



Berkeley Township MUNICIPAL UTILITIES AUTHORITY

42 Station Road
Bayville, NJ 08721
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A Public Meeting of the Berkeley Township Municipal Utilities Authority was held on Thursday, **December 17, 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. Buscio-present, Mrs. Davis-present, Mr. Askew-absent.

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

Motion to approve the minutes from the Public Meeting on November 12, 2015: Mr. Buscio, second, Mrs. Davis. 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 November 12, 2015: Mr. Buscio, second, Mrs. Davis. 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 November 12, 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 November 12, 2015: Mr. Buscio, second, Mr. Mullikin. 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 Public Meeting on November 12, 2015: Mr. Mullikin, 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. Hale and Mr. Mullikin reviewed the payroll and operating expenses for the first two weeks and Mr. Mullikin and Mr. Buscio reviewed the last three weeks (11/14/15-12/18/15). The payroll expenses were in the amount of \$32,014.16. The operating expenses were in the amount of \$118,066.59.

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

Executive Director's Report:

Authorize 2016 meeting dates:

Mrs. Nugent requested of the Board authorization for the 2016 meeting dates. The meetings will be held once per month on the fourth Thursday each month with the exceptions of November and December. The dates are the 10th and 15th respectively to accommodate the holiday schedule.

Motion to authorize the 2016 meeting dates: Mrs. Davis, second, Mr. Mullikin. The motion was approved by voice vote. There were no "nay" votes. Motion Carried.

Adopt 2016 Budget:

Mrs. Nugent requested of the Board the adoption of the 2016 Budget which was approved at the October 2015 meeting. The approved budget was reviewed and accepted by the State and authorizes the Authority to proceed with the adoption. Mrs. Nugent stated the adoption of the budget reflects Total Revenues of \$2,031,200.00, Total Appropriations of \$2,162,308.00 and anticipation of Total Unrestricted Net Position utilized of \$131,108.00. Mrs. Nugent stated the Capital Budget has Total Appropriations of \$4,176,000.00 with total financing of \$4,034,500.00 and with Total Unrestricted Net Position that may be utilized of \$141,500.00. Mrs. Nugent stated the budget is basically flat from last year (2015) except for the capitalized budget.

Motion to adopt the 2016 Budget: Mrs. Davis, second, Mr. Buscio. All in favor. Roll Call. Mr. Mullikin-yes, Mr. Buscio-yes, Mrs. Davis-yes, Mr. Hale-yes. Motion Carried.

Crystal Lake Rehabilitation Center (CLRC) Acceptance of cash performance bond:

Mrs. Nugent requested of the Board acceptance of the CLRC performance bond. The performance bond is in the amount of \$69,143.76 and posted in cash by CLRC. Mrs. Nugent stated CLRC is very close to connecting to the Authority water system and only a few minor items need to be reviewed.

Motion to accept the CLRC cash performance bond: Mr. Mullikin, second, Mr. Buscio. . All in favor. Roll Call. Mr. Mullikin-yes, Mr. Buscio-yes, Mrs. Davis-yes, Mr. Hale-yes. Motion Carried.

Progress Report:

- Ocean County Public Employee Charitable Campaign – Authority will not be participating- notification provided to the campaign
- Well #1 - a re-built motor was ordered to replace the fire damaged motor which is now in inventory
- Holiday Brunch - the Authority will host a holiday brunch Thursday, December 24, 2015, 8:30 am-11 am
- Resignation – Commissioner Pizzi submitted his resignation to the Town Council effective November 19, 2015 – no formal notification received from Town Council regarding next appointee – Mr. Hale read Mr. Pizzi's letter of resignation to the Board Members and expressed his deep regret over accepting his resignation – Mr. Mullikin suggested giving Mr. Pizzi a plaque for his good service to the Authority – Board Members unanimously agreed
- Township Municipal Lien Sale – the Authority received lien checks from the Township-75 accounts had an outstanding debt of \$35,215.06 for 2014 and is a decrease from 118 accounts from the prior year (2013)

- 4th Quarter 2015 Meter Reading & Billing – is in progress and billing will be mailed out by the end of the year (2015)
- Wire Transfer – a request for wire transfer of \$250,000.00 was authorized from the Ocean First Bank revenue account to the TD Bank general fund

Mrs. Davis questioned if the Mayor's office was re-notified of the Authority's intention to begin billing non-compliant residents the quarterly service charge for the first quarter of 2016. Mrs. Nugent confirmed that was correct. Mr. Hale questioned when the Authority will bill the service charge and the connection fees. Mrs. Nugent stated of the 100 Phase V residents, 74 are fully connected, 15 have applied, but not connected and 11 have made no application, nor connected. The Authority will be mailing letters on January 6, 2016 notifying the remaining 26 residents that they will be billed the service charge of \$55.00 which is the smallest rate fee offered. Mrs. Nugent added the first installment of the five year connection fee payment plan will also be billed. The connection fee is \$1,100.00 and a five year payment plan is offered with the first installment of \$220.00. At the end of the first quarter (last week of March 2016) the 26 residents will be formally billed. Mrs. Nugent stated this is a customary practice as the Berkeley Township Sewerage Authority does the same.

Mrs. Davis questioned the progress of the Metro PCS removal of equipment from the Station Road Tower. Mrs. Nugent stated CME is reviewing Metro PCS' plans for removal of its equipment and a pre-construction meeting is scheduled for tomorrow (12/18/15). Mrs. Nugent added Metro PCS is still paying rent while the equipment is on the tower.

Engineer's Report:

Well #4 Project:

Phase I – Test Well:

Mr. Chiaravallo stated CME and A.C. Schultes are preparing the close-out documents for this portion of the Well #4 project.

Phase II:

Mr. Chiaravallo stated CME met with the Authority to review the Water Allocation Permit which will be submitted next week (week of 12/21/15). CME reviewed the application fee and requested the check from the Authority be submitted.

Phase VI Water Main Improvement Project:

Mr. Chiaravallo stated CME answered inquiries from the NJDEP. CME is progressing the final review of the Phase VI plans for submittal to the NJDEP for approval.

Crystal Lake Rehabilitation Center (CLRC):

Mr. Chiaravallo stated CME attended a pre-construction meeting with CLRC for review of its submittals. Mr. Chiaravallo stated installation of the domestic water service and fire service connection were discussed.

Attorney's Report:

No Formal Report.

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

Mr. Buscio announced that tonight (12/17/15) is his final meeting with the Authority as he was elected as a Councilman with the Township. The Board Members congratulated Mr. Buscio on his appointment.

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 7:26 pm.

Respectfully Submitted,



Sandra J Walker
Office Clerk

The next meeting of the Berkeley Township Municipal Utilities Authority will be held on Thursday, January 28, 2016 at 7:00 pm at the Berkeley Township Municipal Utilities Authority located at 42 Station Road, Bayville, NJ 08721.