

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 p.m. on July 12, 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  
Peter Berkley

**MEMBERS ABSENT:** Herman Redd

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

**CITIZENS PRESENT** Mary Olsen  
Misty Palumbo  
William Koy, Attorney

## **APPROVAL OF MINUTES**

Mr. Caviglia moved to approve the minutes of the regular monthly meeting held on June 14, 2016 as submitted. The motion was seconded by Mr. Charnick and adopted on a unanimous voice vote.

## **EXECUTIVE SESSION**

A motion to go into Executive Session at 5:01 p.m. for the purpose of discussing a personnel matter was offered by Mr. Charnick, seconded by Mr. Caviglia, and adopted on a unanimous voice vote.

Upon completion, the Executive Session was closed. The board members returned to the Regular Session at 5:16 p.m. Mr. Bonello stated that the Executive Director has brought to the

Board's attention the recommendation of a termination of an employee. Ms. Jodi Howlett, a special counsel for employment, has reviewed and discussed the matter with the employee's attorney. Ms. Howlett recommended that the matter be referred to the Executive Director for a hearing where both sides of the Authority office staff and the employee are to present evidence. Upon that, the Executive Director would make a decision after the hearing with the specific people allowed to attend.

***Mr. Gaetano offered a motion to authorize a hearing to be held to help determine the personnel issue with the parties involved. The motion was seconded by Mr. Charnick and adopted on the following roll call vote:***

**ROLL CALL**

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

**NEGATIVE:** None

**ABSTENTION:** None

**ABSENT:** Herman Redd

## **REPORTS OF COMMITTEES, MEMBERS, & ENGINEER**

### **Engineering Committee**

There was no Committee's Report.

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

Mr. Lewis offered his report with the following addition.

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

There are six (6) pump stations that need electrical improvements. Municipal Maintenance Company, the ESA Pump Station Maintenance Contractor, has provided a quote to the Authority for the installation of transient voltage surge suppressors (TVSS) and phase protection in the amount of \$19,230.00 for the six (6) pump stations. Since the quote is over the bidding threshold, the Board recommended dividing the improvements into two years with the installation of motor savers for this year and the installation of the TVSS devices in 2017. Mr. Johnson will follow up with the repair.

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

Mr. Johnson offered his report with no additions.

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

Mr. McKelvey presented his report with the following addition:

- **Popeye's Restaurant**

Popeye's Louisiana Kitchen (the Applicant) plans to convert the existing Wendy's fast food restaurant into a Popeye's fast food restaurant and to reuse the existing two-compartment 1000 gallon grease interceptor. Mr. Lewis indicated that since the applicant is not changing the

use of the existing facility, no new application is required. Mr. Johnson inspected the interceptor and documented deficiencies to be addressed. While Mr. Johnson was on vacation, the applicant contacted Mr. Lewis about the interceptor. Mr. Lewis told the applicant that Mr. Johnson is on vacation and recommended that the applicant clean and repair the grease interceptor to an ideal condition and televised inspection of the sewer line from the Popeye's grease trap to the Authority manhole at the sidewalk area. The Authority will continue to pursue the issue of getting the grease trap back to good condition.

## **UNFINISHED BUSINESS**

- **Additional Space Issue**

Mr. Lewis reported that Mr. George Jackson, the Borough Administrator, called and asked if the Authority would be willing to share the costs of the renovations. Mr. Lewis told him that the Authority would like to share the costs. Mr. Jackson will set up a meeting with the borough architect and the Department Heads to discuss the renovation of the former Court Clerk's office.

- **New Truck #31 (ordered, delivery pending)**

Mr. Johnson has not heard anything new on the truck. According the schedule, Winner Ford will get a crane body this month.

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

JCP&L has completed the 3-phase service upgrade to the Old Deal Road Pump Station on June 23<sup>rd</sup>. The Authority Engineer had a pre-construction meeting with Mr. Johnson and Electro Maintenance Inc. (EMI) on June 27, 2016 to discuss the proposed work and location of the equipment. EMI has ordered the equipment which will be delivered in early August.

## **NEW BUSINESS**

- **Resolution #2016-07-01, Approving the Application of PHO 99 Vietnamese Restaurant, 53 Highway 36 West, Block 2304, Lot 62**

PHO 99 has submitted plans to open a restaurant at 53 Highway 36. The proposed use will include the installation of a new 75 GPM grease interceptor for the 2,630 S.F./ 72 seat restaurant to capture all kitchen waste and discharge to the existing 6" lateral, which discharges to the Authority's sanitary sewer system. The applicant has submitted the appropriate site plans, architectural plans and engineering specifications for the installation of the new 75 GPM grease interceptor to the existing 6" lateral. The Authority Engineer, John McKelvey of T&M Associates, has reviewed the plans submitted and believed they have met the engineering requirements set forth in the Eatontown Sewerage Authority Rules and Regulations. He recommended the application of PHO 99 be approved subject to the payment of all application and reviews fees.

***Mr. Charnick offered a Resolution granting approval for a sanitary sewer connection and grease interceptor to PHO 99. 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 Anthony Gaetano  
NEGATIVE: None  
ABSTENTION: None  
ABSENT: Herman Redd

**• Resolution # 2016-07-02, Discussion and Possible Approval of Bid for Year 3 Capital Improvement Manhole Rehabilitation project**

The Authority Engineer had recommended that the Authority correct defects and perform rehabilitative repairs to the sanitary sewer system. The phase 3 would involve the repair/replacement/rehabilitation of sewer manholes. The Authority Engineer solicited quotes for the project in the Asbury Park Press on June 22, 2016, and the bid opening was held on July 6, 2016 at the Borough Hall. National Water Main Cleaning Company was the lowest bidder who provided a total contract of \$201,650.00. Mr. Bonello has reviewed the bids and concluded that they are in order and within the estimate. T&M Associates has worked with National Water Main Company on similar projects and found its performance has been satisfactory and responsive. Mr. McKelvey recommended the contract for the 2016 Sanitary Sewer Manhole Rehabilitation Year 3 be awarded to National Water Main Cleaning Company in the total amount of \$201,650.

***Based on the Authority Engineer's recommendations, Mr. Charnick offered a Resolution awarding the contract for the Year 3 Sanitary Sewer Manhole Rehabilitation to National Water Main Cleaning Company for one year to perform repair/replacement and maintenance of the sewer manholes in the amount of \$201,650.00. 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 Anthony Gaetano  
NEGATIVE: None  
ABSTENTION: None  
ABSENT: Herman Redd

**BILLS**

***Resolution to authorize paying the bills in the amount of \$251,981.90 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 Anthony Gaetano  
NEGATIVE: None  
ABSTENTION: None

ABSENT: Herman Redd

### APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

TD Revenue Trust to Central Jersey Bank Operating Account: (July, 2016 Operating Expenses)		\$ 251,981.90
(August, 2016 Salaries)	+	\$ 34,410.12
		<hr/>
Total Transfers:		\$ 286,392.02

***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 \$251,981.90, and to Central Jersey Bank payroll account for the payroll of August, 2016 in the amount of \$34,410.12 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 Anthony Gaetano  
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 \$138.37, for Year 3 manhole rehabilitation work in the amount of \$5,278.25, for Old Deal Road Pump Station control work in the amount of \$2,043.83, and for Highway 35/Monmouth Mall sewer repair contract administration and inspection in the amount of \$47.00 was offered by Mr. Charnick, seconded by Mr. Berkley, and adopted on the following roll call vote:***

#### ROLL CALL

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

### ADJOURNMENT

With no further business to address, Mr. Charnick adjourned the meeting at 5:25 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.***