

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 p.m. on November 8, 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 October 11, 2016 as submitted. The motion was seconded by Mr. Redd and adopted on a unanimous voice vote.

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Engineering Committee

- **Circle Pump Station**

Mr. Caviglia reported that he and Mr. Johnson have been monitoring the infiltration problem at the Circle Pump Station for a couple of months and believe that rain water was having an effect on the infiltration. They installed a portable meter at the station to record the flow readings and found that the pumps were not performing as expected. The pumps were purchased in 2004 and have passed their life expectancy. Pilot Electric Company, Inc. inspected the pumps

and discovered the pumps were damaged beyond repair. Mr. Johnson is working on getting quotes to replace the pumps for the station.

Mr. Johnson reported that the current average flow volume is 25 gallons per minute coming in, and when there is a rain event, up to 35 gallons per minute flows to the station. The Board would like to have Mr. McKelvey review the flow readings Mr. Johnson collected and also look at the previous I&I study Maser Consulting conducted to help investigate the infiltration problem. Mr. Lewis will set up a meeting with Mr. Caviglia, Mr. McKelvey, and Mr. Johnson to review the flow data collected. Mr. McKelvey will submit a proposal to the Board after the review.

Mr. Johnson is going to move the portable meter from the Circle Pump Station and install it in a downstream manhole at the end of Industrial Way to check the flow coming out from some of the Tinton Falls properties that are connected to the ESA's existing sewer line. In addition, Mr. Johnson and his team will count those properties to see if there are any additional houses that have been connected.

Executive Director's Report *

Mr. Lewis offered his report with the following additions:

- **Consider Payment System Changes**

Ms. Andrus has contacted Ms. Deponti, Borough Tax Collector, and learned that the Borough is using two different payment systems. Ms. Deponti is using Edmunds collection software for tax payments, and the Borough Recreation and other departments are using MuniPAY for registration, activity fees, and permit fees, etc. For people who use MuniPAY to pay fees, they have to pay a convenience fee for a credit card or electronic check payment. Mr. Lewis and Ms. Andrus will attend the League of Municipalities Conference at Atlantic City Convention Center. The Elected Officials' training seminars are to be held at the 2016 League of Municipalities conference. Mr. Lewis and Ms. Andrus will attend the seminar and talk to Edmunds' representative to obtain more information about licensing and service fees and find out if the existing database can be converted into Edmunds collection software. The Board would like to have Mr. Lewis contact Edmunds & Associates, Inc. to request a presentation for the Authority staff. Mr. Berkley will attend the demonstration.

- **Howard Commons**

American Properties is the successful bidder for Howard Commons property on Fort Monmouth. Mr. Lewis will set up a meeting with their manager to discuss redeveloping the sanitary sewer system. Mr. Caviglia would like to attend the meeting.

- **2003 Ford F-350 Super Duty XL**

The Authority sold the old 2003 Ford F-350 truck on the GovDeals Auction Services for the amount of \$3,696.00. However, the buyer backed out because of the truck bed's extensive

rusting. Mr. Johnson submitted additional pictures of the damage to GovDeals, and they are going to relist it.

Superintendent's Report *

Mr. Johnson offered his report with no additions.

Engineer's Report *

Mr. McKelvey presented his report with no additions.

UNFINISHED BUSINESS

- **Additional Space Issue**

The Authority received a revised plan showing that the wall for the proposed enclosed office has been removed.

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

Mr. McKelvey reported that National Water Main Cleaning Company has completed the majority of the manhole rehabilitation work with a few manholes remaining. They also have completed all frames and cover replacements. The contractor is awaiting the lettered "ESA" covers and will exchange them with current covers as soon as they receive them.

NEW BUSINESS

- **Introduction of 2017 Budget**

Mr. Lewis reported that a preliminary budget meeting was held on October 25th to discuss the 2017 budget with the Authority Auditor, Mr. Robert Oliwa, and his assistant. The 2017 Capital Budget has increased by \$350,000 over the 2016 level due to Brookwood Pump Station upgrade project. \$600,000 of unrestricted net asset will be utilized to fund the 2017 Capital Improvement Program. The largest budgeted decrease for the 2017 operating budget is the TRWRA disposal charge which is budgeted for \$2,000,000, about \$150,000 decreased from the 2016 level. If there had not been a settlement, the Authority would have to pay TRWRA about \$1,900,000 in 2016. The 2017 Annual Budget and Capital Budget were distributed to the members for review at the November meeting. The Authority will schedule a public hearing on December 13, 2016 to adopt the 2017 Annual Budget and Capital Budget.

Mr. Charnick offered a Resolution introducing the 2017 Authority Budget which was prepared by Mr. Robert Oliwa and Mr. Ted Lewis. 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

- **Brookwood Pumping Station Upgrade**

Mr. McKelvey submitted a revised proposal to the Authority for further consideration. T&M Associates have reduced the engineering fee by \$5,800 from the originally provided \$68,000 to \$62,200. The new proposal brings down the engineering fee from 17% to 15.5% of the total estimated construction cost. Mr. Lewis recommended the Board accept the revised proposal for the Brookwood Pump Station upgrade project based upon the revised fees.

Upon Mr. Lewis's recommendation, Mr. Caviglia offered a Resolution authorizing the Authority Engineer to proceed with the design and bidding phase of the work. 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

- **Resolution #2016-11-01, Renewing Vac-Con Truck Agreement with the Borough of Eatontown**

The Borough of Eatontown needs a Vaccon Truck to clean and service its storm water sewer systems. The Authority is the owner of a Vaccon Truck that meets the proposed use of the Department of Public Works of the Borough of Eatontown. The Borough is desirous for renting the Vaccon Truck with two drivers for use in the maintenance of its storm water sewer systems.

The Board discussed and agreed to establish an hourly rate for renting the truck, charging \$100.00 per hour, and billing the borough once every six months. The Borough shall pay \$700.00 per day or \$100.00 per hour to the Authority for the use of the truck with two drivers. The agreement will be for a term of two years, commencing December 1, 2016 and ending November 30, 2018.

Mr. Charnick offered a Resolution authorizing the Eatontown Sewerage Authority to enter into a shared service agreement with the Borough of Eatontown for the rental of a Vaccon Truck with the hourly rate adjustment. 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

- **Resolution #2016-11-02, Closing out 489 Wall Street Project and Releasing Escrow Funds (Block 2803, Lot 45.01)**

The owner of 489 Wall Street had received approval to subdivide an existing lot (Lot 45) into two separate lots (Lots 45.01 and 45.02). The applicant had submitted the appropriate site

plans, architectural plans, and engineering specifications for the disconnecting of 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, where the existing home is located. The new lateral on Lot 45.01 will connect to the sanitary sewer main located on Wall Street. Mr. Richard Johnson, Superintendent of the Authority, conducted an inspection of the disconnection of the existing lateral and the installation and connection of the new lateral and found that the work has been completed in accordance with the terms and conditions of the plans. The owner of 489 Wall Street is not required to post a maintenance bond.

Mr. Charnick offered a Resolution closing out 489 Wall Street project and releasing the remaining escrow funds upon payment of any outstanding costs and/or engineering fees. 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

• **Resolution #2016-11-03, Setting Forth Reasons for Delay in Approving the 2017 Budget**

The 2017 Budget must be approved on or before October 31, 2016 pursuant to the law. Due to waiting for an estimate of fees, a significant portion of the Annual Budget from the regional sewerage treatment authority, the Eatontown Sewerage Authority could not complete its Operating Budget before the required date.

Mr. Charnick offered a Resolution explaining the delay in approving the 2017 Budget as the Authority was waiting for the receipt of the estimate of fees from the regional sewerage authority. 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

• **Resolution #2016-11-04, Closing out Audi of Eatontown Project and Releasing Escrow Funds (Block 2401, Lot 55)**

Audi of Eatontown had submitted plans for the proposed expansion of the existing automobile dealership to include an additional 17,636 SF, which would be comprised of a new car washing bay and a new oil/water separator. The applicant submitted the appropriate site plans, architectural plans, and engineering specifications for the expansion and utilizing the existing sanitary sewer lateral.

The proposed addition would allow for the applicant to reuse the existing sanitary sewer lateral to convey the flows from the existing building as well as the additional flows from the new building extension. At the time the modifications to the existing building were being made, the applicant determined it was in the best interests of the project to construct an additional lateral from the new building expansion into the Authority's system for the additional flow, therefore utilizing both the existing sanitary sewer lateral from the existing building and the new sanitary sewer lateral from the new building.

John McKelvey, P.E. of T&M Associates, conducted an inspection of the installation of the oil/water separator and determined that the work was completed in accordance with the terms and conditions of the plans and the Authority rules and regulations. Audi of Eatontown is not required to post a maintenance bond as the improvements are on private property.

Based upon the Authority engineer's recommendation, Mr. Charnick offered a Resolution closing out Audi of Eatontown project and releasing the remaining escrow funds upon payment of any outstanding costs and/or engineering fees. 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

- **2017 Risk Management Consultant's Agreement**
 - **Conner Strong and Buckelew**

Conner Strong & Buckelew, the Risk Management Consultant to the Authority, will continue offering professional risk management consulting services to the Authority as required in the bylaws of the New Jersey Utility Authorities Joint Insurance Fund for the Fund year January 1, 2017 through December 31, 2017.

Mr. Charnick offered a Resolution approving the Eatontown Sewerage Authority entering into the 2017 Risk Management Consultant's Agreement with Conner Strong and Buckelew. 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

BILLS

Resolution to authorize paying the bills in the amount of \$174,656.02 as submitted from the operating account in Kearny Bank 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 Herman Redd
NEGATIVE: None
ABSTENTION: None
ABSENT: Anthony Gaetano

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

TD Revenue Trust to Kearny Bank Operating Account: (November, 2016 Operating Expenses)	\$174,656.02
(December, 2016 Salaries)	+ \$ 34,410.12
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Total Transfers:	\$209,066.14

Resolution to authorize the monthly transfers from TD revenue trust account to Kearny Bank operating account to pay the bills in the amount of \$174,656.02 and to Kearny Bank payroll account for the payroll of December, 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 Herman Redd
NEGATIVE: None
ABSTENTION: None
ABSENT: Anthony Gaetano

Resolution to authorize payments for capital improvements from Kearny Bank operating account to T&M Associates for the Year 3 Sanitary Sewer Manhole Rehabilitation work in the amount of \$5,369.23, to National Water Main Cleaning Company for the Year 3 Sanitary Sewer Manhole Rehabilitation work in the amount of \$125,535.55, and to Electro Maintenance, Inc. for the Old Deal Road Pump Station Controls Improvements in the amount of \$23,075.00 was offered by Mr. Charnick, seconded by Mr. Caviglia, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Ben Caviglia, 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 5:50 p.m.

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.***