

A Public Hearing for the 2016 Connection Fee of the Eatontown Sewerage Authority was held at 5:00 P.M. on February 14, 2017 in the Borough Hall, 47 Broad Street, Eatontown, New Jersey. The 2016 connection fee was increased from \$1,660.00 to \$1,711.00 and adopted on a unanimous voice vote. No public attended the Hearing. The Minutes of the Hearing were transcribed by Betsy Condiotti & Associates, Court Reporting Services.

The regular meeting of the Eatontown Sewerage Authority was held at 5:20 P.M. on February 14, 2017 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
 Peter Berkley
 Herman Redd

MEMBERS ABSENT: No One

ALSO PRESENT: Robert Oliwa, Auditor
 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 2016 CONNECTION FEE

Mr. Oliwa has proposed an increase in the Authority's connection fee from \$1,660.00 to \$1,711.00 per unit. The calculation utilized an estimate of the service units at December 31, 2015. The Board approved the 2016 connection fee in the amount of \$1,711.00.

Based upon Mr. Oliwa's recommendations, Mr. Charnick offered a Resolution adopting the 2016 connection fee of \$1,711.00. The Resolution was seconded by Mr. Caviglia and adopted on the following roll call vote:

ROLL CALL

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

APPROVAL OF MINUTES

Mr. Charnick moved to approve the minutes of the regular monthly meeting held on January 10, 2017 as submitted. The motion was seconded by Mr. Gaetano and adopted on a unanimous voice vote.

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Engineering Committee

No Committee's report presented.

Executive Director's Report *

Mr. Lewis presented his report with the following additions:

- **Medtronic's Meter**

Medtronic Inc. (the company) has been using cooling towers for its manufacturing operation. The water supplied to the cooling towers gets evaporated partially as part of the cooling process. In order to reduce their sewer charges, the company requested installing a flow meter in 2011 to measure the flow coming out of the building instead of going into it. Upon the Board's approval, Medtronic, Inc. installed a flow meter in its premises located at 201 Industrial Way West in 2012 to monitor all discharge being released into the sanitary sewers. Since then, the company has been billed based on the amount of flow measured by their metering system and the flow meter has been calibrated by a professional party once a year.

The Authority was able to access the Johnson Controls' website to obtain meter reports online, but in last October, the Medtronic Corporate IT policy would not allow Virtual Private Network (VPN) access to outside vendors/suppliers, so we were unable to access the website directly. The company has been providing screenshots of the meter reports from the Johnson Control's website since then. However, the Authority found there are discrepancies between the meter reports provided by Medtronic in November 2016 and January 2017. Due to the inconsistency on the reports, Mr. Lewis advised their facility manager that they need to verify the numbers. In the meantime the Authority will send them the 2017 bill that will be based on the 2016 water usages, not the metered flow reports. The bill was sent out in January, and the company paid the full amount for the first quarter during the 10-day grace period.

Mr. Berkley indicated that if the Authority doesn't have direct access to the Johnson Controls' website, we should bill them based on water usage, which is the original billing method, or Mr. Johnson and his team should read the meter to obtain more accurate readings if the meter is readable.

- **Tinton Falls Flow Review**

Mr. Johnson installed a portable meter in a downstream manhole to check the flow coming out from some of the Tinton Falls properties that are connected to the ESA's sewer system. However, due to the wrong position the meter was installed, he didn't acquire reliable readings. He pulled the meter out last week and will reinstall it in an upstream manhole. It will take another couple months to receive accurate flow readings. In addition, Mr. Johnson and his team have physically counted each Tinton Falls' property connected to the Authority's system.

Superintendent's Report *

Mr. Johnson offered his report with the following addition:

- **Monmouth Auto Diagnostics, 59 Main Street**

Mr. Johnson reported that he performed a green florescent dye test in the separator and confirmed the water has been discharging into the Authority's manhole #8 in the sidewalk.

Engineer's Report *

Mr. McKelvey presented his report with the following addition:

- **Circle Pump Station Investigation**

Mr. McKelvey has completed the Circle Pump Station investigation and submitted a report to the Authority for review. He reported that T&M evaluated the flows entering the station to determine whether or not infiltration and inflow are being experienced by comparing theoretical sewage flows to sewage flows recorded by the Authority. The estimated average daily theoretical sewage flow discharging into the pump station is about 38,500 GPD. The sewage flow was recorded for the period from September 15 to November 8, 2016 by the Authority staff. The daily sewage flow into the pump station averaged 27,500 GPD. As a result, the recorded flow into the station is on average less than the estimated theoretical flow. Based on the comparison, Mr. McKelvey doesn't think there is an infiltration problem at the Circle Pump Station and no further study is required at this time.

UNFINISHED BUSINESS

- **Additional Space Issue**

Mr. Lewis reported that unless the Borough of Tinton Falls appoints the same Municipal Judge as the Borough of Eatontown, the Eatontown Municipal Court will be moving out from the Tinton Falls Municipal Court. Currently, the Borough of Eatontown is trying to negotiate with Ocean Township regarding the use of their court room. The worst case scenario is if the

Eatontown Municipal Court moves back to the building, there would be no space to allocate to the Authority.

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

National Water Main Cleaning Company (NWM) has completed all contract work. Mr. McKelvey prepared a change order for lining a section of deteriorated pipe on Route 35 under the current contract. He is also coordinating with the NJDOT on permitting for the work since the repair is on the highway. Once it is approved, he will coordinate with NWM to schedule the work.

- **Brookwood Pump Station Project**

T&M Associates continued with design and preparation of plans and specifications. On January 25th, Mr. Caviglia, Mr. Lewis, Mr. Johnson, and Mr. McKelvey had a meeting to discuss various details on the proposed improvements. They're almost 90% complete with the construction documents and are now going through internal review by T&M. They will submit a set of plans and specifications to the Authority for final review.

- **Discussion of Software Systems**

As Mr. Charnick requested, Mr. Lewis contacted Edmunds & Associates, Inc. regarding sharing the Borough's license. Mr. Edmunds indicated that ESA cannot share the Borough's license regardless of whether the Authority's office is in the same building or not. Also, Mr. Lewis had Edmunds revise their proposal to eliminate one application for Customer Work Orders. The total revised cost would be \$32,115.00. It includes \$30,485.00 for four (4) application license fees, services, and conversation fees, and \$1,630.00 for hardware such as a bar code scanner, cash drawer, credit card swipe device, and an Epson receipt/validator. The first year of support and maintenance is included in the license fees. Annual maintenance fee for the following years would be \$6,224.00 each year, which includes annual upgrades, enhancements, and unlimited technical support.

Since many authorities, as well as local and county governments, are using Edmunds & Associates applications, and the ESA's office staff is enthusiastic to support the Edmund's software too, Mr. Lewis strongly recommended the Board approve the purchase of the software. Even though it is relatively expensive, the technologically advanced software allows the office staff to perform tasks more efficiently and provides more functions that will aid the Authority and Eatontown residents in the future.

Mr. Caviglia offered a Resolution to authorize the Eatontown Sewerage Authority to purchase the Edmunds software system based upon the revised proposal submitted by Edmunds & Associates. The Resolution was seconded by Mr. Charnick and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Ben Caviglia, Anthony Gaetano, Peter Berkley, and Herman Redd

NEGATIVE: None

ABSTENTION: None
ABSENT: None

NEW BUSINESS

- **Resolution #2017-02-01, Combining 3 Change Orders for Year 3 Manhole Rehab – National Water Main Cleaning Company**

The Eatontown Sewerage Authority has entered into a Contract with National Water Main Cleaning Company for rehabilitative repairs to the sanitary sewer system. The Change Order reflects adjustments to the contract quantities for various items based on additional work requested by the Authority and also covers the proposed sewer lining of MH 119 to MH 119A on Route 35 and includes related traffic control work. The contract cost increases as a result of this Change Order is \$31,388.50.

Based on the Authority Engineer's recommendation, Mr. Charnick offered a Resolution to authorize the Eatontown Sewerage Authority entering into a Change Order with National Water Main Cleaning Company increasing the contract amount by \$31,388.50 from \$201,650.00 to \$233,038.50. The Resolution was seconded by Mr. Caviglia and adopted on the following roll call vote:

ROLL CALL

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

- **Resolution #2017-02-02, Closing out PHO 99 Project, 53 Highway 36 West**

PHO 99 had submitted plans to open a restaurant at 53 Highway 36. The applicant had submitted the appropriate site plans, architectural plans, and engineering specifications for the installation of a new 75 GPM grease interceptor to the existing 6" lateral for the 2,630 s.f. restaurant. Superintendent Richard Johnson of the Authority and T&M Associates conducted final inspections of the grease interceptor and found that it has been completed in accordance with Authority Standards. A maintenance bond is not required for this project as the improvements are on private property.

Based on the Authority Engineer's recommendation, Mr. Charnick offered a Resolution closing out the PHO 99 project and releasing the remaining 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, Peter Berkley, and Herman Redd
NEGATIVE: None
ABSTENTION: None

ABSENT: None

- **Employee Appreciation Event**

The Board gave a consensus to approve holding an appreciation event for the Eatontown Sewerage Authority employees. The proposed event will be scheduling in March. The office staff is responsible for coordinating the event.

BILLS

Resolution to authorize paying the bills in the amount of \$67,699.05 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, Anthony Gaetano, Peter Berkley, and
Herman Redd
NEGATIVE: None
ABSTENTION: None
ABSENT: None

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

TD Revenue Trust to Kearny Bank Operating Account and Payroll Account:

| | |
|-------------------------------------|--------------|
| (February, 2017 Operating Expenses) | \$ 67,699.05 |
| (March, 2017 Salaries) | \$ 35,486.74 |
| | <hr/> |
| Total Transfers: | \$103,185.79 |

Resolution to authorize the monthly transfers from TD revenue trust account to Kearny Bank operating account to pay the bills in the amount of \$67,699.05, to Kearny Bank payroll account for the payroll of March, 2017 in the amount of \$35,486.74 was offered by Mr. Charnick, seconded by Mr. Caviglia, and adopted on the following roll call vote:

ROLL CALL

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

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 \$767.85, for the Brookwood Pump Station upgrades design in the amount of \$22,043.22, for Circle Pump Station study in the amount of \$1,121.75, and to Municipal

Maintenance Company for supplying and installing SymCom motor savers at Brookwood Pump Station, Eatoncrest Pump Station, Old Orchard Pump Station, and Wampum Pump Station in the amount of \$ 5,930.00 was offered by Mr. Charnick, seconded by Mr. Caviglia, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Ben Caviglia, Anthony Gaetano, Peter Berkley, and Herman Redd

NEGATIVE: None

ABSTENTION: None

ABSENT: None

ADJOURNMENT

With no further business to address, Mr. Charnick moved to adjourn the meeting at 6:05 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.***