

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on March 13, 2018 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

MEMBERS ABSENT: Herman Redd

ALSO PRESENT: Ted Lewis, Executive Director
 John Bonello, Attorney
 Jim McGoldrick, T&M Associates
 Richard Johnson, Superintendent
 Anita Andrus, Treasurer
 Michelle Hu, Assistant Treasurer
 Gloria Aderton, Office Staff, Computer Consultant

CITIZENS PRESENT No One

APPROVAL OF MINUTES

Mr. Caviglia moved to approve the minutes of the regular meeting held on February 13, 2018 as submitted. The motion was seconded by Mr. Charnick 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 additions:

- **Delinquency Letters**

Since sewer fees are not included in mortgage payments, the Authority has more delinquent accounts than the Tax Office. The Borough's Chief Financial Officer requested the Authority to send out the delinquency letters in December, which would reduce the number of people on

the tax sale. Mrs. Andrus reported that the ESA used to send out delinquency letters in December for years, but because the Authority hardly received any responses from residents and businesses, most likely due to holidays, the Authority decided to send out delinquency letters in August. In order to coordinate with the Tax Office, Mr. Lewis recommended the Board approve sending out the delinquency letters in December. The Board gave consensus to proceed in this manner.

- **Long Range Infrastructure Plans**

Ms. Ballard will provide the Board with a proposal for the proposed lining of ACP sewers and information on the NJEIT loan application. A Geographic Information System and Asset Management Plan will also be included in the proposal. Mr. Charnick would like Mr. McGoldrick to find an engineering fee for developing this proposal.

Superintendent's Report *

Mr. Johnson offered his report with the following addition:

- **Rainfall Study**

Mr. Johnson and his team have been continuing to perform rainfall studies. He reported that the infiltration was minimal in the Industrial Way and Lewis Street pump station areas. Mr. Caviglia indicated that because the Authority's sewer system is over 50-years old and near its life expectancy, the Board should not wait until the pipes become damaged and then fix it. He suggested that the Authority Engineer assess the system to find out pipes that need to be repaired or replaced. Mr. Bonello also pointed out that the Asset Management Plan will be required within a year, an organized program set by NJDEP. The Authority Engineer and the Authority Superintendent will evaluate each asset and develop an Asset Management Plan. According to the schedule, the Authority will replace or repair the pipes that are needed to be repaired. Mr. Lewis will contact South Monmouth Regional Sewerage Authority to learn their preventative maintenance program.

Engineer's Report *

Mr. McGoldrick presented the report with the following addition:

- **Fort Monmouth**

With regard to contaminated soil issue in the Howard Commons site, T&M Associates checked with NJDEP and sent Mr. Charnick an email with Shaw Engineering's diagram, which showed that the only problem was an unregulated heating oil tank removal. T&M Associates certified that it is safe for Mr. Johnson and his crew to go to the easement. Mr. Charnick noticed that the document Shaw Engineering provided might not be the latest report, and he would like to check with Ms. Ballard on the date written on the document. FMERA may have a newer report than the document Shaw Engineering provided. As per a conversation between Mr. Charnick and the Director of FMERA, the Howard Commons site might have other contamination concerns other than the oil tank issues. Mr. McGoldrick will follow up with Ms. Ballard.

PROGRESS OF PROJECTS

- **Brookwood Pump Station Replacement**

The construction of the pump station is complete. All the punch list items have been addressed. T&M Associates is waiting for the closeout documentation from T.R. Weniger, Inc.

UNFINISHED BUSINESS

- **Additional Space Issue**

The former court clerk office space was originally allocated to the Authority. However, before Mr. Lewis was able to ask council members if the Authority could pay for the renovation to upgrade the court office, the Police Department had already moved in there.

- **FMERA Update**

Mr. Charnick reported that there wasn't a meeting since their last meeting.

NEW BUSINESS

- **Modernization of Office Operations**

Mr. Berkley presented an idea about the streamlining of the office operations. Currently, there are approximately 100 boxes stored in the Authority's storage trailer located in the maintenance yard. The documents could be damaged in case there is a roof leaking, or an unforeseen situation involved. Since the Authority has an office space issue and cannot move quickly, he suggested the following scope of work:

1. He recommended purchasing high performance duplex scanners which can scan 30 to 40 pages a minute. Each scanner costs approximately \$400. It can scan from a business card to a legal size document, but not a site plan.
2. The Authority can hire temporary people to scan these documents using the same file format as those are in the paper filing system, so they can be easily retrieved.
3. The documents are scanned into the computers and sent to a proper storage facility, like Iron Mountain Inc., which provides document storage and monthly document shredding with lower storage rental costs. It costs about \$100 a month with document shredding. The company also offers to pick up the documents and store them.

Mrs. Aderton advised that the Board should consider eventually redoing the Authority's computer network. Mr. Charnick recommended integrating a Geographic Information System into the upgraded network. The proposal ESRI provided is approximately \$20,000 for the purchase of the GIS. Mr. Berkley and Ms. Aderton will discuss a plan and make a recommendation to the Board at the April meeting.

BILLS

Resolution to authorize paying the bills in the amount of \$78,808.81 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, and Peter Berkley
NEGATIVE: None
ABSTENTION: None
ABSENT: Herman Redd

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

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

(March, 2018 Operating Expenses)	\$ 42,336.09
(April, 2018 Salaries)	+ \$ 36,472.72
	<hr/>
Total Transfers:	\$ 78,808.81

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 \$42,336.09, to Kearny Bank payroll account for the payroll of April, 2018 in the amount of \$36,472.72 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, and Peter Berkley
NEGATIVE: None
ABSTENTION: None
ABSENT: Herman Redd

ADJOURNMENT

With no further business to address, Mr. Caviglia moved to adjourn the meeting at 5:42 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.***