

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on April 18, 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  
                                     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 meeting held on March 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**

- **Maintenance Building Repairs**

Mr. Caviglia reported that Mr. Lewis, Mr. McKelvey, Mr. Johnson, and he had a meeting on April 13<sup>th</sup> to discuss paving the parking lot at the Maintenance Garage. Mr. McKelvey will submit a proposal prior to the May meeting for the Board to review.

### **Executive Director's Report \***

Mr. Lewis presented his report with the following addition:

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

Fort Monmouth's closing impacts the Eatontown Sewerage Authority (the Authority)'s 2017 bill. Mr. Bonello suggested the Authority should research the Monmouth County Waste Management Plan to find out if the main base of Fort Monmouth is in the Authority's service jurisdiction. Mr. Lewis and Mr. McKelvey will follow up with the investigation.

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

Mr. Johnson offered his report with the following addition:

- **Country Club Apartments Sump Pumps**

In the past, the Authority filed a lawsuit against Country Club Associates for damages resulting from the discharge of basement water into the Authority's sanitary sewer system. Mr. Caviglia would like to have Mr. Johnson continue to monitor the sump pumps in their basement to make sure that the pumps are not connected to our sewer system.

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

Mr. McKelvey presented his report with no additions.

## **UNFINISHED BUSINESS**

- **Additional Space Issue**

Mayor Connelly and Borough Administrator Jackson told Mr. Lewis that the Eatontown Municipal Court will be moving back to the municipal building and that there will be no new office space available for the Authority. The Board will consider the option of the vacant house on Throckmorton Avenue.

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

Under the current contract, National Water Main Cleaning Company (NWM) televised the section of deteriorated pipe on Route 35 on April 11<sup>th</sup> and performed the lining on the night of April 18, 2017, which will complete the project.

## **NEW BUSINESS**

- **Resolution #2017-04-01: Closing out Lightbridge Academy Project, B-3501, L-2, 801 Hope Road**

Hope Property, LLC had submitted plans to construct a two story building to be used as a daycare center known as Lightbridge Academy. The applicant had submitted the appropriate site plans, architectural plans, and engineering specifications for the installation of a new sanitary sewer connection. The Authority Engineer, John McKelvey, has conducted a final inspection of the subject property and advised that the applicant has satisfactorily completed all work associated with the installation of the sanitary sewer extension as required in the construction plans and in accordance with Authority standards.

***Based upon the Authority Engineer's recommendation, Mr. Charnick offered a Resolution to close out the project for Lightbridge Academy and release the performance bond previously posted upon payment of any outstanding fees. 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

- **Resolution #2017-04-02: Renewal of Landscaping Contract with T.A.D. Landscape & Design, LLC**

The owner of T.A.D. Landscape & Design has submitted a proposal to continue the April 2011 contract with the Authority for providing lawn and grounds maintenance service for the Authority's easements and pump stations. The proposed new contract rate for 2017 is \$9,392.00, which is a \$500.00 increase from the last contract. This contract is for a term of five (5) years, renewable each year with \$100.00 annual increase. Since the new rate is under the legal threshold for requirements of public bid, the Authority doesn't need to go out to bid for five (5) years. Based upon their outstanding performance, the Board gave a consensus to renew the landscaping contract with T.A.D.

***Mr. Charnick offered a Resolution to authorize the Authority to renew its contract with T.A.D. Landscape & Design for the lawn and grounds maintenance service at the new rate of \$9,392.00 commencing April 15, 2017 and continuing through April 14, 2018, renewable annually for five (5) years with \$100.00 annual increase. 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

- **Review and Possible Award of Brookwood Pump Station Project Bids**

The Authority received three (3) bids for the Brookwood Pump Station Improvements Project on April 13, 2017. T.R. Weniger, Inc. provided a low bid in the total amount of \$329,300, which is below the Engineer's Estimate. T&M has worked with T.R. Weniger, Inc. on similar projects, and their performance has been satisfactory. Mr. McKelvey recommended awarding the contract to T.R. Weniger, Inc. Mr. Bonello has reviewed the bid documents and found they are in order and comply with all the requirements.

***Mr. Charnick offered a Resolution to authorize granting the contract to T.R. Weniger, Inc. for the Brookwood Pump Station Improvements Project in the total amount of \$329,300. The Resolution was 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

In addition, Mr. McKelvey requested the Board authorize the Contract Administration and Inspection Phase as outlined in their proposal since the project will be moving into construction soon and the Authority has only approved the Design and Bidding Phase.

***Mr. Charnick offered a Resolution authorizing T&M Associates to be a supervising engineer and to provide contract administration and construction observation services related to the pump station construction for a fee not exceeding the total amount of \$29,100. The Resolution was 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

- **Notification to Brookwood Residents and Homeowners' Association Regarding Construction to Upgrade the Pumping Station**

Due to the upcoming construction on the Brookwood Pump Station, Mr. Lewis will discuss more details with Mr. Bonello and Mr. McKelvey about the notices that will be sent to the Brookwood residents.

**BILLS**

***Resolution to authorize paying the bills in the amount of \$1,038,548.64 except for the bill of Two Rivers Water Reclamation Authority in the amount of \$993,281.50 (1st and 2<sup>nd</sup> quarter of 2017 disposal fees) 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 and Payroll Account:

(April, 2017 Operating Expenses)	\$1,038,548.64
(May, 2017 Salaries)	\$ 35,486.74
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Total Transfers:	\$1,074,035.38

***Resolution to authorize the monthly transfers from TD revenue trust account to Kearny Bank operating account to pay the bills in the amount of \$1,038,548.64, to Kearny Bank payroll account for the payroll of May, 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, and Herman Redd  
NEGATIVE: None  
ABSTENTION: None  
ABSENT: Anthony Gaetano and Peter Berkley

## EXECUTIVE SESSION

A motion to go into Executive Session at 5:30 p.m. for the purpose of discussing a contract was offered by Mr. Caviglia, seconded by Mr. Charnick, and adopted on a unanimous voice vote.

Upon completion, the Executive Session was closed. The board members returned to the Regular Session at 5:45 p.m.

## ADJOURNMENT

With no further business to address, Mr. Charnick moved to adjourn the meeting at 5:45 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.***