

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 p.m. on June 14, 2016 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, arrived at 5:30 p.m.  
Peter Berkley  
Herman Redd

MEMBERS ABSENT: No One

ALSO PRESENT: Ted Lewis, Executive Director  
Jodi Howlett, 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 May 10, 2016 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 Mr. Lewis, Mr. McKelvey, Mr. Johnson, and he had a meeting on June 10th to discuss the Year 3 sanitary sewer manhole rehabilitation program and pump station electrical service and equipment.

The Board had authorized the Authority Engineer to prepare construction plans and specifications for the Year 3 manhole rehabilitation project at the April meeting. T&M has sent

the draft construction documents to the Authority for review. Mr. Caviglia recommended the Board authorize the Authority Engineer to advertise the project for bidding.

With regard to pump station electrical service and equipment, the Engineering Committee planned to complete it in 2016 through the Authority's own contractor, Municipal Maintenance. The estimated cost for pump station electrical service will probably be less than the bid threshold amount of \$17,500.

#### **Finance Committee**

Mr. Charnick reported that the Finance Committee had a meeting to talk about the TRWRA's bill. Mr. Berkley is very knowledgeable and familiar with the spreadsheets and analysis. Mr. Charnick would like to schedule a second meeting to discuss it further.

#### **Executive Director's Report \***

Mr. Lewis offered his report with no additions.

#### **Superintendent's Report \***

Mr. Johnson offered his report with the following addition:

- **Vehicle Maintenance**

Mr. Johnson reported that Mr. Herbie Volner, Line Maintenance #1, installed a new heater valve to fix the coolant leak in the truck cab for the Vac-Con Truck #34 and a new fuel pump for the Truck #31. Mr. Caviglia commented that Mr. Volner is an asset and does many of the maintenance and repairs for the Authority's vehicles.

#### **Engineer's Report \***

Mr. McKelvey presented his report with the following additions:

- **Year 2 Capital Improvement Program**

There are two repairs that remain to be completed. Aqua Infrastructure originally scheduled to finish the remaining repairs on Monday night, June 13, 2016, which has been switched to Thursday night, June 16, 2016.

- **Pump Station Electrical Service and Equipment Survey**

T&M Associates performed an electrical service and equipment survey at the Authority's pump stations. Mr. McKelvey recommended the installation of 4 (four) transient voltage surge suppressors at four different stations and the installation of motor savers at 7 different stations. The installation of this electrical equipment will protect the pumps from power irregularities. Mr. Charlie Hopkins of T&M and Mr. Johnson are working with Municipal Maintenance to get a cost estimate for the equipment. Depending on the cost, the Board will make a decision on whether or not to authorize Municipal Maintenance to do the work.

In addition, Eaton Crest Pump Station has an open delta system similar to the Old Deal Road Pump Station. Mr. McKelvey recommended the Board upgrade the Eaton Crest Pump Station from an open delta service to a full 3-phase delta service the same as the Old Deal Road Pump Station.

***Mr. Charnick offered a Resolution authorizing the Authority Engineer to coordinate with JCP&L for a service modification request at the Eatoncrest Pump Station. 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

- **2016 Borough Road Program**

Mr. McKelvey reported that the Borough of Eatontown will reconstruct Meadowbrook Avenue, Campbell Drive, and Mill Street under their 2016 Road program. He is reviewing the video of sewer inspections to see if there are any repairs that need to be completed. He will submit a report to the Board outlining the recommended repairs and construction cost estimates.

**UNFINISHED BUSINESS**

- **Additional Space Issue**

Mr. Lewis received an email from Mr. George Jackson, the Borough Administrator stating that he is hoping to meet with the borough architect next week to discuss creating space for the Authority.

- **New Truck #31**

Mr. Johnson reported that Winner Ford will get a crane body in July. The dealer will let him know as soon as they have any updates on the truck.

- **Old Deal Road Pump Station Electrical Work**

The Authority awarded the contract to Electro Maintenance Inc. (EMI) for control panel and equipment improvements for the Old Deal Road Pump Station at the May meeting. The contracts have been executed, and T&M is working on the shop drawings for the proposed equipment. Mr. McKelvey reported that JCP&L will modify the service to the Station in the week of the June 13<sup>th</sup>. They are going to upgrade the 3-phase service first. After the upgrading is completed, then EMI will start to work on the Station. Once finishing the control panel work on the station, EMI will perform tests with the 3-phase delta service.

- **Year 3 Capital Improvement Manhole Rehabilitation Project**

Mr. McKelvey reported that Mr. Caviglia, Mr. Lewis, Mr. Johnson, and he met on June 10<sup>th</sup> to discuss the plans and specifications for the project. They have identified that there are 90 manholes that need various types of improvements such as new frames, covers, and lining etc. T&M has finalized the plans and specifications and sent them to the Authority for review. Mr. Caviglia and Mr. McKelvey recommended the Board advertise the project for bidding, so the bids will be received prior to the July meeting, and the project can also be awarded at the meeting.

***Mr. Caviglia offered a motion to authorize the Authority Engineer to advertise the Year 3 Capital Improvement Manhole Rehabilitation Project. The motion 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

Mr. Charnick noticed that the May Capital Improvements Budget Status showed the capital improvements expenditure was over the 2016 budgeted amount only half way through the year; he asked the Board if the Authority has sufficient funds for the Year 3 Manhole Rehabilitation Project. Mr. Lewis explained that the funds for the Year 2 Sanitary Sewer Lining Project were planned in the 2015 Capital Improvements Budget. However, Aqua Infrastructure, the contractor, did not perform the work until this year, so the Authority paid \$170,000 to Aqua Infrastructure from the 2016 budget. Any unused funds in the 2015 Capital Improvements Budget went into the Authority's last year surplus. Since the funds for the Year 3 Manhole Rehabilitation Project weren't planned in the 2016 Capital Improvements Budget, the Authority will use its surplus to pay for the project. In addition, Mr. Berkley indicated that the Year 2 Sanitary Sewer Lining Project was approved in 2015, but the work was completed in 2016, so the auditor should accrue this expense into last years' expenses.

**NEW BUSINESS**

There was no new business to discuss.

**BILLS**

***Resolution to authorize paying the bills in the amount of \$59,042.05 as submitted from the operating account in Central Jersey Bank was offered by Mr. Charnick, 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

### APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

TD Revenue Trust to Central Jersey Bank Operating Account: (June, 2016 Operating Expenses)	\$ 59,042.05
(July, 2016 Salaries)	+ \$ 34,410.12
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Total Transfers:	\$93,452.17

***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 \$59,042.05, and to Central Jersey Bank payroll account for the payroll of July, 2016 in the amount of \$34,410.12 was offered by Mr. Charnick, 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 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 \$413.19, for Year 3 manhole rehabilitation work in the amount of \$7,707.75, for Old Deal Road Pump Station control work in the amount of \$4,165.00, and to J.F .Kiely Construction Company for Highway 35/Monmouth Mall final paving in the amount of \$13,430.11 was offered by Mr. Charnick, 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

### EXECUTIVE SESSION

A motion to go into Executive Session at 5:25 p.m. for the purpose of discussing a personnel matter was offered by Mr. Charnick, seconded by Mr. Berkley, 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 5:51 p.m.

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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.***