



## **Berkeley Township MUNICIPAL UTILITIES AUTHORITY**

42 Station Road  
Bayville, NJ 08721  
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A Public Meeting of the Berkeley Township Municipal Utilities Authority was held on Thursday, **January 24, 2019 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-present, Mr. Samuel Cammarato-present via tele-communication, Mr. Elliott-present, Mr. Bollettieri-present.

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

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

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

Motion to approve the Public Meeting Minutes, Executive Session Minutes and the following reports from the meeting on December 6, 2018: Mr. Bollettieri, 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

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

Mr. Samuel Cammarato stated for the seven week period from (12/08/18-01/25/19) the payroll expenses totaled \$59,074.81 and the operational expenses totaled \$182,991.23. The operational expenses include three payments totaling \$114,860.00 which were separately authorized by resolutions at previous meetings. These expenditures are payments to Harper Control, Haskin Ford, and C. Stevenson Plumbing. Mr. Edward Cammarato and Mr. Samuel Cammarato reviewed the first four weeks. Mr. Edward Cammarato and Mr. Hale reviewed the last three weeks.

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

### **Executive Director's Report:**

Accept Northeast Passage project, release performance bond and accept maintenance bond:

Mrs. Nugent requested of the Board authorization for acceptance of the Northeast Passage project (commonly known as the 7/11 project) at its completion, release the performance bond and accept the cash maintenance bond being posted in the amount of \$2,163.00. The Authority Engineer has reviewed the project and recommends acceptance of the project and release of the performance bond.

Motion to accept the Northeast project, release the performance bond and accept the maintenance bond: Mr. Edward Cammarato, second, Mr. Sam Cammarato. All in favor. Roll Call. Mrs. Davis-yes, Mr. Edward Cammarato-yes, Mr. Samuel Cammarato-yes, Mr. Bollettieri-yes, Mr. Hale-yes. Motion Carried.

Omnia Partners/National IPA (Lawson Products):

Mrs. Nugent requested of the Board authorization to participate in the Omnia Partners (also known as the National IPA Co-op). The Authority will be able to purchase the particular bolts needed to secure identification tags to hydrants at half the cost. Membership in the co-op is free. Mr. Edward Cammarato questioned if this was related to the silver tags on the hydrants. Mrs. Nugent replied yes. The identification of fire hydrants is part of the New Jersey Water Quality Accountability Act mandate. Mrs. Davis questioned if the purchases done through the Omnia Co-op are in compliance with the NJ Procurement Law. Mrs. Nugent replied yes.

Motion to approve membership in Omnia Partners/National IPA Co-op: Mr. Bollettieri, second, Mr. Edward Cammarato. All in favor. Roll Call. Mrs. Davis-yes, Mr. Edward Cammarato-yes, Mr. Samuel Cammarato-yes, Mr. Bollettieri-yes, Mr. Hale-yes. Motion Carried.

**Executive Director's Report:**

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

- Low Voltage Meter – A download fault with the report from the previous installation requires the meter to be re-installed on a utility pole on Authority property.
- AT&T Cell Site Lease Bid – The AT&T leases (sample leases) were authorized at the last meeting (12/06/18). It was previously reported to the Board the rent escalation would be at 2.75% or CPI Index whichever is higher. AT&T requested the rent escalations be revised to a flat 3% increase every year. The Cellular Antenna Consultant recommended this revision. The Board concurred.
- Treatment Plant Sewer Line Replacement – An 80% payment to C. Stevenson & Son was paid-the work is still in progress. Once the project is finalized the remaining 20% will be paid.
- New Jersey Utilities Authority Joint Insurance Fund (NJUJIF) Safety Meeting – Scheduled for February 27, 2019 at 8:30 am.
- Reorganization Meeting – Scheduled for February 28, 2019. The Request for Qualifications (RFQs) for the professional appointments were advertised and the bid opening date is January 29, 2019.
- 2019 Ford F150 Crew Cab XLT 4X4: The 2019 Budget includes the purchase of a 2019 Ford F150 Crew Cab. Two quotes were received. The state contract quote came in higher. The second quote came in at \$34,965.00 which is below the bid threshold. The 2003 and 2004 trucks will be kept as part of a fleet for the Authority.

Motion to authorize the purchase of a 2019 Ford F150 Crew Cab: Mrs. Davis, second, Mr. Bollettieri. All in favor. Roll Call. Mrs. Davis-yes, Mr. Edward Cammarato-yes, Mr. Samuel Cammarato-yes, Mr. Bollettieri-yes, Mr. Hale-yes. Motion Carried.

Mr. Hale requested two commissioners to review the RFQs for the 2019 professional appointments and make a recommendation to the Board. Mr. Edward Cammarato and Mr. Bollettieri will be on the committee to review the RFQs.

Mrs. Nugent stated there will be Executive Session tonight.

**Engineer's Report:**

Well #4 Project:

Phase II – Production Well

Mr. Chiaravallo stated CME has prepared and submitted information to the DEP for the Permit to Operate Well #4 as a production well. The DEP will process the information and water sampling will be performed. Based on the results of the water sampling the permit to use the well as a production well will be issued. The contractor is working on the last punch list items for completion of the project. Mr. Bollettieri questioned the date of the production well going on line. Mr. Chiaravallo stated it is anticipated to be on line during March 2019.

Annual Engineer's Report:

Mr. Chiaravallo stated the Annual Engineering's Report is a summary of work that occurred during 2018 and provides a brief description of the Plant operations. Mr. Chiaravallo stated the key points in the report include:

- The source capacity will increase to three million gallons per day when the new well is on line.
- The Northern Blvd. and Station Road water tanks were cleaned and inspected in 2017 and 2018 with good reports.
- Approximately 2,655 linear feet of six inch and eight inch water main was installed this year.
- The Authority conducted its semi-annual spring and fall hydrant flushing.

Mrs. Nugent stated the Engineer's Certification Report recommends the Authority increase the Renewal and Replacement fund by \$20,000.00, as is budgeted for 2019. Mrs. Nugent added this will be a topic at the re-organization meeting.

**Accountant's Report:**

Mr. Waldron read into record the December 2018 Cash Position Report:

Cash Position Report for December:

Total All Cash Fund Balance:	\$5,675,454.60
Total Restricted Balances:	\$2,468,457.01
Total Fund Available for Disbursement:	\$3,206,997.59

Mr. Waldron stated the operating revenues had exceeded the budgeted expectations. Mr. Waldron stated the Authority had a strong year in connection fees. On the expense side all the expenditures were kept in line and under budget.

**Attorney's Report:**

No formal report.

**Committee Reports:**

Old Business: No Report.

New Business: No Report.

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

Chairman Hale stated new commissioner appointee, Mr. Borio, is the only member of the general public in attendance. Mr. Hale welcomed Mr. Borio to the Authority and stated he officially starts in February.

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

**Executive Session:**

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

Topics Discussed:

Employees Annual Reviews

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

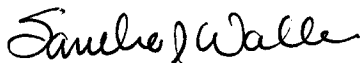
Motion to re-open public portion: Mrs. Davis, second, Mr. Bollettieri. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Motion to approve the employees annual Review and provide a 3% salary increase to six hourly employees: Mrs. Davis, second, Mr. Hale. All in favor. Roll Call. Mrs. Davis-yes, Mr. Edward Cammarato-yes, Mr. Samuel Cammarato-yes, Mr. Bollettieri-yes, Mr. Hale-yes. 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 8:50 pm.

Respectfully Submitted,



Sandra J Walker  
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, February 28, 2019 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.