



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, January 22, 2015** at 7:00 pm at the Berkeley Township Municipal Utilities Authority (BTMUA) at 42 Station Road, Bayville, NJ 08721. Presided by Chairman Pizzi-present, Mr. Hale-present, Mr. Mullikin-present, Mr. Askew-absent, Mrs. Davis-present, Mr. Buscio-present.

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

Motion to approve the minutes from the Public Meeting on December 18, 2014: Mr. Hale, second, Mr. Buscio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mrs. Davis abstained.

Motion to approve the minutes from the Executive Director's Report from the meeting on December 18, 2014: Mr. Mullikin, second, Mr. Hale. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mrs. Davis abstained.

Motion to approve the Engineer's Report from the meeting on December 18, 2014: Mr. Buscio, second, Mr. Hale. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mrs. Davis abstained.

Motion to approve the Attorney's Report from the meeting on December 18, 2014: Mr. Buscio, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mrs. Davis abstained.

Treasurer's Report:

Mr. Hale stated Mr. Pizzi and Mr. Mullikin reviewed the payroll and operating expenses for the first two weeks and Mr. Askew and Mr. Mullikin reviewed the last three weeks (12/20/14-01/23/15) five weeks. The payroll expenses were in the amount of \$48,731.75. The operating expenses were in the amount of \$67,888.98.

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

Executive Director's Report:

Award Well #4/Phase I project to A.C. Schultes, Inc., Inc. contingent upon NJDEP approval \$393,900.00:

Mrs. Nugent requested of the Board acceptance to award A.C. Schultes, Inc. the Well #4/Phase I project contingent upon NJDEP approval. Mrs. Nugent stated the Authority accepted bids on the Well #4/Phase I project on January 13, 2015. Mrs. Nugent stated four bids were received and the low bidder was A.C. Schultes, Inc. from Woodbury Heights, NJ at \$393,900.00. The bid packages were reviewed by the Authority Attorney and Engineer. Both recommend the Authority award the project to A.C. Schultes, Inc. contingent upon NJDEP approval.

Motion to award A.C. Schultes, Inc., Inc. the Well #4/Phase I project contingent upon NJDEP approval: Mrs. Davis, second, Mr. Buscio. All in favor. Roll Call. Mr. Hale-yes, Mr. Mullikin-yes, Mrs. Davis-yes, Mr. Buscio-yes, Mr. Pizzi-yes. Motion Carried.

Authorize the execution of the affidavit to confirm the review of the Local Finance Board (LFB) report to the Well #4/Phase I interim financing:

Mrs. Nugent stated the LFB reviewed the Authority's interim financing for the Well #4/ Phase I project and concurs with the findings. Mrs. Nugent added the LFB provided consent to the Authority regarding the interim financing. The LFB requires the Commissioners to execute this affidavit which states the Commissioners have read the LFB report.

Motion to authorize the execution of the affidavit confirming the review of the LFB report: Mr. Hale, second, Mr. Buscio. All in favor. Roll Call. Mr. Hale-yes, Mr. Mullikin-yes, Mrs. Davis-yes, Mr. Buscio-yes, Mr. Pizzi-yes. Motion Carried.

Progress Report:

Phase IV Crystal Lake Rehabilitation Center (CLRC):

Mrs. Nugent stated final approval was granted to CLRC at a prior meeting. Mrs. Nugent stated CLRC now needs to make application for the NJDEP Water Main Extension Permit. CLRC's engineers estimates it will be approximately 30 to 60 days to receive the NJDEP approvals. Mrs. Nugent added CLRC is working with the Authority to move this project forward.

Phase V:

Mrs. Nugent stated the Phase V project is near completion. Mrs. Nugent stated it is anticipated the final payments/retainage release will be in February.

Employee Manual Review:

Mrs. Nugent stated the Employee Manual review has been completed and is now being reviewed by the Authority Attorney. Mrs. Nugent added it is anticipated to be on the March agenda.

Wire Transfer:

Mrs. Nugent stated in December 2014 a wire transfer for \$125,000.00 to TD Debt Service was authorized. Mrs. Nugent stated authorization was received to transfer an additional \$50,000.00 in January 2015.

New Jersey Utility Authority Joint Insurance Fund (NJUAJIF) Executive Safety Meeting:

Mrs. Nugent stated the NJUAJIF's annual Executive Safety Meeting is scheduled for February 25, 2015. Two Commissioners may attend the meeting.

Acquisition of School Board Property:

Mr. Budesa clarified Mr. Dowd, the interim County Superintendent, approved the documents regarding the acquisition of the School Board Property and sent it to the State. Approval has been received on the county and local level, but is now pending State approval.

Engineer's Report:

Phase V:

Mr. Chiaravallo stated final payment for the Phase V project is expected.

Well #4/Phase I Projects:

Mr. Chiaravallo stated four bids were received on January 13, 2015 for the Well #4/Phase I project. The low bidder was A.C. Schultes, Inc. from Woodbury Heights, NJ at \$393,900.00 which was below the estimates.

Annual Engineer's Report for 2014:

Mr. Chiaravallo stated CME prepared the Annual Engineer's Report to the Trustee for the year 2014 and submitted the report to the Authority. The report summarizes all of the activity for 2014 including changes to the Authority system, the test well bid, the addition of the fourth well, the Phase V project and the possible addition of the Phase VI project. Additionally the report includes the certification of the Renewal and Replacement fund for \$20,000.00.

Mr. Chiaravallo stated CME will submit the Well #4/Phase I bid documents to the DEP for authorization to award. Mr. Pizzi asked Mr. Chiaravallo if there is an estimate on how long for the completion of the test well. Mr. Chiaravallo replied the contract provides 90 days.

Accountant's Report:

Mr. Conaty stated in his report:

Cash Position Report for November 2014:

Total All Cash Fund Balance:	\$3,984,550.61
Total Restricted Balances:	\$2,273,493.85
Total Fund Available for Disbursement:	\$1,711,056.76

Cash Position Report for December 2014:

Total All Cash Fund Balance:	\$4,058,178.98
Total Restricted Balances:	\$2,267,775.97
Total Fund Available for Disbursement:	\$1,790,403.01

Mr. Conaty stated the budget to actual is in agreement. Mr. Conaty stated during the month of December 2014 preliminary field work was performed in preparation for the 2014 year end audit. Mr. Conaty stated the audit will begin in March. Mrs. Davis questioned if this will be accomplished before April 30, 2015. Mr. Conaty replied yes it will be.

Mr. Conaty stated he met with the Finance Committee to discuss the rate study. Mrs. Davis stated the rate study was very informative and reviews various scenarios. Mr. Pizzi stated he, Mrs. Davis, Mr. Conaty, Mrs. Nugent, and Mr. Blair will meet to discuss the rate study further and will present to the Board at a later date. Mrs. Davis stated no rate increase is anticipated before the 2016 budget occurs in October 2015. Mr. Pizzi stated no decision will be made during 2015 or possibly the next several years regarding any rate increases. Mr. Mullikin questioned if the Authority has ever had any rate increases. Mr. Hale replied there were never any increases.

Mrs. Nugent stated there is no Executive Session tonight (01/22/15).

Attorney Report:

No Report.

Committee Reports:

Old Business:

No Report.

New Business:

The Finance Committee notified the Board it had met to discuss the Draft of the five year rate study. The committee will present its findings to the Board at a later public meeting.

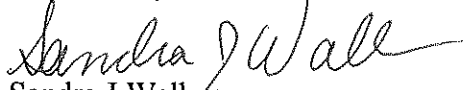
Motion to open the public portion: Mrs. Davis, second, Mr. Hale. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to close the public portion: Mr. Hale, second, Mr. Buscio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

The meeting was adjourned at 7:37 pm.

Respectfully Submitted,



Sandra J Walker
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, February 26, 2015 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.