

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on October 10, 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 Bonello, Attorney
 John McKelvey, Authority Engineer
 Richard Johnson, Superintendent
 Anita Andrus, Treasurer
 Michelle Hu, Assistant Treasurer

CITIZENS PRESENT No One

APPROVAL OF MINUTES

Mr. Charnick moved to approve the minutes of the regular meeting held on September 12, 2017 as submitted. The motion was seconded by Mr. Caviglia and adopted on a unanimous voice vote.

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Engineering Committee

There was no Committee's Report.

Finance Committee

- **Borough Geographic Information System Mapping/ESA As-Built Plans**

Mr. Charnick reported that Mr. Lewis, Mr. Redd, Mr. Johnson and he met with Mr. Thomas Roguski, the Executive Director of Long Branch Sewerage Authority on September 22, 2017. Mr.

Roguski provided a demonstration of their geographic information system. The summary is as follows:

Long Branch Sewerage Authority (LBSA) has been using the VUEWorks software which is a web-enabled integrated geographic information system designed for the use by the state and local government, utilities, and etc. VUEWorks Inc. has a contract with Maser consulting who does maintenance and runs the system for LBSA.

Mr. Roguski explained that the Eatontown Sewerage Authority has a lot of easements located in the wooded, unpaved areas, resulting in a more complex situation than LBSA as they have paved their facilities.

In addition, Mr. Roguski discussed utility cross bores. When a Gas Company installs new gas lines, they are using drilling techniques to go through underground to install gas pipes instead of digging trenches. Every once a while, the gas pipes were installed through sewer pipes, resulting in direct contact between the two utility lines. When home owners have blockages in their sewer pipes, they call Roto-Rooter to clear a blocked sewer. Roto-Rooter uses the equipment to unclog sewer. This disturbs the gas line which could dangerously release natural gas. The Gas Company sent a public notice warning home owners of the situation to make sure they call Sewerage Authority when blockages occurred. Mr. Roguski and the Authority's representatives also discussed the possibility of using the G.I.S. system in the future with towns and the Gas Company to locate possible cross bores.

To help Mr. Johnson obtain the digital data that Mr. John Carbin, the former IT person for the Borough, collected and turned over to the Monmouth County Division of Planning Board, a meeting has been scheduled for October 12, 2017 with Meghan Leavey, G.I.S. Service Manager of the County Planning Board to find out what G.I.S. data they have.

Executive Director's Report *

Mr. Lewis presented his report with the following addition:

- **Monmouth Mall Redevelopment**

A meeting has been scheduled with representatives from Langan Engineering to discuss the sanitary sewer improvements/relocation for the Monmouth Mall redevelopment for October 11, 2017. Mr. Caviglia, Mr. Redd, Mr. McKelvey, and Mr. Lewis will attend the meeting. Mr. Caviglia looked at the plan and found out there are two lines on the drawing. Mr. Lewis explained that when the mall was expanded, the contractor installed a new sewer line over the old pipe. Monmouth Mall now has one major line which runs through the mall.

Superintendent's Report *

Mr. Johnson offered his report with the following addition:

- **SCADA System**

Mr. Herb Volner's SCADA computer has been missing files and needs the Windows XP operating system to reboot the system. The computer was sent to Mr. Charlie Massa, Authority Computer Consultant, for diagnosis and repair. Each module at the pump station connects to the central station at the maintenance garage, where the computer is located and only operates on Windows XP. Microsoft had stopped providing security updates or technical support for the Windows XP operating system. It is very important for the Authority's SCADA system to migrate to a modern operating system.

There are six (6) pump stations which have been using the SCADA system since the 2009 pump station upgrade. The rest of the seven (7) stations are using other systems. To completely upgrade to a new SCADA system with the modern operating system for the thirteen (13) stations, including the six stations with the existing SCADA system, it would cost approximately \$200,000. The Board would like to look into a capital improvement program for next year.

Engineer's Report *

Mr. McKelvey presented his report with the following additions:

- **Brookwood Pump Station Upgrades**

The Contractor advised that he is going to install bypass suction lines on the week of October 16th. The construction is proposed to commence around November 6th.

The existing Brookwood Pump Station has a dialog system. Since the Authority is paying for the new design for the station, Mr. Charnick suggested the new station upgrade to SCADA system. Mr. McKelvey will check with the manufacturer to see if the model is still available for the present system the Authority is using now.

- **Voyager's School**

The school plumber indicated that he has been overseas for several days and is just getting back on the week of October 10th. Mr. McKelvey will reach out to him again to see if he has made any changes on the connection to the grease interceptor. A final inspection can then be scheduled.

- **Fort Monmouth Redevelopment**

Monmouth County Department of Public Works is a county facility that has moved to the Fort Monmouth property that is currently designated in Eatontown. At present, this property is not connected to the ESA's sanitary sewer system. It is connected to the Military sewer system and is part of the Military flow. The Board raised questions as to where the Military flow goes, if it discharges to TRWRA's sewer system, and if ESA gets billed from TRWRA for treating this flow. Also, the Board agreed that once the property is connected to ESA's system, the Authority will bill them based on water usages.

- **Park Estates**

Based on the Authority's Rules and Regulations, the developer is required to televise their new sewer system. T&M will review the videos and prepare a closeout letter if their work is acceptable.

UNFINISHED BUSINESS

- **Additional Space Issue**

Mr. Lewis reported that the Borough Council discussed the building renovation at their workshop meeting and agreed to proceed with the project.

- **Edmunds and Associates Update**

The Eatontown Sewerage Authority website now can accept online payments. Eatontown residents and business owners can pay their sewer bills online using a credit card, debit card, or an E-Check. There is a processing fee of 2.95% of the payment amount for making a credit or debit card payment and a flat fee of \$1.05 for an E-Check.

In order to take credit card or debit card payments at the payment window, the office staff suggested purchasing a laptop to connect to the card reader installed at the window desk. Therefore, all the staff can search for customers' account information and take credit card payments at the window. The Board discussed it and authorized the Authority to get three (3) quotes to purchase a laptop.

Mr. Charnick offered a Resolution approving the Authority to purchase a laptop for the payment window subject to soliciting three (3) quotes. The Resolution was seconded by Mr. Caviglia 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

- **JIF Insurance Renewal**

Mr. Lewis talked with Mr. Mike Avalone of Conner Strong & Buckelew, Authority Insurance Agent, regarding the low assessed properties. Mr. Avalone assured that ESA is covered for replacement cost regardless of the assessment values. He will go over the properties later in the year. The Board would like Mr. Avalone to provide the Authority with a letter certifying that all the Authority's assets, including underground infrastructure, are covered for the replacement costs.

NEW BUSINESS

- **Resolution # 2017-10-01: Award of Contract for Paving Project at the Maintenance Garage to the Lowest Bidder, Shore Top Construction Corporation**

The Eatontown Sewerage Authority had determined, through its Authority Engineer, that it was necessary to advertise for bids for the paving of the parking lot and access drive at the Eatontown Sewerage Authority Garage located at the intersection of Throckmorton Avenue and Kelly's Lane due to the significant deterioration and large cracks which need repair. The Authority Engineer solicited quotes for the project in the Asbury Park Press on September 20, 2017. Three bids were received on October 3, 2017 for the project from Protective Paving in the amount of \$155,890.00, Flore Paving Company in the amount of \$147,410.00, and Shore Top Construction Corporation in the amount of \$118,930.00. Shore Top Construction Corporation submitted the lowest bid to perform the project in the amount of \$118,930.00. The Authority Engineer has recommended that the Authority award the contract for paving to the lowest bidder in the amount of \$118,930.00.

Based on the Authority Engineer's recommendation, Mr. Caviglia offered a Resolution awarding the contract to Shore Top Contraction Corporation to pave the Maintenance Garage's parking lot and access drive in the amount of \$118,930.00. The Resolution was seconded by Mr. Charnick 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

- **Solar Energy**

Since the Authority's electric bill is about \$32,000 a year, Mr. Caviglia proposed to the Board the possibility of using solar energy on the Authority's pump stations and garage. Mr. Caviglia suggested the Board have the Authority Engineer research the idea to spend no more than \$2,500. The Board discussed it and would like to have the Authority solicit three (3) quotes and then look into the feasibility of the proposed idea. Mr. Gaetano will contact a couple of solar companies and invite them to visit the Authority's facilities and submit proposals.

BILLS

Resolution to authorize paying the bills in the amount of \$556,319.91, including TRWRA 4th quarter service charges from the operating account in Kearny Bank, was offered by Mr. Charnick, 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

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

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

(October, 2017 Operating Expenses)	\$556,319.91
(November, 2017 Salaries)	+ \$ 35,486.74
	<hr/>
Total Transfers:	\$591,806.65

Resolution to authorize the monthly transfers from TD revenue trust account to Kearny Bank operating account to pay the bills in the amount of \$556,319.91, to Kearny Bank payroll account for the payroll of November, 2017 in the amount of \$35,486.74 was offered by Mr. Charnick, 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

Resolution to authorized payments for capital improvements from Kearny Bank operating account to T&M Associates for the Brookwood Pump Station upgrades contract administration and inspection in the amount of \$1,135.86 was offered by Mr. Charnick, 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

ADJOURNMENT

With no further business to address, Mr. Charnick moved to adjourn the meeting at 5:50 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.***