

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on April 9, 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
 Christine Ballard, Authority Engineer
 Michelle Hu, Treasurer
 Gloria Aderton, Assistant Treasurer
 Lori Flynn, Office Clerk
 Herb Volner, Line Maintenance Operator #1
 Kevin Carrino, Line Maintenance Operator #2

CITIZENS PRESENT None

APPROVAL OF MINUTES

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

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Engineering Committee

There was no Committee Report.

Superintendent's Report *

Mr. Johnson presented his report with no additions.

At this point in the meeting, the Executive Director and the Board of Directors took the opportunity to present Mr. Johnson with a plaque honoring his 34 years of service to the Authority. We all wish him a long, enjoyable, and very well-deserved retirement. Thank you, Rich!

Executive Director's Report *

Mr. Lewis presented his report with the following additions:

- **Richard's Retirement Plans**

Mr. Johnson's official retirement date will be June 1, 2019, and he will be using up his accrued vacation time after April 15, 2019. Herb Volner will take over as superintendent and Kevin Carrino will move up to the LMO #1 position and the Authority will advertise to hire a new person to fill the LMO #2 position. Mr. Volner will be taking the course and test to get his C-2 license as soon as possible as required by the NJDEP and Mr. Carrino will be taking the test for his C-1 license in July.

- **Fort Monmouth / Army Engineers**

Mr. Lewis requested that the Board members go on record as agreeing to absorb the cost of having an inspector on site for the remediation work being done on the Authority's easement by the Army Corps of Engineers as this will protect the Authority's interest and facilitate moving the work forward. The Board agreed and Mr. Lewis will contact Bruce Steadman of FMERA to advise him of same.

Engineer's Report *

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

- **Old Orchard Pump Station**

The engineer has determined the bounds of the Authority's easement and, in order to construct a new pump station, there is a need to expand onto the easement's existing access driveway. Mrs. Ballard will meet with Mr. Lewis and Mr. Bonello to detail the requirements and write up a proposal to bring to Old Orchard to discuss options as the driveway is on their property. The alternative is to construct a bypass pumping arrangement which would increase the cost tremendously.

Mr. Charnick took this opportunity to mention that at a recent FMERA meeting, a Memorandum of Understanding (MOU) between Oceanport and FMERA regarding FMERA agreeing to subsidize the cost of various infrastructure items was presented. Mr. Charnick would like the Authority's engineer to get more details at the next FMERA meeting as a first step in determining if Eatontown should consider entering into a similar MOU with FMERA.

Mrs. Hu asked Mrs. Ballard if Tinton Falls charges grease trap inspection fees as the new Dunkin' being constructed on Hope Road is connected to the Tinton Falls sewer lines but will be

billed by the Authority. Mrs. Ballard wasn't sure and will find an answer to see if the Authority should charge a grease trap fee on behalf of Tinton Falls.

PROGRESS OF PROJECTS

- **Sewer Collection System Rehabilitation**

Mr. Berkley requested copies of the post-construction as-built drawings and any video created during the project so that this information can be included in the GIS system.

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

Discussed previously as part of Engineer's Report.

UNFINISHED BUSINESS

- **Geographic Information System Update**

Mr. Berkley requested that the Board approve \$500 (approx. 20 hours at \$20/hour) to have an intern input data from the existing as-builts into the GIS system for the manholes that were previously mapped by John Corbin (manhole number, invert, etc.).

Mr. Charnick offered a Resolution to approve hiring an intern to input data from the as-built drawings into the GIS System with an initial cap of \$500. 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

- **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**

No significant update and this is an ongoing effort. 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.

- **County RIM Program**

Initial training is scheduled for tomorrow in the office with a representative from Sunrise Systems, the software provider for the RIM system.

- **Fort Monmouth Excavation/Easement**

Previously discussed as part of Executive Director's report.

NEW BUSINESS

- **Resolution #2019-04-01: Close-out of Quick Chek Project and Return Remaining Escrow to Quick Chek Corporation, 164 Highway 35 South, Block 2302, Lot 1**

Quick Chek Corporation originally submitted application and fees to demolish an existing structure and build a new convenience store and gasoline pumps at 164 Highway 35 South. The project has since been sold to Bedell, LLC, which will continue construction of the planned development. As the current developer, Bedell, LLC, has submitted the required fees and escrow funds so Quick Chek is due the return of the original escrow funds.

Mr. Charnick offered a Resolution to approve the close-out of a Quick Chek project at 164 Highway 35 South, Block 2302, Lot 1, and return remaining escrow to Quick Chek Corporation. 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

- **Resolution #2019-04-02: Close-out of Kay Honda Addition Project and Return Remaining Escrow to DCH Investments, 200 Highway 36, Block 2902, Lots 5.02-5.03**

DCH Investments submitted application and fees to construct an expansion of an existing dealership at 200 Highway 36. The project has not been developed and DCH Investments has indicated that they are no longer desirous of proceeding with their application and have requested the return of any remaining escrow funds.

Mr. Charnick offered a Resolution to approve the close-out of the Kay Honda Addition project at 200 Highway 36, Block 2902, Lots 5.02-5.03, and return remaining escrow to DCH Investments. 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

- **2019 Elected Officials Risk Management Training Seminar – Online Program Due May 1, 2019**

Mr. Lewis, Mr. Berkley, and Mrs. Migliaccio still need to complete the training and will make every effort to do so before the deadline.

- **Renewal of Landscaping Contract with T.A.D. Landscape & Design**

The contract between T.A.D. Landscape & Design and the Authority for maintenance of the grounds around the pump stations and easements has been reviewed and approved by the Executive Director.

Mr. Charnick offered a Resolution to renew the annual landscaping contract with T.A.D. Landscape and Design for maintaining the grounds around the pump stations and easements. 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

- **Billing Adjustment for Jamie Pavlis' Property Located at 75 Highway 35, Former Enterprise-Rent-A-Car**

The Board agrees that giving the property owner a billing credit (\$323) which reflects the dollar amount of the water usage credit (68,000 gallons) given by the water company is appropriate.

- **Purchase a New Laptop for Maintenance Department**

The maintenance staff has need of a new laptop computer for use in the garage as they are currently using Mr. Johnson's personal laptop which will be leaving with him after his retirement.

Mr. Charnick offered a Resolution to authorize the purchase of a laptop up to a maximum cost of \$1,000 for use by maintenance staff at the Authority garage. The resolution was 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

BILLS

Resolution to authorize paying the bills in the amount of \$947,203.41 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:

(April, 2019 Operating Expenses)	\$ 947,203.41
(May, 2019 Salaries)	+ \$ 34,814.12
	\$ 982,017.53
Total Transfers:	\$ 982,017.53

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 \$947,203.41, to Kearny Bank payroll account for the payroll of May, 2019 in the amount of \$34,814.12 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 \$5,441.84 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

EXECUTIVE SESSION

A motion to go into Executive Session at 6:00 pm for the purpose of discussing 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 6:27 pm. No action was taken during the Executive Session.

ADJOURNMENT

With no further business to address, Mr. Caviglia moved to adjourn the meeting at 6:28 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.***