

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on May 9, 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 April 18, 2017 as submitted. The motion was seconded by Mr. Redd and adopted on a unanimous voice vote.

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Engineering Committee

- **Year 3 Capital Improvements Program**

Mr. Caviglia observed 250 feet of the lining work on Route 35 performed by National Water Main Company (NWM) and commented that it was a nice operation and their employees were well trained and dedicated.

Executive Director's Report *

Mr. Lewis presented his report with no additions.

Superintendent's Report *

Mr. Johnson offered his report with the following addition:

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

When TRWRA's collecting sewers need repairs, TRWRA will fix it and allocate the repair cost to the towns served by the pipes. ESA also gets a portion of the charges for fixing these pipes. In order to better understand the flow process and TRWRA's bills, Mr. Charnick would like Mr. Johnson to look at the regional sewer map showing the mains Eatontown's flow goes through to TRWRA, and find out if other towns are sharing the mains with Eatontown as well.

Engineer's Report *

Mr. McKelvey presented his report with the following additions:

- **Maintenance Garage Paving**

Mr. McKelvey provided a proposal for engineering services for the paving of the Garage parking lot and access drives at Old Orchard Pump Station. The condition of paving at the Garage varies from fair to poor. The area between the two garages and the drive way toward the gate has significant cracks which need to be repaired. The estimated construction cost for the Garage and the Old Orchard Pump Station would be approximately \$130,000. T&M will provide design and bidding services for a fee in the amount of \$13,200 and construction observation services for a fee not to exceed \$10,400. Mr. Caviglia, Mr. Lewis, Mr. Johnson, and Mr. McKelvey will have a meeting to review the proposal and then present it to the Board.

- **Voyagers' School, 215 Broad Street**

Voyagers' School installed a grease interceptor without ESA's approval. Mr. McKelvey has contacted the applicant several times, but he has not received any responses from them. Mr. Lewis will coordinate with the principal and their architect to schedule a visit to the school.

UNFINISHED BUSINESS

- **Additional Space Issue**

In the past, the Board has discussed the possibility of renting a vacant house on Throckmorton Avenue, which is still available. Since the cost of rent could be added to the expense of the Authority, Mr. Charnick was inclined to keep the office in the Municipal Building. Mr. Caviglia indicated that the Authority staffs have been suffering in the office space for a long time, but if ESA purchases the house, it will become an asset to the Authority. The Board discussed the options and would like to postpone the idea of renting or buying the house.

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

National Water Main Cleaning Company (NWM) completed the cured in place pipe lining of the sewer on Route 35 on April 18th. Mr. McKelvey reviewed the video and found the work has been satisfactorily completed. T&M Associates is processing a final payment request and will send it to the Authority for review.

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

Mr. Lewis prepared a draft letter and will send it out after the preconstruction meeting and site visit with the contractor.

NEW BUSINESS

- **Edmunds and Associates Additional Charges**

Since the proposal Edmunds and Associates previously submitted only includes summary conversions of transaction history for the Finance and the Utility applications, per Mrs. Andrus's request, Edmunds has submitted an additional finance conversion proposal in the amount of \$5,000.00 for detail transaction history conversion for 5 years (2013-2017) including general ledger entries, cash receipts, accounts payable checks, and paid invoices.

For the 2017 auditing purpose, Mrs. Aderton suggested the Finance application go live on January 1, 2018 so all 2017 entries would be in the Peachtree Accounting System. The Utility billing application goes live in 2017. The Authority still has the Peachtree Accounting System in the office in case there is a need to review the history. The Board discussed it and agreed to convert finance summary transaction history at the end of the year so the Authority would not have to pay the extra \$5,000. In addition, Edmunds has provided a training schedule which is under review now.

BILLS

Resolution to authorize paying the May bills in the amount of \$43,510.62 and the bill of Two Rivers Water Reclamation Authority in the amount of \$993,281.50 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:

(May, 2017 Operating Expenses)	\$ 43,510.62
(June, 2017 Salaries)	\$ 35,486.74

Total Transfers: \$ 78,997.36

Resolution to authorize the monthly transfers from TD revenue trust account to Kearny Bank operating account to pay the bills in the amount of \$43,510.62, to Kearny Bank payroll account for the payroll of June, 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

Resolution to authorize payments for capital improvements from Kearny Bank operating account to T&M Associates for the Brookwood Pump Station upgrades design in the amount of \$231.92 and contract administration and inspection in the amount of \$421.00 was offered by Mr. Charnick, seconded by Mr. Caviglia, and adopted on the following roll call vote:

ROLL CALL

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

EXECUTIVE SESSION

A motion to go into Executive Session at 5:40 p.m. for the purpose of discussing contract matters was offered by Mr. Charnick, seconded by Mr. Caviglia, and adopted on a unanimous voice vote.

Upon completion, the Executive Session was closed. The board members returned to the Regular Session at 5:58 p.m. No action was taken during the Executive Session.

ADJOURNMENT

With no further business to address, Mr. Charnick moved to adjourn the meeting at 6:00 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.***