

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on May 14, 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  
                                     Herb Volner, Acting Superintendent  
                                     John Bonello, Attorney  
                                     Christine Ballard, Authority Engineer  
                                     Michelle Hu, Treasurer  
                                     Gloria Aderton, Assistant Treasurer  
                                     Lori Flynn, Office Clerk

**CITIZENS PRESENT**            None

## **APPROVAL OF MINUTES**

Mr. Caviglia moved to approve the minutes of the regular meeting held on April 9, 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.

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

Mr. Lewis presented his report with the following additions:

- **Staff Changes**

Mr. Lewis noted that so far only one person has submitted a resume for the available position and Mr. Berkley suggested posting at local businesses like Atlantic Plumbing.

- **Old Orchard Pump Station**

Mr. Lewis noted that there is not enough room on the easement to complete the expansion and a meeting will need to be arranged with the owners of the property and the attorney to discuss additional space requirements. Mrs. Ballard suggested offering up landscaping or more aesthetically pleasing fencing around the new pump station as an incentive to the property owners. While the Authority has the right to acquire the space through condemnation, Mr. Bonello encouraged negotiations with the property owner first to discuss mutual interests.

- **DCH Ford Easement**

DCH Ford on Route 36 has begun construction on an expansion which backs up to an Authority easement. Currently, the easement is accessed via a cleared path which is technically on DCH Ford's property and will not be available for use after the expansion due to the location of a detention basin and fencing. Creating a new access path on the Authority's right-of-way would involve removing mature trees which are acting as a buffer for existing homeowners and the Authority would like to avoid that option. Mr. Lewis and Mrs. Ballard are working to contact the developer's engineer to devise a mutually agreeable solution and, as such, Mr. Bonello initially recommended notifying the developer that the resolution approving the connection for this project will be put on hold until next month's meeting, pending a solution to this issue. After further discussion it was decided to grant the Executive Director authority to approve the connection application contingent on a satisfactory solution for easement access.

***Mr. Charnick offered a Resolution to give the Executive Director authority to approve the DCH Ford expansion project contingent on a satisfactory solution for easement access. 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: Jeanna Migliaccio

- **Premise Number / Billing Issue**

After a brief discussion, it was decided to accept BMW's proposed payment schedule of their billing arrears.

***Mr. Charnick offered a Resolution to accept the payment schedule proposed by Circle BMW to pay their billing arrears. 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

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

Mr. Volner presented his report with the following addition:

- **34 Heritage Lateral Repair**

The cleanout for this property was damaged and pushed down into the lateral which causes stoppages and there is minimal pitch in the lateral which causes slowdowns. The Authority's contractor proposed a repair last year but nothing was ever done. Mr. Volner is going to have the contractor perform the repair as this is an ongoing issue and will only become worse over time. The Board agreed with that assessment.

### **Engineer's Report \***

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

- **Oceanport / FMERA MOU**

Mr. Charnick asked for an update regarding the issue of the Memorandum of Understanding (MOU) between Oceanport and FMERA and if Eatontown should consider creating one. One of the items on Oceanport's MOU is that part of the proceeds from any large development will be used to upgrade the pumping station currently located on Fort Monmouth and this sort of agreement would be beneficial to the Authority as well. Mrs. Ballard will look further into the process for creating a similar MOU between Eatontown and FMERA.

Mr. Charnick expressed some concern over how TRWRA is allocating the cost of the flow coming from Fort Monmouth as, while it is being metered and the amount is being split equally between Oceanport and Eatontown, there is no way to determine if an equal split is appropriate. Mr. Lewis and Mrs. Ballard will look into getting information as to the status of any existing and future projects and when they will be coming online to get a better idea of current and anticipated sewerage flows.

## **PROGRESS OF PROJECTS**

- **Sewer Collection System Rehabilitation**

Discussed previously.

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

Discussed previously.

## **UNFINISHED BUSINESS**

- **Geographic Information System Update**

The rented GPS antenna has been returned, basic information has been input for the manholes, and we are working on picking up any stragglers which may have been missed. Next steps are still being researched to determine the best path forward.

- **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. Mr. Bonello suggested getting a quote from T&M to create a complete asset management plan as it will most likely be needed within the next few years as the state works to implement the requirement for one. Mrs. Ballard will provide a proposal at the next meeting.

- **Emergency Incident Plans**

No significant update and this is an ongoing effort.

- **County RIM Program**

There is another meeting with the service provider on 5/20/19 to configure the office computers for scanning and to begin the process of uploading files to the system.

- **Fort Monmouth Excavation/Easement**

Previously discussed as part of Executive Director's report.

- **2019 Elected Officials Risk Management Training Seminar**

Mrs. Migliaccio needs to complete the training.

## **NEW BUSINESS**

- **DCH Ford Easement Access**

Discussed previously as part of Executive Director's report.

- **34 Heritage Road Lateral Repair**

Discussed previously as part of Superintendent's report.

## **BILLS**

***Resolution to authorize paying the bills in the amount of \$25,267.01 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, and 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:

(May, 2019 Operating Expenses)	\$ 25,267.01
(June, 2019 Salaries)	+ \$ 36,159.74
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Total Transfers:	\$ 61,426.75

***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 \$25,267.01, to Kearny Bank payroll account for the payroll of June, 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, and 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 \$2,537.19 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, and Peter Berkley  
NEGATIVE: None  
ABSTENTION: None  
ABSENT: Jeanna Migliaccio

## ADJOURNMENT

With no further business to address, Mr. Charnick moved to adjourn the meeting at 5:56 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.***