



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, **November 12, 2020** at 7:00 pm at the Berkeley Township Municipal Utilities Authority at 42 Station Road, Bayville, NJ 08721. Presided by Vice-Chairman Jerome Bollettieri-present, Chairman Michael Hale-absent, Edward Cammarato-absent, Samuel Cammarato-present, Richard Elliott-absent, Lawrence Borio-present, William McGrath-present.

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

After the salute to the flag, Mrs. LeFaucheur read the Open Public Meeting Statement.

Motion to approve the Public Meeting Minutes and the following reports from the meeting on October 22, 2020: Samuel Cammarato, second, Lawrence Borio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

Treasurer's Report:

Mr. Samuel Cammarato stated for the three week period (10/24/20-11/13/20) the payroll expenses totaled \$24,109.66 and the operational expenses totaled \$39,600.27.

Edward Cammarato and Samuel Cammarato reviewed the three weeks.

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

Executive Director's Report:

Memorialize actions required by Governor's Executive Order 190:

Mrs. Nugent requested of the Board authorization to memorialize Governor Murphy's Executive Order 190. This order allows the Authority to impose late fees, but cannot force collection of these fees. The directive states the Authority is not allowed to shut water off and is not allowed to let any unpaid amounts go to lien sale. Mrs. Nugent stated this year (2020) the Authority will not participate in the lien sale at the end of the year. If accounts stay in arrears it will be collected in the next year's lien sale (2021). Mrs. Nugent stated the Authority continues to provide COVID relief to any ratepayer who notifies the Authority of financial concerns.

Motion to memorialize actions required by Governor's Executive Order 190: Samuel Cammarato, second, Lawrence Borio. The motion was approved by voice vote. There were no 'nay' votes. Motion Carried.

Introduce 2020 Personnel Handbook (revised to conform with NJUAJIF recommendations):

Mrs. Nugent stated she and the Personnel Committee revised the Employee Manual based on the instructions provided by the New Jersey Utilities Authority Joint Insurance Fund (JIF). The JIF provides the Authority's insurance needs, human resource information and health safety guidelines. The JIF provides a lower deductible and lower premium if the Authority meets certain guidelines. The update to the employee manual is one of the guidelines. Mrs. Nugent stated the Personnel Committee recommends adoption of the manual. This matter will be tabled for the next meeting on December 17, 2020.

Mr. Edward Cammarato arrived at the meeting at 7:23 pm.

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

- Well #4/Phase II – Well# 4 can be operated manually, but is shut down due to no communication between Well #4 and the Authority building.
- Injured Employee – Is anticipated to return on November 30, 2020. The temporary employee is working well.
- Meeting Date – The next meeting date is December 17, 2020.

Mr. Samuel Cammarato questioned if the ratepayers will be affected by Well# 4 being shut down. Mr. Chiaravallo replied no, only one well is being used during this time of year because usage is lower and Well#4 can still be operated manually.

Mr. Samuel Cammarato questioned the status of the new power quality meter purchased by CME. Mr. Chiaravallo replied CME just received the power quality meter which monitors electrical systems. Mr. Bollettieri stated if it proves to be worthwhile the Authority will consider purchasing one. The power quality meter would be used for several weeks at each of the Authority's different facilities. Once CME checks out the power quality meter it will be brought to the Authority for a trial run.

Mr. Blair stated the Well# 3 motor failed and needs to be replaced. The motor was 21 years old. Mr. Blair stated the price for a new motor is approximately \$11,000.00, a rebuilt motor from AC Schultes is approximately \$10,000.00 and the warranty on both are the same. Mr. Blair recommended buying the new motor and have A.C. Schultes repair the old motor to serve as a spare.

Engineer's Report:

Well #4 Project:

Mr. Chiaravallo stated Well #4 is shut down due to communication issues, but can be manually operated if needed. Mr. Borio voiced his concern over Wells# 4 and 3 being shut down. Mr. Chiaravallo stated Well# 4 is still operable. Mr. Bollettieri added most of the usage is during the day and Well# 4 can be operated manually.

Phase VII Water System Improvements:

Mr. Chiaravallo stated CME met with Mr. Blair and Mrs. Nugent to review the preliminary design and to provide any needed provisions. Mr. Chiaravallo and Mr. Budesca will prepare easement descriptions. Mr. Chiaravallo stated the application is in the first step of the NJIB review process.

Electrical Protection:

Mr. Chiaravallo offered information regarding the purchase of electrical protection equipment (boots, gloves, helmets and jackets). This purchase would require an Arc Flash Study to properly select the equipment. The Authority would need to purchase the equipment and receive the required training.

Accountant's Report:

Mr. Waldron presented the October 2020 Cash Position Report:

Cash Position Report for October:

Total All Cash Fund Balance:	\$5,950,653.60
Total Restricted Balances:	\$2,693,284.60
Total Fund Available for Disbursement:	\$3,257,369.00

Mr. Waldron stated he and the Finance Committee will meet to review the revised rate study and connection fee calculation on November 18, 2020.

Attorney's Report:

Will present in Executive Session.

Committee Report:

Old Business:

Mr. Samuel Cammarato provided an update into his investigation of solar power. Mr. Richard Elliott will serve as co-member of this solar power committee.

New Business:

No Report.

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

Mr. Bollettieri stated there are no members of the general public in attendance.

Motion to close public portion: Lawrence Borio, second, Edward Cammarato. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Executive Session:

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

Topics Discussed:

Chelsea Place – tabled until December 17, 2020

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

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

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

The meeting adjourned at 8:06 pm.

Respectfully Submitted,



Sandra J Walker
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, December 17, 2020 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.