

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 p.m. on September 13, 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
 Herman Redd

MEMBERS ABSENT: Peter Berkley

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 Peggy Gallos, Executive Director, Association of Environmental Authorities

APPROVAL OF MINUTES

Mr. Caviglia moved to approve the minutes of the regular monthly meeting held on August 9, 2016 as submitted. The motion was seconded by Mr. Charnick and adopted on a unanimous voice vote.

REMARKS OF CITIZENS

- **Presentation by Peggy Gallos, Executive Director, Association of Environmental Authorities**

Ms. Peggy Gallos, Executive Director of AEA, came to the Board meeting and provided a brief presentation to the members. She thanked the Board for supporting AEA. The highlights are as follows:

1. AEA Challenges One Call Regulation

AEA is involving in appealing a one call regulation of the New Jersey Board of Public Utilities (BPU) that requires providers of water and wastewater utility services to mark out underground facilities on private properties that they don't own or operate. AEA argues with BPU that the regulation may be applicable to electric and gas utilities that actually own and control the underground facilities on private properties but should not apply to sewer lines that are owned by the property owners and not the service providers. Ms. Gallos indicated that at this point, the regulation applies only to force mains. AEA has been working with the investors of utilities to get BPU to be more reasonable about how these mark-outs have to be done.

2. AEA Conference

The upcoming conference has been scheduled for November 15th and 16th at Caesars in Atlantic City. AEA will have a nationally known speaker to give a presentation on urban systems and the evolution of water systems. There is an ethics workshop scheduled in the morning of the 15th. That not only provides a chance for the attendees to understand ethics but also gives them critical thinking and discussions to help them apply important concepts in the real world. Ms. Gallos suggested the Authority review its own ethics policies and send someone to the conference to get some additional training on ethics.

3. AEA Environmental Professional Development Academy

AEA started an Environmental Professional Development Academy this year at the Western Monmouth Utilities Authority in Manalapan. It offers management training to help people who are potential managers and are more involved in the operation aspect of the system. The training provides the information and knowledge for them to move ahead to become potential future leaders. The program presents four tracks: administration, finance, human resources, and operations.

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Engineering Committee

- **Circle Pump Station**

Mr. Caviglia reported that Mr. Johnson and he have been monitoring flows at the Circle Pump Station. Mr. Johnson plugged the service lateral from the demolished Circle Trailer Park and installed a meter purchased a few months ago to measure the flow. There are rain water events indicated at the station. If the flow is getting worse by the measurement, Mr. Caviglia would like to have the Authority Engineer to get involved with the infiltration issue.

- **Godwin Bypass Pump**

Mr. Caviglia commented that the portable bypass pump the Authority purchased was a good investment. This pump is capable of handling bypass pumping at all the Authority's pump stations. It has been used several times already. He and Mr. Johnson are pleased to have this pump.

Executive Director's Report *

Mr. Lewis offered his report with the following additions.

- **Hiring of New Part Time Employee**

The Authority posted the position on the website and in the public corridor of the Borough Hall. Mrs. Gloria Aderton has been helping in the office on a temporarily basis since June, 2016. Based upon her outstanding performance, Mr. Lewis recommended that Mrs. Gloria Aderton be hired officially as a permanent employee. The Board approved by unanimous voice vote.

- **Office Flood**

Mr. Lewis reported that the Authority office was flooded by sewer water that was coming out of the ceiling on the morning of August 10th. The office was closed for the day. ServePro cleaned the office in the afternoon.

He further explained that the basement of the building has a sewer ejector pump and the second floor works by gravity. The sewer ejector pump pumps sewage out of the building into the lateral in the street. At some point, an unknown person loaded a large number of cloth rags into the system which completely blocked the pipe going out. The sewer ejector pump was trying to pump out the sewage, but it was blocked, so the sewage began backing up into the gravity system. It got to the second floor before it found a vent and backed up into it. The connection between the sewer lines had been replaced recently. When the contractor replaced it, the coupling that was supposed to connect the vent pipe to the sewer pipe was off by a small margin. Instead of putting in a rubberized connector, they substituted it by installing a metal ring to replace it, causing the leak.

The plumbing leak damaged Mrs. Andrus's personal property. The Board discussed the issue and approved to reimburse Mrs. Andrus for the lost property.

Superintendent's Report *

Mr. Johnson offered his report with the following addition.

- **Force Main Easement Clearing**

In order to have a good access to the Authority's force mains in case of an emergency, Mr. Caviglia indicated that all of the easements special force main easements should be maintained well and easy to access. Mr. Johnson and his team are currently maintaining all the easements, and Mr. Johnson is satisfied with the present clearing conditions of the easements.

Engineer's Report *

Mr. McKelvey presented his report with the following addition.

- **Brookwood Pump Station**

The existing Brookwood Pump Station is 30 years old, and the generator recently started having problems. Per the Board's request, T&M Associates submitted an updated proposal for

Brookwood Pump Station for the Authority to review. The proposed upgrade includes replacing the existing wet well mounted pump station with a new submersible style pump station, new generator, and new control, etc. The budgetary estimated cost of a new submersible pump station would be approximately \$400,000. Mr. Caviglia suggested the board members examine the proposal and discuss this project at the October meeting. This is the first capital improvement project the Engineering Committee proposed to perform in 2017. The original proposed 2017 Capital Improvement Budget was \$200,000, and it could be adjusted depending on the Authority's financial position at the end of 2016.

UNFINISHED BUSINESS

- **Additional Space Issue**

The Authority has received a schematic plan from the Borough. The square footage is almost twice as much as the Authority's office now. Mr. Lewis will email board members copies of the plan for their review.

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

Winner Ford's representative told Mrs. Andrus the truck has been washed and scheduled for delivery, but they noticed that there was a dent in the roof. They sent it off to the body shop to have the dent fixed.

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

Electro Maintenance Inc. (EMI) completed installation of the new control panel and related equipment in August. The contractor tested and started up the new equipment and conducted training for Mr. Johnson and his team. Mr. McKelvey will review the paperwork submitted by EMI and send a payment request to the Authority.

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

National Water Main Cleaning Company has begun the manhole rehabilitation work which will take several weeks to complete.

NEW BUSINESS

- **Resolution #2016-09-01 Closing out the Project for Starbucks' Grease Trap at Michael's Plaza, Block 2301, Lot 3,4,5, & 6**

The owners of Michael's Plaza had submitted plans to add Starbucks within the existing facility at Michael's Plaza, together with a proposed grease interceptor and connection to the sewer main. The applicant had submitted the appropriate plans and engineering specifications for the installation and connection of a grease interceptor in the proposed new concession. The Authority Engineer has confirmed that an inspection of the improvements has been made and found that it was done in accordance with Authority standards.

Based on the Authority Engineer's recommendations, Mr. Charnick offered a Resolution closing out Michael's Plaza/Starbucks project. 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 Herman Redd
NEGATIVE: None
ABSTENTION: None
ABSENT: Peter Berkley

- **Resolution #2016-09-02 Closing Out the Project for Frozen Peaks to Install a Manual Grease Interceptor at Monmouth Mall, Block 2201, Lot 1.02**

Frozen Peaks d/b/a Mountain Swirl, LLC, had submitted plans for the installation of a proposed electric automatic grease interceptor. The applicant had been granted a waiver from the requirement for a large grease interceptor to install a smaller electric automatic grease interceptor under the sink located within the existing building. It has been determined that the owner of Frozen Peaks removed the smaller electrically powered grease interceptor and replaced it with a manual one because the heat element of the electrically powered grease trap cooked the yogurt cultures and created an odor problem. Based upon the nature of the business, a waiver has been granted from the requirement of the installation of a hydromechanical grease interceptor and permission to continue using the existing manual grease interceptor. Richard Johnson, Superintendent of the Authority, has inspected the manual grease trap and found that it was installed in accordance with Authority standards and further found that the manual grease trap was clean and maintained on a regular basis.

Mr. Charnick offered a Resolution closing out Frozen Peaks at Monmouth Mall project and releasing escrow funds. 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 Herman Redd
NEGATIVE: None
ABSTENTION: None
ABSENT: Peter Berkley

- **Resolution #2016-09-03 Approving Application for New Connection at 489 Wall Street, Block 2803, Lot 45.01**

The owner of 489 Wall Street has received approval to subdivide an existing lot (Lot 45) into two separate lots (Lots 45.01 and 45.02). The applicant has submitted the appropriate site plans, architectural plans and engineering specifications to disconnect an existing 4" sewer lateral, which is situated on the vacant lot 45.02 of the subdivided property, and the construction of a 4" lateral on Lot 45.01, which is where the existing home is located. The new lateral on Lot 45.01 will connect to the sanitary sewer main located on Wall Street. 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 Authority's Rules and Regulations.

Based on the Authority Engineer's recommendations, Mr. Charnick offered a Resolution granting approval of a sanitary sewer lateral disconnection and construction of a new sanitary sewer lateral to 489 Wall Street. 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 Herman Redd
NEGATIVE: None
ABSTENTION: None
ABSENT: Peter Berkley

- **Resolution #2016-09-04 Granting Approval of Soul Focus, 7 Meridian Road, B-3701, Lot 15.02 to add an Endura Grease Interceptor to their Existing Sewer Connection**

Soul Focus has submitted plans to construct a juice bar at the existing gym. The juice bar will include one (1) three-compartment sink, one (1) hand sink, one (1) mop sink and one (1) floor drain. The applicant has submitted the appropriate plans and engineering specifications for the installation of a grease interceptor which will connect to an existing 4" sewer line located in the building. 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 Eatontown Sewerage Authority Rules and Regulations.

Based on the Authority Engineer's recommendations, Mr. Charnick offered a Resolution granting approval to Soul Focus at Meridian Road to install an Endura grease interceptor. The Resolution was seconded by Mr. Redd and adopted on the following roll call vote:

ROLL CALL

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

- **Resolution for Renewal in the New Jersey Utility Authorities Joint Insurance Fund**

The Eatontown Sewerage Authority is a member of the New Jersey Utility Authorities Joint Insurance Funds (NJJIF). The current membership in the NJJIF expires on December 31, 2016. The Authority would like to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund.

Mr. Charnick offered a Resolution to renew membership in the New Jersey Utility Authorities Joint Insurance Fund for a three (3) year period, beginning January 1, 2017 and ending January 1, 2020. 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 Herman Redd
NEGATIVE: None
ABSTENTION: None
ABSENT: Peter Berkley

BILLS

Resolution to authorize paying the bills in the amount of \$48,552.98 as submitted, from the operating account in Kearny 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, Anthony Gaetano, and Herman Redd
NEGATIVE: None
ABSTENTION: None
ABSENT: Peter Berkley

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

TD Revenue Trust to Central Jersey Bank Operating Account: (September, 2016 Operating Expenses)		\$ 48,552.98
(October, 2016 Salaries)	+	\$ 34,410.12
		<hr/>
Total Transfers:		\$ 82,963.10

Resolution to authorize the monthly transfers from TD revenue trust account to Kearny Bank operating account to pay the bills in the amount of \$48,552.98 and to Kearny Bank payroll account for the payroll of October, 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, Anthony Gaetano, and Herman Redd
NEGATIVE: None
ABSTENTION: None
ABSENT: Peter Berkley

Resolution to authorize payments for capital improvements from Kearny Bank operating account to T&M Associates for Year 2 sanitary sewer improvements in the amount of \$13,171.20 (final payment), for Year 3 manhole rehabilitation work in the amount of \$3,259.58, and for Old Deal Road Pump Station controls in the amount of \$1,044.07 was offered by Mr. Charnick, seconded by Mr. Redd, and adopted on the following roll call vote:

ROLL CALL

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

ADJOURNMENT

With no further business to address, Mr. Charnick moved to adjourn the meeting at 5:50 p.m. It was seconded by Mr. Caviglia 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.***