

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on August 14, 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:                Ted Lewis, Executive Director  
                                     John Bonello, Attorney  
                                     Andrzej Kalisz, representing Authority Engineer  
                                     Richard Johnson, Superintendent  
                                     Michelle Hu, Treasurer  
                                     Gloria Aderton, Assistant Treasurer

**CITIZENS PRESENT**            Selim Ozcicek, representing Dough Life  
                                     Mark Behar, representing Dough Life  
                                     Bruce Michlowski, Proper Plumbing, on behalf of Dough Life

## **APPROVAL OF MINUTES**

Mr. Caviglia moved to approve the minutes of the regular meeting held on July 10, 2018. The motion was seconded by Mr. Redd and adopted on a unanimous voice vote.

## **REMARKS OF CITIZENS**

Mr. Michlowski, as the plumbing professional representing Dough Life, presented a request for a grease trap waiver. Dough Life is moving into the former Gertrude Hawke store in Monmouth Mall and the space currently has a 3-bay sink and an in-line solids interceptor but no grease trap. Mr. Michlowski stated that the food offerings are all pre-packaged and any food production and cleaning will not be generating the type of waste which would require a grease trap. Mr. Bonello stated that he spoke with the Authority's engineer and that they needed additional information before being able to make a recommendation on whether a grease trap is required and, if so, what type and model would be best suited. Mr. Ozcicek noted that he has

been paying rent at the space but unable to open due to this pending grease trap issue and, as a result, is suffering financial hardship. Rather than have Mr. Ozcicek wait an additional month until the next scheduled board meeting, Mr. Charnick offered a resolution to authorize the Executive Director to approve the recommendation of the Authority engineer. The Authority engineer will work directly with the representatives from Dough Life to resolve this issue as soon as possible and present a recommendation to the Executive Director.

***Mr. Charnick offered a Resolution to authorize the Executive Director to approve the recommendation of the Authority engineer regarding the grease trap for Dough Life. 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

## **REPORTS OF COMMITTEES, MEMBERS, & ENGINEER**

### **Committee Reports**

There were no Committee reports.

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

There was no Executive Director report due to Mr. Lewis' medical leave of absence.

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

Mr. Johnson presented his report with the following additions:

- **Old Orchard Pumping Station (Item B1)**

Mr. Caviglia requested a status update on the reported cracks in the bottom of the wet well at the Old Orchard Pumping Station. Mr. Johnson will work with the Authority engineer for an update.

- **FMERA Environmental Cleanup Project at Fort Monmouth (Item C4)**

Mr. Charnick provided some additional insight on this issue, noting that he has spoken to the Eatontown Environmental Commission and they are coordinating with FMERA for the environmental cleanup, part of which is on an easement which protects the Authority's main interceptor line. There is an easement between TRWRA and the US Army on Fort Monmouth which expires in 2019 (50 years after inception) and there is some confusion as to whether or not this is the same easement as the one for the Authority's interceptor line. Mr. Kalisz will work on plotting the metes and bounds detailed in the easement document to get some clarity on this issue.

- **Ash Street manhole overflow / Old Deal Road Pump Station break-in (Item A6)**

An overflow was reported at a manhole on Ash Street which ended up being the result of a break-in at the Old Deal Rd Pump Station where the pump was manually turned off. Normally, this would have resulted in a high water alarm being sent out but there was a problem with the Verizon landline so the alarm was not sent. Verizon repaired the line problem at the pole. This incident has highlighted the fact that the Authority's security measures at the pump stations need to be more robust with redundancies in place to prevent these types of failures. Mr. Bonello recommended the immediate passing of a resolution to authorize the Authority engineer to review this incident and make recommendations regarding comprehensive security upgrades to all thirteen pump stations.

***Mr. Charnick offered a Resolution to authorize the Authority Engineer to review the current security protocols at the thirteen pump stations and provide recommendations for more comprehensive security measures. 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

**Engineer's Report \***

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

- **New State Law regarding sewer connection fees**

Mr. Kalisz wanted to bring to the Authority's attention a new law signed into effect a few days ago by the NJ Governor which impacts connection fees. Mr. Bonello mentioned he is familiar with the law and will advise of any impact it has on the Authority.

**UNFINISHED BUSINESS**

- **Additional space issue**

No change

- **FMERA Update**

No change

- **Geographic Information System Update**

Out of an estimated 1,500 manholes, the ESA has 825 manholes which have been mapped and put into our ArcGIS software. Our next step is to create a common field between the paper drawings and the digital GIS points with the most logical choice being the Manhole ID #. To do this, we need populate an Excel spreadsheet with the Manhole ID #, the File ID # of the corresponding GIS data point, and a few other relevant pieces of information such as the street

location and the inverts. This will be a fairly labor intensive process but does not need to be physically done in the ESA office. The resulting Excel file can be imported into the GIS software. Michael Stephens works at the County Board of Health and was previously helpful with getting our data points properly projected onto the ArcGIS maps. He has a significant amount of experience using the ArcGIS software and with the GIS process in general. Mr. Charnick is going to talk to the Board of Health to determine what is involved with using Mr. Stephens as an occasional resource, initially to see if there are alternate or better ways to input data of which we're not aware.

- **Office network upgrade**

No change

- **NJEIT Application and Asset Management Program**

Mr. Lewis will be setting up a meeting with Mr. Gainforte from TRWRA and the Finance Committee to discuss upcoming capital improvement issues.

## **NEW BUSINESS**

The project at 176 Broad Street where the developer demolished one single-family home, subdivided the property, and then constructed two single-family homes has been completed. The sewer lateral connections for both of the new homes have been inspected and approved by Mr. Johnson.

- **Resolution #2018-08-01 – Closing out 176 Broad Street Project, Releasing Performance Bond and Escrow Funds, Block 1002, Lot 12.01 & 12.02**

***Mr. Charnick offered Resolution #2018-08-01 - Closing out 176 Broad Street Project, Releasing Performance Bond and Escrow Funds, Block 1002, Lot 12.01 & 12.02. 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

The project at 219 Tinton Avenue where the developer demolished one single-family home, subdivided the property, and then constructed three single-family homes has been completed. The sewer lateral connections for all of the new homes have been inspected and approved by Mr. Johnson.

- **Resolution #2018-08-02 – Closing out 219 Tinton Avenue Project, Releasing Performance Bond and Escrow Funds, Block 102, Lot 22**

***Mr. Charnick offered Resolution #2018-08-02 - Closing out 219 Tinton Avenue Project, Releasing Performance Bond and Escrow Funds, Block 102, Lot 22. 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

- **Resolution #2018-08-03 – Authorizing ESA to Enter Into a Utility Engineering and Construction Agreement with NJDOT**

***Mr. Charnick offered Resolution #2018-08-03 - Authorizing ESA to Enter Into a Utility Engineering and Construction Agreement with NJDOT. 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: None

- **Vac-Con Truck Repair/Shared Service Agreement Between ESA and Borough**

Mr. Caviglia and Mr. Johnson picked up the Vac-Con truck after it was repaired and it has been working well since then. The technician who performed the repair suggested a refresher course in driving this vehicle given its complexity and Mr. Caviglia agrees this is a good idea. Mr. Johnson is going to talk to the vehicle manufacturer to see what kind of course offerings are available. Mr. Caviglia requested that the discussion of additional details be held off until the Executive Session.

- **Modify Rules and Regulations to add requirement for developers to provide digital GIS compatible sewer information at the completion of projects**

***Mr. Caviglia moved to modify the Rules and Regulations to add the requirement for developers to provide digital GIS compatible sewer information at the completion of projects. The motion was seconded by Mr. Charnick and adopted on a unanimous voice vote.***

- **Board Secretary Position**

Mr. Lewis suggested Mr. Redd take on the position of Board Secretary to replace Mr. Gaetano as he is currently Assistant Secretary. ***Mr. Caviglia moved to appoint Mr. Redd as Board Secretary. The motion was seconded by Mr. Berkley and adopted on a unanimous voice vote.***

**BILLS**

***Resolution to authorize paying the bills in the amount of \$33,847.29 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: None

## APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

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

(August, 2018 Operating Expenses)	\$33,864.60
(September, 2018 Salaries)	+ \$35,339.30
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Total Transfers:	\$69,203.90

***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 \$33,864.60, to Kearny Bank payroll account for the payroll of September, 2018 in the amount of \$35,339.30 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

***Resolution to authorize payments for capital improvements from the Kearny Bank operating account to T&M Associates for printing of Emergency Response Contracts in the amount of \$17.31 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

## EXECUTIVE SESSION

A motion to go into Executive Session at 6:00 p.m. for the purpose of discussing personnel matters was offered by Mr. Caviglia, seconded by Mr. Charnick, and adopted on a unanimous voice vote.

Upon completion, the Executive Session was closed. The board members returned to the Regular Session at 6:08 p.m.

Mr. Caviglia moved that the part-time office assistant be taken off probation and moved into a permanent position with the Authority. The motion was seconded by Mr. Redd and adopted on a unanimous voice vote.

Per the recommendation of Mr. Bonello, the Authority is going to submit a bill to the Borough for 50% of the repair cost of the Vac-Con truck as per the shared services agreement between the Borough and the Authority.

Mr. Lewis is going to set up a meeting with the Department of Public Works to determine why there was a four week period before the Authority was notified that the Borough would not be repairing the Vac-Con truck and where the communication failure occurred.

## **ADJOURNMENT**

With no further business to address, Mr. Charnick moved to adjourn the meeting at 6:18 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.***