



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, **January 25, 2018** at 7:00 pm at the Berkeley Township Municipal Utilities Authority at 42 Station Road, Bayville, NJ 08721. Presided by Chairwoman Davis-present, Mr. Mullikin-present, Mr. Edward Cammarato-absent, Mr. Hale-present, Mr. Samuel Cammarato-present, Mr. Elliott-present.

Also present: Mr. Budesca-Attorney, Mr. Chiaravallo-Engineer, and Mrs. Nugent-Executive Director.

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

Mrs. Davis stated there was a correction to the December 28, 2017 Public Meeting minutes. The minutes referenced the next month's scheduled meeting which should be dated January 25, 2018.

Motion to approve the Public Meeting minutes (with the corrected date) and the following reports from the meeting on December 28, 2017: Mr. Mullikin, second, Mr. Hale. 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. Hale stated for the four week period from (12/30/17-1/26/18) the payroll expenses totaled \$41,350.12 and the operational expenses totaled \$67,108.31. Mr. Hale and Mr. Edward Cammarato reviewed the first two weeks. Mr. Hale and Mr. Elliott reviewed the last two weeks.

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

Executive Director's Report:

Recognition of new commissioner appointments:

Mrs. Nugent stated a Township Council resolution was received for the re-appointments of current commissioners and appointments of new commissioners. Mr. Hale and Mr. Elliott received five year extensions to their appointments. Mr. Samuel Cammarato was appointed effective January 1, 2018 for the two year unexpired term previously held by Mr. Askew. Mr. Bollettieri's appointment will be effective February 1, 2018 for five years. Mr. Samuel Cammarato stated it was an honor and a privilege to be appointed as a commissioner and thanked Mrs. Nugent for her support. Mrs. Davis congratulated the Commissioners on their appointments.

Acceptance of the OCUA blanket easement:

Mrs. Nugent stated the OCUA provided the Authority an easement granting blanket access to the private property. The OCUA will install water main to connect the facility located off Hickory Lane to the public water system. This grants the Authority access to the main to exercise valves and fire hydrants. This document was reviewed by the Authority Engineer and Attorney and both recommend acceptance.

Motion to accept the OCUA blanket easement: Mr. Hale, second, Mr. Samuel Cammarato. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Hale-yes, Mr. Samuel Cammarato-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

2018 Bond Issuance for \$625,076.00:

Mrs. Nugent stated Mr. James Fearon will be the Bond Counsel representative for Gluck Walrath. Mrs. Nugent stated Mr. Fearon notified her today (01/25/18) the current note for the Well #4/Phase I project (issued in 2015 for this completed project) is now required, due to regulatory requirements of the NJEIT, to be paid off with the issuance of a bond. Originally, the Phase VI Water Main project, the Well #4/Phase I and Well #4/Phase II projects were to be issued as one bond issuance. Due to the length of time required to complete the well project, each project will be required to be a separate bond. The Phase VI bond was issued in 2017. The Well #4/Phase I project will be issued in Spring 2018. The Well #4/Phase II may be issued in Fall 2018. Mrs. Nugent stated this resolution authorizes a bond issuance of \$625,076.00. Principal forgiveness for this project is not anticipated. The bond resolution will be published in the newspaper and filed with the Township Clerk.

Motion to authorize the 2018 Bond Issuance for \$625,076.00: Mr. Mullikin, second, Mr. Hale. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Hale-yes, Mr. Samuel Cammarato-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

Progress Report:

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

- 2017 Lien Sale – Scheduled for March 1, 2018 – it is estimated 365 accounts with a threshold over \$175.00 will go to the tax collector as eligible for lien
- AT&T Lease Negotiations – AT&T has initiated lease agreement negotiations – the information was forwarded to Mr. O'Scanlon (Authority Telecommunication Consultant)
- NJUAJIF/MEL – the Elected Official Training Seminar will soon be accessible online (no local classes available)
- Reorganization Meeting – Scheduled for February 22, 2018. The Request for Quotes (RFQ) for the professional appointments were advertised and are due back in the office by January 31, 2018.
- NJUAJIF Safety Meeting – Scheduled for February 28, 2018 – the Authority will receive recognition for 22 years of safety
- 2017 Audit – Scheduled for the week of March 5, 2018

Mrs. Davis asked who does the evaluation for the RFQs. Mrs. Nugent replied Mr. Mullikin and Mr. Hale served on last year's review committee. Mrs. Davis asked if they will be available for the RFQs evaluation this year. Mr. Mullikin and Mr. Hale both affirmed yes.

Mrs. Nugent stated there will be Executive Session tonight.

Engineer's Report:

Well #4 Project:

Phase II – Production Well

Mr. Chiaravallo stated CME has received submittals from Montana Construction. CME is currently reviewing the submittals and will provide comments and approvals.

Annual Engineer's Report:

Mr. Chiaravallo stated the Annual Engineering's Report is a summary of work that occurred during 2017 and provides a brief description of the Plant operations. Mr. Chiaravallo stated the key points in the report include:

- 7,000 feet of water main was added to the system by three developers in 2017
- The Authority now has 63 miles of various size water main throughout the system
- Brief descriptions of upcoming projects

Mr. Mullikin questioned when construction will begin for Well #4. Mr. Chiaravallo it is anticipated to be Spring 2018. Mr. Chiaravallo stated the well pump, the generator and some of the larger equipment were delivered.

Accountant's Report:

Mrs. Davis stated the October 31, 2017, November 30, 2017 and December 31, 2017 Cash Position Reports are included in the meeting packets.

Mrs. Nugent read into record the December 2017 Cash Position Report:

Cash Position Report for December:

Total All Cash Fund Balance:	\$5,137,842.69
Total Restricted Balances:	\$2,573,749.48
Total Fund Available for Disbursement:	\$2,564,093.21

Mrs. Nugent stated the October, November and December 2017 Cash Position Reports are not audited.

Attorney's Report:

Will present in Executive Session.

Committee Reports:

Old Business:

No Report.

New Business:

No Report.

Motion to open for public comment: Mr. Hale, second, Mr. Mullikin. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Motion to close public comment: Mr. Mullikin, second, Mr. Hale. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Executive Session:

Motion to open Executive Session: Mr. Hale, second, Mr. Mullikin. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Topics Discussed:

A – Employee #1 (Family Medical Leave Act Request)

B – Employee #1 (Earned Time Off)

Motion to close Executive Session: Mr. Mullikin, second, Mr. Hale. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

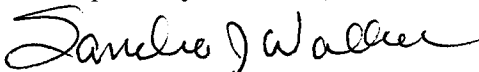
Motion to re-open public portion: Mr. Hale, second, Mr. Mullikin. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Motion to grant Employee #1’s FMLA and ETO request: Mr. Hale, second, Mr. Elliott. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Hale-yes, Mr. Samuel Cammarato-yes, Mr. Elliott-yes, Mrs. Davis-yes. Motion Carried.

Motion to adjourn: Mr. Mullikin, second, Mr. Hale. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

The meeting adjourned at 7:53 pm.

Respectfully Submitted,



Sandra J Walker
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, February 22, 2018 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.