

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on November 14, 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  
Lori Flynn

MEMBERS ABSENT: Ken East  
Ruchit Patel

ALSO PRESENT: Ted Lewis, Executive Director  
John Bonello, Attorney  
Herb Volner, Superintendent  
Michelle Hu, Treasurer  
Tina Zavolas, 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 November 14, 2023. The motion was seconded by Mr. Berkley and adopted by unanimous voice vote.

## **REPORTS OF COMMITTEES, MEMBERS, & ENGINEER**

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

Mr. Lewis presented his report with the following addition: Mr. Lewis reported to the board that Mr. Oliwa the Authority's Auditor said a rate increase for 2024 is not appropriate at this time.

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

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

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

T&M was unable to send a representative to attend this month's meeting, however, a monthly report was provided.

## **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**

Mr. Lewis will have a meeting with Netflix and FMERA to discuss 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. Nothing more to add.

- **Wilson Avenue Sanitary Sewer Extension**

Mr. Lewis reported that the construction is close to being completed. He suggested that the authority start billing County DPW in 2024. Mr. Gianforte of TRWRA advised that the ESA should consider charging connection fees. Mr. Schreiber will work on connection fee calculations.

- **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. Mr. Massa will be the one to sign in for the cybersecurity emails.

- **Office Space**

Mr. Lewis met with the Borough Administrator regarding any options for larger office space, he stated they have architects looking into growing the borough's space.

- **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 12<sup>th</sup> after our regular meeting. The location is Maurizio's at 613 Hope Road, Eatontown.

## **NEW BUSINESS**

- **Introduction of 2024 Budget**

Mr. Lewis informed the board that the Authority's 2024 budget will increase slightly in comparison to the 2023 budget. Mr. Lewis also stated that the capital budget should allow about \$300,000 per year, for years beyond 2024. Mr. Berkley suggested that the asset management plan be sent to Mr. Oliwa to plan the future capital improvements budget.

- **Resolution Approving 2024 Budget for State Review**

The Authority will submit the budget as introduced to the state for review.

***Mr. Charnick offered a Resolution to approve the Authority's 2024 budget for state review. The resolution was seconded by Mrs. Flynn and adopted on the following roll call vote:***

**ROLL CALL**

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

- **Resolution #2023-11-01: Setting Forth Reasons for Delay in Approving 2024 Budget**

***Mr. Berkley offered a Resolution which set forth the reasons for the delay in approving the Authority's 2024 budget. The resolution was seconded by Mrs. Flynn and adopted on the following roll call vote:***

**ROLL CALL**

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

- **2023/2024 Elected Officials' Training Seminars- the League of Municipalities Conference in Atlantic City**

The Authority receives a \$250 reduction in premiums for each board member who attends the training. Mr. East attended this training during the conference in Atlantic City while the other members will wait for the online version which should be available in a few months.

**BILLS**

***Resolution to authorize paying the bills in the amount of \$219,359.23 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, Lori Flynn  
NEGATIVE: None  
ABSTENTION: Ken East  
ABSENT: None

## APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

TD Revenue Trust to Kearny Bank Operating Account and Payroll Account:	
(November 2023 Operating Expenses)	\$ 219,359.23
(December 2023 Salaries)	\$ 51,149.09
Total Transfers:	\$ 270,508.32

***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 \$219,359.32 and to Kearny Bank payroll account for the payroll of December 2023 in the amount of \$51,149.09 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, Lori Flynn  
NEGATIVE: None  
ABSTENTION: None  
ABSENT: Ken East


## EXECUTIVE SESSION

A motion to go into Executive Session at 5:57p.m. for the purpose of discussing personnel matters such as salaries for 2024.

Upon completion, the Executive Session was closed. The board members returned to the Regular Session at 6:15 p.m. No action was taken.

## ADJOURNMENT

With no further business to address, Mrs. Migliaccio moved to adjourn the meeting at 6:15pm

  
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.***