

A Public Hearing for the 2018 Connection Fee of the Eatontown Sewerage Authority was held at 5:10 P.M. on December 11, 2018 in the Borough Hall, 47 Broad Street, Eatontown, New Jersey. The 2018 connection fee was increased from \$1,811.00 to \$1,896.00 and adopted on a unanimous voice vote. No public attended the Hearing. The Minutes of the Hearing were transcribed by Betsy Condiotti & Associates, Court Reporting Services.

A Public Hearing for the adoption of the 2019 Budget of the Eatontown Sewerage Authority was held at 5:15 P.M. on December 11, 2018 in the Borough Hall, 47 Broad Street, Eatontown, New Jersey. No public attended the Hearing.

The regular meeting of the Eatontown Sewerage Authority was held at 5:20 P.M. on December 11, 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
Peter Berkley
Herman Redd
Jeanna Migliaccio

MEMBERS ABSENT: None

ALSO PRESENT: Ted Lewis, Executive Director
John Bonello, Attorney
Christine Ballard, Authority Engineer
Robert Oliwa, Auditor
Steven Colvell, Auditor
Richard Johnson, Superintendent
Betsy Condiotti, Court Reporter
Michelle Hu, Treasurer
Gloria Aderton, Assistant Treasurer
Lori Flynn, Office Clerk

CITIZENS PRESENT None

APPROVAL OF 2018 CONNECTION FEE

Mr. Oliwa has proposed an increase in the Authority's connection fee from \$1,811.00 to \$1,896.00 per unit. The calculation utilized an estimate of the service units at December 31, 2017. The Board approved the 2018 connection fee in the amount of \$1,896.00.

Based upon Mr. Oliwa's recommendations, Mr. Caviglia offered a Resolution adopting the 2018 connection fee of \$1,896.00. The Resolution was seconded by Mr. Redd and adopted on the following roll call vote:

ROLL CALL

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

ADOPTION OF 2019 BUDGET

Mr. Oliwa reported that the 2019 budget has been formulated through worksheets and discussed with the Authority staff. The Budget was submitted to the State of New Jersey Bureau of Financial and Authority Regulations. Mr. Paul Ewert, the Supervising Municipal Finance Auditor, reviewed the submitted budget and compared the 2017 audit report to the amounts and disclosures in the 2019 budget document.

The Operating Budget as presented for adoption was \$3,498,887 with no unrestricted net position utilized. The Capital Budget as presented for adoption reflects total Capital Appropriations of \$600,000, which was utilized from an unrestricted net position to fund the 2019 capital program.

Mr. Charnick offered a Resolution to adopt the Operating Budget and Capital Budget of the Eatontown Sewerage Authority for the fiscal year beginning January 1, 2019, and ending December 31, 2019. The Operating Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget. The Resolution was seconded by Mr. Caviglia and adopted on the following roll call vote:

ROLL CALL

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

APPROVAL OF MINUTES

Mr. Caviglia moved to approve the minutes of the regular meeting held on November 13, 2018. The motion was seconded by Mr. Charnick and adopted on a unanimous voice vote.

REMARKS OF CITIZENS

Mr. Harquail, of C&H Industries located at 36 Eaton Rd, was not present at the meeting, however, he did submit a proposal for paying the past due sewerage fees accumulated over the past four years. This property should have been billed based on water usage but it was billed at a flat single unit rate since its connection in 2006. Mr. Harquail maintains that he would have installed an irrigation meter had he known he was going to be billed based on usage as the bulk of the water used during the warmer months was for irrigation and did not in fact enter the sewer system. He proposed using the winter months' average water usage to calculate a full year's usage and will pay the past four years based on those calculations. He will also install an irrigation meter in the near future. The Board was not able to come to a consensus as the proposed amount is roughly 25% of the calculated past due amount and there are some questions as to the nature of Mr. Harquail's business, namely if it's seasonal which would impact the monthly usage, and the details of using winter months to calculate usage as the summer months appear excessively high for primarily irrigation based on the size of the property. Mr. Charnick requested that Mr. Lewis get some more information on these items and this issue will be taken up again at the next meeting.

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Engineering Committee

The bottom of the wet well at the Old Orchard pump station is showing signs of damage, most likely from groundwater forcing the bottom up and permanently reshaping it. The wet well is fiberglass and was installed 12 years ago. There is a potential risk of cracking which would allow groundwater infiltration and also a risk if the bottom of the tank is pushed up against the pumps which would affect their ability to work properly. The Engineer is requesting a geotechnical study to determine soil conditions in order to work up repair estimates and submitted a quote from Gentech to perform the analysis.

Mr. Caviglia offered a Resolution to authorize T&M Associates to move forward with having Gentech perform soil borings and prepare a geotechnical study not to exceed \$5,150.00. The resolution was seconded by Mr. Redd and adopted on the following roll call vote:

ROLL CALL

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

NEGATIVE: None

ABSTENTION: None

ABSENT: None

Executive Director's Report *

Mr. Lewis presented his report with the following additions:

- **County RIM Program**

Mr. Charnick raised concerns about how much of the Authority's information would be openly available to the public with the potential to expose confidential or private information. Mr. Berkley assured the board members that all the information stored with the county would remain accessible only by authorized users.

Mr. Berkley offered a Resolution to authorize joining the County RIM Program for an annual cost of \$3,300.00. The resolution was seconded by Mr. Caviglia and adopted on the following roll call vote:

ROLL CALL

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

NEGATIVE: None

ABSTENTION: None

ABSENT: None

- **Additional Space**

Mr. Berkley proposed rearranging the existing office space to maximize efficiency of the small area, perhaps relocating the door to create more usable wall and desk space. Discussions will be ongoing.

- **Water Co. Premise Number Issue**

Mr. Haft, of Soul Focus located at 7 Meridian Rd, requested an installment plan of \$150 per month spread across 30 months to pay the past due balance of \$4,503 accumulated over the past four years. The Board agreed that this is a reasonable offer and office staff will work out the details with Mr. Haft.

Superintendent's Report *

Mr. Johnson presented his report with the following addition:

- **Problem with ESA Manhole 676 and Asbestos Pipe, related to the complaint memorandum #63 near 440 Grant Avenue**

Mr. Johnson reported that there is a hole in an asbestos pipe in manhole #676 which requires repair and asked the Authority engineer to get an estimate from a company certified in working with asbestos.

[On 12/17/18, T&M submitted a repair quote in the amount of \$2,000 from North American Pipeline Services, the Authority's on-call emergency contractor, with the recommendation to allow the contractor to perform the work.]

As an aside, Mr. Lewis mentioned that he spoke in passing with an individual who lives on Jeryl Place and they had high praise for the work that had recently been done by the Authority in regards to resolving a sewer backup. Along those same lines, Mr. Redd mentioned that his wife had complained about a noisy manhole cover in the street by their house and within a very short time the Authority field technicians resolved that issue as well. Further examples of the excellent customer service and problem resolution provided by the Authority field staff.

Engineer's Report *

Mrs. Ballard presented the Engineer's report with the following additions:

- **Lining of ACP Sewers**

Mrs. Ballard noted that a DOT Permit will be required given the scope of work and has requested the permit fee from the Authority and will submit the permit application. The permit is not needed for putting the project out to bid but will be done in parallel. She recommends advertising for bids immediately after the New Year to avoid the inevitable delays caused by holiday schedules.

- **Fort Monmouth, Sun Eagles (R0590)**

Mrs. Ballard is drafting an agreement which would detail the responsibilities between Eatontown and Tinton Falls for billing this property, maintaining the sub meter, and how pro rata costs for any future problems would be determined. She will work with Mr. Bonello after a first draft is completed.

- **Eat-In-Town Eatontown LLC (R0610)**

While originally this project included a restaurant component, that has changed and there are no food service establishments as part of the current plans. Mrs. Ballard pointed out that if the developer decides in the future to add a restaurant, they will need to go through the application process again. She indicated that this has been made clear to the developer to avoid any future confusion.

UNFINISHED BUSINESS

- **GIS Program Status**

We had a discussion with Mike Stephens and determined that there is no good automated way to convert our paper as-built drawings directly in the GIS software. We will be looking into using ArcGIS' Collector App to gather the information on the remaining 800+ manholes. Most likely, our current field staff will use the app in conjunction with either a borrowed or rented GIS receiver to populate the database. This is an ongoing project.

- **Office Network Upgrade**

We are still waiting for an available weekend day to migrate office personnel to our server.

- **NJEIT Application and Asset Management Program**

No change.

- **Upgrade Security Measures at the thirteen Pump Stations**

No change.

NEW BUSINESS

- **2018 Connection Fee Approval**

Already discussed during earlier public hearing.

- **Adoption of 2019 Budget**

Already discussed during earlier public hearing.

- **Resolution #2018-12-01: Central Jersey Health Insurance Fund Membership Renewal**

The Authority offers Health Insurance to its employees through the Central Jersey Health Insurance Fund and is desirous of renewing membership for the Fund year January 1, 2019 through December 31, 2019.

Mr. Charnick offered a Resolution approving the Authority's membership in the Central Jersey Health Insurance Fund for the Fund year January 1, 2019 through December 31, 2019. The resolution was seconded by Mr. Redd and adopted on the following roll call vote:

ROLL CALL

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

NEGATIVE: None

ABSTENTION: None

ABSENT: None

- **Resolution #2018-12-02: Approving the Application of CP Plaza 35, 315 Highway 35, Block 3801, Lots 21 and 22**

CP Plaza 35, LLC, has submitted the appropriate plans and specifications for the construction of two new retail buildings which include the connection of one of the new buildings to a new 8" sanitary sewer extension and 6" lateral. The Authority Engineer has reviewed the plans and they have met the engineering requirements set forth in the Authority's rules and regulations.

Mr. Charnick offered a Resolution granting approval of a sanitary sewer lateral connection to CP Plaza 35, LLC for the property located at 315 Highway 35, Block 3801, Lots 21 and 22, subject to the payment of all required fees and the receipt of a Performance Bond in the amount of \$31,755.00. The resolution was seconded by Mr. Caviglia and adopted on the following roll call vote:

ROLL CALL

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

- **Resolution #2018-12-03: Approving the Application of Artis Senior Living, LLC, 147 Grant Avenue, Block 2001, Lot 1 & Block 2201, Lot 59**

Artis Senior Living, LLC, has submitted the appropriate plans and specifications for the construction of a 68-bed assisted living memory care facility which includes the connection of an existing 15" CIP at the eastern edge of the site, with the proposed length of 6" PVC lateral being approximately 235 feet. The Authority Engineer has reviewed the plans and they have met the engineering requirements set forth in the Authority's rules and regulations.

Mr. Charnick offered a Resolution granting approval of a sanitary sewer lateral connection to Artis Senior Living, LLC for the property located at 147 Grant Avenue, Block 2001, Lot 1 and Block 2201, Lot 59, subject to the payment of all required fees and the receipt of a Performance Bond in the amount of 100% of the improvement cost. The resolution was seconded by Mr. Caviglia and adopted on the following roll call vote:

ROLL CALL

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

- **Resolution #2018-12-04: 2019 Risk Management Consultant's Agreement (Conner Strong & Buckelew)**

The Authority has retained the services of Conner, Strong & Buckelew in the past for consulting services and, as professional risk management consulting services are required by the By-Laws of the NJ Utility Authorities Joint Insurance Fund, the Authority would like to continue to retain the services of Conner, Strong & Buckelew for the Fund year January 1, 2019 through December 31, 2019.

Mr. Charnick offered a Resolution approving the Authority entering into a Risk Management Consultant Agreement with Conner, Strong & Buckelew for the Fund year January 1, 2019 through December 31, 2019. The resolution was seconded by Mr. Caviglia and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Ben Caviglia, Peter Berkley, Jeanna Migliaccio, and Herman Redd
NEGATIVE: None

ABSTENTION: None
ABSENT: None

BILLS

Resolution to authorize paying the bills in the amount of \$36,001.92 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, Peter Berkley, Jeanna Migliaccio, and Herman Redd
NEGATIVE: None
ABSTENTION: None
ABSENT: None

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

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

(December, 2018 Operating Expenses)	\$ 36,001.92
(January, 2019 Salaries)	+ \$ 34,673.56
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Total Transfers:	\$ 70,675.48

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 \$36,001.92, to Kearny Bank payroll account for the payroll of January, 2019 in the amount of \$34,673.56 was offered by Mr. Charnick, seconded by Mr. Redd, and adopted on the following roll call vote:

ROLL CALL

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

Resolution to authorize payments for capital improvements from the Kearny Bank operating account to T&M Associates for sewage collection system rehab work in the amount of \$5,675.75 was offered by Mr. Charnick, seconded by Mr. Redd, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Ben Caviglia, Peter Berkley, Jeanna Migliaccio, and Herman Redd
NEGATIVE: None

ABSTENTION: None
ABSENT: None

EXECUTIVE SESSION

A motion to go into Executive Session at 6:10 pm for the purpose of discussing personnel matters was offered by Mr. Charnick, seconded by Mr. Redd, and adopted on a unanimous voice vote.

Upon completion, the Executive Session was closed. The Board members returned to the regular session at 6:25 pm. No action was taken during the Executive Session.

ADJOURNMENT

With no further business to address, Mr. Charnick moved to adjourn the meeting at 6:25 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.***