



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, February 28, 2019** at 7:00 pm at the Berkeley Township Municipal Utilities Authority at 42 Station Road, Bayville, NJ 08721. Presided by Chairwoman Hale-present, Mrs. Davis-present, Mr. Edward Cammarato-present, Mr. Samuel Cammarato-present via tele-communication, Mr. Bollettieri-present, Mr. Elliott-absent, Mr. Borio-present.

Mr. Hale welcomed new Alt. Commissioner, Mr. Lawrence Borio.

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

Mrs. Nugent formally recognized the appointments of the new Board Members, Mr. Bollettieri as Commissioner and Mr. Borio as Alt. Commissioner #2. These appointments were made by the Township Council Members.

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 2019, second, Mr. Samuel 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.

Appointment of Officers:

Mr. Hale nominated the following 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. 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.

Motion to approve the Public and Executive session meeting minutes and the following reports from the meeting on January 24, 2019: Mr. Bollettieri, second, Mr. Edward Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

Treasurer's Report:

Mr. Samuel Cammarato stated for the five week period from 01/26/19-02/28/19 the payroll expenses totaled \$39,737.70 and the operational expenses totaled \$216,764.11. Mr. Hale and Mr. Edward Cammarato reviewed the five weeks.

The operational expenses include three payments totaling \$93,180.80 which were separately authorized by resolution. These expenditures are listed on the bill list as payments to Core & Main, Fondriest, and Montana Construction.

Motion to approve the Treasurer's Report: Mr. Bollettieri, second, Mr. Edward Cammarato. 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. Bollettieri and Mr. Borio
- 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. Borio

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

Adoption of the Cash Management Plan:

Motion to authorize the 2019 Cash Management Plan: Mrs. Davis, second, Mr. Bollettieri. 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 2019 official Depositories of the Authority: Mr. Bollettieri, second, Mrs. Davis. 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 2019 official newspapers for the Authority: Mr. Bollettieri, second, Mrs. Davis. 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. Bollettieri, second, Mr. Samuel Cammarato. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Execution of Signature Cards with Ocean First Bank:

Motion for authorization, execution and filing of signature cards and banking authorization agreements with Ocean First Bank: Mrs. Davis, second, Mr. Bollettieri. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Execution of Wire Agreements:

Motion for authorization, execution and filing of wire transfer agreement with Ocean First Bank: Mr. Bollettieri, second, Mrs. Davis. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Execution of Signature Cards and Agreements with TD Bank:

Motion for authorization, execution and filing of signature cards and banking authorization agreements with TD Bank: Mrs. Davis, second, Mr. Bollettieri. 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. All of the Authority’s 2018 Professionals along with several other firms responded to the Authority’s request. Mrs. Nugent stated the packets were fully responsive and reviewed by Mr. Edward Cammarato and Mr. Bollettieri. 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 2019 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 Budesca 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 2019: 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.

Authorization of Shared Services with Berkeley Township for Fuel:

Motion to authorize the Shared Services Agreement with Berkeley Township for fuel: Mr. Bollettieri, second, Mr. Edward Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Authorize Montana Well #4 Phase II Payment #6 \$63,838.19:

Motion to authorize Payment #6 \$63,838.19 to Montana Construction Well #4 Phase II: Mr. Bollettieri, second, Mr. Samuel 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.

Authorize Award of Meter Bid to Core & Main \$112,925.00:

Motion to authorize award of meter bid to Core & Main - 100 meters: Mr. Bollettieri, second, Mrs. Davis. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Executive Director’s Report:

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

- NJUAJIF/MEL Training – The Elected Official Training Seminar is now available on-line. The Authority will receive a \$250.00 credit toward its insurance premium for each Commissioner’s participation by May 1, 2019.
- Non-Compliant Owners Re: Physical Connection to Water System – Notices were mailed from the Authority Attorney to eight non-compliant residents on February 11, 2019. One resident responded, picked up connection instructions and will begin the connection process.
- Municipal Utility Authority Association (MUAA) Dinner Meeting – is March 14, 2019.
- Employee Compliment – An operational employee provided assistance to a local teenage driver during a snowstorm. The operational employee got the driver’s car out of the rut much to the relief to the mother of the driver and the driver herself.
- Temporary Employee – Will go in to Executive Session to discuss hiring a temporary employee to provide support in the absence of operational employee.
- Tax Lien Sale – Held today February 28, 2019. 245 accounts went to the Township, of those 96 actually went to sale. The Authority will receive approximately \$110,000.00 from the Township.

Engineer’s Report:

AT&T Station Road Antenna Review:

Mr. McClelland stated CME has reviewed plans and provided recommendations to AT&T for replacement of the antennas on the Station Road Tank.

Well #4 Project:

Phase II – Production Well

Mr. McClelland stated CME has recommended payment of \$63,838.19 to Montana Construction. Mr. McClelland stated CME has recommended to the DEP for an Operation Permit, the package was sent and it is anticipated the DEP will provide notification within 30-60 days.

Accountant’s Report:

Mr. Waldron read into record the January 2019 Cash Position Report:

Cash Position Report for January:

Total All Cash Fund Balance:	\$5,739,674.51
Total Restricted Balances:	\$3,034,734.25
Total Fund Available for Disbursement:	\$2,704,940.26

Mr. Waldron stated the 2018 audit of the Authority is scheduled the week of March 4, 2019. Mr. Waldron stated the State requires the annual audit to be filed by April 30, 2019. The pension information and other post employment benefits are provided by the State. This information should be available by or before the April 30th deadline. Mr. Waldron stated the MUAA dinner-meeting will present the topic of the New Connection Fee Laws for Water and Sewer. It was noted that the Authority's connection fees have not been reviewed for quite a long time. Mr. Waldron stated the connection fees need to be reviewed on an annual basis. Mr. Bollettieri stated hydrant repairs or replacement fees should also be reviewed also. Mrs. Davis stated the Authority can recover the actual costs if a hydrant is hit and needs to be replaced. Mrs. Davis added the connection fees are statutorily determined. Mrs. Davis stated the Authority's auditors will review what the Authority is charging for connection fees and what the statute allows to make that calculation.

Attorney's Report:

Mr. Budesá referenced the letters sent out to non-compliant residents that have not connected to the water system. Mr. Budesá stated the Authority should file a complaint with the Berkeley Township Municipal Court if there is no response from the homeowners.

Committee Reports:

Old Business:

No Report.

New Business:

Mr. Hale reported that he attended the NJUAJIF Safety Breakfast Meeting yesterday (02/27/19). The Authority received an Award for No Loss Time Accidents and is now 24 years accident free. The Board offered Mr. Blair and his staff their congratulations.

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

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

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

Topics Discussed:

Employee Leave Request
Hire Temporary Employee

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

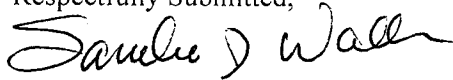
Motion to re-open public portion: Mrs. Davis, second, Mr. Bollettieri. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Motion to authorize hire of temporary employee: 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 9:00 pm.

Respectfully Submitted,

A handwritten signature in black ink that reads "Sandra J Walker". The signature is written in a cursive, flowing style.

Sandra J Walker
Office Clerk

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