

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 p.m. on December 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
 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 November 8, 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 presented his report with no additions.

Superintendent's Report *

Mr. Johnson offered his report with no additions.

Engineer's Report *

Mr. McKelvey presented his report with the following addition:

- **Eatoncrest Pump Station Electrical**

Due to burned ATS contacts at the Eatoncrest Pump Station, Municipal Maintenance ordered the replacement contact kits, but their vendor had trouble identifying the unit. Mr. Johnson sent a photo of the transfer switch information to Municipal Maintenance Account Manager, Samantha Licchetto. He received a quote from them in the first week of December for the amount of \$2,670.00 including the installation.

Mr. Caviglia offered a motion to approve purchasing the ATS replacement contact kits contingent upon the Executive Director reviewing the quote to see if it is reasonable. 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

- **Circle Pump Station Flow Investigation**

Because of recent concerns with high flows related to rainfall events and irregular high water alarms at the station, the Authority metered the incoming flows to the station from September 15, 2016 to November 10, 2016. Per the Board's request, Mr. McKelvey provided the Authority with a proposal for the study and evaluation of the flows coming into the station. The scope of the work includes an estimated hypothetical sewage flow including discharges from sump pumps entering into the pump station, evaluating the two months of metered flows vs. rainfall to allow estimation of infiltration and inflow, and providing a report of findings and possible recommendations to the Authority for further study if there is too much extraneous flow identified. The fee for the scope of services will not exceed \$3,400.00.

Mr. Caviglia offered a Resolution authorizing the Authority Engineer to proceed with the flow investigation at the Circle Pump Station for a fee not to exceed \$3,400.00. 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

UNFINISHED BUSINESS

- **Additional Space Issue**

There is no update on the office space issue.

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

Manhole 639 was damaged by an unknown source after National Water Main Cleaning Company (NWM) had completed the manhole rehabilitation work. Mr. Johnson and his team have repaired the manhole.

Mr. Johnson and his team televised a line in front of Rayco Eatontown on Route 35, and sent the video to T&M for review. Mr. McKelvey found that the line in front of Rayco between manhole 119 and 119-A is an old ACP pipe with heavy deterioration and should be lined. He offered two options to repair it. The first option is to ask National Water Main to provide a quote and add this repair to their existing contract. The other option is to close out the existing National Water Main contract and fix it as a separate emergency repair. The Board discussed it and would like to have Mr. McKelvey get a quote from NWM. Depending on the repair cost submitted by NWM, the Board would either allow NWM to perform the repair or permit the Authority to solicit three (3) quotes from outside contractors. Mr. Charnick indicated that the Authority should have sufficient funds to pay for the project.

- **Brookwood Pump Station Project**

Mr. Caviglia, Mr. Lewis, and Mr. Johnson had a meeting with Mr. McKelvey, the Authority Engineer, on November 30, 2016 to discuss the replacement of the pump station. Mr. McKelvey has started the design of the station upgrades. Based on Mr. Johnson and Mr. McKelvey's research and evaluation, it appeared that the existing pumps (100 gpm) have more than enough capacity to handle current flows. The flows from the future golf course development would flow to Old Orchard Pump Station on Monmouth Road, not toward the Brookwood Pump Station. Therefore, Mr. McKelvey recommended a replacement of the Brookwood pumps with pumps of equal capacity. The Board gave a consensus to proceed in this manner.

- **Tinton Falls Flow Review**

Mr. Johnson installed a portable meter 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 sewer system. Mr. Johnson will leave the meter there for at least a month to gather the flow information.

NEW BUSINESS

- **Resolution #2016-12-01, Closing out Soul Focus Grease Trap Project and Releasing Escrow Funds (Block 3701, Lot 15.02)**

The Eatontown Sewerage Authority had previously granted approval to the owner of Soul Focus to construct a juice bar at the existing gym. The juice bar will include one three-compartment sink, one hand sink, one mop sink, and one floor drain. The Applicant had previously submitted the appropriate plans and engineering specifications for the installation of a grease interceptor which will connect to an existing 4" sanitary sewer line located in the building. The Superintendent, Richard Johnson of the Eatontown Sewerage Authority, has conducted a final

inspection of the grease interceptor and advised that it has been completed in accordance with the plans and specifications previously submitted, and the Authority Engineer, John McKelvey, P.E. of T&M Associates, has recommended closeout of the project.

Mr. Caviglia offered a Resolution closing out the project for Soul Focus 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

• **Edmunds & Associates Demonstration**

On December 8th, Edmunds & Associates, Inc. provided a 3-hour demonstration of their software to the Authority office staff. This included four modules, which are Financial Super Suite, Escrow, Utility Billing, and WIPP (web inquiry and payment portal). Mr. Lewis, Mr. Caviglia, and Mr. Berkley also attended the presentation. Edmunds & Associates offers very impressive and sophisticated applications that are being currently used in authorities as well as local and county government including the Borough of Eatontown Finance Department, Tax Office, and Human Resources. Mr. Berkley indicated that integration and security are two great features the Edmunds software offers. The Authority office currently has its own separate accounting software and payment program. Edmunds & Associates offers an integrated package that is able to incorporate these separate programs into one package. The system is also capable to post all associated entries to the appropriate modules. In addition, the software introduces a single sign-on procedure that provides access to modules based on the employee's security profile. The proposed cost is \$35,485.00 for the five application license fees including Customer Work Orders. The cost also comprises service and conversion fees. Initial training, implementation, and the first year maintenance are included in the proposed cost as well. There will be annual maintenance fees for customer and software support, free upgrades, and improvements. The Board has not made any decisions and would like to discuss it further at the next meeting.

BILLS

Resolution to authorize paying the bills in the amount of \$118,160.26 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, 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: (December, 2016 Operating Expenses)	\$118,160.26
(January, 2017 Salaries)	+ \$ 35,325.10
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Total Transfers:	\$153,485.36

Resolution to authorize the monthly transfers from TD revenue trust account to Kearny Bank operating account to pay the bills in the amount of \$118,160.26 and to Kearny Bank payroll account for the payroll of January, 2017 in the amount of \$35,325.10 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

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 \$3,146.11, for the Brookwood Pump Station Upgrades Design in the amount of \$455.00, to National Water Main Cleaning Company for the Year 3 Sanitary Sewer Manhole Rehabilitation work in the amount of \$79,012.50, and to Pumping Services, Inc. for the Old Deal Road Pump Station Controls Improvements in the amount of \$13,250.00 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

EXECUTIVE SESSION

A motion to go into Executive Session at 5:55 p.m. for the purpose of discussing personnel matters was offered by Mr. Charnick, seconded by Mr. Redd, and adopted on a unanimous voice vote.

Upon completion, the Executive Session was closed. The board members returned to the Regular Session at 6:15 p.m. No action was taken.

ADJOURNMENT

With no further business to address, Mr. Caviglia moved to adjourn the meeting at 6:10 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.***