

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on July 10, 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: None

ALSO PRESENT: John Bonello, Attorney
Jim McGoldrick, representing Authority Engineer
Michelle Hu, Treasurer
Gloria Aderton, Assistant Treasurer

ABSENT: Ted Lewis, Executive Director
Richard Johnson, Superintendent

CITIZENS PRESENT None

APPROVAL OF MINUTES

Mr. Caviglia moved to approve the minutes of the regular meeting held on June 12, 2018. The motion was seconded by Mr. Berkley and adopted on a unanimous voice vote.

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Committee Reports

- **Vac Con Truck**

Mr. Caviglia spoke with Mr. Johnson regarding the pending repair of the Vac Con truck's transmission which was determined to be caused by operator error. The Borough will be removing the transmission and sending out for repair; no final cost yet. Given the low hours on the truck's engine and the history of timely maintenance, they are in agreement that it should last several more years before needing to be replaced.

(Two weeks after the meeting the Vac Con truck was towed to Trans Axle for repair of the transmission. Final cost, including towing and repair, is \$7,601.82.)

Executive Director's Report *

Mr. Charnick presented Mr. Lewis' report with the following addition:

- **G.I.S.**

The ArcGIS software was purchased per the quote from Esri and is installed on one of the office computers. Office staff is working on importing the manhole data and learning the software. Mr. Charnick is going to reach out to the individual who works with the county GIS team to see if he can be used as an experienced resource.

Superintendent's Report *

Mr. Charnick presented Mr. Johnson's report with the following addition:

- **Old Orchard Pumping Station**

Mr. Charnick requested a status update from T&M on the reported cracks in the bottom of the wet well at the Old Orchard Pumping Station so the ESA can budget for repairs. Mr. McGoldrick will get an update from Christine Ballard.

Engineer's Report *

Mr. McGoldrick presented Mrs. Ballard's report with the following addition:

- **Fort Monmouth, Howard Commons**

Mr. Charnick advised T&M that he was informed at a recent meeting with FMERA that Mid Atlantic Engineering Partners has abandoned this project and they can update their records accordingly.

- **Fort Monmouth, Sun Eagles**

Mr. Caviglia elaborated on how it may make sense logistically for the proposed development at the Sun Eagle golf course, while located within Eatontown, to be connected to the Tinton Falls sewer system as the nearest Eatontown connection (Maxwell) is too far for a simple gravity connection and would require a pumping station or similar. If connected to Tinton Falls, a flow meter would be installed in order to calculate costs and an agreement would need to be negotiated for billing. The ESA and Tinton Falls have existing agreements in place for similar situations in other parts of town where Tinton Falls properties connect to the ESA system.

UNFINISHED BUSINESS

- **Additional space issue**

No change

- **FMERA Update**

Mr. Charnick attended a recent FMERA ad hoc meeting and confirmed that T&M charges for FMERA work regarding any sewer design will be paid by FMERA, as discussed at last month's

ESA Board meeting. Other relevant FMERA items were discussed earlier during presentation of Engineer's Report.

- **Geographic Information System Update**

As discussed earlier, software has been purchased, staff is learning how to use it and import the manhole data, and county GIS will be contacted for additional help as needed.

- **Office network upgrade**

The file server is in place and being configured as time permits. Once up and running and all desktops are connected, it will host the file shares, onsite and cloud backups, and also the Esri, Edmunds, and Peachtree software packages. The initiative to digitize paper files by scanning them in bulk will follow shortly afterwards.

- **NJEIT Application and Asset Management Program**

Mr. Caviglia, Mr. Berkley, and Mr. Lewis met with Mr. Oliwa (Auditor) and one of his associates. The ESA has approximately \$2.4 million dollars in unrestricted cash and Mr. Oliwa recommends keeping \$1.5 million in reserve. \$300K is already allocated for pipe lining and Mr. Caviglia requested that be increased to \$500K based on their discussions. It was noted that the engineer has previously estimated the cost for lining the entire system to be \$3M.

Mr. Charnick has requested a list of projects from the Engineering Committee and their order of priority, to include the repair of the Old Orchard pump station wet well and TRWRA's repair of their Pump Station #12. However, as there are no specific timeframes or costs associated with these particular items at this time, it was decided to move ahead with the pipe lining project. Once more details for the other potentially large projects are determined, there is the possibility of acquiring bonds at a low-to-no interest rate to pay for them and also the potential to gradually raise rates to cover the cost of the bond(s) as well as start saving for additional capital improvements which will be required in the future.

Acquiring a \$4M bond was used as an example, which would result in annual bond payments of approximately \$267K which would necessitate an annual sewer rate of \$410, a \$30 (7.89%) increase from the current \$380 per year.

Mr. Charnick stressed that he wants to be sure the ESA's cash reserves are being used for the highest priority items and that current discussions regarding borrowing money through a bond and raising sewer rates should be worked through in greater detail to ensure fiscal responsibility. It was agreed that the pipe lining project is a priority given that there have been three failures over the past several years resulting in costs of approximately \$50K each time to replace about 10 linear feet of pipe. While other potentially large capital improvement costs do exist on the horizon, namely TRWRA's Pump Station #12 rebuild and the repair/replacement of TRWRA's line under Pleasure Bay, there are not sufficient details to include them in current plans.

Mr. Charnick offered a Resolution authorizing T&M to work with the Engineering Committee and Mr. Johnson to prepare a package detailing specifications for the pipe lining in an amount not to exceed \$500,000, including all preparation and engineering fees, for presentation to the Board which will then be sent out for bid. 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: None

- **Eaton Bagel and Grill at Tower Market, 37 Highway 35, Block 1001, Lot 18**

Existing grease trap is grandfathered in even though it does not meet current ESA specifications. Mr. Bonello suggested monitoring it and, if it is found to be discharging grease into ESA's system, the customer should be notified that an upgrade is required. On a related note, the McDonald's on Route 35 is undergoing renovation although the plans filed with the building department show no work is being done in the kitchen area. The McDonald's grease trap should also be monitored for grease discharge as it is not up to current standards.

- **Purchase tablets for board members to view meeting materials at meetings**

Mr. Berkley requested feedback on the meeting materials that were emailed to the members. It was determined that tablets aren't necessary. All members will receive email copies and Mr. Charnick, Mr. Redd, Mr. Caviglia, and Mr. Bonello will continue to receive paper copies. On a timely yet unrelated note, Mr. Berkley suggested we upgrade our existing tape recorder to a digital recorder to avoid missing parts of the meeting during tape swaps.

NEW BUSINESS

No new business.

BILLS

Resolution to authorize paying the bills in the amount of \$545,790.64 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: None

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

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

(July, 2018 Operating Expenses)	\$545,790.64
(August, 2018 Salaries)	+ \$ 46,297.23
	<hr/>
Total Transfers:	\$592,087.87

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 \$545,790.64, to Kearny Bank payroll account for the payroll of August, 2018 in the amount of \$46,297.23 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: 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.***