

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on November 14, 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 October 10, 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.

### **Finance Committee**

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

On October 12, 2017, Mr. Charnick, Mr. Lewis, Mr. Redd, and Mr. Johnson met with Ms. Meghan Leavey, GIS Services Manager of Monmouth County Division of Planning and their GIS provider, ESRI, in Freehold, to discuss utilizing geographic information system to manage the Authority's assets and share its information. Mr. Santino DePaul, Account Manager of ESRI, sent

the Authority an email listing four choices ESA may be interested in. These options are: (1) to manage collected information on assets, (2) to share information in the field and with other employees who need to access them, (3) to centralize other business systems, and (4) to analyze information. The Board discussed this matter and approved the first two options. Mr. Johnson will contact ESRI to request a formal proposal on the two selections.

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

Mr. Lewis presented his report with the following additions:

- **Emergency Repair Highway 35 and Kremer Avenue**

Mr. Johnson and his team observed a sinkhole at the intersection of Highway 35 and Kremer Avenue. They televised the 8" sewer main and found the pipe was in poor condition. Since the Authority's emergency pipe lining contract with National Water Main Cleaning Company was expired, Mr. Johnson asked Oswald Enterprise Inc. to perform an emergency trenchless lining point repair on Thursday, November 9, 2017. However, the trenchless repair collapsed the 8" sewer main on the next day. Mr. Johnson explained that the pipe's condition was worse than what the TV inspection had shown. The pipe was in such a bad state that the pipe was blown out when Oswald placed the bladder. Oswald cleaned the collapsed main and installed the liner successfully. Kiely Construction Company compacted and backfilled the empty space the blow-out caused.

Mr. Caviglia indicated that it is important to continue the Authority's pipe lining program. He proposed that the Engineering Committee meet with Mr. Johnson and the Authority Engineer to address susceptible sewer pipes in the area that needs to be budgeted for the next year capital improvement program. To lower the Authority's future repair cost, Mr. Caviglia suggested that the Authority identify weak pipes and plan the repairs since contracted lining price per foot is significantly less than emergency repair. Mr. Johnson will go through the as-built map to locate vulnerable pipes in the target areas.

Since the Authority's two emergency repair contracts (pipelining and sewer mains) were expired, and the contract for pump station maintenance will be expired at the end of 2017, the Board would like to have the Authority Engineer prepare bid specifications for the three contracts.

***Mr. Charnick offered a Resolution authorizing the Executive Director and the Authority Engineer to prepare bid specifications for the three (3) emergency contracts. 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

- **Tinton Falls Overbilling**

In accordance with the agreement between the Borough of Tinton Falls and the Eatontown Sewerage Authority, the average unit rate shall change whenever there is a rate change in either Eatontown or Tinton Falls. When ESA raised its annual rate from \$360 to \$380 in 2013 and the Borough of Tinton Falls stayed at the same rate of \$379, the Authority did not adjust the average unit rate and the number of units to charge Tinton Falls. The Authority has been charging them 141.63 units instead of 138 units from 2013 to 2017, resulting in a total over billing of \$7,882. The Board discussed it and authorized issuing a credit of \$7,882 in the first quarter of 2018. The Borough of Tinton Falls will pay for the remaining balance for the first quarter bill in 2018.

**Superintendent's Report \***

Mr. Johnson offered his report with no additions.

**Engineer's Report \***

Mr. McKelvey presented his report with the following additions:

- **Brookwood Pump Station Upgrades**

The Contractor, T.R. Weniger, has commenced work at the site on November 8<sup>th</sup> and anticipated that they will complete the job at the end of November.

- **Fort Monmouth Redevelopment**

Mr. McKelvey will figure out a solution regarding how to connect the property of the County Department of Public Works into the Authority's sanitary sewer system. The County DPW should pay ESA sewer service fees for using the Eatontown's sewer system once the property is connected. In addition, Mr. McKelvey will check with Mr. Bruce Steadman, the Executive Director of FMERA, to see if FMERA has started working with T&M Associates on the design of Eatontown's sanitary sewer system.

- **Park Estates**

T&M Associates reviewed the video of the inspection and found a couple of minor issues with the laterals. Once the contractor addressed these issues, Mr. McKelvey will prepare a final closeout letter for the project.

**UNFINISHED BUSINESS**

- **Additional Space Issue**

The Borough Council discussed the building renovation at their workshop meeting and agreed to proceed with the project.

- **Edmunds and Associates Update**

The Utility application has been working out very well. Training for Finance and Escrow modules has been scheduled for November 16<sup>th</sup> and 17<sup>th</sup>.

- **JIF Insurance Renewal**

Mr. Lewis will follow up with Mr. Mike Avalone, the Authority Insurance Agent, to request a letter certifying that all the Authority's assets, including underground infrastructure, are covered for replacement costs.

- **Maintenance Building Repairs**

The Authority had an emergency repair in August to remove a fallen tree at the maintenance building fence line and to stabilize the stream bank. To prevent the same problems from happening again, Mr. Caviglia and Mr. Johnson are working on a pro-active program by looking at some of the trees which need trimming or removing on the site of the maintenance building including a part along the driveway.

A preconstruction meeting has been set up for 2 p.m. on Thursday, November 16, 2017 at the maintenance building for the parking lot paving project. Due to the emergency trenchless lining repair on Highway 35 and Kremer Avenue, a lining program will be discussed immediately after the meeting.

## **NEW BUSINESS**

- **Resolution # 2017-11-01: Closing out Grease Trap Project for Voyagers' Community School, 215 Broad Street, Block 301, Lot 51**

The owners of Voyagers' Community School previously made improvements at the property including installation of new fixtures and a grease interceptor. At the time of an inspection on July 21, 2017, it was determined that the owners of the school failed to connect all fixtures to the grease interceptor in accordance with ESA Rules and Regulations. Since then, they have made modifications to the connections of the fixtures to the grease interceptor. The Authority Engineer, John McKelvey, who was responsible for supervising this project, conducted a final inspection of the subject property and advised that the applicant has satisfactorily completed all work associated with the sanitary sewer improvements in accordance with Authority standards.

***Based on the Authority Engineer's recommendation, Mr. Charnick offered a Resolution closing out the project for Voyagers' Community School and releasing the remaining escrow previously posted upon payment of any outstanding costs and engineering fees. 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

## BILLS

***Resolution to authorize paying the bills in the amount of \$31,360.70 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, 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:

(November, 2017 Operating Expenses)	\$31,360.70
(December, 2017 Salaries)	+ \$35,486.74
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Total Transfers:	\$66,847.44

***Resolution to authorize the monthly transfers from TD revenue trust account to Kearny Bank operating account to pay the bills in the amount of \$31,360.70, to Kearny Bank payroll account for the payroll of December, 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, and Herman Redd  
NEGATIVE: None  
ABSTENTION: None  
ABSENT: Anthony Gaetano and 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 \$2,783.13 was offered by Mr. Charnick, 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

## **ADJOURNMENT**

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