

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 p.m. on August 9, 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
Peter Berkley
Herman Redd

MEMBERS ABSENT: Anthony Gaetano

ALSO PRESENT: Ted Lewis, Executive Director
John Bonello, 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 July 12, 2016 as submitted. The motion was seconded by Mr. Redd and adopted on a unanimous voice vote.

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 additions.

- **Fieldstone Court**

Mr. Lewis sent a letter to New Jersey American Water Company explaining that the Authority spent \$7,825.00 on repairs and is expecting to be reimbursed. A copy of the letter along with the pertinent material will be forwarded to Mr. Bonello for his review.

- **NJDOT Agreement**

The Authority received the proposed Utility Engineering and Construction Agreement from NJDOT for the verification and relocation of certain public works facilities in connection with the design and re-pavement of Route 35 which includes part of Eatontown. NJDOT requires the Authority to sign the Agreement and cooperate with the project. NJDOT will reimburse the Authority for its actual cost incurred for design, review, and relocation necessary to accomplish the project.

- **Two Rivers/Borough Issue**

Mr. Lewis has not heard anything new from Mayor Connelly, and he will follow up with the Mayor before the Authority sends a letter to TRWRA.

- **Maintenance Building Repairs**

Mr. Lewis will schedule a meeting with Mr. Johnson to prepare a plan for the maintenance building repairs. Mr. Caviglia suggested Mr. Johnson start with the roof repair of the building. Mr. Johnson will obtain a quote for it.

Superintendent's Report *

Mr. Johnson offered his report with the following addition.

- **Circle Trailer Park**

Mr. Johnson installed an air plug into the service lateral for the demolished Circle Trailer Park to stop ground water infiltration. Mr. Caviglia is concerned with water inflow and would like to meet with Mr. Johnson to discuss the rainfall study program. The Circle Pump Station serves other major parts of the town including Brookwood development and etc. Due to a poor condition of the existing sanitary sewer system in the Circle Trailer Park, Mr. Caviglia recommended to the Board that the prospective developer should install a new sanitary sewer system for any new development.

Mrs. Anita Andrus, Treasurer of ESA, reported that the owners of the Circle Trailer Park have never filed a disconnection with the Authority because the trailer park office and the former building of Lube-it-All are still connected to the Authority's sanitary sewer system. She checked the Authority's Rules and Regulations and confirmed that the ESA charges each trailer a service fee only when there is a trailer on a pad. The Authority has been charging 2 units that are still connected since the rest of the trailers had been removed. Mr. Bonello indicated that if the owners don't want to pay the service charges, they have to file for a disconnection, and they won't get credits for those units. If they do want to get credits for those units, they have to pay the service fees even though they are not using it. It is important when the owners re-develop the property as they will get credits for the numbers of units that they didn't disconnect. He also pointed out that Circle Trailer Park should have paid a connection fee for each new trailer when they were put in originally. According to Mrs. Andrus, Circle Trailer Park only paid one (1) connection fee when the Park was established and their sewer system was first installed. Therefore, Circle Trailer Park will get one connection fee credit for the future re-development.

Engineer's Report *

Mr. McKelvey presented his report with no additions.

UNFINISHED BUSINESS

- **Additional Space Issue**

Mr. Lewis reported that the Authority had a meeting with Mr. George Jackson, the Borough Administrator, and the Borough's architect regarding additional space. At the meeting, Mr. Lewis expressed that the Authority office needs extra space. The Borough's architect did some research on the Authority's current situation and will prepare schematic designs. The original plan for renovations had the Authority moving to a space near the parking lot door. However, since the former court clerk area is vacant now and also has a large window that opens to the lobby; the Authority would like to take over the space instead of moving to the area near the parking lot door.

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

Winner Ford will deliver the new truck by mid - August.

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

Electro Maintenance Inc. (EMI) has all the equipment except for the control panel which will be delivered in mid-August. EMI will start to install the equipment after receipt of the panel.

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

T&M Associates sent the signed contract by National Water Main Cleaning Company to Mr. Bonello for his review. Mr. Bonello found that the contract was acceptable and ready for the Authority to execute. A pre-construction meeting was held on August 3, 2016 at the Authority's Maintenance Garage. National Water Main Cleaning Company anticipates beginning work at the end of August and finishing before the end of the year.

- **Pump Station Electrical**

Municipal Maintenance submitted an updated quote of \$5,930.00 for the installation of motor savers. The Board discussed it and approved to proceed with the motor saver work at this time.

Mr. Caviglia offered a Resolution authorizing proceed with the motor saver work at various pump stations in the amount of \$5,930.00. 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 Herman Redd
NEGATIVE: None
ABSTENTION: None
ABSENT: Anthony Gaetano

NEW BUSINESS

- **2017 Future Capital Improvement Project Priority List**

Mr. Caviglia, Mr. Lewis, and Mr. Johnson had a meeting at the ESA Maintenance Garage to discuss future capital improvements. Mr. Caviglia prepared the following priority list for the Board to review:

1. Brookwood Pump Station Upgrade
2. Natural Gas Auxiliary Generator Installation at the Old Deal Road and Deepwoods Pump Stations
3. Wampum Pump Station Upgrade
4. Circle Pump Station Upgrade

The Brookwood Pump Station upgrade was discussed with Ms. Christine Ballard of T&M Associates at the Authority monthly meeting in 2012. Mr. McKelvey will upgrade the proposal Ms. Ballard prepared to include a natural gas auxiliary generator at the Brookwood, Old Deal Road, and Deepwoods Pump Stations. He will present it to the Board at the next meeting.

Year 3 manhole rehabilitation and pump station electrical upgrades are in progress. The Board decided to proceed with the motor saver work in 2016 and the installation of TVSS equipment in 2017. Eatoncrest Pump Station is the last station that has open delta service. T&M has contacted JCP&L regarding a service upgrade to 3-phase for the Eatoncrest Pump Station. JCP&L has informed that they are investigating the service issues. Mr. Charnick indicated that the Authority should make sure there are enough funds to cover these capital improvement projects.

- **Resolution #2016-08-01, Closing Out Affordable Housing Alliance/Springhouse Project, 155 South Street, Block 1401, Lot 32**

Affordable Housing Alliance had submitted plans for the construction of a new 2 ½ story building consisting of seven (7) residential units for multi-family residential use at 155 South Street. The improvements included a new 6" sanitary sewer lateral to divert flows to the Eatontown 8" PVC sanitary sewer main located on South Street between Richardson Avenue and Buttonwood Avenue. The applicant had submitted the appropriate site plans, architectural plans, and engineering specifications for the connection of their premises to the sewer system. The Authority Superintendent, Richard Jonson, is responsible for supervising this project and has conducted a final inspection and advised that the applicant has satisfactorily completed all improvements.

Mr. Charnick offered a Resolution closing out the project for Affordable Housing Alliance – Spring House located at 155 South Street and releasing the remaining escrow funds and the performance bond in the amount of \$6,260.00. 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

EXECUTIVE SESSION

Mr. Caviglia offered a Resolution authorizing accepting the recommendation of the Authority's special counsel to settle the termination issue with a former employee, Mary Olsen. The full and final Separation and Release Agreement was signed by the employee and Mr. Charnick. 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

BILLS

Resolution to authorize paying the bills in the amount of \$25,986.90 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 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: (August, 2016 Operating Expenses)		\$ 25,986.90
(September, 2016 Salaries)	+	\$ 34,410.12
		<hr/>
Total Transfers:		\$ 60,397.02

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 \$25,986.90, and to Central Jersey Bank payroll account for the payroll of September, 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

ADJOURNMENT

With no further business to address, Mr. Caviglia moved to adjourn the meeting at 5:35 p.m. It was seconded by Mr. Berkley and adopted on a unanimous voice vote.

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.***