

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on June 13, 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: John McKelvey, Authority Engineer
 Richard Johnson, Superintendent
 Anita Andrus, Treasurer
 Michelle Hu, Assistant Treasurer

ABSENT: Ted Lewis, Executive Director
 John Bonello, Attorney

CITIZENS PRESENT No One

APPROVAL OF MINUTES

Mr. Charnick moved to approve the minutes of the regular meeting held on May 9, 2017 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 the following additions:

- **Tinton Falls Flow Review**

Two months ago, Mr. Johnson reinstalled a portable meter in an upstream manhole at the connection on Hope Road and Industrial Way West to check the flow coming out from some of Tinton Falls' properties connected to the ESA's sewer system. He pulled the meter out recently and provided a summarized flow report to Mr. Lewis and Mr. McKelvey for review.

- **Borough Geographic Information System (G.I.S.) Mapping/ESA As-Built Plans**

Mr. Johnson has finished the work on marking up the Borough's G.I.S. map with the Authority's pump stations, manholes, and mainlines, and now he is trying to put all the information digitally into the Geographic Information System. Mr. Charnick reported that the Monmouth County Planning Board has an agreement with the Borough of Eatontown to assist the Borough in getting involved and sharing Geographic Information System services. The County offers training and help for the G.I.S. program and would like to know what equipment and software ESA and the Borough have before they lend field equipment to the Authority. Mr. John Carbin, who retired from the Borough IT Department, was responsible for the Borough G.I.S. mapping work. In order to move the G.I.S. mapping program forward, Mr. Charnick requested the Authority contact Mr. Carbin to get more information about the equipment and software he used before he retired.

Engineer's Report *

Mr. McKelvey presented his report with the following additions:

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

Mr. McKelvey reported that the response from the applicant's representative did not address all the issues mentioned in T&M's January letter. He has been trying to contact their representative several times, but still did not receive the requested information. Mr. McKelvey suggested the Authority and T&M go to the school to inspect the grease trap, if we don't hear from them over the next two weeks. The Board has no objection.

- **Fort Monmouth Golf Course**

Mr. Charnick reported that the golf course is getting ready to be sold and FMERA is in the process of finalizing the sale, according to Mr. Rick Harrison of FMERA. All future golf course flow will be discharging into the Eatontown sanitary sewer system. Mr. Caviglia reported that Mr. Lewis, Mr. McKelvey, and he expressed that ESA will not accept old pipes in the previous meetings with Mr. Harrison. Mr. Charnick suggested that before FMERA sells the property, ESA may add a paragraph into the contract of sale indicating due to the poor condition of the sewer system in the area, the Authority will not accept any old pipes and the developers are responsible for installing new pipes if required, and ESA's Rules and Regulations are applied. Mr. Charnick would like the Authority to set up a meeting with Mr. Bonello and the Engineering Committee to discuss whether or not to add a paragraph into the agreement before FMERA signs the contract.

UNFINISHED BUSINESS

- **Additional Space Issue**

Mrs. Andrus reported that the Eatontown Municipal Court will not be moving back to the municipal building. This matter will be discussed at the Borough's June 14th meeting. The Borough will be negotiating an agreement with the Borough of Tinton Falls.

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

National Water Main Cleaning Company completed the lining work on April 18th; Mr. McKelvey reviewed all the paperwork and recommended closeout of the referenced project and approval of final payment of \$28,418.45.

- **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.

- **Edmunds and Associates Additional Charges**

Mrs. Andrus reported that at the last year's meeting with Edmunds and Associates, we understood that the Authority will be getting detail conversions of transaction history for the Finance and the Utility applications. But the proposal Edmunds and Associates submitted only includes summary conversions for both applications. It appears that Edmunds and Associates is performing detail conversion for the Utility application now, but the Authority needs to pay extra \$5,000 for a 5-year detailed transaction history conversion for the Finance application. At the May 2017 meeting, the Board approved converting finance summary history at the end of the year so the Authority would not have to pay the extra \$5,000 and can keep all the 2017 entries in the Peachtree Accounting System.

Mrs. Andrus also stated that Edmunds will install the Finance and the Utility applications with no ESA data in it on June 14th. The office staff can practice with it and will make a smooth transition to go live on both applications. Mr. Berkley recommended Mrs. Andrus coordinate with the Authority Auditor to load their chart of accounts to the Finance application. He also would like to come to the office to look at the software.

NEW BUSINESS

- **Proposed Maintenance Garage Paving Project**

Mr. Caviglia reported that Mr. Lewis, Mr. Johnson, and he had a meeting to discuss the paving proposal submitted by Mr. McKelvey. The proposal provides a scope of engineering services for the paving of the parking lot and access drive at the garage yard and the paving of the access drive at the Old Orchard Pump Station. Mr. Caviglia indicated that the area between the two garages and the driveway towards the gate has been significantly deteriorated and has not been paved since the garage was built. Wampum Park and Industrial Way Pump Stations were

discussed, but because they will require NJDEP and NJDOT permits, which significantly delay the overall project, Mr. Caviglia suggested eliminating the access drive improvements for the three pump stations and only paving the garage yard. Mr. Caviglia has confirmed with Mr. Lewis that the Authority has funds to perform the project.

Mr. Caviglia offered a Resolution to authorize the Authority Engineer to proceed with the design and bidding phase for the paving of the maintenance yard only. 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

- **Cash Management Plan**

There are seven banks that are approved by the Government Unit Deposit Protection Act (GUDPA) as the authorized depositories for deposit of the Authority funds in the 2017 Cash Management Plan: TD Bank (Trustee), Bank of America, Kearny Federal Savings, Sovereign Bank, PNC, Citibank, and Two River Community Bank.

Mr. Charnick offered a Resolution to adopt the 2017 Cash Management Plan of the Eatontown Sewerage Authority authorizing the above Government Unit Deposit Protection Act (GUDPA) approved banks for the deposit of the Authority 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, Peter Berkley, and
Herman Redd

NEGATIVE: None

ABSTENTION: None

ABSENT: None

BILLS

Resolution to authorize paying the bills in the amount of \$51,899.36 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, 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:

(June, 2017 Operating Expenses)	\$ 51,899.36
(July, 2017 Salaries)	+ \$ 35,486.74
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Total Transfers:	\$ 87,386.10

Resolution to authorize the monthly transfers from TD revenue trust account to Kearny Bank operating account to pay the bills in the amount of \$51,899.36, to Kearny Bank payroll account for the payroll of July, 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 Brookwood Pump Station upgrades CA&I in the amount of \$1,609.00, for the Year 3 Sanitary Sewer Manhole Rehab work in the amount of \$236.50, and to National Water Main Cleaning Company for the Year 3 Sanitary Sewer Manhole Rehab final payment in the amount of \$28,418.45 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. Caviglia moved to adjourn the meeting at 5:35 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.***