

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 p.m. on October 11, 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  
Herman Redd

**MEMBERS ABSENT:** Anthony Gaetano  
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** No One

## **APPROVAL OF MINUTES**

Mr. Caviglia moved to approve the minutes of the regular monthly meeting held on September 13, 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 no additions.

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

Mr. Johnson offered his report with the following addition:

- **Circle pump Station**

The Circle Pump Station alarm rang again after the heavy rain over the weekend. The flow report Mr. Johnson provided didn't support that rain water was having a big effect on infiltration. Mr. Johnson will continue to track the flow recordings at the station.

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

Mr. McKelvey presented his report with the following additions:

- **Eatoncrest Pump Station Electric Work**

T&M has been continuing coordination with JCP&L on Eatoncrest Pump Station electric work. Based on the tests JCP&L performed, Mr. Johnson and Mr. Charlie Hopkins of T&M made some adjustments to the settings on the ATS. Mr. Johnson and his team are monitoring the power conditions at the station to determine how to proceed with a possible three phase electric service modification.

- **Let's Snack at Monmouth Mall**

The owner of Let's Snack proposed to open a snack store at the Mall near the food court to serve Boba milk tea, cookies, etc. The applicant questioned the requirement to install a grease trap under the three-bay sink because the drains from Let's Snack are already connected to a centralized grease interceptor in the basement. Mr. Lewis contacted the Mall regarding the issue. Upon the request of the Mall Management, Roto-Rooter Sewer & Drain submitted a certification to the Authority after a test on the store's drains to certify that the drains from Let's Snack are connected to the existing central grease trap. In addition, Mr. Lewis also spoke with a plumbing sub code official in the Building Department, and confirmed that there is no need to install a grease trap under the sink as there is another centrally located one. Because this application did not require ESA approval, no further action is needed on the project. The Board gave a consensus to proceed in this way.

### **UNFINISHED BUSINESS**

- **Additional Space Issue**

Mr. Lewis and Mrs. Andrus attended a meeting with the Borough Administrator and the Borough Architect to discuss the proposed schematic plan. Some changes were made during the meeting. The wall for the proposed enclosed office for Mr. Lewis will be removed. It will create a more open and useable office space. A proposed conference room directly across the hall way can be used for private meetings.

- **New Truck #31**

The new truck was finally delivered by Winner Ford on September 19 which was delayed approximately six months after the original scheduled delivery time. The truck costs \$52,242.00.

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

Electro Maintenance Inc. (EMI) has completed installation of the new control panel and related equipment. T&M Associates has reviewed the maintenance bond, a pay request, and related closeout documents EMI submitted and sent it to the Authority for final approval. However, due to an error on the voucher naming the wrong contractor, the Authority will pay EMI at the November meeting. Mr. McKelvey will follow up with the issue.

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

National Water Main Cleaning Company is continuing with the manhole rehabilitation work. As of October 5, 2016, most of the frame and cover replacements have been completed. The contractor will complete the work by the end of October.

## **NEW BUSINESS**

- **2017 Capital Improvements - Brookwood Pumping Station Upgrade**

Based upon Mr. McKelvey's recommendation, the Authority would like to proceed with the submersible style station because it is consistent with the Authority's other pump stations. Also, the submersible pumping stations have become more common now due to easier maintenance and availability of replacement parts. The estimated construction cost for the upgrade is approximately \$400,000. The proposed scope of engineering services for the pump station upgrade work include design phase, bidding phase, and contract administration and inspection phase. The estimated engineering fee for design and bid phase services is in the amount of \$36,500 and for contract administration/construction observation is in the amount of \$31,500. So the total T&M engineering fee would be \$68,000. Since the engineering fee is as high as 17% of the total construction cost, the Authority may need to solicit three proposals from other engineers. The Board would like to have Mr. McKelvey review T&M's fees and provide another proposal to the Authority.

- **Resolution #2016-10-1, Authorizing Agreement with NJDOT re: Repaving of Highway 35**

The State of New Jersey is undertaking the design and construction of a pavement project from Route 35 North of Lincoln Drive in Ocean Township to the Navesink River Bridge in Red Bank. The Authority has received and reviewed a Utility Agreement between the Commissioner of Transportation/State of New Jersey and the Eatontown Sewerage Authority in the event the project requires the construction of new, relocation and/or adjustment of facilities of the existing sewer system. It is in the Authority's best interest to enter into the Utility Agreement with the State of New Jersey.

***Mr. Charnick offered a Resolution authorizing the Eatontown Sewerage Authority to enter into the Utility Agreement with the Department of Transportation/State of New Jersey for the Route 35 Resurfacing project. The Resolution was seconded by Mr. Redd and adopted on the following roll call vote:***

## ROLL CALL

AFFIRMATIVE: Brian Charnick, Ben Caviglia, and Herman Redd

NEGATIVE: None

ABSTENTION: None

ABSENT: Anthony Gaetano and Peter Berkley

- **Consider Payment System Changes**

An increasing number of people have been asking to pay their sewer bills online or by credit cards. The Borough now accepts credit card and electronic check payments online through MuniPAY system. The individual customer has to pay a convenience fee for a credit card or electronic check payment. The Authority will do more research to find out if MuniPAY works with the existing database software that was customer-designed long ago by Mr. Charlie Massa, the Authority Computer Consultant. Mrs. Andrus will contact the Borough Tax Collector to obtain more information on their collection software system and report back at the next meeting. The Board gave a consensus to proceed in this manner.

- **Discussion of Finances**

With regard to changing the Bond Trustee issue, Mrs. Andrus reported that Mr. Drew Stauffer, the Authority Bond Attorney, called her back and informed her that the Authority has to have a Bond Trustee but it doesn't have to be TD Bank. Currently, the Authority Bank, Kearney Bank, is not qualified to be a Trustee.

Mrs. Andrus indicated that TD Bank offers a lower interest rate than Kearny Bank, and the Authority's majority funds are in TD Bank earning less interest. Every month, she transfers all the money the Authority collected for the month from Kearny Bank Depository Account to TD Bank General Fund Account, leaving \$5000 in Kearny Bank Depository Account. TD Bank then sends the money back to the Payroll Account and Operating Account at Kearny Bank as needed to pay monthly bills and salaries. The rest of the money stays in the General Account at TD Bank. Mr. Bonello suggested Mrs. Andrus ask Mr. Stauffer to take a look at the provisions of the covenants referencing the requirement of the bond and try to find a better solution. Mr. Lewis will set up a meeting with Mr. Stauffer to review the existing Trustee Agreement and discuss alternative trustees. Mr. Bonello, Mr. Charnick, and Mrs. Andrus will attend the meeting.

In order to fund the first few payments to the Contractors who did the NJEIT project, the Authority took about \$752,000 out from the NJ Cash Management Fund and put it into the NJEIT Construction Account at TD Bank. Later, the Authority got reimbursed for the work performed by the Contractors from the State and that money stayed in the Construction Account. Since the \$752,000 in the NJEIT Construction Account is earning minimum interest, Mrs. Andrus asked the Board if the Authority can deposit this money in other banks. The Board discussed it and authorized Mrs. Andrus to find a bank that offers the best interest and also participates in the Governmental Unit Deposit Protection Act (GUDPA) system to set up a new account for Capital Improvements.

- **Review of Shared Services Agreement with Tinton Falls**

The Authority has a Shared Services Agreement with the Borough of Tinton Falls. Some of their properties are connected to the ESA's existing sewer line at the end of Industrial Way. It has been a while, since ESA reviewed its agreement and counted the properties that are connected to the Authority's system. The Authority doesn't know if the Borough of Tinton Falls has connected any additional places and created more flow. Under the terms of the agreement, Tinton Falls is allowed to discharge 50,000 gallons per day into ESA's sewer system. Mr. Johnson and his team will inspect their properties and install a meter in a downstream manhole to monitor the flow to see if it exceeds the limit per day.

There are two business buildings on Hope Road in Eatontown which are connected to the Borough of Tinton Falls. The Borough of Tinton Falls charges ESA one unit for each building, but ESA charges the property owners by using water company readings, which usually equals more than one unit. Mrs. Andrus has informed the Borough of Tinton Falls several times about the situation, but they responded that they don't have access to the water readings and that the existing charging unit is correct.

## **BILLS**

***Resolution to authorize paying the bills in the amount of \$300,474.79 as submitted, from the operating account in Kearny 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, and Herman Redd  
NEGATIVE: None  
ABSTENTION: None  
ABSENT: Anthony Gaetano and Peter Berkley

## **APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS**

TD Revenue Trust to Kearny Bank Operating Account:	
(October, 2016 Operating Expenses)	\$300,474.79
(November, 2016 Salaries)	+ \$ 34,410.12
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Total Transfers:	\$334,884.91

***Resolution to authorize the monthly transfers from TD revenue trust account to Kearny Bank operating account to pay the bills in the amount of \$300,474.79 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. Caviglia, and adopted on the following roll call vote:***

ROLL CALL

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

***Resolution to authorize payments for capital improvements from Kearny Bank operating account to T&M Associates for Year 3 sanitary sewer manhole rehabilitation work in the amount of \$6,964.49, and to Winner Ford at Cherry Hill for purchasing 2016 Ford Utility Truck in the amount of \$52,242.00 was offered by Mr. Charnick, seconded by Mr. Caviglia, and adopted on the following roll call vote:***

ROLL CALL

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

**ADJOURNMENT**

With no further business to address, Mr. Caviglia moved to adjourn the meeting at 5:50 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.***