



**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, May 28, 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-present, Mr. Askew-absent.

Also present: Mr. Budesca-Attorney, Mr. Chiaravallo-Engineer and Mrs. Nugent-Executive Director.

Motion to approve the minutes from the Public Meeting on April 23, 2015: Mr. Pizzi, second, Mr. Mullikin. 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 Session on April 23, 2015: Mr. Buscio, second, Mr. Pizzi. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mrs. Davis abstained.

Motion to approve the Executive Director's Report from the Public Meeting on April 23, 2015: Mr. Buscio, second, Mr. Pizzi. 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 April 23, 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 April 23, 2015: Mr. Pizzi, second, Mr. Buscio. 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 April 23, 2015: Mr. Buscio, second, Mr. Pizzi. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mrs. Davis abstained.

**Treasurer's Report:**

Mr. Buscio stated he and Mr. Pizzi reviewed the payroll and operating expenses for (04/25/15-05/29/15) five weeks. The payroll expenses were in the amount of \$51,712.53. The operating expenses were in the amount of \$47,158.15.

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

**Executive Director's Report:**

**2014 Audit Certification:**

Mrs. Nugent requested of the Board approval of the resolution that certifies all the Berkeley Township Municipal Utilities Authority Board Members have received and reviewed the 2014 Audit, specifically the general comments and recommendations section. The Board Members are required to sign an affidavit.

Motion to approve the 2014 Audit Certification and authorize the execution of the Affidavit: Mr. Buscio, second, Mr. Mullikin. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Pizzi-yes, Mr. Buscio-yes, Mrs. Davis-yes, Mr. Hale-yes. Motion Carried.

**Amend Employee Manual:**

Mrs. Nugent stated the Personnel Committee and Authority Attorney have revised and recommended for approval the BTMUA Employee Manual. Mrs. Nugent stated the revisions include topic suggestions and modifications from the employee manual model of the New Jersey Utilities Authority Joint Insurance Fund (NJUAJIF). These revisions pertain to job descriptions, operational pay policies and general employment and safety policies. Mr. Hale provided additional information about the process and reasoning of the recommended revisions. The Board discussed the matter and agreed to the acceptance of the employee manual as per the recommendations of the Personnel Committee.

Motion for approval to amend the Employee Manual: Mrs. Davis, second, Mr. Buscio. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Pizzi-yes, Mr. Buscio-yes, Mrs. Davis-yes, Mr. Hale-yes. Motion Carried.

**Progress Report:**

**Well #4/Phase 1:**

Mrs. Nugent stated the site for Well #4 was cleared and graded.

**Hydrant Flushing:**

Mrs. Nugent stated the Authority completed its semi-annual hydrant flushing over a five week period. Mrs. Nugent stated one resident had an inquiry regarding the process of hydrant flushing.

Customer Compliment:

Mrs. Nugent stated a Sandy affected Butler Boulevard resident expressed his appreciation of the administrative and operational staff. The resident stated he had encountered many storm related struggles and the Authority staff went above and beyond with providing assistance.

Phase V:

Mrs. Nugent stated the Final 10 Day Notice to connect was mailed April 27, 2015 to residents in the Phase V area. Mrs. Nugent stated approximately 12 -15 properties have not responded to the registered notices. Mrs. Nugent stated five of these properties will be issued summons and placed on the court docket to provide the Authority with assistance on how to proceed with the mandatory water connection. Mrs. Nugent added the Authority has offered the residents as much assistance as possible to support their compliance with the mandatory connection. Mrs. Nugent stated the Authority does offer a payment plan for the connection fee. The upfront cost of hiring a plumber is financially difficult for some residents. Mr. Mullikin questioned if the Authority will start billing if a resident does not connect. Mrs. Nugent stated the matter is brought before the court and the judge will usually grant an extension. The Authority can begin billing the quarterly service charge if the property is still not connected at the end of the court's extension period.

Mr. Pizzi asked Mrs. Nugent to provide an update to the status of Hickory Lane. Mrs. Nugent replied the Hickory Farms developer is currently building Phase I and Phase II on the north side of Hickory Lane. Phase III, on the south, is in the Authority's franchise area. The Phase III property was recently cleared. The developer does not plan to begin improvements until the end of 2015. The developer is aware the project must seek re-approvals from the Authority.

Mr. Pizzi asked Mrs. Nugent to provide an update on the status of Sprint's interest in the Station Road Tower for its cellular antennas. Mrs. Nugent stated Sprint Cellular is investigating tenancy on the Station Road water tower. The Board will be notified if Sprint expresses formal interest in the site.

**Engineer's Report:**

Well #4 Project:

Phase I – Test Well

Mr. Chiaravallo stated the test well site and driveway is cleared and graded. Mr. Chiaravallo stated it is anticipated the well drilling may begin on Monday (06/01/15). Mr. Chiaravallo stated AC Schultes submitted shop drawings that contain detailed information on the casing pipes and metal as required by the NJDEP program. Mrs. Davis questioned if the US steel requirement was in the bid documents. Mr. Chiaravallo replied yes all those requirements were in the bid documents. Mr. Chiaravallo stated all federal and public works projects must meet those requirements.

## Phase II - Production Well:

Mr. Chiaravallo stated CME continues to prepare the permit applications, design drawings, and specifications for the production well.

## Phase #VI Water Main Improvement Project:

Mr. Chiaravallo stated the Phase VI water main improvement project is progressing. CME continues to prepare the permit applications, design drawings and responding to comments from the DEP.

## Crystal Lake Rehabilitation Center (CLRC):

Mr. Pizzi questioned the status of the fire suppression system with Crystal Lake Rehabilitation Center (CLRC). Mr. Chiaravallo replied CLRC has sent submittals to the State for the safe drinking water permit application. Mr. Chiaravallo stated CLRC informed him this week (week of 05/25/15) of a problem with its fire water tanks. The fire water tanks have deterioration consisting of holes and rust. The tanks had to be taken out of service and temporary water storage tanks are being utilized. Mr. Chiaravallo stated CLRC is inquiring if its pipes can connect directly to the Authority's water system to provide water for its fire suppression system. Mr. Chiaravallo stated CLRC's plans have been under review for several years. There were issues in the past regarding what the sprinkler system's demands are and the tanks were utilized as a cushion for that system. Mr. Mullikin stated the Authority never guaranteed it would be able to supply the fire flow requirements CLRC is seeking for its fire suppression system. Mr. Chiaravallo stated the Authority could supply water to refill the fire suppression tanks if the fire water tanks were still operational. This would have allowed CLRC to supply its own fire suppression. Mr. Chiaravallo added if the fire water tanks are out of the equation CLRC will need to submit an alternate plan.

## Central Regional School District (CRSD):

Mr. Pizzi questioned if CRSD will request connecting to the Authority's water system for its sprinkler system on the football field. Mr. Chiaravallo stated CRSD submitted plans for the booster pumps, backflow preventers and all its equipment to CME for its review. CRSD decreased the number of sprinkler heads to reduce the amount of water needed at any one time. Mr. Chiaravallo stated CME reviewed its plans and reported its findings. Mrs. Nugent stated CRSD has requested a two inch water meter to service one sprinkler head at a time. Originally CRSD requested a four inch meter, but did not want to pay more than the two inch meter service charge. CRSD has provided a statement that its booster system will accommodate one sprinkler head at a time. A two inch meter can accommodate this need and does not put an imposition on the Authority's system in that particular area.

## Accountant's Report:

Will be presented at the June 25, 2015 Public Meeting.

**Attorney's Report:**

No formal report.

**Committee Reports:**

Old Business:

Mr. Pizzi stated the Safety Committee is pleased to report another positive inspection of the Authority. First Environment, a consultant for the NJUAJIF inspected the facility and provided all good comments.

New Business:

Mr. Mullikin suggested inviting the various local schools to tour the Well #4/ Phase I site for observation of the well drilling. Mr. Mullikin stated this would be an ideal educational experience for the children and for community involvement purposes. Mrs. Nugent added she will notify the schools when dates become available. Mr. Hale suggested engineering firms may also be interested in sending new engineers for observation of the well drilling. Mr. Mullikin offered to be the guest speaker to explain the well drilling process.

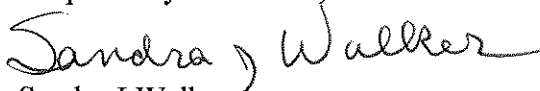
Motion to open the public portion: Mrs. Davis, second, Mr. Pizzi. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

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

The meeting adjourned at 7:50 pm.

Respectfully Submitted,

  
Sandra J Walker  
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, June 25, 2015 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.