



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, **October 22, 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-present, Edward Cammarato-present via tele-communications, Samuel Cammarato-present, Richard Elliott-present, Lawrence Borio-present, William McGrath-present.

Also present: Robert Budesca-Attorney, Keith Chiaravallo-Engineer, Jerry Conaty-Accountant and Michele Nugent-Executive Director.

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

Motion to approve the Public Meeting Minutes, Executive Session Meeting Minutes and the following reports from the meeting on September 24, 2020: Richard Elliott, second, Jerome Bollettieri. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

- Executive Director's Report
- Auditor's Report
- Attorney's Report

Treasurer's Report:

Mr. Samuel Cammarato stated for the four week period (09/25/20-10/23/20) the payroll expenses totaled \$41,948.91 and the operational expenses totaled \$68,576.83.

Edward Cammarato and Samuel Cammarato reviewed the four weeks.

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

Executive Director's Report:

Execution of New Jersey Department of Transportation (NJDOT) Documents re: Route 9 paving:

Mrs. Nugent stated next year (2021) the DOT plans to mill and pave Route 9 from Lacey Township to Beachwood. The DOT acknowledges the Authority has infrastructure in this area and provided an agreement which details how the parties will handle any infrastructure relocation or modification. It confirms the DOT contractor is required to relocate any part of the BTMUA infrastructure in a method acceptable to both the DOT & BTMUA at no cost to the BTMUA. In addition, the DOT will reimburse the BTMUA for any soft costs.

The document anticipates many issues but we don't anticipate many problems. CME reviewed the plans. The BTMUA Attorney reviewed the agreement. Both professionals recommend execution of the agreement. Mrs. Nugent requested of the Board authorization to execute the NJDOT document.

Motion to execute the NJDOT Documents re: Route 9 paving: Richard Elliott, second, Jerome Bollettieri. All in favor. Roll Call. Jerome Bollettieri-yes, Edward Cammarato-yes, Samuel Cammarato-yes, Richard Elliott-yes, Michael Hale-yes. Motion Carried.

Approval of the 2021 Budget:

Mrs. Nugent requested of the Board approval of the 2021 Budget. The 2021 Budget is prepared. This budget has appropriations of 2,566,534. The biggest line item within the operating budget is debt service, which is \$838,034. Compared to last year, the revenue is anticipated to increase about 3% for next year and overall expenses will decrease about 4%.

The capital budget is \$2,018,000. This includes the 1.8 million bond issuance scheduled for Spring 2021 to pay off the well #4 construction notes. The remaining \$218,000 is planned for the purchase of meters vehicles, computers and operational equipment. The budget is a planning document not an authorization to spend. The Board's approval will be requested on large purchases.

This budget does plan to use \$643,934 of surplus to balance the budget. The use of surplus is available if required. The budget line items are generous and we spend conservatively. In the past we have not been required to use surplus funds.

If the Board approves this budget the budget document goes to the state for review. The Board will adopt the budget at the December 17, 2020 public meeting.

Motion to authorize the 2021 Budget subject to an in-between review to make any adjustments if necessary: Jerome Bollettieri, second, Edward Cammarato. All in favor. Roll Call. Jerome Bollettieri-yes, Edward Cammarato-yes, Samuel Cammarato-yes, Richard Elliott-yes, Michael Hale-yes. Motion Carried.

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

- Workers Compensation – The injured employee is anticipated to be out through November 30, 2020. A temporary employee was hired.
- Meeting Dates – November 12th and December 17th are the next meeting dates.
- Well# 4 Incident – On September 26, 2020 the well 4 system had a communication failure that required our operational personnel to respond to a low pressure alarm. The immediate response from our crew allowed the problem to be rectified. No further action was required. The communication error is corrected and alarms were set to provide more advanced notice.

Engineer's Report:

Phase VII Water System Improvements:

Mr. Chiaravallo stated the Environmental Planning Document is a description of the scope of the work for the Phase VII project. This document was completed and uploaded to the NJ I-Bank website for review.

Well# 4 Project:

Mr. Chiaravallo stated there were issues with the communications system. The contractor replaced equipment and installed additional alarms into the system.

Fluke Power Quality Meter \$5,700.00:

Mr. Chiaravallo stated the Engineering Committee asked CME to look into power monitoring equipment. This equipment can be installed on the electrical system to look for variations in under or over voltage. The pricing of this equipment is approximately \$5,700.00 for the unit. This is a tool to provide information. It does not offer any protections. Mr. Bollettieri stated the meter will record events. The information is then analyzed to help prevent future problems within the system. Mr. Chiaravallo stated CME plans to purchase a unit and can provide it to the Authority for a trial period.

The Board accepted the offer to use the CME unit as a trial.

Capacitors:

Mr. Chiaravallo stated the Engineering Committee asked if there were any capacitors that store energy in the facility. CME looked at the Treatment Plant and Well# 4 site and found there are no capacitors on site.

Accountant's Report:

Mr. Conaty presented the September 2020 Cash Position Report:

Cash Position Report for September:

Total All Cash Fund Balance:	\$5,615,132.75
Total Restricted Balances:	\$2,684,422.87
Total Fund Available for Disbursement:	\$2,930,709.88

Mr. Conaty stated the user fees are significantly higher than projected for the 3rd quarter in the budget for 2021 due to more people being home instead of their work locations. The financials are favorable through September 30, 2020.

Mr. Conaty stated he had a meeting with the Finance Committee to review the previous rate study. The numbers are now ten months old due to the government shutdown for COVID-19. Mr. Conaty stated the Finance Committee suggested the Rate Study analysis be updated. Mr. Conaty added the connection fee study also should be updated. This is a statutorily calculation that sets the maximum amount that is allowed to be charged for a connection fee. Mr. Conaty stated the proposal to update the rate study will not exceed \$7,000.00. This will include a five-year projection of fees and expenses to help the Finance Committee and Administration with financial planning.

Motion for the Authority Accountant to update the rate study: Jerome Bollettieri, second, Samuel Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Attorney's Report:

No formal report.

Committee Report:

Old Business:

No Report.

New Business:

Mr. Samuel Cammarato questioned if the Authority could look into the feasibility of solar energy. Mr. Cammarato stated he would like to investigate the possibility of reducing the Authority's energy bill and installing solar panels. This matter will be further discussed.

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

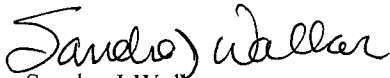
Chairman Hale stated for the record there are no members of the general public in attendance.

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

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

The meeting adjourned at 8:01 pm.

Respectfully Submitted,



Sandra J Walker
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, November 12, 2020 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.