



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, **December 6, 2018** at 7:00 pm at the Berkeley Township Municipal Utilities Authority at 42 Station Road, Bayville, NJ 08721. Presided by Chairman Hale-present, Mrs. Davis-present, Mr. Edward Cammarato-absent, Mr. Samuel Cammarato-present, Mr. Elliott-present, Mr. Bollettieri-present.

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

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

Mr. Hale stated Mr. Elliott and Mr. Bollettieri will be seated as voting members for tonight's meeting. Mr. Hale stated the November BTMUA Public Meeting was canceled and the proper notifications were sent out.

Motion to approve the Public Meeting Minutes, Executive Session Minutes and the following reports from the meeting on October 25, 2018: Mr. Elliott, second, Mr. Bollettieri. 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 six week period from (10/27/18-12/07/18) the payroll expenses totaled \$62,861.67 and the operational expenses totaled \$125,447.80. Mr. Edward Cammarato and Mr. Samuel Cammarato reviewed six weeks.

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

Executive Director's Report:

Authorize 2019 Public Meeting Dates:

Mrs. Nugent requested of the Board authorization to establish the 2019 Public Meeting dates. Mrs. Nugent stated the meetings will be held every fourth Thursday of the month with the exception of April, November and December. Mrs. Nugent added the meeting dates will be posted on the website and advertised in the newspaper.

Motion to authorize the 2019 Public Meeting Dates: Mr. Bollettieri, second, Mr. Samuel Cammarato. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Adopt 2019 BTMUA Budget:

Mrs. Nugent requested of the Board authorization to adopt the 2019 Budget. The Board approved the budget at the October 25, 2018 Public Meeting. The State accepted the approved budget and concurs with the adoption.

Motion to adopt the 2019 BTMUA Budget: Mr. Bollettieri, second, Mr. Samuel Cammarato. All in favor. Roll Call. Mrs. Davis-yes, Mr. Samuel Cammarato-yes, Mr. Elliott-yes, Mr. Bollettieri-yes, Mr. Hale-yes. Motion Carried.

Authorize Fondriest GPS equipment \$8, 287.97:

Mrs. Nugent stated the New Jersey Water Accountability Act requires the Authority to GPS locate all the hydrants and valves in the system. The Authority staff recommended the purchase of the equipment and to perform the task in-house which will allow the operational employees to gain institutional knowledge. Mrs. Nugent stated this resolution will authorize the purchase of the equipment. The lowest bid and the recommended vendor came in at \$8,287.97. Mr. Bollettieri questioned if the equipment has a warranty. Mrs. Nugent replied she did not know, but will find out.

Motion to authorize Fondriest GPS equipment \$8,287.97: Mr. Bollettieri, second, Mr. Samuel Cammarato. All in favor. Roll Call. Mrs. Davis-yes, Mr. Samuel Cammarato-yes, Mr. Elliott-yes, Mr. Bollettieri-yes, Mr. Hale-yes. Motion Carried.

National Association of State Procurement Officials (NASPO) Co-op membership:

Mrs. Nugent stated an Apple IPAD is required to run the GPS equipment. The Authority is not able to purchase an Apple IPAD through the NJ State Contract from which the Verizon cellular telephones are purchased. Therefore, the Authority is required to join the NASPO ValuePoint Co-op. This co-op is a free membership. Mrs. Davis questioned the cost of the IPAD using the co-op. Mrs. Nugent replied the IPAD will be \$349.00. Mr. Hale questioned if Mr. Blair or Mr. Roth would need additional training for the GPS system. Mrs. Nugent replied Mr. Roth has already taken a specialized class for operating the equipment. Mrs. Nugent added the New Jersey Water Association will provide three hours in-house training and help set up the account.

Motion to join the NASPO Co-op membership: Mr. Elliott, second, Mr. Bollettieri. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Authorize Core & Main \$19,530.00:

Mrs. Nugent requested of the Board authorization for the purchase of Core & Main meter reading equipment. Mrs. Nugent stated the current meter reading equipment stopped working recently. The Authority borrowed equipment from Sensus to complete the current fourth quarter meter reading. The purchase will replace the broken meter reading devices and add an additional system for redundancy. The lowest bid is from Core & Main at \$19,530.00.

Motion to authorize the payment to Core & Main for \$19,530.00: Mr. Bollettieri, second, Mr. Elliott. All in favor. Roll Call. Mrs. Davis-yes, Mr. Samuel Cammarato-yes, Mr. Elliott-yes, Mr. Bollettieri-yes, Mr. Hale-yes. Motion Carried.

Motion to award AT&T the Station Road & Northern Blvd Bids:

Mrs. Nugent requested of the Board authorization to award the bids for a five year lease with four potential extensions to AT&T for both the Station Road and Northern Blvd. water towers. Mrs. Nugent stated the two resolutions will award the bids to AT&T for \$42,000.00 annual rent with the potential of a 25 year lease. The annual increases on both these leases will increase to 2.75% or the (Consumer Price Index) CPI index, whichever is higher, every year.

Motion to award the bids and prepare the leases for Station Road and Northern Blvd to AT&T: Mr. Bollettieri, second, Mr. Samuel Cammarato. All in favor. Roll Call. Mrs. Davis-yes, Mr. Samuel Cammarato-yes, Mr. Elliott-yes, Mr. Bollettieri-yes, Mr. Hale-yes. Motion Carried.

Execute Township Shared Services Agreement:

Mrs. Nugent requested of the Board authorization to execute the Berkeley Township Shared Services for management of the water treatment facilities at Town Hall and the Public Works building. The Township Attorney has prepared the Shared Services Agreement. The BTMUA Attorney has reviewed it and recommends its execution. Mr. Bollettieri stated the Township has certain additional requirements to meet which will not be a cost to the Authority, but the operational staff will lend their expertise to assist the Township.

Motion to execute the Township Shared Services Agreement: Mr. Bollettieri, second, Mr. Samuel Cammarato. All in favor. Roll Call. Mrs. Davis-yes, Mr. Samuel Cammarato-yes, Mr. Elliott-yes, Mr. Bollettieri-yes, Mr. Hale-yes. Motion Carried.

Executive Director's Report:

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

- Treatment Plant Sewer Line Replacement – The sewer line replacement is in progress.
- CLA-VAL Altitude Control Valve Replacement – The CLA-VAL Altitude Control Valve replacement for the Station Road Tower is in progress and is anticipated to be completed by the end of 2018.
- Station Road Water Tower – The divers cleaned the inside of the Station Road tank and performed a full inspection. The Authority received a good report.
- MUAA Dinner Meeting – The MUAA Dinner Meeting is scheduled for Thursday, December 6, 2018.
- Re-Organization Meeting – The Re-Organization Meeting is scheduled for Thursday, February 28, 2019.

Engineer's Report:

Well #4 Project:

Phase II – Production Well

Mr. Chiaravallo stated the Contractor performed the preliminary start-up and testing of the new well equipment. CME is preparing to submit the packet to the DEP.

Annual Engineer's Report:

Mr. Chiaravallo stated CME is preparing the Annual Engineer's Report for 2018.

Accountant's Report:

Mrs. Nugent read into record the October 2018 Cash Position Report:

Cash Position Report for October 2018:

Total All Cash Fund Balance:	\$5,651,069.83
Total Restricted Balances:	\$2,545,959.24
Total Fund Available for Disbursement:	\$3,105,110.59

Attorney's Report:

No formal report.

Committee Reports:

Old Business:

Mr. Bollettieri stated he and Mr. Blair met with Ted's Well Service, the Berkeley Township Police Department (BTPD) and the Township to discuss the DEP and the Ocean County Board of Health's requirements for the Town Hall Water Treatment Facility. Mr. Bollettieri stated Mr. Blair and the operational staff perform preventive maintenance on the Authority facilities in an excellent manner.

New Business:

Mr. Elliott questioned the status of the Chelsea Place project. Mr. Budesca replied there has been no progress on the project to date.

Motion to open the public portion: Mr. Bollettieri, second, Mr. Elliott. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

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

Executive Session:

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

Topics Discussed:

Employees Annual Reviews

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

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

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

The meeting adjourned at 7:45 pm.

Respectfully Submitted,



Sandra J Walker
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, January 24, 2019 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.