

THE EATONTOWN SEWERAGE AUTHORITY



MUNICIPAL BUILDING
47 BROAD STREET, EATONTOWN, NEW JERSEY 07724-1592
(732)389-7605 FAX: (732)935-0785
www.theesa.org

January 13, 2026 – 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, AND ENGINEER**

- **UNFINISHED BUSINESS**

- **NEW BUSINESS**

- 2026 Professional Contracts

- **APPROVAL OF TRANSFERS AND BILLS**

- **EXECUTIVE SESSION**

- Discussion on Professional Appointments

- **ADJOURNMENT**

Range of Accounts: First to Last Include Cap Accounts: Yes As Of: 12/31/25
Skip Zero Activity: Yes

NOTE: This report includes ONLY activity originally Budgeted/Charged to Budget Year 5.
Prior Year Budgeted/Encumbered/Payable amounts rolled to Budget Year 5 have been EXCLUDED.

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-1-0000-00	Office Operation							
01-1-5010-00	Office Equipment	5,000.00	0.00	0.00	16,943.10	0.00	11,943.10-	339
01-1-5011-00	Geographic Information System	6,000.00	0.00	0.00	1,687.15	0.00	4,312.85	28
01-1-5012-00	Software License Fee	11,000.00	0.00	0.00	25,282.16	0.00	14,282.16-	230
01-1-5048-00	Edmunds - Customer Database Application	12,000.00	0.00	0.00	14,596.37	0.00	2,596.37-	122
01-1-5049-00	Website	2,000.00	0.00	0.00	1,704.06	0.00	295.94	85
01-1-5050-00	OPRS-RIM	3,800.00	0.00	0.00	601.00	0.00	3,199.00	16
01-1-5070-00	Telephone Office	2,300.00	0.00	0.00	2,692.50	0.00	392.50-	117
01-1-5080-00	Advertising	3,000.00	0.00	0.00	1,201.08	14.76	1,798.92	40
01-1-6141-00	Commercial Water Usage Info	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0
01-1-6340-00	Postage Expense	4,000.00	0.00	0.00	3,710.00	0.00	290.00	93
01-1-6430-00	Documents Scanning/Storage	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0
01-1-6440-00	Office Supplies	7,000.00	0.00	0.00	8,937.68	0.00	1,937.68-	128
01-1-6450-00	Documents/Financial Data Backup	2,500.00	0.00	0.00	0.00	0.00	2,500.00	0
Control: 0000	Total	64,600.00	0.00	0.00	77,355.10	14.76	12,755.10-	120
CAFR: 1	Office Operation Total	64,600.00	0.00	0.00	77,355.10	14.76	12,755.10-	120
01-2-0000-00	Plant Operation							
01-2-5071-00	Telephone/iPad Service Charge-Plant	4,500.00	0.00	0.00	2,971.28	221.41	1,528.72	66
01-2-5075-00	Cable Service	2,000.00	0.00	0.00	2,254.70	0.00	254.70-	113
01-2-5430-00	Safety Equipment	10,000.00	0.00	0.00	11,135.18	0.00	1,135.18-	111
01-2-5440-00	Tools & Equipment	0.00	0.00	0.00	14,130.31	9,035.36	14,130.31-	0
01-2-6110-00	Electricity - Plant	4,500.00	0.00	0.00	2,205.61	237.12	2,294.39	49
01-2-6121-00	Natural Gas - Plant	8,000.00	0.00	0.00	10,945.36	1,250.12	2,945.36-	137
01-2-6130-00	Plant Supplies	4,500.00	0.00	0.00	4,594.66	599.08	94.66-	102
01-2-6131-00	Plant/Uniforms	8,000.00	0.00	0.00	4,635.04	0.00	3,364.96	58
01-2-6133-00	Inspection Services	10,000.00	0.00	0.00	0.00	0.00	10,000.00	0
01-2-6140-00	Water - Plant	800.00	0.00	0.00	357.89	26.00	442.11	45
01-2-6160-00	Maintenance & Repairs	15,000.00	0.00	0.00	416.17	85.68	14,583.83	3
Control: 0000	Total	67,300.00	0.00	0.00	53,646.20	11,454.77	13,653.80	80
CAFR: 2	Plant Operation Total	67,300.00	0.00	0.00	53,646.20	11,454.77	13,653.80	80
01-3-0000-00	Pump Station / Sewer Line Charges							
01-3-5072-00	Telephone Pump Station	8,000.00	0.00	0.00	9,952.78	909.63	1,952.78-	124
01-3-5410-00	Police Escrow Account	0.00	0.00	0.00	2,496.00	0.00	2,496.00-	0

A Public Hearing for the 2025 Connection Fee of the Eatontown Sewerage Authority was held at 5:00 P.M. on December 9, 2025 in the Borough Hall, 47 Broad Street, Eatontown, New Jersey. The 2025 connection fee increased from \$4,984.00 to \$5,067.00 and adopted on a unanimous voice vote. The question was raised to Mr. Oliwa and Mr. Jacobs about when the new rate goes into effect and the answer was that it is effective as soon as it is approved (immediately). No public attended the Hearing. The Minutes of the Hearing were transcribed by Kelly Wenzel of Depo Link.

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on November 10, 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
Greg Seitz
John Sciarappa
Bill Diedrichsen
Juan Vazquez

MEMBERS ABSENT:

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

CITIZENS PRESENT:

APPROVAL OF MINUTES

Mr. East moved to approve the minutes of the regular meeting held on November 10, 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 #2025-12-01: Approving the 2026 Municipal Sewer Fee Rate Increase from \$440 to \$500 Per Service Unit Effective January 1, 2026 was offered by Mr. East and seconded by Mr. Seitz, and adopted on the following roll call vote:**

ROLL CALL

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

- **Resolution #2025-12-02: Approving the 2025 Connection Fee Increase from \$4,984.00 to \$5,067.00 was offered by Mr. East and seconded by Mr. Seitz, and adopted on the following roll call vote:**

ROLL CALL

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

- **Resolution #2025-12-03 Authorizing the Authority to enter into the 2026 Risk Management Consultant's Agreement with Conner Strong & Buckelew was offered by Mr. East and seconded by Mr. Seitz, and adopted on the following roll call vote:**

ROLL CALL

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

- **Resolution #2025-12-04 Authorizing the Authority to Renew Membership in the NJUAIJF for a Three- Year Period, Beginning January 1, 2026and Ending January 1, 2029 was offered by Mr. East and seconded by Mr. Seitz, and adopted on the following roll call vote:**

ROLL CALL

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

- **Resolution #2025-12-05 Authorizing the TWA for Netflix Studios- Phase 1Bwas offered by Mr. East and seconded by Mr. Diedrichsen, and adopted on the following roll call vote:**

ROLL CALL

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

BILLS

Resolution to authorize paying the bills in the amount of \$133,064.73 as submitted from the operating account in Kearny Bank was offered by Mr. East, seconded by Mr. Seitz, and adopted on the following roll call vote:

ROLL CALL

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

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

TD Revenue Trust to Kearny Bank Operating Account and Payroll Account:

(December 2025 Operating Expenses) \$ 61,645.22

(January 2026 Salaries) \$ 71,419.51

Total Transfers: \$ 133,064.73

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 \$133,064.73 and to Kearny Bank payroll account for the payroll of January 2026 in the amount of \$71,419.51 was offered by Mr. East, seconded by Mr. Seitz, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Ken East, Greg Seitz John Sciarappa, Juan Vazquez and Bill Diedrichsen

NEGATIVE: None

ABSTENTION: None

ABSENT: None

Resolution to authorize payments for capital improvements from the Kearny Bank operating account to T & M Associates in the amount of \$6,567.00 for Cliffwood Ave. Sewer Improvements and November 2025 Engineering fee was offered by Mr. East, seconded by Mr. Seitz, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Ken East, Greg Seitz John Sciarappa, Juan Vazquez and Bill Diedrichsen

NEGATIVE: None

ABSTENTION: None

ABSENT: None

EXECUTIVE SESSION

The Board went into executive session at 5:50PM to discuss:

- Negotiations with Netflix & Monmouth Square

ADJOURNMENT

With no further business to address, Mr. East moved to adjourn the meeting at 6:12pm.


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.***

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-3-5415-00	Traffic Control Service	0.00	0.00	0.00	2,400.53	0.00	2,400.53-	0
01-3-6111-00	Electricity - Pump Station	34,000.00	0.00	0.00	36,138.75	3,785.79	2,138.75-	106
01-3-6122-00	Natural Gas - Pump Station	7,000.00	0.00	0.00	8,957.53	791.23	1,957.53-	128
01-3-6132-00	Landscaping	25,000.00	0.00	0.00	8,615.00	0.00	16,385.00	34
01-3-6134-00	Alarm Monitoring	3,000.00	0.00	0.00	1,631.40	407.85	1,368.60	54
01-3-6135-00	Fire Extinguishers-Pump Station	0.00	0.00	0.00	922.50	0.00	922.50-	0
01-3-6160-00	Maintenance & Repairs	80,000.00	0.00	0.00	52,391.39	9,793.78	27,608.61	65
01-3-6162-00	Tinton Falls Agreement	1,200.00	0.00	0.00	1,170.00	0.00	30.00	98
01-3-6167-01	Municipal Maint.Inspct&Repair	40,000.00	0.00	0.00	7,976.25	0.00	32,023.75	20
01-3-6170-00	Regional Disposal Service	2,000,000.00	0.00	0.00	1,684,642.76	0.00	315,357.24	84
01-3-6171-00	Monmouth Cty. Disposal Service	1,200.00	0.00	0.00	567.83	0.00	632.17	47
01-3-6173-00	Asbury Park Confined Space Rescue	20,000.00	0.00	0.00	18,860.00	0.00	1,140.00	94
01-3-6520-00	Mark-Out Service	2,000.00	0.00	0.00	2,181.03	0.00	181.03-	109
Control: 0000	Total	2,221,400.00	0.00	0.00	1,838,903.75	15,688.28	382,496.25	83
CAFR: 3	Pump Station / Sewer Line Charges Total	2,221,400.00	0.00	0.00	1,838,903.75	15,688.28	382,496.25	83
01-4-0000-00	Fleet Operation							
01-4-5630-00	Diesel Fuel	4,000.00	0.00	0.00	1,730.39	149.05	2,269.61	43
01-4-5640-00	Gasoline	10,000.00	0.00	0.00	6,140.07	430.99	3,859.93	61
01-4-5650-00	Tolls	0.00	0.00	0.00	2.30	0.00	2.30-	0
01-4-6150-00	Vehicle Registration & Titles	0.00	0.00	0.00	60.00	0.00	60.00-	0
01-4-6161-00	Truck Expense	15,000.00	0.00	0.00	28,476.36	0.00	13,476.36-	190
01-4-6162-00	GPS Fleet Tracking	0.00	0.00	0.00	1,137.00	94.75	1,137.00-	0
Control: 0000	Total	29,000.00	0.00	0.00	37,546.12	674.79	8,546.12-	129
CAFR: 4	Fleet Operation Total	29,000.00	0.00	0.00	37,546.12	674.79	8,546.12-	129
01-5-0000-00	Professional Services							
01-5-5019-00	Court Reporting Services	1,200.00	0.00	0.00	713.50	0.00	486.50	59
01-5-5020-00	Auditor	20,000.00	0.00	0.00	17,038.75	2,053.75	2,961.25	85
01-5-5025-00	Accountant	4,000.00	0.00	0.00	675.00	0.00	3,325.00	17
01-5-5030-00	Legal	20,000.00	0.00	0.00	44,770.50	0.00	24,770.50-	224
01-5-5040-00	Engineer	25,000.00	0.00	0.00	37,063.22	0.00	12,063.22-	148
01-5-5050-00	Computer Consultant	10,000.00	0.00	0.00	17,925.00	1,250.00	7,925.00-	179
01-5-5051-00	Labor Attorney	1,000.00	0.00	0.00	0.00	0.00	1,000.00	0
Control: 0000	Total	81,200.00	0.00	0.00	118,185.97	3,303.75	36,985.97-	146
CAFR: 5	Professional Services Total	81,200.00	0.00	0.00	118,185.97	3,303.75	36,985.97-	146
01-6-0000-00	Insurance & HR							
01-6-5060-00	General Insurance	36,000.00	0.00	0.00	40,657.00	0.00	4,657.00-	113
01-6-5061-00	Medical Insurance	202,000.00	0.00	0.00	216,089.00	0.00	14,089.00-	107

Account No	Description	Budgeted	Transfers	Encumber	Net Expd/Reimb	Payable	Balance YTD	%Used
01-6-5062-00	Employee Medical Contribution	29,500.00-	0.00	0.00	31,994.38-	0.00	2,494.38	108
01-6-5100-00	Examinations & Licensing	2,000.00	0.00	0.00	51.65	0.00	1,948.35	3
01-6-5540-00	Pre-employment Medical/Medical Service	1,000.00	0.00	0.00	693.00	205.00	307.00	69
01-6-5541-00	Drug & Alcohol Testing Service	0.00	0.00	0.00	1,175.00	0.00	1,175.00-	0
01-6-6100-00	Salaries	738,000.00	0.00	0.00	713,107.32	0.00	24,892.68	97
01-6-6168-00	AEA Membership Fee	6,000.00	0.00	0.00	5,017.00	0.00	983.00	84
01-6-6200-00	Payroll Tax Expense	60,000.00	0.00	0.00	52,405.58	0.00	7,594.42	87
01-6-6201-00	Travel/Conference Reimbursement	15,000.00	0.00	0.00	20,249.48	0.00	5,249.48-	135
01-6-6202-00	Personal Reimbursement	0.00	0.00	0.00	1,225.91	0.00	1,225.91-	0
01-6-6206-00	NJDOL Assessments	200.00	0.00	0.00	83.65	0.00	116.35	42
01-6-6210-00	Training and Education	13,000.00	0.00	0.00	15,356.66	30.00	2,356.66-	118
01-6-7010-00	Employer Pension Contribution	65,000.00	0.00	0.00	0.00	0.00	65,000.00	0
01-6-7011-00	DCRP Employer Pen. Contributio	1,500.00	0.00	0.00	297.57	0.00	1,202.43	20
01-6-7012-00	DCRP Employer Ins. Contributio	500.00	0.00	0.00	104.15	0.00	395.85	21
01-6-7450-00	Retiree Medicare Part B Reimbursement	4,500.00	0.00	0.00	0.00	0.00	4,500.00	0
Control: 0000	Total	1,115,200.00	0.00	0.00	1,034,518.59	235.00	80,681.41	93
CAFR: 6	Insurance & HR Total	1,115,200.00	0.00	0.00	1,034,518.59	235.00	80,681.41	93
01-7-0000-00	Micellaneous							
01-7-6000-00	5% of Annual Operating Budget to Borough	150,000.00	0.00	0.00	150,000.00	0.00	0.00	100
01-7-6280-00	Public Relation/Miscellaneous Expense	4,000.00	0.00	0.00	3,433.40	1,417.54	566.60	86
Control: 0000	Total	154,000.00	0.00	0.00	153,433.40	1,417.54	566.60	100
CAFR: 7	Micellaneous Total	154,000.00	0.00	0.00	153,433.40	1,417.54	566.60	100
01-8-0000-00	Debt Expenses							
01-8-5056-00	TD Trustee Fees- MCIA Bond 2019B	2,000.00	0.00	0.00	2,000.00	0.00	0.00	100
01-8-5057-00	TD Trustee Fees- MCIA Bond 2024(TV Truck	2,000.00	0.00	0.00	0.00	0.00	2,000.00	0
01-8-6189-00	US BANK TRUSTEE FEES-MCIA BONDS 2024	500.00	0.00	0.00	250.00	0.00	250.00	50
01-8-6190-00	US Bank Trustee Fees-MCIA Bonds 2019B	500.00	0.00	0.00	300.00	0.00	200.00	60
01-8-6191-00	TD Trustee Fees - NJEIT Bonds	2,000.00	0.00	0.00	2,000.00	0.00	0.00	100
01-8-6192-00	Adminstrative Fee-NJEIT Bonds	3,240.00	0.00	0.00	3,240.00	0.00	0.00	100
01-8-6194-00	Interest Expense-NJEIT Trust	14,040.00	0.00	0.00	14,040.00	0.00	0.00	100
01-8-6195-00	Interest Expense - MCIA Bonds	12,750.00	0.00	0.00	12,750.00	0.00	0.00	100
01-8-6196-00	INTEREST EXPENSE-MCIA BOND TV TRUCK	24,700.00	0.00	0.00	24,700.00	0.00	0.00	100
Control: 0000	Total	61,730.00	0.00	0.00	59,280.00	0.00	2,450.00	96
CAFR: 8	Debt Expenses Total	61,730.00	0.00	0.00	59,280.00	0.00	2,450.00	96
Fund: 01	General Fund Budgeted Total	3,794,430.00	0.00	0.00	3,372,869.13	32,788.89	421,560.87	89
Fund: 01	General Fund Non-Budgeted Total	0.00	0.00	0.00	0.00	0.00	0.00	0
Fund: 01	General Fund Total	3,794,430.00	0.00	0.00	3,372,869.13	32,788.89	421,560.87	89

Budget Status - January 1, 2025 to December 31, 2025				
	2025 Budget	Expenses as of December 31, 2025	Percentage of Budget Used	Notes
Bond Principal (NJEIT Trust/Fund Loans)	\$234,831	\$234,831	100.00%	
Bond Principal (2019MCIA)	\$45,000	\$45,000	100.00%	
Bond Principal (2024MCIA)	\$95,000	\$95,000	100.00%	
Total - Bonds	\$374,831	\$374,831	100.00%	
TOTAL - Operating & Non-Operating	\$4,169,261	\$3,747,700	89.89%	
2025 Capital Improvements				
	2025 Budget \$921,000	Expenses as of December 31, 2025	Percentage of Budget Used	Notes
Municipal Maintenance Company		\$17,215.08	1.87%	Supplied one Flygt Pump to Industrial Way Pump Station
Municipal Maintenance Company		\$18,170.00	1.97%	Supplied and Install a New Sulzer Pump to Lewis Street Pump Station
J. Fletcher Creamer & Son, LLC		\$16,000.00	1.74%	Replaced a 4" Sewer Lateral at 61 Ruth Court
J. Fletcher Creamer & Son, LLC		\$14,804.80	1.61%	Replaced a 4" Sewer Lateral at 25 Clinton Ave
J. Fletcher Creamer & Son, LLC		\$18,500.00	2.01%	11 Farm Lane 4' Lateral Replacement
Reiner Pump Systems		\$8,263.00	0.90%	A New Sulzer 3 Phase Pump With Slid Bracket and Hardware-Maxwell Pump Station
T&M Associates		\$4,443.02	0.48%	Emergency Response & Pump Station Maintenance Contracts
T&M Associates		\$552.00	0.06%	Sewage Collectgion System - Rehabilitation Phase 1
T&M Associates		\$4,313.00	0.47%	Sewage Collectgion System - Rehabilitation Phase 2
T&M Associates		\$73,300.29	7.96%	Cliffwood Ave Sewer Improvements
National Water Main Company		\$6,933.58	0.75%	Sewer Rehabilitation Phase 1 (FY 2023) Retainage Release
MCE		\$1,382.57	0.15%	Retrieval Pole/Alignment Tool/Cable Assy for Flow Meter
North East Technical Sales LLC		\$66,559.40	7.23%	3 Flow Meters - Hach FL902 Logger and Installation
Total - Capital Improvements	\$921,000	\$250,436.74	27.19%	

Executive Directors Report

January 2026

Developments:

Liberty Pointe: No Updates.

Old Orchard/ Surrey Properties: Bruce Bradford and Brandon Fetzer of Colliers, along with Chris and I attended the December 10th pre-construction Meeting held by the Borough. Subsequently we all had another meeting with developer and contractor to go over the sewer details.

Netflix: The project is under review by T&M. We will probably need a simple Developer's Agreement to lay out some terms.

Deep Woods Pump Station: PSI will be coming out to the station on Tuesday the 13th to do an engineering review for a quote.

Monmouth Square: Ed Herman from T&M is leaving the firm so we don't expect we will get the square footage from them. Based on that we are going to send the draft developer's agreement to Andy Bayer, the borough attorney, and let him bring it to Kushner.

Netflix Money: Ken and I met with the mayor to discuss possible funding of ESA projects. The criteria are infrastructure, can be tied to the downtown, and needs to be completed in 3 years after the money is allocated. Based on that a pump station or pump stations are likely candidates. Wampum PS which is on the top of Chris's list seems like the most likely prospect.

Old Business:

- **Rules and Regulations:** There is a new outline that was created to make the Rules easier to follow and understand. The detail will be added to that outline. It has taken more work than originally expected, so we may need to authorize some additional funding.
- **Cliffwood Avenue:** The application to the LFB for the Monmouth County Improvement Authority funding was submitted. Also, the TWA was submitted to the DEP this week.

Deep Woods Pump Station: PSI will be coming out to the station on Tuesday the 13th to do an engineering review for a quote.

- **Structural Issues with the Operations Garage:** The principal engineer was out on medical leave, but we should have proposals soon.

New Business:

Professional RFPs: The RFPs for the 2026 Professional Appointments are available. They are due on January 23rd.

New Legal Notice Law: Starting March 1st of this year we will be allowed to post "Legal Notices" on our website instead of in the newspaper. This will require some upgrades to the website to meet the requirements. Tina Zavolas is working with our website people to make this happen. We also must publish a notice in the newspaper twice per month for the entirety of 2026 telling people where they can find the notices on our website and a state website.

THE EATONTOWN SEWERAGE AUTHORITY



MAINTENANCE REPORT

Report for December 2025 Activities

Project Updates

Pump Station Rehabilitation Priority List

Rob and I have compiled a comprehensive ranking of the condition of all our pump stations. This prioritized list will guide our proactive rehabilitation efforts, allowing us to address critical needs.

Force Main Receiving Manholes Rehabilitation

Following recent inspections, we identified the Old Orchard and Circle receiving manholes as the highest priority for repair. I contacted National Water Main for professional rehabilitation and spray lining Quotes.

Deep Woods Pump Station Retrofit

We are awaiting delivery of new starters and overloads, which has slightly delayed progress. The station continues to operate without issues since last month. A site visit with PSI is scheduled for next week. At the next meeting, we expect to present a complete quote for the full pump station retrofit.

Quarym Aeration Blowers

Quarym has completed the electrical installation for the aeration blowers, and they are now fully operational. Early observations show effective prevention of grease buildup. We will reserve final judgment until warmer weather and peak hydrogen sulfide season. If successful, we plan to install similar systems at other stations experiencing high grease and H₂S levels.

21 Walter Avenue Sewer Connection Approval

A new residence at 21 Walter Avenue installed a sewer lateral connection. The installation was inspected and found to be compliant with our rules and regulations. The approval has been submitted to the building department.

INGU Pipers Force Main Assessment

The Pipers scan devices have been received. We are scheduled to deploy them tomorrow on the Wampum Pump Station force main—a shorter run ideal for initial testing. This is particularly timely, as Wampum continues to have the pumps getting air in them that may stem from the force main. Upon completion, the devices will be returned to INGU engineers for analysis. If the technology proves effective, we intend to deploy it across all pump station force mains.

Maintenance, Repairs, and Inspections

- **83 Surrey Lane:** Installed new manhole frame and cover.
- **11 Meridian Road:** Installed new manhole frame and cover.
- **Wampum Pump Station:** Responded to high water alarm; pumps not discharging. Bled pumps adjusted shut-off float height and noted possible force main contribution.
- **Circle Pump Station:** Phase failure alarm due to blown fuse; fuse replaced.
- **Circle Pump Station:** High water alarm with both pumps running but wet well level unchanged. Bled pumps without success; deployed stronger bypass pump and manually held check valves open to clear force main blockage. Replaced failed transducer.
- **Lateral Blockages:**
 - 18 Heritage: Cleared blockage, have some minor root intrusion mixed with papers towels being pulled back.
 - 15 Willow Street: Cleared blockage caused by heavy flushing of wipes and paper towels.
 - 67 Buttonwood: Cleared blockage; large quantities of wipes and paper towels recovered.
- **Storm Drains:** Vacuumed and jetted in coordination with Public Works.
- **Wet Wells:** Cleaned all wet wells with vacuum truck to remove grease and rags; applied degreaser where needed.
- **Monthly Inspections & Maintenance:** Completed generator, crane, and fixed ladder inspections at all pump stations.
- **Routine Pump Station Checks:** Conducted twice-weekly checks and maintenance at all stations.
- **Force Main Inspections:** Performed monthly inspections of all force mains.
- **SSO Prevention:** Completed monthly tasks including root cutting, grease removal, and vacuuming.

Coordination with Public Agencies

- Attended confined space rescue training with the Asbury Park Fire Department.
- Calibrated all gas meters for regulatory compliance.
- Completed 121 New Jersey One Call mark-outs.

Overtime calls	9
Emergency Mark outs	7
Force main repair	0
Pump stations	1
Blockage calls	1

2025

[illegible]

*** Please fill the Vac-Con Truck #34 when the fuel level is below a 1/4 tank!!!**

THE EATONTOWN SEWERAGE AUTHORITY



OPERATIONS AND MAINTENANCE DEPARTMENT
103 Throckmorton AVE, EATONTOWN, NEW JERSEY 07724
PHONE: (732) 803-6682 EMAIL: CMuccie@Eatontownsewer.gov
theesa.org

January 8, 2026

Dennis Galvin, P.E., Executive Director
TWO RIVERS WATER RECLAMATION AUTHORITY
One Highland Avenue
Monmouth Beach, New Jersey 07750
(732) 229-8578

RE: N.J.A.C. 7:10A-1.12 duties, records and reports:

(b) Each licensed operator shall immediately report any system deficiencies, breaks, breakdowns, problems, bypasses, pump failures, occurrences, emergencies, complaints and/or intervening factors within the system that result in or necessitate deviation from the routine O&M procedures and any situations that have the potential to affect public health, safety, welfare, or the environment or have the potential to violate any permits, regulations or laws relating to this chapter. All reports shall be made to the owner or permittee of the system to or from which treatment is provided. All violations shall be reported by the owner or permittee, as appropriate, to the Department.

1. Each licensed operator shall submit to the Department, upon request, a report summarizing any event described in (b) above and the remedial action taken.

2. Each Public Wastewater Collection System operator shall submit to the receiving system a monthly report summarizing all the events described in (b) above and the remedial action taken, by the 10th day of the month following each month for which the data is collected.

Dear Mr. Galvin:

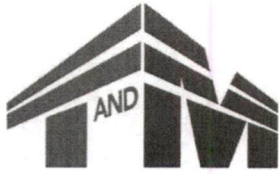
I have no events to report for the month of December 2025

Respectfully,

Christopher Muccie,

Superintendent / Safety Coordinator / C2 Licensed Operator # 1023809
HLV/letters/TRWRA

Robert Villee., Executive Director, Via: info@tEatontownsewer.gov
Ruchit Patel, T&M Associates rupatel@tandmassociates.com
Dennis Galvin P.E. Executive Director TRWRA DGalvin@trwra.org
Brian Rischman, Engineer TRWRA brischman@trwra.org
Lauren Lecher, TRWRA llechner@trwra.org
Brian Truex, TRWRA btruex@trwra.org



YOUR GOALS. OUR MISSION.

Authority Commissioners
Eatontown Sewerage Authority
Municipal Building
47 Broad Street
Eatontown, NJ 07724

Re: Engineer's Status Report – December 2025

Dear Commissioners:

Enclosed herein is my report on project status and issues for the month of December 2025.

A. The following is the status of Capital Projects in progress:

1. **Avenue of Memories Sewer Improvements (FMERA) (00231)**: T&M continues coordination with FMERA and Netflix regarding the conceptual sewer and pump station design. Meetings were held on April 17, 2023, December 1, 2023, and May 30, 2025, to review design progress and next steps. Langan has submitted updated sewer demand calculations and grading plans (May 30, 2025), which T&M is incorporating into the pump station design. T&M has submitted the TWA permitting documents and design plans to Langan on October 30th, 2025. No change.
2. **Renewal of Emergency Contracts (00238)**: Three contracts were prepared and advertised on November 29, 2024, with bids opened on December 10, 2024. ESA passed Resolution 2025-03-04 to modify the contract terms to two years. No change.
3. **Cliffwood Avenue Sewer Improvements (00239)**: T&M has initiated preliminary investigation and design for sewer replacement. Design and permitting documents are in progress. T&M has finalized the TWA permit submission package for submission in January 2025. The Mayor and ESA Director have signed the required forms, and ESA has prepared the permit fee check. **The TWA permit application has been submitted.**

B. The following is the status of Fort Monmouth Economic Revitalization Authority (FMERA) projects in progress:

1. **Liberty Point Residential Development – Fort Monmouth Howard Commons – Pinebrook Road (R0800)**: T&M has completed multiple engineering reviews and coordinated with the applicant on downstream flow metering and infrastructure capacity. Meetings were held on March 13, March 25, May 23, and June 11, 2025. A Developer Agreement has been signed. A preconstruction was held on September 29th to discuss construction coordination and scheduling. For sewer related construction, the developer intends to begin construction of the new pump station rehabilitation at Eaton Crest. The developer was notified that the ESA will perform inspection of all sanitary sewer work.
2. **Fort Monmouth, Sun Eagles – 2000 Lowther Drive (R0590)**: The SCADA pack has been calibrated by TRWRA and is being configured for radio signal capability. T&M has submitted close-out recommendations for the clubhouse as-builts. No change.

C. The following projects were reviewed, and we are awaiting resubmittals:



**Le: Authority Commissioners
Eatontown Sewerage Authority**

Re: Engineer's Status Report – November 2025

1. **Monmouth Square – Block 2201, Lots 1.01, 1.02, 2, 3, 4, & 5/ Block 2202, Lot 1 (R0840):** T&M has completed four engineering reviews. ESA is awaiting updated plans, fees, and township approvals. Construction resumed May 5, 2025, with T&M providing inspection services. No change. The Applicant has submitted a grease trap application for the proposed Whole Foods on July 28, 2025. T&M submitted an engineering review on September 24, 2025. On October 9, 2025, ESA/T&M met with the Developer to discuss connection fees. The Developer disagreed with the revised fee structure and indicated they would consult with their team for further discussion.
 2. **Surrey Equities, LLC – Block 2701, Lots 53, 60, 66, & 69 (R0850):** Fourth Engineering Review submitted June 2, 2025. Developer Agreement required before ESA can finalize approvals.
 3. **36 Monmouth Plaza, LLC – Block 2902, Lot 3 (R0870):** T&M has submitted the first engineering review on October 2, 2024 and the second engineering review on October 14, 2024.
- D. The following projects were approved and are awaiting construction or under construction:
1. **Monmouth Mall Redevelopment – Winter Garden and Restaurant Pad – 180 State Route 35 (R0680):** The project has not yet begun construction.
 2. **Farrah Enterprises, LLC – 49 – 51 Victor Place (R0670):** A First As-Built Review was completed and sent out on June 30, 2020, and we are awaiting a reply from the applicant.
 3. **Lakewood Townhomes – 74 Tinton Avenue (R0660):** (Previously Beechwood Townhomes, R0460) The project is substantially complete and has completed the sanitary sewer improvements. We are awaiting submission of the as-built plans.

If you should have any questions, please do not hesitate to contact me.

Very truly yours,

T&M ASSOCIATES

RUCHIT PATEL, P.E.
EATONTOWN SEWERAGE AUTHORITY ENGINEER

cc: Robert Villee, Executive Director
Christopher Muccie, (cmuccie@theesa.org)