



## **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, February 22, 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-present, Mr. Hale-present, Mr. Samuel Cammarato-present, Mr. Elliott-present, Mr. Bollettieri-present.

Also present: Mr. Budesa-Attorney, Mr. Chiaravallo-Engineer, Mr. Waldron-Accountant, Mr. Blair-Chief of Operations and Mrs. Nugent-Executive Director.

After the salute to the flag, Mrs. LeFaucher read the Open Public Meeting Statement.

#### **Appointment of Chairman:**

Mrs. Davis nominated Mr. Hale for the appointment of Chairman 2018, second, Mr. Mullikin. All in favor. Roll Call. Mrs. Davis-yes, Mr. Edward Cammarato-yes, Mr. Mullikin-yes, Mr. Samuel Cammarato-yes, Mr. Hale-yes. Motion Carried.

#### **Appointment of Officers:**

Mr. Hale read the nominations for the appointment of officers: Mrs. Davis as Vice Chairwoman, Mr. Edward Cammarato as Secretary and Mr. Samuel Cammarato as Treasurer. Motion to approve the nomination of officers: Mr. Hale, second, Mr. Mullikin. All in favor. Roll Call. Mrs. Davis-yes, Mr. Edward Cammarato-yes, Mr. Mullikin-yes, Mr. Samuel Cammarato-yes, Mr. Hale-yes. Motion Carried.

Motion to approve the Public and Executive session meeting minutes and the following reports from the meeting on January 25, 2018: Mr. Mullikin, second, Mrs. Davis. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

Motion to approve the January 31, 2018 minutes for the bid opening for the Professional Appointments: Mrs. Davis, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

Mr. Edward Cammarato stated for the four week period from 01/27/18-02/23/18 the payroll expenses totaled \$38,973.38 and the operational expenses totaled \$58,501.97. Mr. Hale and Mr. Edward Cammarato reviewed the four weeks.

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

**Executive Director's Report:**

Assignment of Committee Positions:

Mrs. Nugent read the assigned committee positions and stated the first name referenced will be the Chairperson for that committee as follows:

- Engineering Committee: Mr. Mullikin and Mr. Bollettieri
- Personnel Committee: Mr. Hale and Mr. Elliott
- Safety Committee: Mr. Edward Cammarato and Mr. Bollettieri
- Finance and Budget Committee: Mrs. Davis and Mr. Edward Cammarato
- Legal Committee: Mr. Samuel Cammarato and Mr. Hale
- Buildings and Grounds Committee: Mr. Elliott and Mr. Mullikin

Motion to approve the assignment of committee positions: Mr. Edward Cammarato, second, Mrs. Davis. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Appointment of New Jersey Utility Authority Joint Insurance Fund (NJUAJIF) Representative:

Motion to appoint Mr. Edward Cammarato, Chairman of the Authority Safety Committee, to serve as the NJUAJIF Representative. The Alternate representative will be served by Mrs. Nugent: Mrs. Davis, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Adoption of the Cash Management Plan:

Motion to authorize the 2018 Cash Management Plan and the attached Schedule A which provides guidance on permissible investments, safe-keeping policies of funds, and audit procedures: Mrs. Davis, second, Mr. Edward Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Designation of TD Bank, Ocean First and Wells Fargo Bank as Official Depositories:

Motion to authorize the designation of TD Bank, Ocean First Bank and Wells Fargo Bank as the 2018 official Depositories of the Authority: Mrs. Davis, second, Mr. Edward Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Designation of Asbury Park Press, Star Ledger & Berkeley Times as official newspapers:

Motion to authorize the designation of the Asbury Park Press, the Star Ledger and the Berkeley Times as the 2018 official newspapers for the Authority: Mr. Mullikin, second, Mr. Edward Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Transfer of \$20,000.00 from BTMUA General Revenue Account to Renewal & Replacement Account:

Authorization to transfer \$20,000.00 from the TD Bank General Revenue account into the TD Bank Renewal & Replacement account. This is an annual budgeted item required by the bond documents.

Motion to transfer \$20,000.00 from the TD Bank Revenue Account to Renewal & Replacement Account: Mr. Edward Cammarato, second, Mr. Mullikin. All in favor. Roll Call. Mrs. Davis-yes, Mr. Edward Cammarato-yes, Mr. Mullikin-yes, Mr. Samuel Cammarato-yes, Mr. Hale-yes. Motion Carried.

Mrs. Nugent stated the next three resolutions authorize the update of the Authority's bank account information and will be presented as following: (1) motion for authorization, execution and filing of signature cards and banking authorization agreements for Ocean First Bank (2) authorization, execution and filing of wire transfer agreement with Ocean First Bank and (3) authorization, execution and filing of signature cards and banking authorization agreements for TD Bank: Mrs. Davis, second, Mr. Edward Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Mrs. Nugent stated the Authority solicited proposals for the professional appointments using the Fair and Open Process. The current Professionals were the only firms that responded to the Authority's request. Mrs. Nugent stated the packets were fully responsive and reviewed with Mr. Hale and Mr. Mullikin. The Review Committee recommends the reappointment of the current professionals and negotiated rates.

Mrs. Nugent stated the following nine resolutions will be presented as a consent agenda. The 2018 appointments were read into record:

Appointment of Authority Attorney:

The appointment of Authority Attorney to the law firm of Berry, Sahradnik, Kotzas, & Benson with the named professional being Mr. John Sahradnik. Mr. Bob Budesza is the direct representative to the Authority.

Appointment of Authority Auditor:

The appointment of Authority Auditor to the firm of Holman, Frenia & Allison with the named professional being Mr. Frank Holman. Mr. Brian Waldron is the direct representative to the Authority.

Appointment of Authority Bond Counsel:

The appointment of Authority Bond Counsel to the firm of Gluck Walrath with the named professional being Mr. Michael Gluck. Mr. James Fearon is the direct representative to the Authority.

Appointment of Employee Health Benefits Insurance Broker and Consultant:

The appointment of Authority Employee Health Benefits Insurance Broker and Consultant to the firm of Conner Strong & Buckelew, Inc. with the named professional being Mr. Scott Davenport.

Appointment of Authority Engineer:

The appointment of Authority Engineer to CME Associates with the named professional being Mr. Michael McClelland. Mr. Keith Chiaravallo is the direct representative to the Authority.

Appointment of Authority Risk Manager:

The appointment of Authority Risk Manager to the firm of the John Hill Agency with the named professional being Mr. J. Michael Hill.

Appointment of Authority Conflict Attorney:

The appointment of Authority Conflict Attorney to the law firm of Dasti, Murphy, and McGuckin with the named professional being Mr. Christopher Koutsouris.

Appointment of Authority Labor Attorney:

The appointment of Authority Labor Attorney to the law firm of Dasti, Murphy, and McGuckin with the named professional being Mr. Christopher Koutsouris.

Appointment of Authority Conflict Engineer:

The appointment of Authority Conflict Engineer to the Alaimo Group with the named professional being Mr. Miles Powell.

Motion to re-appoint the above listed Authority Professionals for 2018: Mr. Edward Cammarato, second, Mr. Mullikin. All in favor. Roll Call. Mrs. Davis-yes, Mr. Edward Cammarato-yes, Mr. Samuel Cammarato-yes, Mr. Mullikin-yes, Mr. Hale-yes. Motion Carried.

Revised Fee Schedule:

Mrs. Nugent requested of the Board the adoption of the revised fee schedule. Mrs. Nugent stated the revision requested is listed on Schedule A (attached to the resolution) under Section E miscellaneous. The only adjustment is an increase to the overtime rate due to increases in salary.

Motion to adopt the revised fee schedule: Mrs. Davis, second, Mr. Edward Cammarato. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Purchase State Contract 2018 Ford F450 Utility Truck w/Stellar crane, inverter and snow plow \$76,550.00:

Mrs. Nugent requested of the Board the purchase of a 2018 Ford F450 Utility truck with a crane, inverter and snow plow in the amount of \$76,550.00. Two state contract quotes were received with matching specifications, one quote came in for \$76,550.00 and the other quote came in at \$88,000.00. Mrs. Nugent stated Mr. Blair and she went through each line item to investigate why the price difference. The quote offer of \$76,550.00 offers all the equipment the Authority is requesting. This locked in price will expire March 2, 2018. Mr. Hale questioned if the equipment will be able to be shared with the other Township entities. Mrs. Nugent replied yes, it could be shared with the Township and Berkeley Township Sewerage Authority.

Motion to authorize the Purchase State Contract 2018 Ford F450 with the crane, inverter and snow plow \$76,550.00: Mrs. Davis, second, Mr. Edward Cammarato. All in favor. Roll Call. Mrs. Davis-yes, Mr. Edward Cammarato-yes, Mr. Samuel Cammarato-yes, Mr. Mullikin-yes, Mr. Hale-yes. Motion Carried.

Progress Report:

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

- Well #4/Phase I - the New Jersey Infrastructure Bank notified the Authority it will receive 50% principal forgiveness on the Well #4 /Phase I bond issuance

- 2017 Lien Sale –scheduled for March 1, 2018 - currently 244 accounts are scheduled to go to lien
- NJUAJIF Safety Meeting – annual meeting is 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
- Capital Purchases –replacement/upgrade of the fire alarm panel – will discuss at the next meeting (03/22/18)
- Financial Disclosure –Berkeley Township will provide instructions to submit the electronic Financial Disclosure Form by May 15, 2018

Mr. Hale suggested the Board provide a luncheon for the Authority Staff on March 15, 2018 for recognition of 22 years of safety. All the Board Members were in agreement.

**Engineer’s Report:**

Well #4 Project:

Mr. Chiaravallo stated the submittals received from the Well #4 contractor are being reviewed by CME. Construction materials are anticipated to be on site by mid-March. Mrs. Davis questioned when the project will be completed. Mr. Chiaravallo stated it is estimated to be approximately by mid-June.

**Accountant’s Report:**

Mr. Waldron stated in his report:

Cash Position Report for January:

Total All Cash Fund Balance:	\$5,363,014.44
Total Restricted Balances:	\$2,667,604.07
Total Fund Available for Disbursement:	\$2,695,410.37

Mr. Waldron stated the 2017 audit of the Authority is scheduled the week of March 5, 2018. Mr. Waldron stated the State requires the annual audit to be filed by April 30, 2018. The pension information is provided by the State. That information may not be available by the April 30<sup>th</sup> deadline.

**Attorney’s Report:**

No formal report.

**Committee Reports:**

Old Business:

No Report.

New Business:

Mr. Elliott stated a customer informed him of a water pipe break that occurred on his property. Mr. Elliott stated he is aware when this situation occurs the responsibility falls on the customer. Mr. Elliott stated the customer received a \$6,000.00 bill and paid it off in several payments. Mr. Edward Cammarato

questioned if this property was residential or business. Mr. Elliott replied it is a business that had a pipe break in the foundation and the leak was underneath the building. Mr. Edward Cammarato questioned if the water went through the meter. Mr. Elliott replied yes and clarified that the owner of the property initially was unaware of the break. Mr. Elliott stated the water usage went from 537,000 gallons to over one million gallons of usage. Mr. Elliott stated the owner became aware of the water pipe break because of a fire at the property. Mr. Bollettieri questioned if this is one bill or several bills. Mrs. Nugent replied the bill is over the course of a six month span. Mr. Bollettieri suggested the possibility of inputting certain parameters in to the computer to alert for excessive water usage not normally associated with a customer's average usage. Mrs. Nugent replied the meter is only read every three months. The technology Mr. Bollettieri is referring to is available, but is extremely expensive. Mr. Blair stated if there is a pipe break the utility employees will turn the water off to stop the leak. The utility employees provide the meter read to the property owner and suggest they submit it to their insurance company. Mr. Waldron stated many utility companies within Ocean County typically will set up a payment plan depending on the situation. Mr. Budesza stated it is a policy decision made within each entity. Mr. Elliott stated the owner had to make repairs on the damage to the property and paid the water bill. The property owner is requesting a forgiveness credit be applied to his upcoming quarterly bills. The general consensus among the Board Members was if a concession is granted it will set a precedent. Any policy change would require the same relief be extended to all.

Mr. Elliott stated several water companies are offering insurance for broken water pipes. A discussion ensued among the Board Members and it was decided the matter will be tabled until one of the committees could further investigate it.

Mr. Elliott requested any statements directed to him be made during open session. Mr. Elliott further stated his alternate commissioner appointment affords him all the rights and responsibilities of the other Board Members. He intends to fully represent this position during his five year appointment.

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

Motion to close public portion: Mr. Mullikin, second, Mr. Edward Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

#### **Executive Session:**

Motion to open: Mr. Edward Cammarato, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Topics Discussed:

Aqua Acquisition

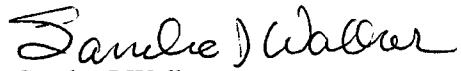
Motion to close: Mrs. Davis, second, Mr. Edward Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to authorize the Authority Attorney to correspond with Aqua Water Company regarding acquisition: Mrs. Davis, second, Mr. Samuel Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

The meeting adjourned at 9:35 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, March 22, 2018 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.