



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, July 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-present, Mr. Askew-absent.

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

Motion to approve the minutes from the Public Meeting on June 25, 2015: Mr. Mullikin, second, Mr. Buscio. 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 June 25, 2015: Mr. Pizzi, second, Mr. Buscio. 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 Public Meeting on June 25, 2015: Mr. Mullikin, second, Mr. Buscio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mrs. Davis abstained.

Motion to approve the Accountant's Report from the Public Meeting on June 25, 2015: Mr. Mullikin, 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 June 25, 2015: Mr. Pizzi, second, Mr. Buscio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried. Mrs. Davis abstained.

Treasurer's Report:

Mr. Buscio stated Mr. Pizzi and Mr. Buscio reviewed the payroll and operating expenses for (06/27/15-07/24/15) four weeks. The payroll expenses were in the amount of \$32,117.63. The operating expenses were in the amount of \$167,933.41. *(The operational expenses include the Payment #2 for \$101,822.00 to AC Schultes for Well #4/Phase I).*

Motion to approve the Treasurer's Report: Mr. Mullikin, second, Mrs. Davis. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Pizzi-yes, Mr. Buscio-yes, Mrs. Davis-yes, Mr. Hale-yes. Motion Carried.

Executive Director's Report:

Execute revised Business Associate Agreement with Connor, Strong & Buckelew (Health Insurance Broker & Consultant):

Mrs. Nugent requested of the Board authorization to execute a revised Business Associate Agreement with Connor, Strong & Buckelew (CSB). CSB is the Authority's Health Insurance Broker & Consultant. Mrs. Nugent stated CSB requested a revised contract due to updated HIPAA rules and regulations. Mrs. Nugent stated Mr. Budesca reviewed the Agreement and recommends approval. Mr. Pizzi questioned if the Authority makes payments directly to CSB or to the Joint Insurance Fund (NJUAJIF). Mrs. Nugent stated CSB only represents the Authority for Blue Cross/Blue Shield Dental (BCBS) not for the State Health Benefit Plan. Mrs. Nugent stated CSB receives 4-6% of the dental premium paid to BCBS. Mrs. Nugent added the health insurance broker payment is not an additional expense of the Authority and the amount of the premium will not decrease if the Authority did not have a broker.

Motion to authorize the revised Business Associate Agreement with Connor, Strong & Buckelew: Mr. Pizzi, 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.

Grant final approval & accept performance bond for two wet taps for Hickory Farms, Phase III:

Mrs. Nugent requested of the Board authorization for final approval for two wet taps and acceptance of the performance bond for the Phase III portion of the Hickory Farms project. Mrs. Nugent stated the Hickory Farms developer is progressing the Phase I and II portion of the project located on the northern side of Hickory Lane. The developer may start construction on the southern side of Hickory Lane within the year. The Township requires Hickory Lane to be paved. The developer is requesting to do the wet taps to service Phase III before paving. Mrs. Nugent stated this approval is for the two 12 inch wet taps only. The developer was notified the Phase III requires reapplication due to the time lapse and inactivity. CME will be on-site during the wet tap construction, particularly because it is a twelve inch main located on the Authority's northern boundary and is considered a significant main for the Authority. Mrs. Nugent stated Mr. Budesca has reviewed the bond and recommends approval. Mrs. Davis questioned the amount of the bond. Mrs. Nugent replied the amount is \$32,120.55. The cash portion of the bond and inspection fees have been posted.

Motion to approve the performance bond for the two wet taps for Hickory Farms Phase III: Mr. Buscio-yes, second, Mr. Pizzi-yes. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Pizzi-yes, Mr. Buscio-yes, Mrs. Davis-yes, Mr. Hale-yes. Motion Carried.

Authorize Well #4/Phase I Payment #2 to A.C. Schultes for \$101,822.00:

Mrs. Nugent requested of the Board authorization for payment of the Pay Application #2 to A.C. Schultes. Mrs. Nugent stated the contractor presented an invoice for \$103,900.00. The Authority retained 2% percent (\$2,078.00) resulting in the payment amount of \$101,822.00. Mrs. Nugent stated CME reviewed and recommends approval for payment of the pay estimate #2. Mrs. Nugent stated the pay estimate will be submitted to the NJDEP for interim financing and the Authority will be reimbursed from the loan program for this money. Mrs. Davis questioned why a separate resolution is required for this payment when an approval for this payment was part of the operating bills. Mr. Budesca replied every time a payment is made out of the gross amount it should be memorialized with a resolution indicating a certain amount of work was performed and payment was authorized. Mrs. Davis requested to let the record reflect this payment is not in addition to the operating payments that were already approved. Mrs. Davis clarified Payment #2 for \$101,822.00 is included in the operational expense sum total of \$167,933.41 and is not an addition to that amount.

Motion to authorize the Well #4/Phase I Payment #2: Mr. Mullikin, second, Mr. Pizzi. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Pizzi-yes, Mr. Buscio-yes, Mrs. Davis-yes, Mr. Hale-yes. Motion Carried.

Request authorization to purchase one computer server and two desk towers = \$8,908.60:

Mrs. Nugent requested of the Board authorization to purchase one computer server and two desk towers. Mrs. Nugent stated two quotes were received from Dell Computers and CSI Computers. Mrs. Nugent stated Mr. Askew reviewed the quotes and recommended the Board authorize the purchase of the computer server and desk towers from CSI Computers for a total amount of \$8,908.60 which includes installation. Mrs. Nugent stated CSI's quote is slightly higher than Dell Computers'. The CSI quote includes a secondary backup drive, the R2 version of windows' servers and a computer that has a faster processing speed. Mrs. Nugent stated there is \$12,000.00 allocated in the 2015 budget.

Motion to authorize the purchase of one computer processing server and two desk towers from CSI Computers: Mr. Pizzi, 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.

Progress Report:

- Phase IV - Crystal Lake Rehabilitation Center-NJDEP Water Main Extension permit was approved
- Cellular Antenna Tenants – discuss in Executive Session
- Certificates of Deposits - CD(s) were purchased
- 2nd Quarter 2015 Billing – the amount billed on June 30, 2015 was \$417,486.71 for 3,268 customers
- USDA compliance audit – the Authority passed the compliance review
- Hickory Farms Two Wet Taps – plans accepted/documents and fees posted

Engineer's Report:

Well #4 Project:

Phase I – Test Well

Mr. McClelland stated A.C. Schultes is progressing the construction of Test Well #4. Mr. McClelland stated CME gave its recommendation for a payment to A.C. Schultes. Mr. McClelland stated the initial drill was completed to 460 feet below finished grade. CME attended the July 14, 2015 NJDEP quarterly review meeting for the on-site construction with the Authority. Mr. McClelland added the NJDEP is very pleased with the progress of the project.

Phase II – Production Well

Mr. McClelland stated the Phase II portion of this project is converting the test well into a production well. CME is preparing the water allocation permit application for Well #4 for submittal to the NJDEP.

Phase VI Water Main Improvement Project:

Mr. McClelland stated CME is proceeding with the preparation of the design. CME prepared plans required for submittal to the NJDEP for the Bureau Safe Drinking Water (BSDW) permit.

Mr. Mullikin stated the Hurricane Sandy storm displaced a number of residents in the Authority's franchise area resulting in reduced water usage. Mr. Mullikin questioned the comparison of current residential usage versus pre-storm usage. Mr. Blair replied many properties affected by the storm are rebuilt, but there are a lot more that still need to re-connect to the water system. Mr. Blair added because of the 100 additional homes connected through Phase V the customer count is close to the same as before the storm.

Accountant's Report:

Mr. Waldron stated in his report:

Cash Position Report for June:

Total All Cash Fund Balance:	\$4,082,471.56
Total Restricted Balances:	\$2,609,450.29
Total Fund Available for Disbursement:	\$1,473,021.27

Attorney's Report:

Will present in Executive Session.

Committee Reports:

Old Business:

Mr. Mullikin stated the Engineering Committee is very pleased with the progress regarding the drilling for Well #4. Mr. Hale thanked Mr. Mullikin and Mr. Blair for their attentiveness to the Well #4 project.

New Business:

No Report.

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

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

Topic Discussed:

Received direction to prepare bids for the Station Rd. Cellular Antenna Tenant

Motion to close Executive Session: Mr. Mullikin, second, Mr. Pizzi. 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 authorize the preparation of a bid package for Sprint: Mr. Pizzi, second, Mr. Buscio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

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

The meeting adjourned at 7:35 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Sandra J Walker".

Sandra J Walker
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, August 27, 2015 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.