



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, **December 17, 2020** at 7:00 pm at the Berkeley Township Municipal Utilities Authority at 42 Station Road, Bayville, NJ 08721. Presided by Chairman Hale-present, Jerome Bollettieri-present, Edward Cammarato-absent, Samuel Cammarato-present, Richard Elliott-absent, Lawrence Borio-absent, William McGrath-present.

Mr. Hale stated for the record Mr. McGrath will be seated as a voting member for tonight's meeting.

Also present: Robert Budesca-Attorney, Mike McClelland-present via tele-communications, Keith Chiaravallo-Engineer, Brian Waldron-Accountant, 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, Executive Session Minutes and the following reports from the meeting on November 12, 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
- Auditor's Report
- Attorney's Report

Treasurer's Report:

Mr. Samuel Cammarato stated for the five week period (11/14/20-12/18/20) the payroll expenses totaled \$65,402.19 and the operational expenses totaled \$57,797.62.

Edward Cammarato and Samuel Cammarato reviewed the five weeks.

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

Executive Director's Report:

Adopt 2021 BTMUA Budget:

Mrs. Nugent requested of the Board authorization to adopt the 2021 Budget. The Board approved the budget at the October 22, 2020 Public Meeting. The State reviewed and accepted the approved budget and gave authorization for the budget to be adopted. The appropriations of the budget totaled \$2,566,534.00. The capital budget included \$2,018,000.00.

Motion to adopt the 2021 BTMUA Budget: Jerome Bollettieri, second, William McGrath. All in favor. Roll Call. Jerome Bollettieri-yes, Samuel Cammarato-yes, William McGrath-yes, Michael Hale-yes. Motion Carried.

Establish 2021 Meeting Dates:

Mrs. Nugent requested of the Board authorization to adopt the 2021 Public Meeting dates. Mrs. Nugent stated the meetings will be held every fourth Thursday of the month with the exception of November and December. Mrs. Nugent added the meeting dates will be posted on the website and advertised in the newspaper.

Motion to adopt the 2021 Public Meeting Dates: Jerome Bollettieri, second, William McGrath. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Final Approval and Acceptance of Performance Bond for Pinecrest/Bunnell:

Mrs. Nugent requested of the Board authorization to provide final approval and acceptance of the performance bond for the Pinecrest/ Bunnell Avenue Project. The developer plans to extend the water main 153 linear feet for the new construction of three single family homes. The Authority Engineer and Attorney reviewed the plans and documentation and both recommend approval based on the engineer’s letter dated December 16, 2020.

Motion for authorization for final approval and acceptance of the performance bond for Pinecrest/Bunnell: Jerome Bollettieri, second, William McGrath. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Adopt 2021 Personnel Handbook (revised to conform with NJUAJIF recommendations):

Mrs. Nugent stated the revised Employee Manual includes the NJUAJIF recommendations and was presented at the November 12, 2020 meeting. Mrs. Nugent stated the revised Employee Manual was reviewed by the NJUAJIF Attorney, the Personnel Committee and herself. The incorporation of the revisions to the Employee Manual will allow the Authority to be in conformity with the JIF recommendations. Mr. Hale thanked Mr. Samuel Cammarato and Mr. McGrath for their time and effort for incorporating the revisions in the manual.

Motion to adopt the revised Personnel Handbook with the NJUAJIF recommendations: 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:

- COVID Statuses – No employee illness related to the COVID concerns
- Injured Employee – The employee that was injured on the job returned to work November 23, 2020 with a full medical clearance.
- Main Leak Repair – A water main leak at Pelican Point was repaired on December 8, 2020. The utility employees worked diligently through the night to repair the water main. The Authority plans to pave the road quickly.
- NJUAJIF/MEL Credit – The Elected Official Training Seminar is accessible online. The Authority receives a \$250.00 credit towards the Authority’s insurance premium for each Commissioner’s participation.

Mrs. Nugent stated there will be Executive Session following tonight's meeting.

Engineer's Report:

Well #4 Project:

Mr. Chiaravallo stated Well #4 is fully operational. CME continues to coordinate with the contractor to complete the punch list items and communication issues.

Phase VII Water System Improvements:

Mr. Chiaravallo stated CME continues with the preparation of the preliminary designs for the Phase VII water mains.

Accountant's Report:

Mr. Waldron presented the November 2020 Cash Position Report:

Cash Position Report for November:

Total All Cash Fund Balance:	\$5,688,563.41
Total Restricted Balances:	\$2,804,846.22
Total Fund Available for Disbursement:	\$2,883,717.19

Mr. Waldron stated the preliminary work for the upcoming audit will begin over the next two weeks (December-January). Mr. Waldron stated the audit should begin the first week of March 2021.

Attorney's Report:

Will present in Executive Session.

Committee Report:

Old Business:

Mr. Bollettieri questioned if the connection fee rates could be addressed in the next audit. Mr. Waldron replied the connection fee calculation is something that should be done every year, but is completely separate from the regular audit. Mr. Samuel Cammarato questioned if the Authority's connection fees are comparable to the other Authorities. Mr. Bollettieri replied the Authority's fees are much lower than they should be which is why a connection fee review needs to be performed. Mr. Samuel Cammarato questioned if the connection fee money is designated for certain projects or if it goes into the general funds. Mr. Waldron replied it is regular revenue.

Mr. Samuel Cammarato stated SunPower is the name of the company that he has been in contact with regarding solar power. Mr. Cammarato discussed his ongoing efforts regarding the different options that solar power provides.

New Business:

No Report.

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

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

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

Mr. Bollettieri requested the Board to re-open the public portion to allow him to submit the financial committee report.

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.

The Board reviewed the most recent connection fee rate study prepared by the auditors. They reviewed the connection fee rates of other local authorities. The topic of an increase to connection fee rates was tabled until January.

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

Executive Session:

Motion to open: Jerome Bollettieri, second, William McGrath. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Topics Discussed:

Chelsea Place
Annual Reviews

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

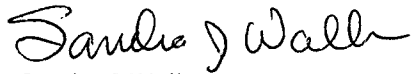
Motion to authorize 3% annual raises to hourly employees effective January 1, 2021: Jerome Bollettieri, second, Samuel Cammarato. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Motion to hire an operational employee full-time effective January 1, 2021: Jerome Bollettieri, second, Samuel Cammarato. The motion was approved by voice vote. There were no “nay” votes. 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 8:37 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, January 28, 2021 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.