

2025 REORGANIZATION MEETING

The **Eatontown Sewerage Authority** held a Reorganization Meeting at 5:00 PM on February 11, 2025, in the Borough Hall, 47 Broad Street, Eatontown, New Jersey. The Authority Attorney, John Bonello, called the meeting to order by making the following statement: This meeting is a Reorganization 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 in The Asbury Park Press and to the Borough Clerk. Notice has also been posted in the public corridor of this Borough Hall.

ROLL CALL:

MEMBERS PRESENT: Ken East
Greg Seitz
John Sciarappa

MEMBERS ABSENT: Peter Berkley

ALSO PRESENT: Rob Vilee, Executive Director
John Napolitano, Attorney
Mitch Jacobs, Attorney
Ruchit Patel, Authority Engineer
Chris Muccie, Superintendent
Michelle Hu, Treasurer
Tina Zavolas, Assistant Treasurer
Tina Cheng, Office Amin.
Dan Edgeworth, Maintenance
Josh Vogt, Maintenance

CITIZENS: None

The attached sheets reflect the various appointments for the 2025 term with the Eatontown Sewerage Authority.

Items #9, 10, 11, 12 and 15 on the attached sheets shall be published.

The job description for Recording Secretary is the responsibility of the Assistant Treasurer.

Number 1

RESOLUTION ELECTING CHAIRMAN

Greg Seitz offered the following resolution and moved its adoption:

BE IT RESOLVED by the Eatontown Sewerage Authority that **Ken East** is hereby elected **Chairman** of the Eatontown Sewerage Authority for a term of one (1) year effective February 11, 2025.

*The resolution is seconded by **John Sciarappa** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Greg Seitz, John Sciarappa and Ken East

NAYES:

ABSENT: Peter Berkley

ABSTENTIONS:

Number 2

RESOLUTION ELECTING VICE-CHAIRMAN

Ken East offered the following resolution and moved its adoption:

BE IT RESOLVED by the Eatontown Sewerage Authority that **Greg Seitz** is hereby elected **Vice Chairman** of the Eatontown Sewerage Authority for a term of one (1) year effective February 11, 2025.

*The resolution is seconded by **John Sciarappa** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Greg Seitz, John Sciarappa and Ken East

NAYES:

ABSENT: Peter Berkley

ABSTENTIONS:

Number 3

RESOLUTION CONFIRMING APPOINTMENT OF SECRETARY

Ken East offered the following resolution and moved its adoption:

BE IT RESOLVED by the Eatontown Sewerage Authority that **John Sciarappa** is hereby appointed **Secretary** of the Eatontown Sewerage Authority for a term of one (1) year effective February 11, 2025.

*The resolution is seconded by **Greg Seitz** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Greg Seitz, John Sciarappa and Ken East

NAYES:

ABSENT: Peter Berkley

ABSTENTIONS:

Number 4

RESOLUTION CONFIRMING APPOINTMENT OF COMMITTEES

Ken East offered the following resolution and moved its adoption:

BE IT RESOLVED by the Eatontown Sewerage Authority that the committee members are confirmed as follows:

- (a) – Finance Committee
- (b) – Engineering Committee
- (c) **Ken East & Greg Seitz** – Personnel Committee
- (d) – Technology Committee

*The resolution is seconded by **John Sciarappa** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Greg Seitz, John Sciarappa and Ken East

NAYES:

ABSENT: Peter Berkley

ABSTENTIONS:

Number 5

RESOLUTION CONFIRMING APPOINTMENT OF ATTORNEY

Greg Seitz offered the following resolution and moved its adoption:

WHEREAS, there exists the need for legal services for the Eatontown Sewerage Authority, Borough of Eatontown, County of Monmouth, and

WHEREAS, funds are or will be available for this purpose; and

NOW, THEREFORE, BE IT RESOLVED by the Eatontown Sewerage Authority, Borough of Eatontown, County of Monmouth, that **JOHN NAPOLITANO** of **CLEARY GIACOBBE ALFIERI JACOBS** is hereby appointed **Authority Attorney** for the Eatontown Sewerage Authority for a term of one (1) year ending February 10, 2026.

WHEREAS this appointment and the award of a contract was made through a "Fair and Open Process" pursuant to N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS this professional is being appointed after the Board's review of qualifications submitted by this and like professionals for the same position; and

BE IT FURTHER RESOLVED that a copy of this resolution be published in one of the designated official newspapers within ten (10) days of its passage as required by Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.

*The resolution is seconded by **John Sciarappa** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Greg Seitz, John Sciarappa and Ken East

NAYES:

ABSENT: Peter Berkley

ABSTENTIONS:

Number 6

RESOLUTION CONFIRMING APPOINTMENT OF LABOR ATTORNEY

Greg Seitz offered the following resolution and moved its adoption:

WHEREAS, there exists the need for legal services for the Eatontown Sewerage Authority, Borough of Eatontown, County of Monmouth, and

WHEREAS, funds are or will be available for this purpose; and

NOW, THEREFORE, BE IT RESOLVED by the Eatontown Sewerage Authority, Borough of Eatontown, County of Monmouth, that **JODI HOWLETT** of **MACHADO LAW GROUP** is hereby appointed **Authority Labor Attorney** for the Eatontown Sewerage Authority for a term of one (1) year ending February 10, 2026.

WHEREAS this appointment and the award of a contract was made through a "Fair and Open Process" pursuant to N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS this professional is being appointed after the Board's review of qualifications submitted by this and like professionals for the same position; and

BE IT FURTHER RESOLVED that a copy of this resolution be published in one of the designated official newspapers within ten (10) days of its passage as required by Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.

*The resolution is seconded by **John Sciarappa** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Greg Seitz, John Sciarappa and Ken East

NAYES:

ABSENT: Peter Berkley

ABSTENTIONS:

Number 7

RESOLUTION CONFIRMING APPOINTMENT OF AUDITOR

Ken East offered the following resolution and moved its adoption:

WHEREAS, there exists the need for accounting and auditing services for the Eatontown Sewerage Authority, Borough of Eatontown, County of Monmouth; and

WHEREAS, funds are or will be available for this purpose; and

NOW, THEREFORE, BE IT RESOLVED by the Eatontown Sewerage Authority, Borough of Eatontown, County of Monmouth, that **ROBERT S. OLIWA** of **OLIWA AND COMPANY** is hereby appointed **Authority Auditor** for a term of one (1) year ending February 10, 2026.

WHEREAS this appointment and the award of a contract was made through a "Fair and Open Process" pursuant to N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS this professional is being appointed after the Board's review of qualifications submitted by this and like professionals for the same position; and

BE IT FURTHER RESOLVED that a copy of this resolution be published in one of the designated official newspapers within ten (10) days of its passage as required by Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.

*The resolution is seconded by **Greg Seitz** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Greg Seitz, John Sciarappa and Ken East

NAYES:

ABSENT: Peter Berkley

ABSTENTIONS:

Number 8

RESOLUTION CONFIRMING APPOINTMENT OF ENGINEER

Ken East offered the following resolution and moved its adoption:

WHEREAS, the Eatontown Sewerage Authority (“Authority”) has a need for an Authority Engineer; and

WHEREAS, the Authority Engineer to perform all engineering services required in the operation of the Authority; and

WHEREAS, the Authority previously distributed requests for proposals for professional engineering services to serve as the Authority Engineer; and

WHEREAS, the proposal submitted by T&M Associate was deemed the responsible proposal submitted to the Authority; and

WHEREAS, the Board desires to award the contract to T&M in accordance with the terms of their proposal for professional engineering services; and

WHEREAS, this contract is being awarded under the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-5) fair and open process for professional services; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4(a)(3), the Authority certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this Resolution.

NOW THEREFORE BE IT RESOLVED by the Board of Commissioners of the Eatontown Sewerage Authority that:

1. The aforesaid recitals are incorporated herein as though fully set forth at length.
2. **T&M ASSOCIATES**, be and is hereby appointed as Authority Engineer, effective February 11, 2025 through February 10, 2026 to perform all engineering services required in the operation of the Authority, subject to negotiation of a professional services contract acceptable to the Authority's Executive Director and Authority Attorney. The rate Schedule remains the same as the contract submitted to the Authority.
3. The Authority's Executive Director, Authority Attorney or any other official, officer or employee of the Authority be and they are hereby authorized and directed to execute the contract with Colliers and any other documents required to effectuate the intent and purpose of this Resolution.
4. A copy of this Resolution shall be published in the official newspaper of the Authority as required by Law within ten (10) days of its passage.
5. This Resolution shall take effect immediately.

*The resolution is seconded by **Greg Seitz** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Greg Seitz, John Sciarappa and Ken East

NAYES:

ABSENT: Peter Berkley

ABSTENTIONS:

Number 9

RESOLUTION CONFIRMING APPOINTMENT OF PROJECT ENGINEERS

Ken East offered the following resolution and moved its adoption:

WHEREAS, the Eatontown Sewerage Authority (“Authority”) has a need for an Authority Project Engineer; and

WHEREAS, the Authority Project Engineer will oversee engineering services at various stages from conception to completion and will assist the Executive Director in responding to and managing project engineering issues as they arise; and

WHEREAS, the Authority previously distributed requests for proposals for professional engineering services to serve as the Authority Project Engineers; and

WHEREAS, the proposals submitted by JMT; PS&S; AND COLLIERS were deemed the responsible proposers submitted to the Authority; and

WHEREAS, the Board desires to award contracts to JMT; PS&S; AND COLLIERS in accordance with the terms of their proposals for professional engineering services to serve as the Authority Project Engineer; and

WHEREAS, this contract is being awarded under the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-5) fair and open process for professional services; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4(a)(3), the Authority certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this Resolution.

NOW THEREFORE BE IT RESOLVED by the Eatontown Sewerage Authority that:

1. The aforesaid recitals are incorporated herein as though fully set forth at length.
2. **JMT; PS&S; AND COLLIERS**, be and are hereby appointed as Authority Project Engineers, effective February 11, 2025 through February 20, 2026 to perform all project engineering services as assigned in the operation of the Authority, subject to negotiation of a professional services contracts acceptable to the Executive Director and Authority Attorney. The rate Schedule remains the same as the contracts submitted to the Authority.
3. The Authority's Executive Director, Authority Attorney or any other official, officer or employee of the Authority be and they are hereby authorized and directed to execute the contracts with JMT; PS&S; AND COLLIERS and any other documents required to effectuate the intent and purpose of this Resolution.
4. A copy of this Resolution shall be published in the official newspaper of the Authority as required by Law within ten (10) days of its passage.

5. This Resolution shall take effect immediately.

*The resolution is seconded by **John Sciarappa** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Greg Seitz, John Sciarappa and Ken East

NAYES:

ABSENT: Peter Berkley

ABSTENTIONS:

Number 10

RESOLUTION CONFIRMING APPOINTMENT OF BOND ATTORNEY

Greg Seitz offered the following resolution and moved its adoption:

WHEREAS, there exists the need for bond counseling services for the Eatontown Sewerage Authority, Borough of Eatontown, County of Monmouth; and

WHEREAS, funds are or will be available for this purpose; and

NOW, THEREFORE, BE IT RESOLVED by the Eatontown Sewerage Authority, Borough of Eatontown, County of Monmouth, that **DREW STAUFFER of McLAUGHLIN, STAUFFER, and SHAKLEE, P.E.** is hereby appointed **Authority Bond Attorney** for a term of one (1) year ending February 10, 2026.

WHEREAS this appointment and the award of a contract was made through a “Fair and Open Process” pursuant to N.J.S.A. 19:44A-20.5 et seq.; and

WHEREAS this professional is being appointed after the Board’s review of qualifications submitted by this and like professionals for the same position; and

BE IT FURTHER RESOLVED that a copy of this resolution be published in one of the designated official newspapers within ten (10) days of its passage as required under Local Public Contracts Law, N.J.S.A. 40A:11-1, et seq.

*The resolution is seconded by **John Sciarappa** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Greg Seitz, John Sciarappa and Ken East

NAYES:

ABSENT: Peter Berkley

ABSTENTIONS:

Number 11

RESOLUTION DESIGNATING DEPOSITORIES

Ken East offered the following resolution and moved its adoption:

BE IT RESOLVED that **TD BANK, KEARNY BANK, and STATE of NEW JERSEY CASH MANAGEMENT FUND** be and are hereby designated as the official depositories for the Eatontown Sewerage Authority; and

BE IT FURTHER RESOLVED that any drafts, checks or other like instruments demanded by the Authority upon any accounts maintained in said banks be signed and delivered by the Executive Director, or in his absence or unavailability the Chairman, or in his absence or unavailability the Vice Chairman, or in his absence or unavailability the Secretary, or in his absence or unavailability the Assistant Secretary, or in his absence or unavailability the Treasurer, or in her absence or unavailability the Assistant Treasurer of the said Authority as each account may require.

*The resolution is seconded by **Greg Seitz** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Greg Seitz, John Sciarappa and Ken East

NAYES:

ABSENT: Peter Berkley

ABSTENTIONS:

Number 12

RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS

Greg Seitz offered the following resolution and moved its adoption:

BE IT RESOLVED that the **ASBURY PARK PRESS and STAR LEDGER** are the official newspapers of the Eatontown Sewerage Authority effective February 11, 2025 through February 10, 2026.

*The resolution is seconded by **John Sciarappa** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Greg Seitz, John Sciarappa and Ken East

NAYES:

ABSENT: Peter Berkley

ABSTENTIONS:

Number 13

RESOLUTION DESIGNATING REGULAR MEETINGS

Greg Seitz offered the following resolution and moved its adoption:

BE IT RESOLVED that the **second Tuesday of every month at 5:00 PM** prevailing time be and is hereby designated as the regular meeting of the Eatontown Sewerage Authority at Borough Hall, 47 Broad Street, Eatontown, New Jersey.

BE IT FURTHER RESOLVED by the Eatontown Sewerage Authority that the regular monthly meeting dates for the year **2025** are as follows:

March 11, 2025	September 9, 2025
April 8, 2025	October 14, 2025
May 13, 2025	November 11, 2025
June 10, 2025	December 9, 2025
July 8, 2025	January 13, 2026
August 12, 2025	

On **February 10, 2026** the Reorganization Meeting will be held at 5:00 PM with the regular monthly meeting to follow immediately thereafter as here and above set forth.

*The resolution is seconded by **John Sciarappa** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Greg Seitz, John Sciarappa and Ken East

NAYES:

ABSENT: Peter Berkley

ABSTENTIONS:

Number 14

RESOLUTION FIXING REGULAR ORDER OF BUSINESS

Ken East offered the following resolution and moved its adoption:

BE IT RESOLVED THAT the **Regular Order of Business** of the Eatontown Sewerage Authority to be conducted at its regular meetings shall be:

- 1. Public Meeting Act**
- 2. Roll Call**
- 3. Reading and Approval of Minutes**
- 4. Remarks of Citizens**
- 5. Reports of Committees**
- 6. Reports of Executive Director, Superintendent and Engineer**
- 7. Progress of Projects**
- 8. Unfinished Business**
- 9. New Business**
- 10. Communications and Bills**
- 11. Approval of Transfers and Treasurer's Report**
- 12. Executive Session**
- 13. Adjournment**

The resolution is seconded by John Sciarappa and adopted upon the following roll call vote:

ROLL CALL:

AYES: Greg Seitz, John Sciarappa and Ken East

NAYES:

ABSENT: Peter Berkley

ABSTENTIONS:

ADJOURNMENT

At 5:15 PM, **Ken East** moved that the Reorganization Meeting be closed. The motion was seconded by **Greg Seitz** and adopted upon the following roll call vote:


ROLL CALL:

AYES: Greg Seitz, John Sciarappa and Ken East

NAYES:

ABSENT: Peter Berkley

ABSTENTIONS:



Tina Zavolas, Assistant Treasurer