

The regular meeting of the Eatontown Sewerage Authority was held at 5:12 P.M. on February 12, 2019 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:            Jeanna Migliaccio

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

ALSO ABSENT:                 Richard Johnson, Superintendent

**CITIZENS PRESENT**            None

## **APPROVAL OF MINUTES**

Mr. Caviglia moved to approve the minutes of the regular meeting held on January 8, 2019. The motion was seconded by Mr. Berkley 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 addition:

- **Two Rivers Infrastructure Projects**

There was some confusion as to exactly how much the projects at Two Rivers will impact the Authority's budget based on current and future bonding. Mr. Berkley is going to write up a list of questions for Mr. Gianforte of Two Rivers to get more specific details.

- **Premise Number / Billing Issue**

Mr. Bonello and Mr. Lewis will work to create a letter to send to Circle BMW as they have not contacted the Authority regarding their past due balance (\$25K) but did submit their 2019 first quarter payment with the past due balance amount crossed off.

**Superintendent's Report \***

Mr. Johnson was absent and there were no questions regarding his report, although Mr. Charnick proposed developing more specific plans to follow during any emergencies (pump station vandalism, ransomware on office computers, etc.) to ensure continuity of services. Mr. Berkley volunteered to head up this initiative.

**Engineer's Report \***

Ms. Ballard presented her report with the following additions:

- **Lining of ACP Sewers**

Mrs. Ballard requested a resolution proposing the award of the project to National Water Main Cleaning Company (note: resolution is already an agenda item under new business). Mr. Caviglia reiterated how much money emergency repairs cost versus what the Authority is spending for proactive pipe lining and how taking advantage of the economies of scale is ultimately a significant cost savings.

- **Old Orchard Pump Station**

Mr. Lewis will set up a meeting for the Engineering Committee to meet and discuss the various options to repair or replace the wet well and potentially more components of the pump station.

**EXECUTIVE SESSION**

[As a courtesy to Mr. Bonello as he was on a tight schedule, the Executive Session was held at this point in the meeting.]

A motion to go into Executive Session at 5:44 pm for the purpose of discussing potential litigation and personnel matters was offered by Mr. Charnick, seconded by Mr. Berkley, and adopted on a unanimous voice vote.

Upon completion, the Executive Session was closed. The Board members returned to the regular session at 6:00 pm. No action was taken during the Executive Session.

**PROGRESS OF PROJECTS**

- **Sewer Collection System Rehabilitation**

Discussed previously as part of Engineer's Report.

- **Old Orchard Pump Station Wet Well Replacement**

Discussed previously as part of Engineer's Report.

## **UNFINISHED BUSINESS**

- **Geographic Information System Update**

The Esri software has been configured for the information to be collected and the Esri Collector app has been installed on the phones of the field techs. Mr. Berkley is waiting to hear from the county regarding borrowing their GPS receiver. If there is no word from the county or if there are timeframe restrictions with borrowing the equipment, the Authority will rent a GPS receiver for a month for approximately \$400.

- **Office Network Upgrade**

The focus of office staff has been on implementing the GIS program and no additional progress has been made on moving over to the file server.

- **NJEIT Application and Asset Management Program**

Mr. Berkley suggested adding various pieces of information regarding the components of the sewer system into the GIS software as the field staff works on them during the day. This is information we will eventually need to collect and developing a process for gathering it as well as specifically what details need to be captured is an ongoing discussion.

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

Mr. Charnick mentioned that Mr. Johnson had talked to an individual at the county regarding the SCADA system and other infrastructure issues and this can be discussed in greater detail at the next meeting.

- **County RIM Program**

We are waiting to hear back from the county office on finalizing the contract and scheduling training.

- **Employee Appreciation Event**

We will coordinate schedules to select a date in March for the employee appreciation dinner.

## **NEW BUSINESS**

- **Resolution #2019-02-01: Closing Out 136 Eaton Associates Project and Releasing Escrow Funds, 136 Route 35, Block 1401, Lot 14**

The original developer, 136 Eaton Associates, had submitted plans for constructing a retail/office building on this property. The project, as approved, was never completed and the property was sold to Lidl. 136 Eaton Associates has requested this project be closed out and remaining escrow funds returned.

***Mr. Charnick offered a Resolution to close out the project originally submitted by 136 Eaton Associates as the property has been sold and to release the escrow funds previously posted upon payment of any outstanding costs and/or 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: Jeanna Migliaccio

- **Resolution #2019-02-02: Awarding Contract for Sewer Collection System Rehabilitation to National Water Main Cleaning Company**

The Authority has a need to rehabilitate leaking sewers that are structurally sound by lining the interior of the sewers and the Authority Engineer has solicited quotes for this project. National Water Main Cleaning Company was the lowest bidder for the base and first two alternates and has been awarded the contract by the Executive Director and the Authority Engineer.

***Mr. Caviglia offered a Resolution to award the Contract for the sewer collection system rehabilitation to National Water Main Cleaning Company to install lining in the interior of the sanitary sewer pipes that are leaking but structurally sound on Broad Street, Kremer Avenue, and NJ State Highway 35 on behalf of the Authority in the amount of \$443,57.50. The resolution was seconded by Mr. Berkley 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: Jeanna Migliaccio

- **Resolution #2019-02-03: Approving Application of 94 Broad Street Development, LLC, 94 Broad Street and 26 ½ Byrnes Lane, Block 1002, Lots 7 & 10**

94 Broad Street Development, LLC has submitted an application to demolish an existing building located at 94 Broad Street, Block 1002, Lots 7 & 10, and construct a new 10,000 sf one story structure to be used for childcare services known as the Learning Experience. The applicant has submitted the appropriate site plans, architectural plans and engineering specifications necessary for the connection of their premises to the sewer system. 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 approving the application of 94 Broad Street Development, LLC, for the Learning Experience project, 94 Broad Street, Block 1002, Lots 7 & 10, subject to the payment of all application, review, and connection fees and posting of the appropriate Performance Bond.***

ROLL CALL

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

**BILLS**

***Resolution to authorize paying the bills in the amount of \$42,725.06 as submitted from the operating account in Kearny Bank was offered by Mr. Charnick, seconded by Mr. Berkley, and adopted on the following roll call vote:***

ROLL CALL

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

**APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS**

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

(February, 2019 Operating Expenses)	\$ 42,725.06
(March, 2019 Salaries)	+ \$ 36,159.74
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Total Transfers:	\$ 78,884.80

***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 \$42,725.06, to Kearny Bank payroll account for the payroll of March, 2019 in the amount of \$36,159.74 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: Jeanna Migliaccio

***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 \$3,217.09 and to Gentech Engineering Associates in the amount of \$6,900.00 for geotechnical evaluation of Old Orchard pumping station 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: Jeanna Migliaccio

**ADJOURNMENT**

With no further business to address, Mr. Charnick moved to adjourn the meeting at 6:24 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.***