

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on October 10, 2023, in the Borough Hall, 47 Broad Street, Eatontown, New Jersey. The Vice Chairman, Ken East, 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
 Lori Flynn

MEMBERS ABSENT: None

ALSO PRESENT: Stephen Colvell, Auditor
 Ted Lewis, Executive Director
 John Bonello, Attorney
 Ruchit Patel, Engineer
 Herb Volner, Superintendent
 Michelle Hu, Treasurer
 Tina Zavalas, Assistant Treasurer
 Chrystle Hernandez, Office Clerk

CITIZENS PRESENT: None

APPROVAL OF MINUTES

Mr. Charnick moved to approve the minutes of the regular meeting held on October 10, 2023, as submitted. The motion was seconded by Mr. East adopted on voice vote, Abstained by Mrs. Flynn.

Mr. Berkley moved to present the 2022 audit at this point rather than waiting until the New Business portion of the meeting. There were no objections.

- **Presentation of 2022 Audit**

Mr. Colvell presented the 2022 audit, noting these highlights:

- The Authority had a net income of \$282,035.00 in 2022. A lower net income in 2022 due to gross revenues being lower than prior year and increase expense from 2021.
- The two biggest factors on expense increase are: 1. The Authority gave the Borough \$176,000 and 2. TRWRA sewer charge increased by \$367,000 from 2021.
- Overall, the books and records were in very good shape with minimal journal entries.
- When FMERA turns over the assets(sewer lines and pump stations) to the Authority, we will put the historical costs on the Authority's books and records.
- Possible inclusion of Asset Management Plan in 2024 Budget.

- **Resolution #2023-10-01: Group Affidavit for 2022 Audit**

Mr. Berkley offered a Resolution approving signing the Group Affidavit for the 2022 Audit for the Authority. The resolution was seconded by Mrs. Migliaccio and adopted on the following roll call vote:

ROLL CALL

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

- **Resolution #2023-10-02: Approving the 2022 Audit**

Mr. Berkley offered a Resolution approving the 2022 Audit for the Authority. The resolution was seconded by Mrs. Migliaccio and adopted on the following roll call vote:

ROLL CALL

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

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Executive Director's Report *

Mr. Lewis submitted his report with the following additions: TRWRA rate has increased to \$400 from \$360 for 2024. Mr. Lewis suggested to the board that it considers increasing ESA's rate to \$400 from \$380 in 2024. Mr. Lewis will ask the Authority's Auditor whether a rate increase is feasible or not. There has not been an increase in ten years.

Superintendent's Report *

Mr. Volner presented the Superintendent's report with no additions.

Engineer's Report *

Mr. Patel presented the Engineer's report with no additions.

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 to bid 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 Phase 2 connection fees have been paid for 20 units. Renovations have been made to Gibb's Hall.

- **Wilson Avenue Sanitary Sewer Extension**

Mr. Lewis reported that the contractor has completed about 40% of the new sewer installation.

- **NJUA JIF Cyber Risk Management Program**

Mr. Lewis has met with Targeted Technologies to see if there's a way for backups and to take extra security measures.

- **Edmunds GovTech Cloud Hosting**

After a discussion the board decided not to proceed with Edmunds software cloud backup.

- **CommVault Quotes for Document Back Up**

Mr. Charnick suggested the board re-visit the resolution made from the previous month as the Authority can use the free storage services for cloud back up from Microsoft 365. Mr. Charnick's request did not go through due to lack of votes.

SHI/CommVault sent a revised quote in the amount of \$2,083.42 for their data back-up services. The board approved.

- **Employee Vision Plan**

After the discussion regarding the vision plan options, Mr. Charnick offered a resolution for the employee vision gold plan, seconded by Mr. Berkley and adopted on the following roll call vote:

ROLL CALL

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

NEGATIVE: None

ABSTENTION: None

ABSENT: None

- **Office Space**

Mrs. Migliaccio stated that our four employees in the office space they work in is way too tight and crowded. The Borough does not pay for their sewer services for multiple locations, additionally the borough receives a 5% contribution of the ESA's operating budget annually. The office space accommodations should be addressed. Mr. Lewis will ask Borough Administrator for any options for larger office space.

NEW BUSINESS

- **Employee & Board Member Email Account**

The board would like to have personal email accounts for employees and board members. Mr. Massa will set up.

- **New Mandatory GovConnect Enrollment**

Local finance board requires the board of commissioners for each local authority to enroll in GovConnect by 11/1/23. Mr. Lewis or Mrs. Hu will comply with this request.

- **2 Heritage Road**

The owner of this property sent an email to the authority to request the interest be removed from their account because they have not received the bill since they closed on the home. The board voted against forgiving the interest.

- **Employee Appreciation Event/Retirement Dinner**

The Authority's superintendent Herb Volner will be retiring at the end of December 2023. The board decided the annual employee appreciation event & retirement dinner will be held on December 12th after our regular meeting. The location will be decided by the next meeting.

- **Ted's Laptop**

Mr. Massa made some updates to Mr. Lewis' laptop, at the time being it seems to be working ok. A new laptop will be needed in the future.

BILLS

Resolution to authorize paying the bills in the amount of \$492,234.91 as submitted from the operating account in Kearny Bank was offered by Mrs. Migliaccio, seconded by Mrs. Flynn, and adopted on the following roll call vote:

ROLL CALL

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

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

TD Revenue Trust to Kearny Bank Operating Account and Payroll Account:	
(October 2023 Operating Expenses)	\$ 492,234.91
(November 2023 Salaries)	\$ 36,342.95
Total Transfers:	\$ 528,577.86

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 \$492,234.91 and to Kearny Bank payroll account for the payroll of November 2023 in the amount of \$36,342.95 was offered by Mrs. Migliaccio, seconded by Mrs. Flynn, and adopted on the following roll call vote:

ROLL CALL

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

Resolution to authorize payments for capital improvements from the Kearny Bank operating account to T&M Associates in the amount of \$4,530.00 for work relating to 2023 Sewer Collection System Rehab Phase 1 August engineering was offered by Mrs. Migliaccio, seconded by Mrs. Flynn, and adopted on the following roll call vote:

ROLL CALL

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

EXECUTIVE SESSION

A motion to go into Executive Session at 6:27p.m. for the purpose of discussing personnel matters was offered by Mr. Berkley, seconded by Mr. Charnick, and adopted on a unanimous voice vote.

Upon completion, the Executive Session was closed. The board members returned to the Regular Session at 6:55 p.m. No action was taken.

ADJOURNMENT

With no further business to address, Mrs. Migliaccio moved to adjourn the meeting at 6:55pm


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.***