

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on March 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
 Jeanna Migliaccio

MEMBERS ABSENT: None

ALSO PRESENT: Ted Lewis, Executive Director
 Richard Johnson, Superintendent
 John Bonello, Attorney
 Andre Kalisz, representing Authority Engineer
 Michelle Hu, Treasurer
 Gloria Aderton, Assistant Treasurer
 Lori Flynn, Office Clerk

CITIZENS PRESENT Bharat Shah, DRB Realty, regarding property at 12 Main Street

APPROVAL OF MINUTES

Mr. Caviglia moved to approve the minutes of both the reorganization meeting as well as the regular meeting held on February 12, 2019. The motion was seconded by Mr. Redd and adopted on a unanimous voice vote.

REMARKS OF CITIZENS

Mr. Shah, of DRB Realty, with property located at 12 Main Street, is going to be excavating and removing an oil tank from the parking lot behind 12 Main Street and then remediating an area that is approximately 23' by 17' and down to a depth of 12'. This area is next to an Authority easement which contains an 8" sewer line at a depth of approximately 6' and Mr. Shah is requesting guidance to see if there is anything specific required by the Authority given this situation. He was advised by Mr. Bonello and Mr. Kalisz that he needs to ensure that his work does not encroach on the Authority's easement and that precautions need to be taken to guarantee that the sewer line is not undermined, namely by the use of proper shoring and excavating techniques. Mr. Kalisz requested that the contractor doing the

work provide a more detailed sketch and project plan as well as a copy of the insurance certificate. Mr. Shah will have them contact Mr. Lewis to facilitate a discussion and work through any concerns so the work can be completed before the DEP-imposed deadline in June.

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:

- **Premise Number / Billing Issue**

Mr. Bonello is going to send a letter to Circle BMW advising them that a lien will be placed on their property if the past due balance from 2018 is not addressed.

- **Monmouth County Improvement Authority**

Mr. Caviglia said he feels that the MCIA is a good resource to have available and the Authority should consider them as a funding option when planning future capital improvement projects.

Superintendent's Report *

Mr. Berkley had a question regarding the complaint memorandum for 11 Woodmere and Mr. Johnson replied that the issue was a sewer backup within the house. The Authority's lines were checked and determined to be clear so the homeowner was advised to contact a plumber.

Mr. Lewis took the opportunity to mention that he spoke with the owner of D'Angelo and Pesce (formerly Pizzuto's) located at 15 Main Street regarding their complaint of an ongoing problem with their sewer backing up. The Authority inspected the main line to which their lateral connects and found it to be clear so the owner was advised that they need the services of a plumber to clear any blockages within their facility. They had requested financial compensation to cover the cost of cleaning the sewer backup(s) but Mr. Lewis told them that since the problem isn't a result of any blockage within the Authority's lines that they are not entitled to any compensation. He also suggested that they inspect and clean their grease trap more frequently as it is most likely contributing to the problem. Mr. Berkley asked if they were allowing grease to enter the Authority's system and Mr. Johnson said that their grease trap is undersized as the result of a waiver from many years ago and the property owners do not keep good records of how often it's cleaned. Mr. Berkley suggested that a violation letter may be in order if grease is in fact being allowed to enter the Authority's lines.

After presenting his report, Mr. Johnson announced that he has decided to retire after 34 years of service and has contacted the NJ State Pension Board to initiate the paperwork.

Engineer's Report *

Mr. Kalisz presented the engineer's report with the following additions:

- **Lining of ACP Sewers**

Mr. Kalisz mentioned that the contractor is working with NJDOT for parts of the project that involve state roads as DOT requests doing the work at night to mitigate traffic concerns but the contractor has concerns about noise levels during the night near residential areas. They should be able to come to a satisfactory agreement.

- **Old Orchard Pump Station**

Mr. Kalisz noted that they are still plotting the limits of the existing easement to determine how much room there is to work with to construct the new pump station and hopefully avoid having to install any bypass pumps. There is a driveway on Old Orchard's property which provides access to the existing pump station and the question is whether or not that is part of the easement. Mr. Caviglia stressed the urgency of this project as the pumps are now up against the floor of the wet well. Mr. Kalisz has spoken to the contractor who will supply the new equipment and they will be ready to start the project as soon as it's determined exactly where the new install will occur, either in-place which will involve installing bypass pumps and result in a correspondingly higher cost, or directly next to the existing pump station which is the preferred option.

- **Beechwood Townhomes (Block 401, Lot 19)**

It was noted that this project is now owned by Lakeview Townhomes and that the number of units has been scaled back from 19 to 15 units which should not affect the sewer connections or sizing. The engineer has not received updated plans from the developer.

- **Fidelity Eatontown**

The last engineering review letter was sent out in May, 2018 and no disconnection fees were listed, however Mrs. Hu pointed out that there are two existing buildings on the property so there should be two disconnection fees. Mr. Kalisz will look into this.

Mr. Berkley took this opportunity to request that Mr. Kalisz try and track down a map which Mr. Johnson had given to John McKelvey (Authority's former engineer who is no longer with T&M) about a year ago to copy and digitize. The map shows which manholes were mapped by John Corbin and would be helpful for the current GIS project. Mr. Kalisz will look into this.

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**

Another 146 manholes have been mapped and added into the GIS system. The next milestone will be completing mapping of all the manholes while we have access to the rented antenna and then filling in the information for the manholes which were located by John Corbin but have no accompanying information (manhole number, invert info, picture, etc.).

- **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**

No explicit progress but should the Authority apply for funding then there is a requirement to have an asset management program in place which is tied to the GIS initiative. It was decided to leave this item on the list as an ongoing issue.

- **Emergency Incident Plans**

Mr. Berkeley has a copy of the Operations Manual which was created by Maser Engineering for the Authority in 2009 and will be using that as a template which will be brought current and also include new aspects, such as adding office emergency procedures. Mr. Lewis contacted the Borough's Office of Emergency Management which had no initial feedback but suggested that we provide them with a finished version and they'll incorporate it into their emergency procedures.

- **County RIM Program**

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

- **Employee Appreciation Event**

Scheduled for March 26, 2019 at 5:30pm at Illiano's.

NEW BUSINESS

- **Agreement with T&M Associates for Engineering Services for February 12, 2019 to February 11, 2020**

T&M Associates was reappointed as the Authority Engineer and has submitted their contract for professional services which outlines fees and responsibilities. The contract has been reviewed and approved by the Executive Director.

Mr. Charnick offered a Resolution to approve the agreement for professional services from T&M Associates as the Authority Engineer per the submitted contract. The resolution was seconded by Mr. Caviglia and adopted on the following roll call vote:

ROLL CALL

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

NEGATIVE: None

ABSTENTION: None

ABSENT: None

- **Purchase Commercial KnoxBoxes for all Pump Stations**

At the last meeting, a suggestion was made to look into adding KnoxBoxes to the pump stations to provide emergency access if needed. After further discussion about how the physical barriers at the pump stations generally consist of fencing secured with a combination lock which can be opened with bolt cutters in an emergency, it was decided that adding KnoxBoxes would be an unnecessary expense.

- **Resolution #2019-03-01: Approving Application of 526 Industrial Way West, LLC d/b/a Electronic Concepts, Inc., 526 Industrial Way West, Block 3502, Lot 3**

526 Industrial Way West, LLC, has submitted an application to demolish an existing parking lot and construct a 10,000 sf storage building and add an approximately 25' long 4" PVC sewer lateral which will connect to the existing onsite sewer system. 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 526 Industrial Way West, LLC d/b/a Electronic Concepts, Inc., 526 Industrial Way West, Block 3502, Lot 3, subject to the payment of all application, review, and connection fees and posting of the appropriate Performance Bond. The resolution was seconded by Mr. Caviglia and adopted on the following roll call vote:

ROLL CALL

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

NEGATIVE: None

ABSTENTION: None

ABSENT: None

BILLS

Resolution to authorize paying the bills in the amount of \$42,729.41 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, and Jeanna Migliaccio
NEGATIVE: None
ABSTENTION: None
ABSENT: None

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

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

(March, 2019 Operating Expenses)	\$ 42,729.41
(April, 2019 Salaries)	+ \$ 38,285.83
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Total Transfers:	\$ 81,015.24

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 \$42,729.41, to Kearny Bank payroll account for the payroll of April, 2019 in the amount of \$38,285.83 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, and Jeanna Migliaccio
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 \$3,027.78 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, and Jeanna Migliaccio
NEGATIVE: None
ABSTENTION: None
ABSENT: None

ADJOURNMENT

With no further business to address, Mr. Charnick moved to adjourn the meeting at 6:15 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.***