

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on March 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
 Herman Redd

MEMBERS ABSENT: Peter Berkley

ALSO PRESENT: Ted Lewis, Executive Director
 John McKelvey, Authority Engineer
 Richard Johnson, Superintendent
 Anita Andrus, Treasurer
 Michelle Hu, Assistant Treasurer

ABSENT: John Bonello, Attorney

CITIZENS PRESENT No One

APPROVAL OF MINUTES

Mr. Caviglia moved to approve the minutes of the reorganization meeting and the regular meeting held on February 14, 2017 as submitted. The motion was seconded by Mr. Redd 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:

- **2017 Two Rivers Water Reclamation Authority Bill**

According to Mr. Michael Gianforte, the Executive Director of TRWRA, our 2017 bill will increase slightly due to the increase of an overall flow in Eatontown. The 2017 bill is going to be \$2,040,000, which is \$40,000 more than what we budgeted.

As a result of the closing of Fort Monmouth, the Military has stopped paying for the “minimum flow” called for in the 1967 agreement. As a result, the “percentage of total flow” for Eatontown will increase (as it will for TRWRA and all customer towns). Since flow from the base cannot be broken down between Oceanport and Eatontown, TRWRA proposes to divide it 50%/50% and do the same with fees now paid by FMERA (roughly \$180k) – as a result, Eatontown would pay about \$70k for the flow and receive \$90k from the payment.

The Board would like to know if the calculation of 2017 bill is based on actual meter readings and if TRWRA followed the legal agreement to bill ESA. The 2017 bill will be sent to the members for review once we receive it.

- **Tinton Falls Flow Review**

After the February Board meeting, Mr. Johnson reinstalled the portable flow meter in an upstream manhole located at Hope Road and Industrial Way West to check the flow coming from some of the Tinton Falls properties. He reported that in the first week after the meter was installed, the highest daily flow measured around 40,000 gallons per day, which was under the maximum daily flow of 50,000 gallons per day indicated in the Interlocal Sewer Agreement with Borough of Tinton Falls. He will continue to monitor the meter’s operation and obtain flow readings at a 30-day period.

Superintendent’s Report *

Mr. Johnson offered his report with the following addition:

- **Borough G.I.S. Mapping/ESA As-Built Plans**

Mr. Johnson finished the work on marking up the Borough of Eatontown’s GIS map with the Authority’s as-built pump stations, manholes, and mainlines. Since Mr. John Carbin, who worked for Borough IT Department, is retired, Mr. Johnson would like to know whom he should work with on the program now. Mr. Lewis will contact the Borough Administrator, George Jackson, about the issue. Mr. Charnick works with someone who manages the G.I.S. program for the Monmouth County Health Department and would like to provide his contact information to Mr. Johnson.

Engineer’s Report *

Mr. McKelvey presented his report with no additions.

UNFINISHED BUSINESS

- **Additional Space Issue**

Mr. Lewis had spoken with Mr. George Jackson and Councilwoman East regarding the additional space issue. The Eatontown Municipal Court will be moving out from the Tinton Falls Municipal Court. Ocean Township already has West Long Branch Municipal Court; the operation has met their maximum capacity. At present, it appears that no good options are available; the Eatontown Municipal Court may move back to the building in the next three months. Therefore, the space the Authority planned to renovate is not going to be available. Mr. Lewis suggested the Board reconsider the vacant house on Throckmorton Avenue.

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

National Water Main Cleaning Company (NWM) has completed all contract work except the additional lining for a section of deteriorated pipe on Route 35 under the current contract. They scheduled to perform the TV work in the week of March 6th, but it was postponed due to inclement weather. NWM will perform the lining work in the next few weeks after the TV work is completed.

- **Brookwood Pump Station Project**

T&M Associates completed the design and preparation of plans and specifications for the Brookwood Pump Station upgrades. The Authority has received two sets of the plans and specifications from T&M. Mr. Caviglia has reviewed the plans and specifications and recommended the Board authorize the Authority Engineer to move forward with bidding. Also, the Board would like the upgrade completed in 2017.

Mr. Caviglia offered a motion to authorize Mr. John McKelvey, the Authority Engineer, to proceed with advertising the project for bids for Brookwood Pump Station. The motion 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

NEW BUSINESS

- **Agreement with T & M Associates for Engineering Services for February 14, 2017 to February 13, 2018**

As of March 14th, the Authority has not received the Engineering Service Agreement from T&M Associates. Mr. McKelvey will follow up with it.

- **Resolution #2017-03-01, Closing out Bell Minor Subdivision Project, 37A & 37B Tinton Avenue (Block 201, Lots 18.01 and 18.02)**

Cathleen Bell had submitted plans to demolish an existing home and construct two new single family homes on property to be known as 37A and 37B Tinton Avenue. The applicant had submitted the appropriate site plans, architectural plans, and engineering specifications for the installation of a new sanitary sewer lateral for connection of one of the homes as well as for the reconnection of an existing sanitary sewer lateral for connection of the other home. Mr. Richard Johnson, Superintendent of the Authority, has inspected the improvements and founds that they were done in accordance with Authority standards.

Mr. Charnick offered a Resolution closing out the Bell Minor Subdivision project and releasing the remaining escrow funds. 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

- **Renewal of Impound Yard Agreement with the Borough of Eatontown**

The Borough requested an extension of the agreement that allows them to use part of the property at the plant for an impound yard storing seized or impounded cars. In the past, the agreement has included an allowance for Oceanport and West Long Branch to utilize the facility, but since neither of those towns ever used the yard that condition was dropped.

Mr. Charnick offered a Resolution authorizing the Eatontown Sewerage Authority to renew the Impound Yard Agreement with the Borough of Eatontown for a period of ten (10) years, commencing March 14, 2017 and ending March 14, 2027. 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

BILLS

Resolution to authorize paying the bills in the amount of \$38,136.52 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 Kearny Bank Operating Account and Payroll Account:

(March, 2017 Operating Expenses)	\$ 38,136.52
(April, 2017 Salaries)	\$ 35,486.74
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Total Transfers:	\$ 73,623.26

Resolution to authorize the monthly transfers from TD revenue trust account to Kearny Bank operating account to pay the bills in the amount of \$38,136.52, to Kearny Bank payroll account for the payroll of April, 2017 in the amount of \$35,486.74 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 the Year 3 - 2016 sanitary sewer manhole rehabilitation work in the amount of \$996.21, for the Brookwood Pump Station upgrades design in the amount of \$6,518.32, for Circle Pump Station study in the amount of \$2,120.75, and to Borough of Eatontown for 2015 capital improvement road program in the amount of \$ 7,000.00 was offered by Mr. Charnick, seconded by Mr. Redd, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Ben Caviglia, 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 5:25 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.***