

2024 REORGANIZATION MEETING

The **Eatontown Sewerage Authority** held a Reorganization Meeting at 5:00 PM on February 13, 2024, in the Borough Hall, 47 Broad Street, Eatontown, New Jersey. The Authority Attorney, John Bonello, called the meeting to order by making the following statement: This meeting is a Reorganization 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 in The Asbury Park Press and to the Borough Clerk. Notice has also been posted in the public corridor of this Borough Hall.

ROLL CALL:

MEMBERS PRESENT: Peter Berkley
Jeanna Migliaccio
Lori Flynn
Stacey Fox

MEMBERS ABSENT: Ken East

ALSO PRESENT: John Bonello, Authority Attorney
Ruchit Patel, Authority Engineer
Theodore F. Lewis, Executive Director
Chris Muccie, Superintendent
Michelle Hu, Treasurer
Tina Zavolas, Assistant Treasurer
Chrystle Hernandez, Office Clerk

ABSENT: None

CITIZENS: None

The attached sheets reflect the various appointments for the 2024 term with the Eatontown Sewerage Authority.

Items #9, 10, 11, 12 and 15 on the attached sheets shall be published.

The job description for Recording Secretary is the responsibility of the Assistant Treasurer.

Number 1

RESOLUTION ELECTING CHAIRMAN

Jeanna Migliaccio offered the following resolution and moved its adoption:

BE IT RESOLVED by the Eatontown Sewerage Authority that **Ken East** is hereby elected **Chairman** of the Eatontown Sewerage Authority for a term of one (1) year effective February 13, 2024.

*The resolution is seconded by **Peter Berkley** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Peter Berkley, Jeanna Migliaccio, Stacey Fox and Lori Flynn
NAYES: None
ABSENT: Ken East
ABSTENTIONS: None

Number 2

RESOLUTION ELECTING VICE-CHAIRMAN

Jeanna Migliaccio offered the following resolution and moved its adoption:

BE IT RESOLVED by the Eatontown Sewerage Authority that **Lori Flynn** is hereby elected **Vice Chairman** of the Eatontown Sewerage Authority for a term of one (1) year effective February 13, 2024.

*The resolution is seconded by **Peter Berkley** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Peter Berkley, Jeanna Migliaccio, Stacey Fox and Lori Flynn
NAYES: None
ABSENT: Ken East
ABSTENTIONS: None

Number 3

RESOLUTION CONFIRMING APPOINTMENT OF SECRETARY

Jeanna Migliaccio offered the following resolution and moved its adoption:

BE IT RESOLVED by the Eatontown Sewerage Authority that **Peter Berkley** is hereby appointed **Secretary** of the Eatontown Sewerage Authority for a term of one (1) year effective February 13, 2024.

*The resolution is seconded by **Lori Flynn** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Peter Berkley, Jeanna Migliaccio, Stacey Fox and Lori Flynn
NAYES: None
ABSENT: Ken East
ABSTENTIONS: None

Number 4

RESOLUTION CONFIRMING APPOINTMENT OF ASSISTANT SECRETARY

Peter Berkley offered the following resolution and moved its adoption:

BE IT RESOLVED by the Eatontown Sewerage Authority that **Jeanna Migliaccio** is hereby appointed **Assistant Secretary** of the Eatontown Sewerage Authority for a term of one (1) year effective February 13, 2024.

*The resolution is seconded by **Lori Flynn** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Peter Berkley, Jeanna Migliaccio, Stacey Fox and Lori Flynn
NAYES: None
ABSENT: Ken East
ABSTENTIONS: None

Number 5

RESOLUTION CONFIRMING APPOINTMENT OF COMMITTEES

Jeanna Migliaccio offered the following resolution and moved its adoption:

BE IT RESOLVED by the Eatontown Sewerage Authority that the committee members are confirmed as follows:

- (a) Stacey Fox and Peter Berkley – Finance Committee
- (b) Stacey Fox and Ken East – Engineering Committee
- (c) Peter Berkley and Jeanna Migliaccio – Personnel Committee
- (d) Peter Berkley and Ken East – Technology Committee

*The resolution is seconded by **Peter Berkley** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Peter Berkley, Jeanna Migliaccio, Stacey Fox and Lori Flynn
NAYES: None
ABSENT: Ken East
ABSTENTIONS: None

Number 6

RESOLUTION APPOINTING EXECUTIVE DIRECTOR

Peter Berkley offered the following resolution and moved its adoption:

BE IT RESOLVED by the Eatontown Sewerage Authority that **Theodore F. Lewis, Jr.** is hereby appointed **Executive Director** of the Eatontown Sewerage Authority for a term of one (1) year effective February 13, 2024.

*The resolution is seconded by **Jeanna Migliaccio** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Peter Berkley, Jeanna Migliaccio, Stacey Fox and Lori Flynn
NAYES: None
ABSENT: Ken East
ABSTENTIONS: None

Number 7

RESOLUTION CONFIRMING APPOINTMENT OF TREASURER

Peter Berkley offered the following resolution and moved its adoption:

BE IT RESOLVED by the Eatontown Sewerage Authority that **Michelle Hu** is hereby appointed **Treasurer** of the Eatontown Sewerage Authority for a term of one (1) year effective February 13, 2024.

*The resolution is seconded by **Lori Flynn** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Peter Berkley, Jeanna Migliaccio, Stacey Fox and Lori Flynn
NAYES: None
ABSENT: Ken East
ABSTENTIONS: None

Number 8

RESOLUTION CONFIRMING APPOINTMENT OF ASSISTANT TREASURER

Peter Berkley offered the following resolution and moved its adoption:

BE IT RESOLVED by the Eatontown Sewerage Authority that **Tina Zavolas**, is hereby appointed **Assistant Treasurer** of the Eatontown Sewerage Authority for a term of one (1) year effective February 13, 2024.

*The resolution is seconded by **Jeanna Migliaccio** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Peter Berkley, Jeanna Migliaccio, Stacey Fox and Lori Flynn
NAYES: None
ABSENT: Ken East
ABSTENTIONS: None

Number 9

RESOLUTION CONFIRMING APPOINTMENT OF ATTORNEY

Peter Berkley offered the following resolution and moved its adoption:

WHEREAS, there exists the need for legal services for the Eatontown Sewerage Authority, Borough of Eatontown, County of Monmouth, and

WHEREAS, funds are or will be available for this purpose; and

NOW, THEREFORE, BE IT RESOLVED by the Eatontown Sewerage Authority, Borough of Eatontown, County of Monmouth, that **JOHN BONELLO** of **MANNA AND BONELLO** is hereby appointed **Authority Attorney** for the Eatontown Sewerage Authority for a term of one (1) year ending February 11, 2025.

WHEREAS this appointment and the award of a contract was made through a "Fair and Open Process" pursuant to N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS this professional is being appointed after the Board's review of qualifications submitted by this and like professionals for the same position; and

BE IT FURTHER RESOLVED that a copy of this resolution be published in one of the designated official newspapers within ten (10) days of its passage as required by Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.

The resolution is seconded by Jeanna Migliaccio and adopted upon the following roll call vote:

ROLL CALL:

AYES: Peter Berkley, Jeanna Migliaccio, Stacey Fox and Lori Flynn

NAYES: None

ABSENT: Ken East

ABSTENTIONS: None

Number 10

RESOLUTION CONFIRMING APPOINTMENT OF AUDITOR

Peter Berkley offered the following resolution and moved its adoption:

WHEREAS, there exists the need for accounting and auditing services for the Eatontown Sewerage Authority, Borough of Eatontown, County of Monmouth; and

WHEREAS, funds are or will be available for this purpose; and

NOW, THEREFORE, BE IT RESOLVED by the Eatontown Sewerage Authority, Borough of Eatontown, County of Monmouth, that **ROBERT S. OLIVA** of **OLIWA AND COMPANY** is hereby appointed **Authority Auditor** for a term of one (1) year ending February 11, 2025.

WHEREAS this appointment and the award of a contract was made through a "Fair and Open Process" pursuant to N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS this professional is being appointed after the Board's review of qualifications submitted by this and like professionals for the same position; and

BE IT FURTHER RESOLVED that a copy of this resolution be published in one of the designated official newspapers within ten (10) days of its passage as required by Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.

The resolution is seconded by Jeanna Migliaccio and adopted upon the following roll call vote:

ROLL CALL:

AYES: Peter Berkley, Jeanna Migliaccio, Stacey Fox and Lori Flynn

NAYES: None

ABSENT: Ken East

ABSTENTIONS: None

Number 11

RESOLUTION CONFIRMING APPOINTMENT OF ENGINEER

Peter Berkley offered the following resolution and moved its adoption:

WHEREAS, there exists the need for engineering services for the Eatontown Sewerage Authority, Borough of Eatontown, County of Monmouth; and

WHEREAS, funds are or will be available for this purpose; and

NOW, THEREFORE, BE IT RESOLVED by the Eatontown Sewerage Authority, Borough of Eatontown, County of Monmouth, that **STEPHEN SCHREIBER, P.E. of T & M ASSOCIATES, P.A.** is hereby appointed **Authority Engineer** for a term of one (1) year ending February 11, 2025.

WHEREAS this appointment and the award of a contract was made through a "Fair and Open Process" pursuant to N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS this professional is being appointed after the Board's review of qualifications submitted by this and like professionals for the same position; and

BE IT FURTHER RESOLVED that a copy of this resolution be published in one of the designated official newspapers within ten (10) days of its passage as required under Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.

The resolution is seconded by Jeanna Migliaccio and adopted upon the following roll call vote:

ROLL CALL:

AYES: Peter Berkley, Jeanna Migliaccio, Stacey Fox and Lori Flynn

NAYES: None

ABSENT: Ken East

ABSTENTIONS: None

Number 12

RESOLUTION CONFIRMING APPOINTMENT OF BOND ATTORNEY

Peter Berkley offered the following resolution and moved its adoption:

WHEREAS, there exists the need for bond counseling services for the Eatontown Sewerage Authority, Borough of Eatontown, County of Monmouth; and

WHEREAS, funds are or will be available for this purpose; and

NOW, THEREFORE, BE IT RESOLVED by the Eatontown Sewerage Authority, Borough of Eatontown, County of Monmouth, that **DREW STAUFFER** of **McLAUGHLIN, STAUFFER, and SHAKLEE, P.E.** is hereby appointed **Authority Bond Attorney** for a term of one (1) year ending February 11, 2025.

WHEREAS this appointment and the award of a contract was made through a "Fair and Open Process" pursuant to N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS this professional is being appointed after the Board's review of qualifications submitted by this and like professionals for the same position; and

BE IT FURTHER RESOLVED that a copy of this resolution be published in one of the designated official newspapers within ten (10) days of its passage as required under Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.

*The resolution is seconded by **Jeanna Migliaccio** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Peter Berkley, Jeanna Migliaccio, Stacey Fox and Lori Flynn

NAYES: None

ABSENT: Ken East

ABSTENTIONS: None

Number 13

RESOLUTION DESIGNATING DEPOSITORIES

Peter Berkley offered the following resolution and moved its adoption:

BE IT RESOLVED that **TD BANK, KEARNY BANK, and STATE of NEW JERSEY CASH MANAGEMENT FUND** be and are hereby designated as the official depositories for the Eatontown Sewerage Authority; and

BE IT FURTHER RESOLVED that any drafts, checks or other like instruments demanded by the Authority upon any accounts maintained in said banks be signed and delivered by the Executive Director, or in his absence or unavailability the Chairman, or in his absence or unavailability the Vice Chairman, or in his absence or unavailability the Secretary, or in his absence or unavailability the Assistant Secretary, or in his absence or unavailability the Treasurer, or in her absence or unavailability the Assistant Treasurer of the said Authority as each account may require.

The resolution is seconded by Lori Flynn and adopted upon the following roll call vote:

ROLL CALL:

AYES: Peter Berkley, Jeanna Migliaccio, Stacey Fox and Lori Flynn
NAYES: None
ABSENT: Ken East
ABSTENTIONS: None

Number 14

RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS

Peter Berkley offered the following resolution and moved its adoption:

BE IT RESOLVED that the **ASBURY PARK PRESS and STAR LEDGER** are the official newspapers of the Eatontown Sewerage Authority effective February 13, 2024 through February 11, 2025.

The resolution is seconded by Lori Flynn and adopted upon the following roll call vote:

ROLL CALL:

AYES: Peter Berkley, Jeanna Migliaccio, Stacey Fox and Lori Flynn
NAYES: None
ABSENT: Ken East
ABSTENTIONS: None

Number 15

RESOLUTION DESIGNATING REGULAR MEETINGS

Peter Berkley offered the following resolution and moved its adoption:

BE IT RESOLVED that the **second Tuesday of every month at 5:00 PM** prevailing time be and is hereby designated as the regular meeting of the Eatontown Sewerage Authority at Borough Hall, 47 Broad Street, Eatontown, New Jersey.

BE IT FURTHER RESOLVED by the Eatontown Sewerage Authority that the regular monthly meeting dates for the year **2024** are as follows:

February 13, 2024	August 13, 2024
March 12, 2024	September 10, 2024
April 9, 2024	October 8, 2024
May 14, 2024	November 12, 2024
June 11, 2024	December 10, 2024
July 9, 2024	January 14, 2025

On **February 11, 2025** the Reorganization Meeting will be held at 5:00 PM with the regular monthly meeting to follow immediately thereafter as here and above set forth.

*The resolution is seconded by **Lori Flynn** and adopted upon the following roll call vote:*

ROLL CALL:

AYES:	Peter Berkley, Jeanna Migliaccio, Stacey Fox and Lori Flynn
NAYES:	None
ABSENT:	Ken East
ABSTENTIONS:	None

Number 16

RESOLUTION FIXING REGULAR ORDER OF BUSINESS

Peter Berkley offered the following resolution and moved its adoption:

BE IT RESOLVED THAT the **Regular Order of Business** of the Eatontown Sewerage Authority to be conducted at its regular meetings shall be:

- 1. Public Meeting Act**
- 2. Roll Call**
- 3. Reading and Approval of Minutes**
- 4. Remarks of Citizens**
- 5. Reports of Committees**
- 6. Reports of Executive Director, Superintendent and Engineer**
- 7. Progress of Projects**
- 8. Unfinished Business**
- 9. New Business**
- 10. Communications and Bills**
- 11. Approval of Transfers and Treasurer's Report**
- 12. Executive Session**
- 13. Adjournment**

*The resolution is seconded by **Jeanna Migliaccio** and adopted upon the following roll call vote:*

ROLL CALL:

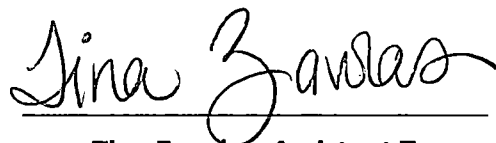
AYES: Peter Berkley, Jeanna Migliaccio, Stacey Fox and Lori Flynn
NAYES: None
ABSENT: Ken East
ABSTENTIONS: None

ADJOURNMENT

At 5:20 PM, Jeanna Migliaccio moved that the Reorganization Meeting be closed. The motion was seconded by Peter Berkley and adopted upon the following roll call vote:

ROLL CALL:

AYES: Peter Berkley, Jeanna Migliaccio, Stacey Fox and Lori Flynn
NAYES: None
ABSENT: Ken East
ABSTENTIONS: None

A handwritten signature in black ink that reads "Tina Zavolas". The signature is written in a cursive style and is positioned above a horizontal line.

Tina Zavolas, Assistant Treasurer