

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on October 8th, 2024, in the Borough Hall, 47 Broad Street, Eatontown, New Jersey. The 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: Ken East
Peter Berkley
Greg Seitz
Jeanna Migliaccio (not for full meeting or votes)

MEMBERS ABSENT: Lori Flynn

ALSO PRESENT: Stephen Colvell, Auditor
Theodore Lewis, Executive Director
Rob Vilee, Executive Director New
Chris Muccie, Superintendent
Ruchit Patel, Engineer
John Bonello, Attorney
Michelle Hu, Treasurer
Tina Zavoias, Assistant Treasurer
Tina Cheng, Office Clerk
Dan Edgeworth, Maintenance
Lee Sherman, Maintenance

ALSO ABSENT:

CITIZENS PRESENT: No One

APPROVAL OF MINUTES

Mr. East moved to approve the minutes of the regular meeting held on October 8, 2024. The motion was seconded by Mr. Berkley.

- **Presentation of 2023 Audit**

Mr. Colvell presented the 2023 audit, noting these highlights:

- The Authority had a net income of \$534,275.00 in 2023. The Authority realized an increase in net income in 2023 due to realizing revenues more than prior year levels.
- The biggest factor in the expense increase is salaries and wages increased by \$27,656.00 from 2022.
- The major expense decreases in 2023 were for maintenance repair, decreased by \$59,387.00 from 2022.
- Overall, the books and records were in very good shape with minimal journal entries.

Mr. Berkley motioned to approve the 2023 Audit (resolution #2024-10-02) seconded by Mr. Seitz and adopted on the following roll call vote:

ROLL CALL

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

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Executive Director's Report *

Mr. Lewis presented his final report with no addition(s).

Superintendent's Report *

Mr. Muccie presented his report with the following addition(s): Mr. Muccie stated that they are in a trial period with the mission control boxes. They sent a representative to show them how to do it, it is to save money on pump stations. Dominos keep failing their grease trap inspection, they will be fined. Mr. Muccie also mentioned that a lateral camera is needed for inspections they will investigate renting in the interim from Home Depot. Mr. Muccie stated one pump at the Industrial pump station does not work and needs a replacement pump, additionally a pump at Lewis Street pump station is also broken and both need to be replaced to help with the overflow and back up.

Mr. Berkley offered a resolution to approve the purchase of two new pumps, one for Industrial Way Pump Station and one for Lewis Street pump station, the resolution was seconded by Mrs. Migliaccio, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Ken East, Peter Berkley, Greg Seitz, Jeanna Migliaccio
NEGATIVE: None
ABSTENTION: None
ABSENT: Lori Flynn

Mr. Muccie also stated that Truck #30 Mason Dump it's fuel pump is broken, in addition to other items. Which led to the purchase of a new truck for the garage to drive daily.

Engineer's Report *

Mr. Ruchit Patel presented his report with the following addition(s): Mr. Patel stated Monmouth Square needs to replenish their escrow account.

PROGRESS OF PROJECTS

- **2023 Sewage Collection System Rehabilitation Phase 2**
Phase 1 construction is completed. The Board has approved Phase 2. T&M is working on getting bids.

UNFINISHED BUSINESS

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

The project is still ongoing.

- **Sun Eagles Golf Course**

Project is still ongoing.

- **New Camera Truck**

The bond application was submitted to the Monmouth County Improvement Authority. Mr. Lewis will be attending the meeting local finance board on October 9.

- **Old Orchard Pump Station Drainage Issue**

T&M to plan a site visit for dip in area to discuss with contractor, as there are draining issues and would potentially need the manhole to be raised and a new hatch.

- **Maintenance Garage Structural Inspection Proposal**

Mr. Berkley suggested aluminum tape could be used.

- **Developer Agreement Between U.S. Home and ESA**

Mr. Lewis stated that they need to work out downstream improvements, that can potentially cost upwards to 1 million dollars on Cliffwood Ave.

- **ESA Website**

Ms. Zavolas stated that Keith from Habitat Visual will be in on October 10 to show the office new website designs and schedule the upgrade.

- **Cybersecurity Awareness Training**

Mr. Massa set up on the ESA email accounts for those still needing to take the course.

- **ESA Emergency Response Contract (2024-2027)**

Current contracts are set to expire at the end of July 2024. Mr. Patel will contact Mr. Schreiber for previous contracts and bidding information.

Mr. Berkley offered a resolution to approve T&M's proposal and for T&M's engineering fee to not exceed \$17,100 for preparing contract, bid documents and contract administration/inspection, seconded Mrs. Flynn, and adopted on the following roll call vote:

ROLL CALL

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

- **IT/Support-Upgrades & Maintenance**

The board proposed that this be moved for discussion to November's meeting.

- **Asset Management Plan**

Mr. Berkley will work with Mr. East to update in November, additionally Mr. Villee will review the plan.

- **Employee Appreciation / Ted Lewis Retirement Dinner**

The date set for October 16 at Illianos in Eatontown.

NEW BUSINESS

- **Resolution #2024-10-01: Group Affidavit for 2023 Audit**

ROLL CALL

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

- **Resolution #2024-10-02: Approving the 2023 Audit**

ROLL CALL

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

- **Resolution #2024-10-03: Appointing Rob Villee as Eatontown Sewerage Authority Executive Director**

ROLL CALL

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

- **Resolution #2024-10-04: Authorizing Purchasing a Push Camera and a Pole Camera**

ROLL CALL

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

- **Resolution #2024-10-05: Authorizing Joining Bergen County Cooperative Pricing System**

ROLL CALL

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

- **Resolution #2024-10-06: Authorizing Joining North Jersey Wastewater Cooperative Pricing System**

ROLL CALL

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

- **Resolution #2024-10-07: Authorizing Purchasing 2024 Chevrolet Silverado 1500 Truck**

ROLL CALL

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

- **Resolution #2024-10-08 Authorizing Rob Vilee to sign resolutions needed for signature**

ROLL CALL

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

- **Resolution #2024-10-09 Metallic Backup Subscription**

ROLL CALL

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

- **Resolution #2024-10-10 OPRS-RIM Agreement 2024-2029**

ROLL CALL

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

- **Vehicle Quotes (Two Trucks and Two SUVs)**

Move for discussion to November

BILLS

Resolution to authorize paying the bills in the amount of \$70,884.32 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, Greg Seitz
NEGATIVE: None
ABSTENTION: None
ABSENT: Lori Flynn and Jeanna Migliaccio

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

TD Revenue Trust to Kearny Bank Operating Account and Payroll Account:
(October 2024 Operating Expenses) \$ 70,884.32
(November 2024 Salaries) \$ 52,643.39
Total Transfers: \$ 123,527.71

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 \$70,884.32 and to Kearny Bank payroll account for the payroll of November 2024 in the amount of \$52,643.39 was offered by Mr. East, seconded by Mr. Berkley, and adopted on the following roll call vote:

ROLL CALL

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

EXECUTIVE SESSION

Mr. East stated that an executive session was needed to go over personnel matters. The Board went into executive session at 6:59pm. The executive session ended at 7:20pm.

Also note that the executive session was not recorded as in previous meetings as advised by counsel.

ADJOURNMENT

The Board came back into regular session with the vote to make the part time position full time. With no further business to address, Mr. East moved to adjourn the meeting at 7:22pm.


Assistant Treasurer

*** All reports of Committees, Members, Engineer & Resolutions are available for the public to review in the Authority's office and can also be reviewed online.**