

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on December 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
 Anthony Gaetano
 Peter Berkley
 Herman Redd

MEMBERS ABSENT: No One

ALSO PRESENT: Ted Lewis, Executive Director
 John Bonello, Attorney
 Christine Ballard, 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 November 14, 2017 as submitted. The motion was seconded by Mr. Redd and adopted on a unanimous voice vote.

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Engineering Committee

Mr. Caviglia commented that the paving work of the garage parking lot is completed. Also, Brookwood Pump Station upgrades are almost finished. The contractor, T.R. Weniger, is performing a good job.

Executive Director's Report *

Mr. Lewis presented his report with the following additions:

- **Emergency Response Contracts**

The Authority's two emergency response contracts (sewer main repairs and pipe lining) have expired, and the contract for annual inspection and emergency response at the pump station will be expired at the end of 2017. Ms. Ballard will meet with Mr. Johnson to go over the quantities and the items in each contract to see if any items need to be removed or added to the new contracts. The new contracts will include a base bid period of one calendar year with an option to renew for two additional years. Ms. Ballard will have the contracts out for bid before the January 9th meeting. The Board gave consensus to proceed in this manner.

- **Banking Proposal**

Mrs. Andrus provided Kearny Bank statements to Two Rivers Community Bank (TRCB) and they will submit a proposal to the Authority for review. For people who prefer to write checks and mail it with its stubs to pay their bills, Mr. Berkley suggested the Authority consider using TRCB's lock box service. This will eliminate all mailing payments sent to ESA to process, and instead, TRCB will scan the payments with coupons and send a data file to the Authority everyday. The Authority staff then uploads the file and processes it into E&A utility software.

Superintendent's Report *

Mr. Johnson offered his report with no additions.

Engineer's Report *

Ms. Ballard presented her report with the following additions:

- **2018 Pipe Lining Program**

Because of the emergency pipe repair at the intersection of Highway 35 and Kremer Avenue, per Board's request, Mr. Johnson and Mr. McKelvey identified the weak pipes in the concerned areas that need to be lined. Mr. Caviglia suggested that the Board considers authorizing the Authority Engineer to obtain quotes for lining these pipes and the cost of the repair should be included in the 2018 capital improvement budget.

- **Follow-Up Tasks**

Since Mr. McKelvey is no longer with T&M Associates, Mr. Charnick would like Ms. Ballard to follow up with three (3) tasks Mr. McKelvey had been working on. The details are as follows:

- 1) The County Department of Public Works Sewer Connection

The County Department of Public Works, located in Fort Monmouth, is still connected to the military sewer system. Flow from the County DPW has been discharging into the military pipe and ESA might be getting billed from TRWRA for treating this flow. The Board had asked Mr. McKelvey to work out a plan on connecting the property of the County DPW into the Authority's sanitary sewer system. Once the property is connected, the County DPW should pay ESA sewer service fees for using the Eatontown's sewer system. Mr. McKelvey had been working on providing the Authority with recommendations.

2) Sewer Connection Plan for Future property of Borough DPW

The Borough is looking to purchase a FMERA property next to the County Department of Public Works and move the Borough DPW to there. This will also need a plan similar to the County DPW sewer connection plan.

3) Eatontown Sewer Engineering Design

Mr. McKelvey was asked to check with Mr. Bruce Steadman, the Executive Director of FMERA, to see if FMERA has started working on the engineering design of Eatontown's sanitary sewer system.

UNFINISHED BUSINESS

- **Additional Space Issue**

The Borough of Eatontown adopted a bond ordinance to finance a portion of the costs for the renovations of the Municipal Building and the purchase of police radios.

- **Edmunds and Associates Update**

Training for Finance and Escrow modules continue into December. It has been scheduled for December 14th and 15th.

NEW BUSINESS

- **Introduction of 2018 Budget**

Mr. Lewis reported that the 2018 Annual Budget reflects total operating appropriations of \$3,410,106. The major increase for the 2018 budget appropriations is the TRWRA disposal charge which is budgeted for \$2,100,000, about a \$100,000 increase from 2017, based on the conversation he had with Mr. Michael Gianforte of TRWRA, who reviewed ESA flows and estimated there would be a small increase for ESA in 2018.

The 2018 Capital Budget reflects total capital appropriations of \$600,000. The Authority planned to replace the Brookwood Pump Station in 2017. However, some replacement work will be completed in 2018; only 50% of the cost was paid in 2017, and the remaining 50% will be paid in 2018. Therefore, the 2018 Capital Budget includes annual improvements work and unfinished Brookwood Pump Station improvement work from the 2017 budget.

The 2018 Annual Budget and Capital Budget were distributed to the members for review at the December meeting.

Mr. Caviglia offered a Resolution introducing the 2018 Authority Operating Budget in the amount of \$3,410,106 and the Capital Budget in the amount \$600,000. 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

- **Resolution # 2017-12-01: Setting Forth Reasons for Delay in Approving the 2018 Budget**

The 2018 Budget must be approved on or before October 31, 2017 pursuant to the law. Due to waiting for an estimate of fees, a significant portion of the Annual Budget from the regional sewerage treatment authority, the Eatontown Sewerage Authority could not complete its Operating Budget before the required date.

Mr. Charnick offered a Resolution explaining the delay in approving the 2018 Budget as the Authority was waiting for the receipt of the estimate of fees from the regional sewerage authority. The Resolution was 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

- **2018 Risk Management Consultant's Agreement (Connor Strong & Buckelew)**

Conner Strong & Buckelew, the Risk Management Consultant to the Authority, will continue offering professional risk management consulting services to the Authority as required in the bylaws of the New Jersey Utility Authorities Joint Insurance Fund for the Fund year January 1, 2018 through December 31, 2018.

Mr. Charnick offered a Resolution approving the Eatontown Sewerage Authority entering into the 2018 Risk Management Consultant's Agreement with Conner Strong and Buckelew. 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

- **Blockage Issue at 224 Knox Avenue, Block 3302, Lot 1**

The homeowner of 224 Knox Avenue submitted a bill from his plumber for the amount of \$315.25 to the Authority for a reimbursement. He claimed that the authority maintenance crew could not find the cleanout of his house. So his plumber had to go through the vent pipe on the roof, and the snake went through the vent and the rest of the pipe. The plumber discovered that the clog was actually not in the homeowner's lateral. Mr. Johnson then got permission from the homeowner to dig up his front property, where he installed a new cleanout. The crew televised the lateral and found root intrusions in the Authority's pipe, which resulted in a sewer backup. The crew treated the root problem and will continue to monitor the issue. The Board gave a consensus approval to reimburse his plumbing bill due to the Authority's responsibility for maintaining the lateral from the cleanout at the curb to the mainline in the street.

Mr. Charnick offered a Resolution authorizing the Authority to pay \$315.25 to the homeowner of 224 Knox Avenue for the reimbursement of his plumbing bill. The Resolution was 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

- **Geographic Information System Proposal**

Ms. Ballard would like to look at the proposal provided by Mr. Santino DePaul, the Account Manager of ESRI, and provide recommendations at the next meeting. Mr. Charnick indicated that the cost for purchasing ESRI Geographic Information System should be included in the 2018 capital improvement budget.

- **Solar Energy**

Mr. Gaetano is working on inviting two reputable solar companies to visit the Authority's facilities and submit proposals.

BILLS

Resolution to authorize paying the bills in the amount of \$294,364.08 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, 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:

(December, 2017 Operating Expenses)	\$294,364.08
(January, 2018 Salaries)	+ \$ 35,486.74
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Total Transfers:	\$329,850.82

Resolution to authorize the monthly transfers from the TD Bank revenue trust account to Kearny Bank operating account to pay the bills in the amount of \$294,364.08, to Kearny Bank payroll account for the payroll of December, 2018 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, Anthony Gaetano, Peter Berkley, and Herman Redd
NEGATIVE: None
ABSTENTION: None
ABSENT: None

Resolution to authorized payments for capital improvements from the Kearny Bank operating account to T&M Associates for Brookwood Pump Station upgrades contract administration and inspection in the amount of \$6,707.64, to T R. Weniger, Inc. for Brookwood Pump Station upgrades work, payment certificate #1, in the amount of \$170,637.60, and to Shore Top Construction for paving at sewerage authority garage in the amount of \$90,467.72 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

EXECUTIVE SESSION

A motion to go into Executive Session at 5:45 p.m. for the purpose of discussing personnel matters was offered by Mr. Charnick, seconded by Mr. Redd, and adopted on a unanimous voice vote.

Upon completion, the Executive Session was closed. The board members returned to the Regular Session at 6:05 p.m.

Mr. Caviglia offered a Resolution approving the 2018 salary proposal submitted by the Executive Director. 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

ADJOURNMENT

With no further business to address, Mr. Charnick moved to adjourn the meeting at 6:06 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.***