

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on September 12, 2023, in the Borough Hall, 47 Broad Street, Eatontown, New Jersey. The Chairman, Jeanna Migliaccio, 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 Asbury Park Press and to the Borough Clerk. Notice has also been posted in the public corridor of this Borough Hall and posted to the Authority website."

ROLL CALL

MEMBERS PRESENT: Jeanna Migliaccio
Brian Charnick
Peter Berkley
Ken East

MEMBERS ABSENT: Lori Flynn

ALSO PRESENT: Ted Lewis, Executive Director
John Bonello, Attorney
Ruchit Patel, Engineer
Herb Volner, Superintendent
Michelle Hu, Treasurer
Tina Zavalas, Assistant Treasurer

CITIZENS PRESENT: None

APPROVAL OF MINUTES

Mr. Berkley moved to approve the minutes of the regular meeting held on August 8, 2023, as submitted. The motion was seconded by Mr. Charnick adopted on voice vote, Abstained by Mr. East.

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Executive Director's Report *

Mr. Lewis submitted his report with no additions.

Superintendent's Report *

Mr. Volner presented the Superintendent's report with the following additions:

Mr. Volner also updated the board that new stainless-steel cables are needed for maintenance employees, as the old ones are now too old and are a safety hazard.

Mr. Berkley offered a motion to approve the quote and purchase of new safety equipment for the maintenance department. The motion was seconded by Mrs. Migliaccio and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Jeanna Migliaccio, Brian Charnick, Peter Berkley, and Ken East
NEGATIVE: None
ABSTENTION: None

ABSENT: Lori Flynn

Engineer's Report *

Mr. Patel presented the Engineer's report with the following additions:

Mr. Patel stated that the Liberty Pointe Sewer application is in review. Construction for Wilson Ave will begin next week. He will send out letters to current project owners to follow up with outstanding documentation needed to be supplied to T&M.

PROGRESS OF PROJECTS

- **2023 Sewage Collection System Rehabilitation Phase 1**

Mr. Lewis stated that we may not be able to afford this project this year due to budget constraints, however T&M Associates have been working on this and already have a package in place for 2024.

UNFINISHED BUSINESS

- **FMERA – Avenue of Memories Sewer Improvements**

The Authority is still waiting on FMERA and Netflix to review the proposed site development plan.

- **Sun Eagles Golf Course**

Mr. Lewis stated that the SCADA is almost complete and that the Phase2 connection fees have been paid for 20 units.

- **Wilson Avenue Sanitary Sewer Extension**

Mr. Lewis reported that a pre-construction meeting took place with all parties involved on August 31, 2023. T&M sent a Notice to Proceed to Earle Asphalt Company on September 6, 2023. Project to be completed by early November.

- **NJUA JIF Cyber Risk Management Program**

Mr. Charnick inquired to the board about ESA's data back up and cyber security process. Charlie Massa is currently the Authority's breach manager. The authority has renewed his contract July, 2023. Mr. Berkley suggested we could use the borough's IT company, Targeted Technologies. Mr. Lewis stated that many of the authorities with JIF do not respond to JIF's cyber program and no extra security assistance is used.

NEW BUSINESS

- **Resolution #2023-09-01: Closeout Brightview Senior Living Project and Releasing Escrow funds.**

Based on the Authority Engineer's recommendation, Mr. Berkley offered a Resolution to closeout Brightview Senior Living located at Rt. 36 & Wyckoff Rd. Block 2002 Lots 1&2. The Resolution was seconded by Mrs. Migliaccio and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Jeanna Migliaccio, Brian Charnick, Peter Berkley, and Ken East

NEGATIVE: None
ABSTENTION: None
ABSENT: Lori Flynn

- **Edmunds GovTech Cloud Housing**

Edmunds GovTech has submitted a quote in the amount of \$2,500 to the authority for cloud hosting presented by Michelle Hu. The cloud benefits include 24/7 security system access, unlimited storage, protection against cyber threats, automated daily backups, automated code & MCSJ upgrade, etc.

- **CommVault Quotes for Document Back Up**

Commvault Quote have been submitted in the amount of \$1, 990. 70 for backing up the authority's financial data, Edmunds & documents. Mrs. Migliaccio will talk to the Commvault engineer to check to see if SHI can restore the Edmunds data and software that is on our server. Mrs. Hu stated that Edmunds provides automatic code and software upgrades.

Mr. Berkley offered a Resolution to accept the quote from SHI/Commvault in the amount of \$1,990.70. Both Mr. Berkley and Mrs. Migliaccio will speak to Mr. Massa regarding restoring the Edmunds software. The Resolution was seconded by Mr. East and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Peter Berkley, and Ken East
NEGATIVE: Brian Charnick,
ABSTENTION: Jeanna Migliaccio
ABSENT: Lori Flynn

- **Employee Vision Plan**

The Authority does not offer vision plan to full time employees, just a \$275 reimbursement for the entire family including eye exams and eyeglasses. Mr. Berkley suggested Mr. Lewis check to see what the borough is offering with their vision plan. Mrs. Hu will send out an insurance quote to the board for their consideration.

- **Office Color Printer**

Mrs. Hu stated that Mr. Massa gave the authority a quote on printers to replace the broken one.

Mr. Charnick offered a motion to approve the quote and purchase a new printer for the office. The motion was seconded by Mr. Berkley and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Jeanna Migliaccio, Brian Charnick, Peter Berkley, and Ken East
NEGATIVE: None
ABSTENTION: None
ABSENT: Lori Flynn

BILLS

Resolution to authorize paying the bills in the amount of \$465,388.39 as submitted from the operating account in Kearny Bank was offered by Mrs. Migliaccio, seconded by Mr. Berkley, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Jeanna Migliaccio, Brian Charnick, Peter Berkley, and Ken East
NEGATIVE: None
ABSTENTION: None
ABSENT: Lori Flynn

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

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

(September 2023 Operating Expenses)	\$ 465,388.39
(October 2023 Salaries)	<u>\$ 36,342.95</u>
Total Transfers:	\$ 501,731.34

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 \$465,388.39 and to Kearny Bank payroll account for the payroll of October 2023 in the amount of \$36,342.95 was offered by Mrs. Migliaccio, seconded by Mr. Berkley, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Jeanna Migliaccio, Brian Charnick, Peter Berkley, and Ken East
NEGATIVE: None
ABSTENTION: None
ABSENT: Lori Flynn

Resolution to authorize payments for capital improvements from the Kearny Bank operating account to T&M Associates in the amount of \$1,127.50 for work relating to 2023 Sewer Collection System Rehab Phase 1 August engineering was offered by Mrs. Migliaccio, seconded by Mr. Berkley, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Jeanna Migliaccio, Brian Charnick, Peter Berkley, and Ken East
NEGATIVE: None
ABSTENTION: None
ABSENT: Lori Flynn

EXECUTIVE SESSION

A motion to go into Executive Session at 5:55 p.m. 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 6:12 p.m. No action was taken.

ADJOURNMENT

With no further business to address, Mrs. Migliaccio moved to adjourn the meeting at 6:13pm


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.***