

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on June 11, 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  
Herman Redd  
Jeanna Migliaccio

MEMBERS ABSENT: Ben Caviglia  
Peter Berkley

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

**CITIZENS PRESENT** None

## **APPROVAL OF MINUTES**

Mr. Charnick moved to approve the minutes of the regular meeting held on May 14, 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 was away for some time prior to the meeting and did not submit a monthly report, however, he did present the following information:

- **Staff Changes**

Mr. Lewis noted that there have not been many applications submitted for the available position, although the posting was recently added to the Monmouth County Workforce

Development's email notification system and the NJ Department of Labor's online listing which should expand our advertising base.

- **74 Tinton Avenue**

A lateral located at 74 Tinton Avenue was damaged when JCP&L installed a new telephone pole. The lateral, as well as the connection to the main, was repaired on an emergency basis by North American Pipeline, the Authority's emergency contractor. A claim for damages has been filed with JCP&L for the amount of the repair as well as the overtime required by Authority personnel.

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

Mr. Volner presented his report with the following addition:

- **34 Heritage Lateral Repair**

Mr. Volner will be meeting with the contractor to work up a plan for repairing the lateral.

Mr. Charnick took the opportunity to ask if there has been any impact to daily operations by only having two individuals in the field. Mr. Volner said that a number of routine maintenance issues are being pushed back until a new hire is brought on board. These items can be safely delayed for three or four months before there is any negative impact to the system.

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

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

- **Lining of ACP Sewers**

Mr. Kalisz spoke with the contractor and said that last night they completed lining 1,100 feet and expect to have the scheduled 3,400 feet completed by the end of the week. They are aware that the contract completion date (6/24/19) is approaching and feel confident that they will be able to complete the work by the contract end date. Mr. Volner has also spoken to the contractor and they are doing all work between 9pm and 6am as they did not receive permission from NJ DOT to work during daytime hours.

Mrs. Hu noted that the Authority has received a request for payment from the contractor. Mr. Kalisz has spoken with Mrs. Ballard and, based on the way the bid is scheduled, payment should not be made until after the lining is complete so T&M will instruct the contractor to submit a new request for payment at the appropriate time.

- **Old Orchard Pump Station**

Mr. Kalisz and Mr. Lewis have been unsuccessful in trying to get in touch with the owner of Old Orchard Country Club in order set up a meeting to discuss expanding the easement to allow the construction of a new pump station. Mr. Bonello is going to contact their attorney to facilitate the meeting.

- **Future NJEIT (iBank) project**

At the last meeting, Mrs. Ballard agreed to write up a quote for a complete asset management study to be performed by T&M. Mr. Kalisz will check with her for an update on this.

At Mr. Charnick's request, Mr. Kalisz will also get updates from Mrs. Ballard on the status of creating an MOU similar to what Oceanport created with FMERA as well as insight as to how FMERA (or the ultimate property owner) intends to equitably divide sewer charges between towns for current and planned developments.

Mrs. Hu brought up the issue that the engineer for the Quick Chek being constructed on Route 35 has requested a letter from the Authority stating that Quick Chek has permission to discharge condensate into the sewer system as requested by the plumbing inspector. Mr. Lewis and Mr. Kalisz will get additional information to determine exactly what is being requested as the Authority's current rules and regulations prohibit discharge of condensate from HVAC units into the sewer system, primarily as this results in paying for the treatment of water that is already fairly clean.

## **PROGRESS OF PROJECTS**

- **Sewer Collection System Rehabilitation**

Discussed previously.

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

Discussed previously.

## **UNFINISHED BUSINESS**

- **Geographic Information System Update**

We have started connecting the mapped manholes by adding pipes to our GIS system.

- **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. Kalisz will talk to Mrs. Ballard about the requested proposal to perform an asset management inventor.

- **Emergency Incident Plans**

No significant update and this is an ongoing effort.

- **County RIM Program**

Office staff has begun using the system and uploading various kinds of documents. This will be an ongoing project.

- **Fort Monmouth Excavation/Easement**

Mr. Lewis believes that the Army Corps of Engineers finally has all the information they need in order to renew the soon-to-expire 50 year easement and is waiting to hear back from them.

## **NEW BUSINESS**

- **Resolution #06-01-2019: Closing out CVS Project and Releasing the Performance Bond**

The Authority had previously granted approval to CVS Pharmacy for the construction of a CVS pharmacy with drive-thru at the corner of Main Street and Tinton Avenue as well as the installation of a 6" lateral to connect the building to an existing 8" sewer main running through the property. The Authority Engineer has conducted a final inspection of the subject property and advised that the 100 ft lateral was installed as per the plans and has been completed in accordance with the plans and specifications previously submitted.

***Resolution to authorize closing out the CVS Pharmacy Project and releasing remaining escrow funds and the performance bond was offered by Mr. Charnick, seconded by Mr. Redd, and adopted on the following roll call vote:***

ROLL CALL

AFFIRMATIVE: Brian Charnick, Herman Redd, and Jeanna Migliaccio

NEGATIVE: None

ABSTENTION: None

ABSENT: Ben Caviglia and Peter Berkley

- **75 Tinton Avenue Emergency Lateral Repair**

As previously discussed, the damage claim was submitted to JCP&L and we are waiting to hear back from them.

- **Proposals for Updating New Wordpress Themes for ESA's Website**

The Authority's website has had numerous software upgrades applied and needs to have the WordPress themes updated as the current ones do not allow for changes other than those done using html code. We have received a number of quotes and would like to proceed with hiring AVM Internet Solutions as we believe the problem can be resolved within the proposed timeframe of 4 hours @ \$120/hour.

***Resolution to authorize spending up to \$500.00 to update the Authority's website was offered by Mr. Charnick, seconded by Mr. Redd, and adopted on the following roll call vote:***

ROLL CALL

AFFIRMATIVE: Brian Charnick, Herman Redd, and Jeanna Migliaccio

NEGATIVE: None

ABSTENTION: None

ABSENT: Ben Caviglia and Peter Berkley

**BILLS**

***Resolution to authorize paying the bills in the amount of \$42,360.19 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, Herman Redd, and Jeanna Migliaccio  
 NEGATIVE: None  
 ABSTENTION: None  
 ABSENT: Ben Caviglia and Peter Berkley

**APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS**

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

(June, 2019 Operating Expenses)	\$ 42,360.19
(July, 2019 Salaries)	+ \$ 67,109.12
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Total Transfers:	\$ 109,469.31

***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 \$42,360.19, to Kearny Bank payroll account for the payroll of July, 2019 in the amount of \$67,109.12 was offered by Mr. Charnick, seconded by Mr. Redd, and adopted on the following roll call vote:***

## ROLL CALL

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

***Resolution to authorize payments for capital improvements from the Kearny Bank operating account to T&M Associates for emergency lateral repair, sewage collection system rehab work, and Old Orchard pump station repair in the amount of \$18,656.18 was offered by Mr. Charnick, seconded by Mr. Redd, and adopted on the following roll call vote:***

## ROLL CALL

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

## **ADJOURNMENT**

With no further business to address, Mr. Charnick moved to adjourn the meeting at 5:38 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.***