



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, **July 23, 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-absent.

Also present: Robert Budesca-Attorney, Keith Chiaravallo-Engineer, Brian Waldron-Accountant and Michele Nugent-Executive Director.

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

Motion to approve the Public Meeting Minutes and the following reports from the meeting on June 25, 2020: Edward Cammarato, 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

Treasurer's Report:

Mr. Samuel Cammarato stated for the four week period (06/27/20-07/24/20) the payroll expenses totaled \$40,324.11 and the operational expenses totaled \$111,641.48. The operational expenses include one payment to Montana Construction totaling \$49,244.62 which were separately authorized by resolution at the June meeting.

Edward Cammarato and Samuel Cammarato reviewed the first two weeks. Samuel Cammarato, Richard Elliott and Jerome Bollettieri reviewed the last two weeks.

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

Executive Director's Report:

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

- Well #4/Phase II – Mrs. Nugent submitted a request to the New Jersey Infrastructure Bank (NJIB) program to defer bond issuance until Spring 2021. The current construction note matures in June 2021.

- Surge Protection – The equipment is fully installed - final testing is scheduled for next week (week of 07/27/20).
- COVID Status – No employee illnesses. The office is open to the public.
- COVID Testing – An outside agency was hired to perform COVID testing if an employee wishes to be tested.
- NJ League of Municipalities Conference – November 17 – 19, 2020.

Engineer’s Report:

Phase II Water System Improvements:

Mr. Chiaravallo stated CME is continuing with the preparation of the preliminary design plans in regard to the water main location along the roads that are included in Phase VII.

Well #4 Project:

Mr. Chiaravallo stated there was damage at Well #4 due to an electrical outage which caused flooding in the facility. Mr. Chiaravallo stated CME is working with Montana Construction to facilitate the repairs and bring Well #4 back to an operational status. The Authority will not be required to submit an insurance claim. Mr. Edward Cammarato questioned if the repair will be completed within a defined timeline or according to the contractor’s schedule. Mr. Chiaravallo detailed the progress to date and briefed the Board on the anticipated schedule of the remaining repairs and planned modifications.

Accountant’s Report:

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

Cash Position Report for June:

Total All Cash Fund Balance:	\$5,653,378.19
Total Restricted Balances:	\$2,915,511.76
Total Fund Available for Disbursement:	\$2,737,866.43

Mr. Waldron provided the Board Members an affidavit to be signed regarding the 2019 Annual Audit. The affidavit states that each Board Member has personally reviewed the annual audit, specifically the sections entitled “General Comments” and “Recommendations”. Mr. Waldron stated it was a favorable report with no comments or recommendations. The affidavit needs to be signed and submitted to the State within 45 days.

Motion to accept the 2019 Audit and authorize the execution of the group affidavit: 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.

Attorney’s Report:

Mr. Budesa thanked Mr. McClelland and Mr. Chairavallo for their support regarding Montana Construction and the Well #4 project.

Committee Report:

Old Business:

No Report.

New Business:

Mr. Elliott referred to a topic originally brought up by Mr. Bollettieri concerning EMS personnel working out of the Town Hall water treatment facility and electrical issues there. Mr. Elliott stated concern that there are no surge protectors at the facility and requested guidance from CME.

Mr. Elliot stated the unauthorized presence of EMS personnel at the Town Hall water treatment facility is an on-going issue. Mrs. Nugent stated the Berkeley Township administrators and police department assigned the EMS program to this facility as a temporary precaution. Mrs. Nugent clarified the water treatment facility belongs to the Township. When the Authority requires access to the facility the EMS personnel are not present and the room is disinfected. Mr. Hale stated a letter needs to be generated concerning the Authority's concerns in order to receive a written reply from the Township Administrator. Mr. Bollettieri provided Mrs. Nugent instructions to send notice to the Berkeley Township Administration to vacate the EMS personnel currently stationed in the water treatment facility to a new location.

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

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

The meeting adjourned at 7:38 pm.

Respectfully Submitted,



Sandra J Walker
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, August 27, 2020 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.