



## **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, **September 24, 2020** at 7:00 pm at the Berkeley Township Municipal Utilities Authority at 42 Station Road, Bayville, NJ 08721. Presided by Chairman Michael Hale-present, Jerome Bollettieri-absent, Edward Cammarato-present, Samuel Cammarato-present, Richard Elliott-present, Lawrence Borio-present, William McGrath-present.

Mr. Hale stated for the record Mr. McGrath will be seated as a voting member for tonight's meeting due to the absence of Commissioner Bollettieri.

Also present: Robert Budesa-Attorney, Brian Waldron-Accountant, Brian Blair-Chief of Operations and Michele Nugent-Executive Director.

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

Motion to approve the Public Meeting Minutes and the following reports from the meeting on August 27, 2020: Richard Elliott, second, Edward Cammarato. 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 four week period (08/29/20-09/25/20) the payroll expenses totaled \$41,022.59 and the operational expenses totaled \$46,203.64.

Edward Cammarato and Samuel Cammarato reviewed the four weeks.

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

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

Austin/Woodhaven final approval and acceptance of performance bond:

Mrs. Nugent requested of the Board to grant final approval of the Austin/Woodhaven (Hayfield Holdings) project. The project has been reviewed and the Engineer recommends final approval for the project. This resolution will also accept the performance bond.

Motion to grant final approval of the Austin/Woodhaven project and acceptance of the performance bond: Edward Cammarato, second, William McGrath. All in favor. Roll Call. Edward Cammarato-yes, Samuel Cammarato-yes, Richard Elliott-yes, William McGrath-yes, Michael Hale-yes. Motion Carried.

Approval of waiver of connection, inspection, quarterly and escrow fees for the Township Butler Blvd. Dog Park:

Mrs. Nugent requested of the Board approval of a waiver of connection, quarterly, escrow and inspection fees for the Township Butler Blvd. Dog Park. The connection will service only a water fountain.

Motion for approval of waiver for all fees, (except usage): Richard Elliott, second, Samuel Cammarato. All in favor. Roll Call. Edward Cammarato-yes, Samuel Cammarato-yes, Richard Elliott-yes, William McGrath-yes, Michael Hale-yes. Motion Carried.

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

- Personnel Manual Update - The Personnel Committee are reviewing the draft copy of the Employee Manual. This draft includes revisions recommended by the NJUA Joint Insurance Fund labor attorneys.
- Mayor's Golf Outing- October 9, 2020 at the Cedar Creek Golf Course.
- EMMA Disclosure – The annual disclosure statement is posted to the Electronic Municipal Market Access (EMMA).
- 3<sup>rd</sup> Quarter 2020 Meter Reading & Billing – The amount to be billed on September 30, 2020 is \$581,762.01 for 3,658 customers. This represents 32 more customers and a 9.7% increase from 3<sup>rd</sup> quarter, 2019 billings. Mr. Samuel Cammarato asked if water bill payments are coming in on a timely basis. Mrs. Nugent replied the current cash flow is acceptable. She stated any unpaid accounts go to tax lien sale at year end.

Mrs. Nugent stated there will be Executive Session following tonight's meeting.

**Engineer's Report:**

Mrs. Nugent presented the Engineer's Report in lieu of Mr. Chiaravallo's absence.

Well #4 Project:

Phase II – Production Well

CME coordinated with the Contractor and equipment vendors regarding Well# 4 repairs and enhancement options. Mrs. Nugent stated repairs for Well# 4 are all in place.

Phase VII Water System Improvements:

CME updated the NJ I-Bank Environmental Planning Document in preparation for submittal to the NJDEP.

**Accountant's Report:**

Mr. Waldron presented the August 2020 Cash Position Report:

Cash Position Report for August:

Total All Cash Fund Balance:	\$5,614,829.47
Total Restricted Balances:	\$2,914,873.96
Total Fund Available for Disbursement:	\$2,699,955.51

Mr. Elliott requested if Mr. Waldron could meet with the Financial Committee (Mr. Bollettieri and Mr. Edward Cammarato) to discuss and fully explain the Authority's financials. Mr. Waldron stated he will arrange a meeting with the Financial Committee.

**Attorney's Report:**

Will present in Executive Session.

**Committee Report:**

Old Business:

Mr. Hale stated he and Mr. Bollettieri met with the Township Administrator to discuss safety protocols regarding the Township water treatment facility and received a tour of that facility.

New Business:

Mr. Elliott asked for a review of "Robert's Rules" in regard to his name being on an e-mail that went to the Township. The topic of EMS personnel in the Township owned water facility was discussed during Executive Session. Mr. Elliott was not present during that session.

Motion to open the public portion: Edward Cammarato, second, Samuel Cammarato. 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: Samuel Cammarato, second, William McGrath. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

**Executive Session:**

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

Topics Discussed:

Employee Status

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

Motion to re-open public portion: Edward Cammarato, second, Richard Elliott. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

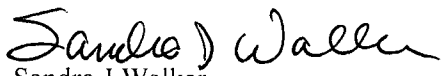
Motion to provide an employee currently on workers' compensation status his normal salary and have the workers' compensation payments paid directly to the Authority: Edward Cammarato, second, Richard Elliott. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to hire a temporary employee at \$15.00 per hour: Edward Cammarato, second, Samuel Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Richard Elliott abstained.

Motion to adjourn: Richard Elliott, second, Samuel Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

The meeting adjourned at 8:30 pm.

Respectfully Submitted,



Sandra J Walker  
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, October 22, 2020 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.