

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on October 14, 2025, 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
John Sciarappa
Bill Diedrichsen

MEMBERS ABSENT: Greg Seitz
Juan Vazquez

ALSO PRESENT: Rob Villee, Executive Director
Chris Muccie, Superintendent
Ruchit Patel, Engineer
Mitch Jacobs, Attorney
Anthony LoBrace, Attorney
Michelle Hu, Director of Finance
Tina Zavolas, Bus. Operations Mgr.
Tina Cheng, Bus. & Accts. Mgr.
Dan Edgeworth, Asst. Ops. Mgr.

ALSO ABSENT:

CITIZENS PRESENT:

APPROVAL OF MINUTES

Mr. East moved to approve the minutes of the regular meeting held on October 14, 2025. The motion was seconded by Mr. Diedrichsen.

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Executive Director's Report *

Mr. Villee presented his report with no further addition(s).

Superintendent's Report *

Mr. Muccie presented his report with no further addition(s).

Engineer's Report *

Mr. Ruchit Patel presented his report with no further addition(s).

ENGINEERING COMMITTEE:

PROGRESS OF PROJECTS

See attached reports.

UNFINISHED BUSINESS

NEW BUSINESS

- **Resolution #2025-11-01: Adoption of 2026 Budget was offered by Mr. East and seconded by Mr. Diedrichsen, and adopted on the following roll call vote:**

ROLL CALL

AFFIRMATIVE: Ken East, John Sciarappa and Bill Diedrichsen
NEGATIVE: None
ABSTENTION: None
ABSENT: Greg Seitz, Juan Vazquez

- **Resolution #2025-11-02: Approving the Personnel Policy was offered by Mr. East and seconded by Mr. Diedrichsen, and adopted on the following roll call vote:**

ROLL CALL

AFFIRMATIVE: Ken East, John Sciarappa and Bill Diedrichsen
NEGATIVE: None
ABSTENTION: None
ABSENT: Greg Seitz, Juan Vazquez

- **2025 Elected Official's Training Seminars at the League of Municipalities Conference in Atlantic City on November 18, 2025**

BILLS

Resolution to authorize paying the bills in the amount of \$263,732.47 as submitted from the operating account in Kearny Bank was offered by Mr. East, seconded by Mr. Sciarappa, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Ken East, John Sciarappa, and Bill Diedrichsen
NEGATIVE: None
ABSTENTION: None
ABSENT: Greg Seitz, Juan Vazquez

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

TD Revenue Trust to Kearny Bank Operating Account and Payroll Account:
(November 2025 Operating Expenses) \$ 263,732.47
(December 2025 Salaries) \$ 66,986.47
Total Transfers: \$ 330,718.94

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 \$263,732.47 and to Kearny Bank payroll account for the payroll of December 2025 in the amount of \$66,986.47 was offered by Mr. East, seconded by Mr. Diedrichsen, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Ken East, John Sciarappa and Bill Diedrichsen
NEGATIVE: None
ABSTENTION: None
ABSENT: Greg Seitz, Juan Vazquez

Resolution to authorize payments for capital improvements from the Kearny Bank operating account to T & M Associates in the amount of \$2,970.61 for Cliffwood Ave. Sewer Improvements and Oct. 2025 Engineering fee was offered by Mr. East, seconded by Mr. Diedrichsen, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Ken East, John Sciarappa and Bill Diedrichsen
NEGATIVE: None
ABSTENTION: None
ABSENT: Greg Seitz, Juan Vazquez

EXECUTIVE SESSION

The Board went into executive session at 5:29PM to discuss:

- Negotiations with Monmouth Square

ADJOURNMENT

With no further business to address, Mr. East moved to adjourn the meeting at 5:43pm.


Business Operations Manager

**** 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.***