Meeting Minutes and the following reports from the meeting on May 28, 2020: Lawrence Borio, second, Richard Elliott. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

Treasurer's Report:

Mr. Samuel Cammarato stated for the four week period (05/30/20-06/26/20) the payroll expenses totaled \$41,301.33 and the operational expenses totaled \$63,189.49. Edward Cammarato and Samuel Cammarato reviewed the four 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:

Increase Bid/Quote thresholds to \$44,000.00/\$6,600.00:

Mrs. Nugent stated effective July 1, 2020 NJ State law allows for the increase of the Authority's bid and quote threshold if there is a Qualified Purchasing Agent (QPA) on staff (Mrs. Nugent has a QPA certification). Mrs. Nugent requested approval for an increase from \$40,000.00 to \$44,000.00 for bids and an increase from \$6,000.00 to \$6,600.00 for quotes. Mrs. Nugent stated if the Board approves this resolution it will allow for any purchase requirements below these amounts to not be required to go through the bidding requirements.

Motion to increase Bid/Quote thresholds to \$44,000.00/\$6,600.00: Edward Cammarato, second, Jerome Bollettieri. All in favor. Roll Call. Jerome Bollettieri-yes, Edward Cammarato-yes, Samuel Cammarato-yes, Richard Elliott-yes, Michael Hale-yes. Motion Carried.

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

- Covid-19 Status – No employee illness. The Authority building was opened to the public as of Monday, June 22, 2020.
- Dental Plan – The Authority received a 25% premium reduction for its April/May 2020 dental bill from Blue Cross/Blue Shield.
- COVID Testing – Covid-19 testing and the antibody testing is available to staff and family members if they choose to do so.
- NJ League of Municipalities Conference – November 17 – 19, 2020.
- 2ND Quarter Billing – There was a 2.5% increase in the amount billed and 26 additional customers compared to 2nd quarter, 2019.
- Penalty Forgiveness – Several residents expressed their appreciation for the Authority’s late fee penalty forgiveness program. This program will end June 30, 2020 due to the “Shelter at Home” period being over. Late fee penalties will resume in July.

Engineer’s Report:

Phase II Water System Improvements:

Mr. Chiaravallo stated CME is preparing preliminary design plans. CME is coordinating with the Department of Transportation (DOT) for their proposed improvements along Route 9 and proposed location of the watermain.

Well #4 Project:

Phase II – Production Well

Will present in Executive Session.

Accountant’s Report:

Mr. Waldron read into record the May 2020 Cash Position Report:

Cash Position Report for May:

Total All Cash Fund Balance:	\$5,673,022.79
Total Restricted Balances:	\$2,917,489.99
Total Fund Available for Disbursement:	\$2,755,532.80

Mr. Waldron stated he and Mr. Matthew Holman met last week (week of 06/15/20) with the Finance Committee to review the draft 2019 Audit report. Mr. Waldron stated Holman, Frenia & Allison provided an unmodified opinion for the 2019 Audit. This is the best that can be given which states there are no modifications necessary to bring the financial books into full compliance with accounting standards. This represents a good standing for the Authority. Mr. Waldron stated there are no comments or recommendations noted. The financial statements were prepared in accordance with government audit standards. The final report will include estimated PERS GASB 68 information. Mr. Waldron stated he

anticipates presenting the resolution for the 2019 Audit for the Board's acceptance at the July (07/23/20) meeting.

Attorney's Report:

No formal report.

Committee Report:

Old Business:

No Report.

New Business:

No Report.

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

Executive Session:

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

Topics discussed:

Well #4

Motion to close: Richard Elliott, second, Samuel Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

Motion to authorize CME to perform analyst and repair Well #4: Edward Cammarato, second, Jerome Bollettieri. All in favor. Roll Call. Jerome Bollettieri-yes, Edward Cammarato-yes, Samuel Cammarato-yes, Richard Elliott-yes, Michael Hale-yes. Motion Carried.

Motion to re-open Montana contract and pay \$49,244.62. Authorize CME to discuss retainage: Jerome Bollettieri, second, Edward Cammarato. All in favor. Roll Call. Jerome Bollettieri-yes, Edward Cammarato-yes, Samuel Cammarato-yes, Richard Elliott-yes, Michael Hale-yes. Motion Carried.

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

The meeting adjourned at 9:33 pm.

Respectfully Submitted,


Sandra J Walker
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, July 23, 2020 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.