

THE EATONTOWN SEWERAGE AUTHORITY



MUNICIPAL BUILDING
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June 11, 2024 – 5:00 PM

AGENDA

- **PUBLIC MEETING ACT**

This meeting has been advertised in accordance with the Open Public Meetings Act. 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**

- **READING AND APPROVAL OF THE MINUTES**

- **REMARKS OF CITIZENS**

- **REPORTS OF COMMITTEES**

- **REPORTS OF EXECUTIVE DIRECTOR, SUPERINTENDENT, ATTORNEY, AND ENGINEER**

- **PROGRESS OF PROJECTS**

- 2023 Sewage Collection System Rehabilitation - Phase 1

- **UNFINISHED BUSINESS**

- FMERA – Avenue of Memories Sewer Improvements
- Sun Eagles Golf Club
- Office Space
- Confined Space Rescue Shared Service Agreement
- Garage Gate Repair
- New Camera Truck
- Old Orchard Pump Station
- Maintenance Garage Structural Inspection Proposal
- Garage Water Heater
- Vendor Response Time
- Raco Alarm Boxes for 13 Pump Stations
- ESA Website
- Cybersecurity Awareness Training

- **NEW BUSINESS**

- ESA Emergency Response Contract (2024-2027)

- **COMMUNICATIONS and BILLS**

- **APPROVAL OF TRANSFERS AND TREASURER'S REPORT**

- **EXECUTIVE SESSION**

- **ADJOURNMENT**

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on May 14, 2024, 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: Peter Berkley
Ken East
Jeanna Migliaccio
Lori Flynn

MEMBERS ABSENT: Stacey Fox

ALSO PRESENT: Theodore Lewis, Executive Director
Chris Muccie, Superintendent
Ruchit Patel, Engineer
John Bonello, Attorney
Michelle Hu, Treasurer
Tina Zavalas, Assistant Treasurer
Tina Cheng, Office Clerk
Dan Edgeworth, Maintenance
Stephen Jones, Maintenance

CITIZENS PRESENT: Joanne Vega

APPROVAL OF MINUTES

Mr. East moved to approve the minutes of the regular meeting held on April 9, 2024. The motion was seconded by Mr. Berkley, adopted on a voice vote and abstained by Mrs. Flynn.

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

- **Committee Reorganization**

Mrs. Flynn addressed that she was not on a committee and would like to be included on the personnel committee. Mr. Berkley stated that the committees were set up and there was an opening on the IT/GIS committee. Mrs. Flynn is approved to serve on the IT/GIS Committee. These are the current committee assignments.

Personnel committee: Mrs. Migliaccio and Ms. Fox

Engineering committee: Mr. East and Mr. Berkley

Finance Committee: Mr. Berkley and Mr. East

IT/GIS Committee: Mrs. Migliaccio and Mrs. Flynn

Mr. East moved to approve the new committee assignments seconded by Mr. Berkley and adopted by the following roll call:

ROLL CALL

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

Executive Director's Report *

Mr. Lewis submitted his report with no additions. Mr. Lewis introduced our newest maintenance employee Stephen Jones, his probationary period ends after 3 months from date of hire.

Superintendent's Report *

Mr. Muccie presented the Superintendent's report with the following addition(s): Mr. Muccie stated that Land Rover cleared out most of their blockage of our easement. Mr. Muccie stated that the TV Truck has officially broken down.

Engineer's Report *

Mr. Ruchit Patel presented his report with the following additions: Mr. Patel stated that the T&M ran a study, and the piping should be replaced because of new buildings for Liberty Pointe/Monmouth Square to help with the increased flow. Meeting to be set up with Lennar, T&M, Authority Attorney & Eatontown Borough.

PROGRESS OF PROJECTS

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

The 2023 sewer rehab project phase 1 bid was held on April 3rd, 2024 and construction will begin in June. T&M will send out a proceed notice soon.

UNFINISHED BUSINESS

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

The project is still on going.

- **FMERA- Wilson Avenue Sewer Rehabilitation**

Mr. Patel stated this project is complete.

- **Sun Eagles Golf Course**

Mr. Patel stated that a meter chamber is in the process of being installed.

- **Office Space**

Mr. Berkley stated that we should move forward with the purchase of new furniture as it doesn't look like we will be getting a bigger office location in the borough. Additionally, if the purchase of the new furniture can be incorporated into the bond.

- **Confined Space Rescue Shared Service Agreement**

Mr. Lewis is currently waiting for a proposal.

- **Garage Gate Repair**

Mr. Muccie stated that it's being worked on.

- **New Camera Truck**

Mr. Muccie stated that the truck had officially broken down. Mr. Berkley suggests applying for a bond, along with a list of items needed for garage and office. Mr. Berkley & Mr. East, the engineering committee, will come up with said list of items.

- **Old Orchard Pump Station**

T&M to plan a site visit for dip in area to discuss with contractor.

- **Maintenance Garage Structural Inspection Proposal**

Mr. Berkley proposed moving to be discussed at the next meeting. T&M has submitted a proposal in the amount of \$6,500.

- **Garage Water Heater**

Mr. Berkley got a quote of \$2,000 to replace the water heater because it is leaking. The board agreed to seek out other quotes as first quote is too high. Mrs. Migliaccio was to report back with new quote.

NEW BUSINESS

- **Resolution #2024-05-01: Closing out Wyckoff LLC Project, and Releasing Escrow Funds, 151 Highway 35, Block 2303, Lot 1**

The project is complete and needs to be closed out.

Mr. East offered a Resolution to close out the Eatontown Wyckoff project. The resolution was seconded by Mrs. Migliaccio and adopted on the following roll call vote:

ROLL CALL

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

- **Resolution #2024-05-02: Closing out Wilson Avenue Sanitary Sewer Extension Project**

Mr. East offered a Resolution closing out the Wilson Avenue Sanitary Sewer Extension Project. The resolution was seconded by Mrs. Migliaccio and adopted on the following roll call vote:

ROLL CALL

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

• **Vendor Response Time**

Mr. Muccie stated that when vendor contracts are being re-bid, response time from them should be incorporated in the contract.

• **RACO Alarm Boxes for 13 Pump Stations**

Mr. Muccie stated that this trial is not working out as the alarm boxes only have 10 input channels. The idea is to be able to troubleshoot from home, to save on OT. Will look into other options.

• **ESA Website**

Keith Kennedy of Habitat Visual will supply quote for migration, as currently our program is outdated, and updates are not syncing with the current theme.

• **Cybersecurity Awareness Training**

To be completed by 6.30.24

BILLS

Resolution to authorize paying the bills in the amount of \$522,791.23 as submitted from the operating account in Kearny Bank was offered by Mr. East, seconded by Mr. Berkley, and adopted on the following roll call vote:

ROLL CALL

- AFFIRMATIVE: Ken East, Peter Berkley Jeanna Migliaccio and Lori Flynn
- NEGATIVE: None
- ABSTENTION: None
- ABSENT: Stacey Fox

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

TD Revenue Trust to Kearny Bank Operating Account and Payroll Account:	
(May 2024 Operating Expenses)	\$ 522,791.23
(June 2024 Salaries)	<u>\$ 37,072.53</u>
Total Transfers:	\$ 559,863.76

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 \$ 522,791.23 and to Kearny Bank payroll account for the payroll of June 2024 in the amount of \$37,072.53, was offered by Mr. East, seconded by Mr. Berkley, and adopted on the following roll call vote:

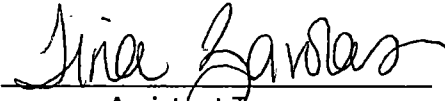
ROLL CALL

- AFFIRMATIVE: Ken East, Peter Berkley Jeanna Migliaccio and Lori Flynn
- NEGATIVE: None
- ABSTENTION: None
- ABSENT: Stacey Fox

No Executive Session

ADJOURNMENT

With no further business to address, Mr. East 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.***