

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on May 8, 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  
                                     Peter Berkley  
                                     Ben Caviglia  
                                     Herman Redd

MEMBERS ABSENT:            Anthony Gaetano

ALSO PRESENT:                Ted Lewis, Executive Director  
                                     John Bonello, Attorney  
                                     Christine Ballard, Authority Engineer  
                                     Richard Johnson, Superintendent  
                                     Michelle Hu, Treasurer  
                                     Gloria Aderton, Assistant Treasurer

**CITIZENS PRESENT**            None

## **APPROVAL OF MINUTES**

Mr. Caviglia moved to approve the minutes of the regular meeting held on April 10, 2018. 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 Report.

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

Mr. Lewis presented his report with the following additions:

- **TRWRA Concerns**

Mr. Lewis met with Mr. Gianforte of the Two Rivers Water Reclamation Authority (TRWRA) earlier in the month and presented some discussion topics from that meeting. First, TRWRA's Pump Station 12, which serves the ESA and other member towns, is going to need replacement in the near future which will require either bonding or some sort of financial allocation over a

number of years. Second, the sewer line which runs under Pleasure Bay to TRWRA has developed cracks (which are not yet leaking, according to Christine Ballard) and, depending on the method ultimately used, will cost approximately \$30 to \$45 million to replace. Should the line develop any leaks, the environmental impact would be catastrophic.

- **Long Range Facilities Planning**

Mr. Lewis advised that he received some information from South Monmouth SA and is going to be reviewing it to see how their asset management plan might relate to the ESA's own plan for future asset management. Ms. Ballard took this opportunity to present an overview of asset management as it pertains to sewer authorities and treatment plants and how the level of detail desired will be different for every entity depending on their scale of operations.

Discussion of asset management practices led to the topic of future GIS capabilities and the possibility of sharing services with TRWRA's other member towns. Mr. Charnick suggested creating a list of tasks and more specific steps in order to move forward with the GIS initiative. An updated proposal will be requested from Esri for the ARCGis software.

### **Superintendent's Report \***

Mr. Johnson presented his report with the following additions:

- **Vac Con Truck**

The Vac Con truck is out of commission due to the transmission failing and has been towed to the garage parking lot. The transmission had been rebuilt approximately 10 months ago. Mr. Johnson is going to look into options to repair the truck and determine if the transmission is still under warranty. In the meantime, Tinton Falls will be providing services on an as-needed basis.

- **SSO Program**

Mr. Caviglia requested clarification regarding Item A10 on the report, the Sanitary Sewer Overflow inspection program of known grease problem areas. Mr. Johnson explained that every few months they inspect the manholes of 16 areas where there are heavy grease producers. One of these locations is near Victoria Commons and there are a number of smaller, manual grease traps in those establishments as they were permitted prior to the current regulations. These grease traps are undersized or inefficient and allow grease to accumulate within ESA's lines which then needs to be removed. Mr. Johnson noted that when an establishment changes ownership or use then the current grease trap regulations can be enforced, otherwise the current ones are grandfathered in under the older rules.

### **Engineer's Report \***

Ms. Ballard presented her report with the following addition:

- **Fort Monmouth, Sun Eagles**

Ms. Ballard noted that there is an ongoing discussion involving FMERA and Martelli Homes to determine how the proposed development is going to connect to the sewer system; either by way of a direct connection to the ESA system or to TRWRA via a submeter.

## **PROGRESS OF PROJECTS**

- **Brookwood Pump Station Replacement**

The construction of the pump station is complete.

## **UNFINISHED BUSINESS**

- **Additional Space Issue**

Mr. Berkley proposed sending the Borough a formal letter requesting additional space to get a final answer as to whether or not the ESA office would be able to expand within Borough Hall or if an alternative off-site solution needs to be more actively pursued. Mr. Lewis will craft a letter to the Borough outlining the ESA's needs and request this issue be put on the Council agenda.

- **Engineer's Request for Additional Compensation for the Brookwood Pumping Station Project**

Due to delays in completing the Brookwood Pump Station replacement project, T&M has submitted a request of \$3,500 in additional engineering fees for extending their inspection hours. Ms. Ballard submitted additional details and it was determined that the charges were reasonable.

***Mr. Charnick offered a Resolution approving Additional Compensation in the amount of \$3,500 to T&M for the Brookwood Pump Station Improvement Project. The resolution was seconded by Mr. Caviglia and adopted on the following roll call vote:***

### **ROLL CALL**

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

NEGATIVE: None

ABSTENTION: None

ABSENT: Anthony Gaetano

- **Discussion of Engineer's Proposal on NJEIT Application and Asset Management Program**

Mr. Lewis met with Mr. Caviglia as the Chairman of the Engineering Committee to discuss this issue and presented their findings. Mr. Caviglia suggested that the ESA allocate capital improvement funds, pick a physical starting point and begin lining as much as funds allow of the larger diameter pipes. Another meeting will be held between Mr. Lewis, Mr. Caviglia, and Mr. Johnson to gather more specific details and then Mr. Lewis will meet with the auditor to discuss options from a financial perspective.

## NEW BUSINESS

- **Employee Appreciation Event**

It was decided to hold the annual Employee Appreciation Event at Iliano's in Eatontown on an evening in June. Board members will coordinate schedules via email in order to finalize a date.

- **Network Upgrade**

Mrs. Aderton presented a computer network upgrade proposal for the ESA main office which would migrate the existing peer-to-peer network to a client-server environment and allow for additional security and efficiencies as well as provide the necessary support for the planned GIS software purchase. Mr. Berkley added that this is one piece of a larger, more comprehensive office upgrade which will ultimately include additional office space and allow us to implement a document scanning initiative to reduce physical file space requirements.

***Mr. Charnick offered a Resolution approving the purchase of computer equipment in the amount of \$4,000 for the ESA main office. The resolution was seconded by Mr. Redd and adopted on the following roll call vote:***

ROLL CALL

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

## BILLS

***Resolution to authorize paying the bills in the amount of \$33,058.36 as submitted 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, Herman Redd, Peter Berkley  
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:

(May, 2018 Operating Expenses)	\$ 33,058.36
(June, 2018 Salaries)	+ \$ 42,701.85

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Total Transfers: \$ 75,760.21

***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 \$33,058.36, to Kearny Bank payroll account for the payroll of June, 2018 in the amount of \$42,701.85 was offered by Mr. Charnick, seconded by Mr. Redd, and adopted on the following roll call vote:***

**ROLL CALL**

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

**NEGATIVE:** None

**ABSTENTION:** None

**ABSENT:** Anthony Gaetano

**ADJOURNMENT**

With no further business to address, Mr. Caviglia moved to adjourn the meeting at 6:10 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.***