



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, April 23, 2015** at 7:00 pm at the Berkeley Township Municipal Utilities Authority at 42 Station Road, Bayville, NJ 08721. Presided by Chairman Hale-present, Mr. Mullikin-present, Mr. Pizzi-present, Mr. Buscio-present, Mrs. Davis-absent, Mr. Askew-absent.

Also present: Mr. Budesca-Attorney, Mr. Chiaravalle-Engineer, Mr. Waldron-Accountant and Mrs. Nugent-Executive Director.

Motion to approve the minutes from the Public Meeting on February 26, 2015: Mr. Mullikin, second, Mr. Buscio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to approve the minutes from the Executive Session on February 26, 2015: Mr. Pizzi, second, Mr. Buscio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to approve the Executive Director's Report from the Public Meeting on February 26, 2015: Mr. Buscio, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to approve the Engineer's Report from the Public Meeting on February 26, 2015: Mr. Pizzi, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to approve the Accountant's Report from the Public Meeting on February 26, 2015: Mr. Buscio, second, Mr. Pizzi. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to approve the Attorney's Report from the Public Meeting on February 26, 2015: Mr. Pizzi, second, Mr. Buscio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Treasurer's Report:

The Treasurer's Report was presented for the eight week period of 02/28/15 through 04/24/15. Mr. Hale and Mr. Mullikin reviewed the payroll and operating expenses for (02/28/15-03/04/15) one week. Mr. Pizzi and Mr. Buscio reviewed the payroll and operating expenses for (03/05/15-

04/24/15) seven weeks. The payroll expenses were in the amount of \$66,778.26. The operating expenses were in the amount of \$323,276.83. Mrs. Nugent stated the operating expenses include the appropriation to Berkeley Township for \$88,254.00 which was approved in Resolution #0020-2015.

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

Executive Director's Report:

Appointment of Authority Conflict Engineer:

Mrs. Nugent requested of the Board the Fair and Open appointment of Authority Conflict Engineer to the Alaimo Group. Mrs. Nugent stated the Alaimo Group presented a contract to the Authority, which was reviewed by Mr. Budesca. The fee schedule for the Conflict Engineer is the same as the Consulting Engineer. Mrs. Nugent stated the named professional is Miles Powell.

Motion to authorize the appointment of the Authority Conflict Engineer to the firm of the Alaimo Group: Mr. Buscio, second, Mr. Pizzi. All in Favor. Roll Call. Mr. Mullikin-yes, Mr. Pizzi-yes, Mr. Buscio-yes, Mr. Hale-yes. Motion Carried.

Award meter bid to HD Supply Waterworks:

Mrs. Nugent requested of the Board to award a meter bid purchase to HD Supply Waterworks. Mrs. Nugent stated this vendor was the only responder to this recent bid process. Mrs. Nugent stated the total aggregate amount is \$67,155.00. Mrs. Nugent stated the meters being purchased will be used for both the FEMA and Phase V projects. Pricing and products are acceptable. Mrs. Nugent added the meters will be ordered in increments, rather than one bulk purchase. Mrs. Nugent stated Mr. Budesca has reviewed the paperwork and also concurs with the recommendation to award HD Supply Waterworks.

Motion to award the meter bid to HD Supply Waterworks: Mr. Pizzi, second, Mr. Mullikin. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Pizzi-yes, Mr. Buscio-yes, Mr. Hale-yes. Motion Carried.

Adopt 2015 Payroll Guideline Schedules:

Mrs. Nugent requested of the Board authorization to adopt the 2015 payroll guideline schedules. The Personnel Committee gave its recommendation to grant a 2% increase to the employees. Mrs. Nugent stated this will be an amendment to the Employee Manual.

Motion to approve the adoption of the 2015 Payroll Guideline Schedules: Mr. Buscio, second, Mr. Mullikin. All in Favor. Roll Call. Mr. Mullikin-yes, Mr. Pizzi-yes, Mr. Buscio-yes, Mr. Hale-yes. Motion Carried.

Progress Report:

Well #4/Phase 1:

Mrs. Nugent stated the Well #4 site clearing will begin on or about April 27, 2015.

Phase V connection status:

Mrs. Nugent provided the Board with an update on the status of the Phase V applications and connections. Mrs. Nugent stated the Final 10 Day Notice to connect will be mailed on April 28, 2015 to the remaining residents that are not fully connected to the water system. Of the 100 homes in the Phase V area, 44 homes are fully connected, 34 homes have submitted applications and paid the connection fees, 22 homes have not submitted applications or paid the connection fee. Mrs. Nugent stated the staff contacted over 23 government and/or social programs to see if aid is available to these residents. No agencies provide this type of support. The judicial system will be asked to provide guidance on how to proceed with homeowners that cannot connect at this time.

Cellular Antenna Tenants: Station Road:

Mrs. Nugent informed the Board that Metro PCS has withdrawn the termination notice and will continue its lease.

Mrs. Nugent stated Sprint has expressed an interest in the Station Road Tower. Mrs. Nugent stated if the Board decides to allow Sprint to lease space on the Station Road Tower a bid process will then be required.

Financial Disclosure Forms:

Mrs. Nugent stated the Financial Disclosure Forms are due by April 30, 2015.

New Jersey Utility Authority Joint Insurance Fund (NJUAJIF) Training Seminars:

Mrs. Nugent stated May 1, 2015 is the cut off date to complete the NJUAJIF training seminars. The instructions are located on the back of her Progress Report.

First Quarter 2015 Billing:

Mrs. Nugent stated the first quarter 2015 billing was completed. Mrs. Nugent stated there was 2.3% increase compared to the first quarter 2014 billing.

Hydrant Flushing:

Mrs. Nugent stated the Authority is conducting its semi-annual hydrant flushing which began April 6, 2015 and will be completed by May 8, 2015. The hydrant flushing is during the hours of

8:00 pm through 12:00 am Monday through Friday. There have been no complaints or issues related to the hydrant flushing.

Public Tours:

Mrs. Nugent stated Mr. Blair provided a tour of the Authority to the Potters Creek Crusaders. This is a group of fifth grade children from the Berkeley Township Elementary School (BTES) who have an interest in science. A brief overview was provided by Mr. Mullikin who was the guest speaker. The children were enthusiastic and very interested in learning how the Authority provides water to their community. Mrs. Nugent added this is the third annual tour the Authority has given to the BTES' Potter Creek Crusaders.

Mrs. Nugent stated for the record that the March 26, 2015 Public Meeting was cancelled.

Mrs. Nugent stated there will be an Executive Session following tonight's public portion for employees' reviews. Mrs. Nugent added the raises are based on the guidelines established for 2015.

Engineer's Report:

Well #4 Project:

Phase I - Mr. Chiaravallo stated contracts were awarded for the test well project in March 2015. The preconstruction meeting for the Well #4-test well was March 16, 2015. Mr. Chiaravallo stated it is anticipated the contractor will begin the site clearing for the project during the week of April 27, 2015. Mr. Chiaravallo stated it is anticipated that the driller will be on site during the week of May 7, 2015.

Phase II – Mr. Chiaravallo stated the plans, specifications and loan application for the Phase II-production well were submitted to the NJDEP prior to the March 6, 2015 due date for the 2016 NJEIT funding cycle. Mr. Chiaravallo stated CME is preparing the design drawings and final specifications required for the project.

Phase VI Water Main Improvement Project:

Mr. Chiaravallo stated the plans, specifications and loan application for the Phase VI Water Main Improvement project were submitted to the NJDEP prior to the March 6, 2015 due date for the 2016 NJEIT funding cycle. Mr. Chiaravallo stated CME has completed the surveys. Mr. Chiaravallo stated the plans are in the process of being completed. Mr. Chiaravallo added CME will be picking up the permits for the Phase VI project.

Mr. Pizzi questioned if there is an update on the status of Crystal Lake Rehabilitation Center (CLRC). Mr. Chiaravallo stated CME filled out portions of the application on behalf of the Authority and has submitted it back to the DEP. Mr. Chiaravallo stated CLRC's engineer informed him they are intent on progressing the connection to the water system.

Accountant's Report:

Mr. Waldron stated in his report:

Cash Position Report for February 2015:

Total All Cash Fund Balance:	\$4,206,701.06
Total Restricted Balances:	\$2,533,930.17
Total Fund Available for Disbursement:	\$1,672,770.89

Cash Position Report for March 2015:

Total All Cash Fund Balance:	\$4,102,556.31
Total Restricted Balances:	\$2,536,310.68
Total Fund Available for Disbursement:	\$1,566,245.63

Mr. Waldron presented the 2014 Audit and provided an unmodified opinion which represents a good standing for the Authority. Mr. Waldron stated there are no comments or recommendations noted. The financial statements were prepared in accordance with government audit standards.

Attorney's Report:

No Formal Report.

Committee Reports:

Old Business:

No Report.

New Business:

No Report.

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

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

Executive Session:

Motion to open Executive Session: Mr. Pizzi, second, Mr. Buscio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Topics Discussed:

Annual review for three employees

Motion to close Executive Session: Mr. Pizzi, second, Mr. Buscio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

Motion to approve the annual review for Employee #1: Mr. Pizzi, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to approve the annual review for Employee #2: Mr. Buscio, second, Mr. Pizzi. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Motion to approve the annual review for Employee #3: Mr. Mullikin, second, Mr. Buscio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

The meeting adjourned at 7:52 pm.

Respectfully Submitted,



Sandra J Walker
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, May 28, 2015 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.