

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 p.m. on December 10, 2015 in the Borough Hall, 47 Broad Street, Eatontown, New Jersey. The Chairman, Brian Charnick, called the meeting to order by making the following statement: "This is a regular meeting of the Eatontown Sewerage Authority made pursuant to Chapter 291 of the Public Meeting Act by declaring notice thereof at least 48 hours prior to this meeting to The Link News and to the Borough Clerk. Notice has also been posted in the public corridor of this Borough Hall."

ROLL CALL

MEMBERS PRESENT: Brian Charnick
 Ben Caviglia
 Peter Berkley
 Herman Redd

MEMBERS ABSENT: Anthony Gaetano

ALSO PRESENT: Ted Lewis, Executive Director
 John Bonello, Authority Attorney
 John McKelvey, Authority Engineer
 Richard Johnson, Superintendent
 Anita Andrus, Treasurer
 Michelle Hu, Assistant Treasurer

CITIZENS PRESENT No One

APPROVAL OF MINUTES

Mr. Caviglia moved to approve the minutes of the regular monthly meeting held on November 10, 2015 as submitted. The motion was seconded by Mr. Berkley and adopted on a unanimous voice vote.

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Engineering Committee

Mr. Caviglia reported that the Engineering Committee had a meeting with Mr. Lewis, Mr. Johnson, and the Authority Engineers at the Authority maintenance garage to discuss future infrastructure improvement projects. The interested potential projects are: lining easement lines, switching diesel generators to natural gas generators, and the replacement of the Brookwood Pump Station. Ms. Ballard will submit a proposal (budget and scope) for engineering services and construction services to the Authority before the January 2016 meeting. Mr. Johnson and his team are surveying all manholes for the upcoming 2016 Year 3 Manhole Repair Project and will provide a report to Ms. Ballard.

Executive Director's Report *

Mr. Lewis offered his report with no additions.

Superintendent's Report *

Mr. Johnson offered his report with the following additions:

- **New Utility Truck**

Mr. Johnson will be getting a quote for a new truck soon from the current state contract holder.

- **Highway 35 Storm Drain Flooding**

The Highway 35 north bound lane was found flooded after a rainstorm. By the request of the Borough Administrator and the Borough Director of Public Works, Mr. Johnson and his team opened up the storm drain manhole covers on Highway 35 and found the State storm drain was full of logs and debris that contributed to the flooding. The Authority doesn't have any sewer pipes in the flooded area.

Engineer's Report *

Ms. Ballard presented the report with no additions.

UNFINISHED BUSINESS

- **Route 35/Mall Jug Handle Repair Issue**

Ms. Ballard reported that the last of the remaining work for the Highway 35/Mall Jug Handle repair is the final paving which is scheduled for the week of December 7th.

- **Steve Patterson's Trailer Donation**

Mr. Johnson is coordinating with Red Bank Recycling to try to get the other trailer moved to the maintenance yard at no cost, the same as the Police Department got.

- **Additional Space Issue**

Mr. Lewis suggested to the Board that he will write a formal letter to the Mayor and Council with regard to possibly utilizing the vacant former Court Clerk's office as the Authority's office. In the letter, he will mention the hallway between the Authority Office and the Tax Office which can be turned into usable space as proposed on the Borough's schematic plan. The Borough could use the spaces of the existing Authority's office and the corridor to serve the Borough Clerk and Tax Office. The Board gave a consensus to proceed in this manner.

NEW BUSINESS

- **2016 Risk Management Consultant's Agreement**

Conner Strong & Buckelew, the Consultant to the Authority, will continue offering professional risk management consulting services to the Authority as required in the bylaws of the New Jersey Utility Authorities Joint Insurance Fund for January 1, 2016 through December 31, 2016.

Mr. Charnick offered a Resolution to execute the 2016 Risk Management Consultant's Agreement. The Resolution was seconded by Mr. Redd and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Ben Caviglia, Peter Berkley, and Herman Redd
NEGATIVE: None
ABSTENTION: None
ABSENT: Anthony Gaetano

- **Resolution #2015-12-01, Closing Out Monmouth County SPCA Food Pantry Project
260 Wall Street, Block 3901, Lots 2 & 3**

The Authority had previously granted approval to the MCSPCA for the addition of a 2,337 square foot food pantry building to the existing animal shelter on Lots 2 and 3. The applicant had previously submitted the appropriate site plans, construction plans, and engineering specifications for the installation of a new 6" PVC sanitary sewer lateral to connect to the existing 8" PVC sanitary sewer main extension that discharges into the Authority's sanitary sewer system located on Industrial Way East. The Borough Building Department has conducted a final inspection of the subject property and advised that all sewer improvements have been completed in accordance with the plans and specifications previously submitted. The Authority Engineer, John McKelvey, has recommended closeout of the project.

Based on the Authority Engineer's recommendation, Mr. Charnick offered a Resolution closing out Monmouth County SPCA food pantry project and releasing the Performance Bond. The Resolution was seconded by Mr. Caviglia and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Ben Caviglia, Peter Berkley, and Herman Redd
NEGATIVE: None
ABSTENTION: None
ABSENT: Anthony Gaetano

- **Resolution #2015-12-02, Closing Out Habit Burger Project at Michael's Plaza
178 Highway 35, Block 2301, Lots 3, 4, 5, & 6**

The Authority had previously granted approval to Michael's Plaza to change store #12, formerly Leslie Pools, into a restaurant called Habit Burger. The applicant had submitted the appropriate site plans, construction plans, and engineering specifications for the installation of a 1,250 gallon outdoor grease interceptor to be connected to an existing interior lateral and approximately 140 linear feet of a new 4 inch lateral connecting to an existing sewer manhole on site. The Authority engineer, John McKelvey, has conducted a final inspection of the subject property and advised that all sewer improvements have been completed in accordance with the plans and specifications previously submitted and that the capacity of the grease interceptor is suitable.

Based on the Authority Engineer's recommendation, Mr. Charnick offered a Resolution closing out the project known as Habit Burger in Michael's Plaza and releasing remaining escrow funds. The Resolution was seconded by Mr. Berkley and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Ben Caviglia, Peter Berkley, and Herman Redd
NEGATIVE: None
ABSTENTION: None
ABSENT: Anthony Gaetano

- **Resolution to Adopt 2016 Cash Management Plan**

Mrs. Andrus updated the 2016 Cash Management Plan from the 2010 Cash Management Plan and made two changes.

Wachovia Bank was removed from the bank list of the 2010 Cash Management Plan since there is no nearby location. Therefore, there are seven banks that are approved by the Government Unit Deposit Protection Act (GUDPA) as authorized depositories for deposit of the Authority fund in the 2016 Cash Management Plan. They are TD Bank, Bank of America, Kearny Bank, Sovereign, PNC, Citibank, and Two River Community Bank. In addition, the required numbers of the authorized officials' signatures were changed from three to two for disbursement checks.

Mr. Charnick offered a Resolution to adopt the 2016 Cash Management Plan of the Eatontown Sewerage Authority authorizing the above Government Unit Deposit Protection Act (GUDPA) approved banks for the deposit of the Authority funds. The Resolution was seconded by Mr. Redd and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Ben Caviglia, Peter Berkley, and Herman Redd
NEGATIVE: None
ABSTENTION: None
ABSENT: Anthony Gaetano

- **Review of New Website**

The redesigned website was launched on December 1, 2015. Mr. Lewis pointed out that Mr. Berkley contributed a lot of time working with Nodan Schneider of URL Studios LLC, on the website development. The board members looked at the website and commented that the new website looks great and is user friendly. Mr. Schneider will provide system training to office employees to upload the state required documents to the new site.

The Board also discussed whether or not professional reports should be posted on the website. For the public convenience and to meet the requirement from the State, the Board agreed to continue posting professional reports, minutes, agenda, and financial reports on the new website.

- **Employee Appreciation Event**

The Board gave a consensus to approve holding an event for the Eatontown Sewerage Authority employees. The office staff is responsible for coordinating the event.

BILLS & TRANSFERS

BILLS

Resolution to authorize paying the bills in the amount of \$33,139.54 as submitted from the operating account in Central Jersey Bank was offered by Mr. Charnick, seconded by Mr. Caviglia, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Ben Caviglia, Peter Berkley, and Herman Redd

NEGATIVE: None

ABSTENTION: None

ABSENT: Anthony Gaetano

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

TD Revenue Trust to Central Jersey Bank Operating Account:

(December, 2015 Operating Expenses) \$ 33,139.54

TD Revenue Trust to Central Jersey Bank Payroll Account:

(January, 2016 Salaries) + \$ 33,134.28

Total Transfers:

\$ 66,273.82

Resolution to authorize the monthly transfers from TD revenue trust account to Central Jersey Bank operating account to pay the bills in the amount of \$33,139.54, to Central Jersey Bank payroll account for the payroll of January, 2016 in the amount of \$33,134.28 was offered by Mr. Charnick, seconded by Mr. Caviglia, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Ben Caviglia, Peter Berkley, and Herman Redd

NEGATIVE: None

ABSTENTION: None

ABSENT: Anthony Gaetano

Resolution to authorize payments for capital improvements from Central Jersey Bank operating account to T&M Associates for Year 2 sanitary sewer improvements in the amount of \$4,529.20 was offered by Mr. Charnick, seconded by Mr. Caviglia, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Ben Caviglia, Peter Berkley, and Herman Redd

NEGATIVE: None

ABSTENTION: None
ABSENT: Anthony Gaetano

EXECUTIVE SESSION

A motion to go into Executive Session at 5:30 p.m. for the purpose of discussing personnel and legal matters was offered by Mr. Charnick and adopted on a unanimous voice vote.

Upon completion, the Executive Session was closed. The board members returned to the Regular Session at 5:35 p.m.

ADJOURNMENT

With no further business to address, Mr. Charnick adjourned the meeting at 5:35 p.m.

Assistant Treasurer

**** All reports of Committees, Members & Engineer are available for the public to review in the Authority's office and can also be reviewed online.***