

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on September 12, 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  
                                     Peter Berkley  
                                     Herman Redd

MEMBERS ABSENT:            Anthony Gaetano

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 August 8, 2017 as submitted. The motion was seconded by Mr. Berkley 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 the following addition:

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

Mr. McKelvey sent a letter to the school representative requiring correct connection. Their plumber indicated that they will connect all the fixtures to the grease interceptor, but they are asking for a waiver on the floor drains. He will notify the Authority for a final inspection once

the changes are made. Mr. McKelvey suggested the Board grant a waiver on the floor drains since the school doesn't have a fully operational kitchen.

***Based on the Authority Engineer's recommendation, Mr. Charnick offered a Resolution granting a waiver to Voyagers' Community School from having to connect the floor drains to the grease trap subject to no change in facility use in the future. The Resolution was seconded by Mr. Caviglia and adopted on the following roll call vote:***

**ROLL CALL**

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

NEGATIVE: None

ABSTENTION: None

ABSENT: Anthony Gaetano

**Superintendent's Report \***

Mr. Johnson offered his report with the following addition:

- **Old Deal Road Pump Station Claim**

Electro Maintenance Inc. (EMI) submitted a letter to the Authority indicating the station had experienced an electrical surge. The letter and bill were forwarded to Mr. Bonello for review. The Board would like the Authority to send the letter and bill to JCP&L for reimbursement.

**Engineer's Report \***

Mr. McKelvey presented his report with the following additions:

- **Fort Monmouth Redevelopment**

The Authority had a discussion with Mr. McKelvey to ask for alternative ideas about connecting the property of the County Department of Public Works into the Authority's sanitary sewer system. The property was part of Fort Monmouth. Since the Army turned this lot in to the County, the property is in Eatontown now. ESA should get revenues for it once the property is connected to the Authority's system.

- **Park Estates**

The developer installed sewers in August 2017. A T&M inspector witnessed the installation work and air testing of the sewer system. To comply with the Authority's Rules and Regulations, the developer is also required to televise the sewer system. T&M will review results and prepare a closeout letter if their work is acceptable.

**UNFINISHED BUSINESS**

- **Additional Space Issue**

Mr. Lewis reported that the Police Department is getting a new radio system that may need additional space. Also, the Police Department is considering moving the dispatch center into the space assigned to the Authority in the schematic plan.

- **Edmunds and Associates Update**

The office staff had three days of training on the utility software during the week of August 21<sup>st</sup>. On October 1<sup>st</sup>, they are able to practice on the draft version of the utility application that is being populated with actual data. The existing system and the draft application will be running parallel for a while and then will be switched to the live version once the staff feels comfortable using the new application.

- **JIF Insurance Renewal**

Because some of ESA properties' values JIF assessed are low, Mr. Lewis, Mrs. Andrus, and Mr. Johnson had a meeting with Mr. Mike Avalone of Conner Strong & Buckelew to discuss the issue on August 16, 2017. Mr. Avalone advised that JIF had a firm which came through and assessed our properties. The Authority's facilities are fully covered regardless of the assessment values. He will review the property renewal worksheet and get it back to us regarding those low evaluated properties. In addition, Mr. Bonello suggested that the Authority set up another meeting with the insurance agent and go through the policy to find out what kind of coverage the Authority has and the replacement cost. Mr. Lewis will follow up.

- **Maintenance Building Repairs**

Mr. Lewis contacted J.F. Kiely Construction Company, the Authority's Emergency Contractor, to address the stream bank erosion problem at the Maintenance Garage. The company stabilized the stream bank and removed the fallen tree at the fence line. The total repair cost is \$16,825.

T&M Associates submitted design plans and specifications for the paving at the garage parking lot to the Authority for review. The construction cost for the project is \$130,000. The Board discussed the project and approved T&M Associates to proceed with bidding process.

***Mr. Caviglia offered a Resolution authorizing T&M Associates to advertise the project for bids on behalf of the Authority. The Resolution was seconded by Mr. Redd and adopted on the following roll call vote:***

ROLL CALL

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

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

Before Mr. John Carbin retired from Borough IT Department, he completed some G.I.S. data for Eatontown's storm sewers, storm drain manholes, and sanitary sewer manholes, and turned over all the collected data to the Monmouth County Division of Planning Offices along with equipment and software he borrowed for collection of the data.

To create G.I.S. digital files for the Authority's infrastructure system including mainlines, easements, manholes, pump stations, Mr. Johnson is trying to obtain the digital data Mr. Carbin collected. He will coordinate with the County office to borrow and get training on the equipment and software. Since Mr. Carbin only took pictures of the sanitary sewer manholes on the streets, Mr. Johnson and his team will finish taking pictures of the manholes that are located in the easements.

Mr. Bonello advised that about 7 years ago, Long Branch Sewerage Authority put their entire infrastructure on G.I.S., accomplished by Maser Consulting. He suggested that Mr. Lewis contact Mr. Thomas Roguski, the new Executive Director of Long Branch Sewerage Authority, to set up a meeting to learn how their Geographic Information System was built.

## **NEW BUSINESS**

- **Resolution # 2017-09-01: Closing Out the Atlas Café Project, 162 Main Street, Block 201, Lot 6**

Route 35 Commercial Properties, LLC had made application to the Eatontown Sewerage Authority for a grease interceptor to be installed at 162 Main Street for a project to be known as Atlas Café. Atlas Café had placed funds in escrow with the Eatontown Sewerage Authority in accordance with the said application. They previously received a waiver accepting a manual grease interceptor at the Authority meeting held on November 12, 2014. The application for Atlas Café was subsequently denied due to zoning issues regarding the subject property. Therefore the applicant is no longer proceeding with its application.

***Mr. Charnick offered a Resolution closing out the Atlas Café project and releasing any remaining escrow 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, Peter Berkley, and Herman Redd  
NEGATIVE: None  
ABSTENTION: None  
ABSENT: Anthony Gaetano

## **BILLS**

***Resolution to authorize paying the bills in the amount of \$43,675.22 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, Peter Berkley, and Herman Redd  
NEGATIVE: None  
ABSTENTION: None  
ABSENT: Anthony Gaetano

## APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

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

(September, 2017 Operating Expenses)	\$ 43,675.22
(October, 2017 Salaries)	+ \$ 35,486.74
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Total Transfers:	\$ 79,161.96

***Resolution to authorize the monthly transfers from TD revenue trust account to Kearny Bank operating account to pay the bills in the amount of \$43,675.22 and to Kearny Bank payroll account for the payroll of October, 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, Peter Berkley, and Herman Redd  
NEGATIVE: None  
ABSTENTION: None  
ABSENT: Anthony Gaetano

***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 \$4,789.29, for engineering related to the paving at the Eatontown Sewerage Authority Garage in the amount of \$9,070.66, and to Municipal Maintenance Company for supplying and installing contacts at Circle Pumping Station in the amount of \$5,109.83, and was offered by Mr. Charnick, seconded by Mr. Redd, and adopted on the following roll call vote:***

### ROLL CALL

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

## ADJOURNMENT

With no further business to address, Mr. Charnick moved to adjourn the meeting at 5:40 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.***