

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on June 12, 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 May 8, 2018. The motion was seconded by Mr. Charnick and adopted on a unanimous voice vote.

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Engineering Committee

Mr. Lewis mentioned that we need to plan for and prioritize some upcoming large expenses, especially regarding the Authority's Vac-Con truck which is more than 20 years old and may need to be replaced within the next few years. Mr. Charnick pointed out that our budget allows for \$200,000 per year in capital improvements and we need to allocate and spend this money in addition to our significant cash reserves. Mr. Caviglia said he would like to spend the money on lining existing pipes as preventive maintenance within the limits of the budget. Mr. Lewis, Mr. Berkley, and Mr. Caviglia will meet with the Authority's auditor to discuss expense trends, potential rate increases, and how best to allocate existing funds and/or acquire additional funding.

Executive Director's Report *

Mr. Lewis presented his report with the following addition:

- **Vac-Con Truck Transmission Repair**

Mr. Lewis reports that the transmission repair will be covered by warranty. The Borough's maintenance yard will handle the repair once they get some localized flooding and a backlog of work under control. In the meantime, Mr. Johnson has been working with Tinton Falls to cover our Vac-Con needs. Mr. Caviglia suggested sending a thank you letter to Tinton Falls for their assistance.

Superintendent's Report *

Mr. Johnson presented his report with the following addition:

- **Lewis Street Pumping Station, Pump #2 Failure (Item A9)**

Mr. Charnick asked for clarification on this issue. Mr. Johnson said that the pump is about seven years old, was inspected by Municipal Maintenance as part of the Preventive Maintenance Inspections (PMI), and it was determined that the wiring in the failed pump is bad and it will be rebuilt by Pilot Electric. On a related note, Mr. Johnson mentioned that in spite of the localized flooding from recent heavy rains at the Lewis Street, Wampum Park, and Maxwell Road pump stations, as well as the garage, there were no alarms or issues with maintaining flows.

Engineer's Report *

Ms. Ballard presented her report with the following additions:

- **Monmouth Mall**

No application has been made to the Authority yet, however, Ms. Ballard mentioned that her office is reviewing the plans on behalf of the Planning Board.

- **Fort Monmouth, FMERA properties**

While no formal plans have been presented to the Authority yet, some discussion was had regarding the existing infrastructure and how the future construction will need to be addressed. There is an existing FMERA-owned pump station with a 40HP pump (significantly oversized) which may be included in future plans or may be replaced with a siphon chamber, both of which have their own share of maintenance concerns and costs. There is also the issue of a stream on the property that may need to be crossed to connect Avenue of Memories to the Authority's existing 27" line which will further complicate the issue.

On a related note, Mr. Charnick and Mr. Bonello mentioned the Authority should consult with FMERA regarding the fact that T&M is both our engineer and is also providing engineering services for FMERA. Rather than pay for the same engineering services twice, and given the fact that the Authority will be taking over the sewer system post-construction contingent upon the engineer's approval, it would make sense for FMERA to reimburse T&M for engineering costs in the same way it was done with the Oceanport section of the Fort and Maser Consulting.

PROGRESS OF PROJECTS

- **Brookwood Pump Station Replacement**

The construction of the pump station has been completed.

Mr. Charnick offered a Resolution accepting Brookwood Pump Station project as complete. 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

UNFINISHED BUSINESS

- **Additional Space Issue**

Mr. Lewis has sent a letter to the Borough outlining the ESA's needs and requested this issue be put on the Council agenda.

- **FMERA**

This issue was discussed as part of Engineer's report.

- **GIS Update**

Working with the contact person at Esri to answer some licensing questions and then we will be purchasing the software as previously approved.

- **Office Network Upgrade**

Most of the components have been ordered and will be arriving within the next week or two. They will be set up and configured as time permits.

- **NJEIT Application and Asset Management System**

Issue tabled for future discussion until after the GIS system is implemented and we have a better feel for what should be the next steps.

- **Employee Appreciation Event**

Scheduled for tomorrow night at 5:30pm.

NEW BUSINESS

- **Town Bagel and Grill**

There is an existing grease trap at the customer site which is undersized and does not meet the Authority's current requirements. The Authority has no record of this grease trap as the former tenant, Seoul Market, did not perform cooking on the premises and, to everyone's recollection, was

just a grocery store. We need to do some research to determine if a prior tenant used the grease trap, if there were any changes of use between tenants, and if the grease trap should be grandfathered in or if the customer will need to update it to meet current requirements. Mr. Charnick will check with the Board of Health to determine if the prior tenant did cooking on the premises.

- **Email Monthly Meeting Packets**

As part of ongoing efforts to increase efficiency, we'd like to consider emailing monthly meeting information to the Board members as opposed to sending paper copies through the mail. After some discussion, it was determined that meeting information will be emailed to everyone prior to next month's meeting. If email becomes the standard, it may be necessary to provide tablets to the members who do not have or aren't able to use their own. Mr. Berkley mentioned that Samsung tablets with a stylus for taking notes can be bought for approximately \$250 each but it will be decided at a later date if anything needs to be purchased.

- **Resolution #2018-06-01: Approving the Application of Dunkin' Donuts, 775 Hope Road, Block 1802, Lot 6**

Dunkin Donuts has submitted plans to construct a new building on currently vacant land for use as a donut/coffee shop. The commercial facility will require a new connection to the 12" sanitary sewer main located on Hope Road, with the proposed length of the 6" PVC lateral being approximately 53 feet from the building to the sewer main. The applicant has submitted the appropriate site plans, architectural plans and engineering specifications for the connection of their premises to the sewer system and the Authority Engineer has reviewed the plans and they have met the engineering requirements as set forth in the Eatontown Sewerage Authority's Rules and Regulations.

Mr. Charnick offered a Resolution granting approval of sanitary sewer connection to Dunkin Donuts at 775 Hope Road, contingent upon payment of fees. 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 \$27,240.09 as submitted 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, 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:

(June, 2018 Operating Expenses)	\$ 30,735.55
(July, 2018 Salaries)	+ \$ 33,993.67
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Total Transfers:	\$ 64,729.22

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 \$30,735.55, to Kearny Bank payroll account for the payroll of July, 2018 in the amount of \$33,993.67 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

Resolution to authorize capital improvement charge payment from the operating account in Kearny Bank to T&M in the amount of \$3,495.46 for additional fees previously approved for the Brookwood pump station upgrade 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

ADJOURNMENT

With no further business to address, Mr. Caviglia moved to adjourn the meeting at 5:57 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.***