



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, September 24, 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. Budesza-Attorney, Mr. Chiaravallo-Engineer, Mr. Waldron-Accountant, Mr. Blair-Chief of Operations and Mrs. Nugent-Executive Director.

Motion to approve the minutes from the Public Meeting on August 27, 2015: Mrs. Davis, 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 August 27, 2015: Mr. Buscio, second, Mr. Pizzi. 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 August 27, 2015: Mr. Pizzi, 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 August 27, 2015: Mr. Buscio, 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 August 27, 2015: Mr. Pizzi, second, Mrs. Davis. 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 August 27, 2015: Mr. Pizzi, second, Mr. Buscio. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Treasurer's Report:

Mr. Buscio stated Mr. Pizzi and Mr. Mullikin reviewed the payroll and operating expenses for the first two weeks and he and Mr. Pizzi reviewed the last two weeks (08/29/15-09/25/15). The payroll expenses were in the amount of \$32,050.60. The operating expenses were in the amount of \$250,539.05. Mr. Buscio stated the operational expenses include Payment #3 in the amount of \$186,739.00 to A.C. Schultes for Well #4/Phase I which will be separately authorized in a resolution tonight.

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

Executive Director's Report:

Authorize A.C. Schultes payment of \$186,739.00:

Mrs. Nugent requested of the Board authorization for Payment #3 to A.C. Schultes. The total amount of the A.C. Schultes invoice was \$190,550.00 with a 2% retainage of \$3,811.00 resulting in a final payment in the amount of \$186,739.00. Mrs. Nugent stated CME has reviewed the invoice and recommends payment. Mrs. Nugent added Mr. Budesca prepared a formal resolution for the Board's approval.

Motion for authorization for Payment #3 in the amount of \$186,739.00 to A.C. Schultes for the Well #4/Phase I project: Mr. Mullikin, second, Mr. Pizzi. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

New Jersey Utilities Authority Joint Insurance Fund (NJUAJIF) membership renewal:

Mrs. Nugent requested of the Board approval of the membership renewal with the NJUAJIF. Mrs. Nugent stated attached to the resolution is the Agreement to Renew Membership which is for a three year period and will take effect on January 1, 2016. Mrs. Nugent stated the NJUAJIF provides the Authority's insurance needs, provides guidance regarding the personnel manuals and policies, safety issues, provides seminars and disseminates various information to the Authority. Mrs. Nugent added the Authority has done very well under the guidance of the NJUAJIF and has been with them for many years.

Motion for approval of the NJUAJIF membership renewal: Mrs. Davis, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Execute janitorial services agreement with TJM Professional Office Cleaning Specialists:

Mrs. Nugent requested of the Board approval for the appointment of TJM to service the Authority's janitorial needs. Mrs. Nugent stated TJM has been a reliable vendor since 2002. TJM's rate for services is \$346.00 per month at a total of \$4,152.00 annually which is below the quote threshold. Quotes were requested from five or six companies, but TJM was the only responder. Mrs. Nugent stated TJM's monthly rate of \$346.00 has held since 2009. Mrs. Nugent stated she compared the cost with Lacey Township MUA which has a slightly larger office and its cleaning cost is at \$540.00 per month. Mrs. Nugent stated TJM cleans the Authority office once a week, the staff is content with the vendor and the cost is a fair amount for the services provided.

Motion to approve the service contract for janitorial services to TJM Professional Office Cleaning Services: Mr. Mullikin, second, Mr. Pizzi. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Progress Report:

- Cellular Antenna Tenants – Metro/Station Road has terminated its lease - Metro will submit plans to remove its equipment from the tower with guidance from CME.
- Cellular Antenna Tenancy on Station Road – No responses were received for the advertised bid
- Hydrant Flushing –The semi-annual hydrant flushing dates are October 5, 2015 through November 6, 2015 – This will be advertised in the local newspapers and on the Township television channel.
- 3rd Quarter 2015 Billing – Meter reading is complete - The billing process is initiated.
- Hickory Farms Wet Taps – The contractor had previously connected an approved wet tap to an unknown dry main (installed without Authority knowledge in 2012) – Since the last meeting (08/27/15) the cut and cap of the wet tap from the “not approved” main was performed successfully under CME supervision.

Mr. Mullikin suggested the Authority investigate the possibility of utilizing the robocall system to notify residents in the Authority’s franchise area of its semi-annual hydrant flushing. Mr. Mullikin stated Aqua Water Company uses this system which has proven to be very effective. Mrs. Davis stated it is certainly worth looking into as the Township has been using the reverse 911 system successfully.

Mr. Pizzi questioned why Crystal Lake Rehabilitation Center (CLRC) had requested the use of the Authority’s hydrant meter. Mrs. Nugent stated CLRC needed the hydrant last night (09/23/15) for testing of their fire suppression system. Mrs. Nugent stated CLRC was performing an annual testing of its system. There were no concerns of difficulties with water from its wells.

Mrs. Nugent stated the Authority will begin the process of preparing for its 2016 Budget.

Engineer’s Report:

Well #4 Project:

Phase I – Test Well:

Mr. Chiaravallo stated A.C. Schultes completed the construction of the test well. The NJDEP required a water analysis, Step Test and Aquifer Test which are completed. The NJDEP will forward the results from the tests to CME.

Phase II- Production Well

Mr. Chiaravallo stated the Production Well is progressing. The results of the test well testing will be incorporated into the new permit for the production well and the allocation permit.

Phase VI Water Main Improvement Project:

Mr. Chiaravallo stated plans were submitted to the NJDEP for the Bureau of Safe Drinking Water (BSDW) permit application. The NJDEP informed CME the application is administratively completed and is currently under technical review. Mr. Chiaravallo stated it is anticipated the project will go out to bid by the end of the year, awarded in the winter and construction to begin in the spring of 2016.

Mr. Mullikin reiterated the NJDEP suggestion to perform the Step testing on the Authority's existing wells. Mr. Chiaravallo explained the process of Step testing and its associated costs. Additional information will be presented to the Board before any decisions are made regarding this matter.

Mr. Chiaravallo summarized Ocean County's recent announcement to purchase 770 acres of the NJ Pulverizing Company property. Since part of this property is located in the Authority's franchise area the Professional Staff recommended an inquiry be made for the Authority to annex some of this property for future needs.

Accountant's Report:

Mr. Waldron stated in his report:

Cash Position Report for August:

| | |
|--|----------------|
| Total All Cash Fund Balance: | \$4,209,061.22 |
| Total Restricted Balances: | \$2,423,936.26 |
| Total Fund Available for Disbursement: | \$1,785,124.96 |

Attorney's Report:

Mr. Budesza stated no additional comments of the proposed County purchase of 770 acres are required at this point. The Board of Education property is still progressing.

Committee Reports:

Old Business:

No Report.

New Business:

No Report.

Motion to open the public portion: Mrs. Davis, 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. Mullikin. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Executive Session:

Motion to open Executive Session: Mrs. Davis, second, Mr. Mullikin. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Topics Discussed:

Consulting services for cellular tenancy

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

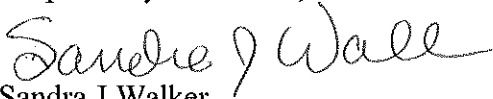
Motion to open public portion: Mrs. Davis, second, Mr. Buscio. The motion was approved by voice vote. There were no “nay” votes. Motion Carried.

Motion to approve Executive Director to enter negotiations with FSD to finalize a contract: 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.

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

The meeting adjourned at 8:13 pm.

Respectfully Submitted,


Sandra J Walker
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, October 22, 2015 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.