

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 p.m. on November 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
 Anthony Gaetano
 Peter Berkley

MEMBERS ABSENT: Herman Redd

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 October 13, 2015 as submitted. The motion was seconded by Mr. Charnick and adopted on a unanimous voice vote.

REPORTS OF COMMITTEES, MEMBERS & ENGINEER

Engineering Committee

There was no Committee's Report.

Engineer's Report *

Mr. McKelvey presented his report with the following addition:

- **Year 2 Capital Improvement Program**

Aqua Infrastructure (the Contractor), T&M Associates, and the Authority had a preconstruction meeting on October 19, 2015. At the meeting, the Contractor suggested postponing the lining

work on Highway 35 and extending the amount of time for the contract period due to the upcoming holidays. The work will take approximately 2-3 weeks on Highway 35. Mr. McKelvey will review the NJDOT Highway Occupancy Permit and send it back the Authority.

Superintendent's Report *

Mr. Johnson offered his report with the following addition:

- **Circle Pumping Station**

The Verbatim SCADA alarm in Circle Pump Station was not working properly. Mr. Johnson found that a neutral wire has been shared with the alarm and caused low voltage at the alarm receptacle. He corrected the wiring connection for the alarm. At present, he doesn't know if the other pump stations have similar problems unless the wiring connection is checked at each pump station by his team. Maintenance and repair of SCADA system is not part of the Contract for Pump Station Maintenance.

Executive Director's Report *

Mr. Lewis offered his report with the following addition:

- **Monthly Flow Reports**

According to the August and September flow reports TRWRA provided, Mr. Lewis reported that compared to other towns, the last year's flow of the Authority was efficient, and the ESA 2016 bill, not taking into consideration any lawsuit settlement with TRWRA, should be no greater than the 2015 bill. Mr. Charnick indicated that the existing TRWRA billing procedure will be changed and the new billing procedure will be written into any settlement agreement. The new billing will be based on actual meter readings and will be fluctuated from quarter to quarter. ESA will be getting a quarterly bill, and if the bill is estimated, it will get adjusted in the next quarter by actual meter readings.

UNFINISHED BUSINESS

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

J.F. Kiely Construction Company was trying to coordinate final paving with the Year 2 sewer lining work. But since the schedule of the Year 2 lining work changes, Kiely will go ahead to schedule the paving in the next few weeks. It will be one night's worth of work. Mr. McKelvey will follow up with Kiely to get the paving scheduled.

- **Steve Patterson's Trailer Donation**

Mr. Johnson reported that the Police Department has obtained their trailer and placed it in the impound yard. The Authority may have to pay for the moving cost to transfer the other trailer to the maintenance yard.

- **Additional Space Issue**

Mr. Lewis tried to schedule a meeting with the Mayor and the Borough Administrator. But due to scheduling conflicts, it has not been set up yet. The preconstruction meeting for Year 2 Capital Improvement Program was held in the Court Clerk's office. Mr. Lewis attended the meeting and found the court would be an excellent space for the Authority. There is more room and has a window that opens to the lobby. He will look to schedule a meeting with the Mayor and the Borough Administrator before the December Board Meeting.

NEW BUSINESS

- **Resolution to Renew Membership – Central Jersey Health Insurance Fund**

Mr. Charnick offered a Resolution authorizing Eatontown Sewerage Authority to renew its membership with Central Jersey Health Insurance Fund for a three (3) year period, commencing on January 1, 2016 and ending on December 31, 2018 and execute the indemnity and Trust Agreement. The resolution was seconded by Mr. Caviglia and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Ben Caviglia, Anthony Gaetano, and Peter Berkley

NEGATIVE: None

ABSTENTION: None

ABSENT: Herman Redd

- **Resolution Granting Approval to Enterprise Eatontown, 5 Highway 36, Block 2304, Lot 65 to Install Oil/Water Separator**

Enterprise Rent-A-Car has submitted plans for the proposed modification of the existing building at 5 Highway 36 to a rental car business. The proposed modification will include a preparation bay with a drainage mat and an oil/water separator that would tie into the existing sanitary sewer lateral. The Authority Superintendent, Richard Johnson, conducted a televised inspection of the existing lateral and found it was in good condition. The Authority Engineer, John McKelvey of T&M Associates, has reviewed the submitted plans and found they have met the engineering requirements set forth in the ESA Rules and Regulations.

Based on the Authority Engineer's recommendation, Mr. Charnick offered a Resolution approving the application of Enterprise Rent-A-Car to modify the existing building to a rental car business and tie into the existing sanitary sewer lateral. The Resolution was seconded by Mr. Gaetano and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Ben Caviglia, Anthony Gaetano, and Peter Berkley

NEGATIVE: None

ABSTENTION: None

ABSENT: Herman

- **Resolution Granting Approval to Habit Burger, Michael's Plaza, 178 Highway 35, Block 2301, Lots 3,4,5, & 6 to Install a 1,250 Gallon Grease Interceptor**

Circle Plaza Associates, the owner of Michael's Plaza, has submitted appropriate plans to change the existing store into a restaurant to be known as Habit Burger. The proposed use will include a 1,250 gallon outdoor grease interceptor connecting to an existing interior lateral together with approximately 140 linear feet of a new 4 inch lateral connecting to an existing sewer manhole on site. The Authority Engineer, John McKelvey of T&M Associates, has reviewed the plans submitted and found that they have met the engineering requirements set forth in the ESA Rules and Regulations.

Based on the Authority Engineer's recommendation, Mr. Charnick offered a Resolution granting approval for a sanitary sewer connection and grease interceptor to Michael's Plaza. The Resolution was seconded by Mr. Berkley and adopted on the following roll call vote:

ROLL CALL

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

- **Introduction of 2016 Budget**

Mr. Lewis reported that a preliminary budget meeting was held on October 21, 2015 to discuss the 2016 budget with the Authority Auditor, Mr. Robert Oliwa. At the meeting, Mr. Oliwa suggested any settlement funds will be considered as a surplus and the Authority use the funds to invest in capital improvement programs.

Mr. Charnick asked the Board if any settlement funds can be returned to the people since the Authority budgets \$200,000 every year for capital improvements, and there is no major work which has to be done. Mr. Bonello recommended depositing funds into a designated account such as maintenance and repair, capital improvements, or rate stabilization fund. With money in the rate stabilization fund, the Authority doesn't have to raise the rate in the future.

Mr. Caviglia suggested the Authority dedicate some funds to capital improvement programs so they are able to pay for some capital projects without borrowing money. As a result, the Authority would not have to raise money in the future. Mr. Caviglia would like to propose a meeting with the Authority Engineer, the Authority Superintendent, and the Engineering Committee to discuss potential capital projects. The Board will think about an account listing a combination of rate stabilization and capital improvements for the depository of any settlement funds.

In addition, Mr. Lewis reported that the 2016 budget appropriations have increased by 1.2% over the 2015 level. Unrestricted net asset of \$65,000 was utilized to balance the 2016 operating budget. The 2016 Annual Budget and Capital Budget were distributed to the members for review at the November meeting. The Authority will schedule a public hearing on

December 8, 2015 to adopt the 2016 Annual Budget and Capital Budget. Mr. Oliwa will attend the Board Meeting to explain the budget and answer all the questions the members and public might have.

Mr. Charnick offered a Resolution introducing the 2016 Authority Budget. The Resolution was seconded by Mr. Gaetano, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Ben Caviglia, Anthony Gaetano, and Peter Berkley

NEGATIVE: None

ABSTENTION: None

ABSENT: Herman Redd

• Resolution Setting Forth Reasons for Delay in Approving the 2016 Budget

The 2016 Budget must be approved on or before October 31, 2015 pursuant to the law. Due to waiting for an estimate of fees, a significant portion of the Annual Budget, from the regional sewerage treatment authority, the Eatontown Sewerage Authority could not complete its Operating Budget before the required date.

Mr. Charnick offered a Resolution explaining the delay in approving the 2016 Budget because the Authority was waiting for the receipt of the estimate of fees from the regional sewerage authority. The Resolution was seconded by Mr. Caviglia, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Ben Caviglia, Anthony Gaetano, and Peter Berkley

NEGATIVE: None

ABSTENTION: None

ABSENT: Herman Redd

BILLS & TRANSFERS

BILLS

Resolution to authorize paying the bills in the amount of \$35,841.10 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, Anthony Gaetano, and Peter Berkley

NEGATIVE: None

ABSTENTION: None

ABSENT: Herman Redd

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

TD Revenue Trust to Central Jersey Bank Operating Account: (November, 2015 Operating Expenses)	\$ 35,841.10
TD Revenue Trust to Central Jersey Bank Payroll Account: (December, 2015 Salaries)	+ \$ 33,134.28
Total Transfers:	<hr/> \$ 68,975.38

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 \$35,841.10, to Central Jersey Bank payroll account for the payroll of December, 2015 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, Anthony Gaetano, and Peter Berkley
NEGATIVE: None
ABSTENTION: None
ABSENT: Herman Redd

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 \$2,106.90 and for Highway 35 sewer repair contract administration and inspection in the amount of \$435.25 was offered by Mr. Charnick, seconded by Mr. Caviglia, and adopted on the following roll call vote:

ROLL CALL

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

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, seconded by Mr. Gaetano, and adopted on a unanimous voice vote.

Upon completion, the Executive Session was closed. The board members returned to the Regular Session at 5:50 p.m. No action was taken during the Executive Session.

ADJOURNMENT

With no further business to address, Mr. Charnick adjourned the meeting at 5:50 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.***