

2017 REORGANIZATION MEETING

The **Eatontown Sewerage Authority** held a Reorganization Meeting at 5:00 PM on February 14, 2017 in the Borough Hall, 47 Broad Street, Eatontown, New Jersey. The current Chairman, Brian Charnick, 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 Link News and to the Borough Clerk. Notice has also been posted in the public corridor of this Borough Hall.

ROLL CALL:

MEMBERS PRESENT: Brian Charnick
Ben Caviglia
Anthony Gaetano
Peter Berkley
Herman Redd

MEMBERS ABSENT:

ALSO PRESENT: John Bonello, Authority Attorney
John McKelvey, Authority Engineer
Theodore F. Lewis, Executive Director
Richard Johnson, Superintendent
Anita Andrus, Treasurer
Michelle Hu, Assistant Treasurer

CITIZENS: None

Chairman **Brian Charnick** turned the Reorganization Meeting over to the attorney, **John Bonello**.

The attached sheets reflect the various appointments for the 2017 term with the Eatontown Sewerage Authority.

Items #7, 8, 9, 10 and 13 on the attached sheets shall be published.

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

Attorney John Bonello recommended that one resolution be adopted that would continue all Officers in their present appointed capacities.

Number 1

RESOLUTION ELECTING CHAIRMAN

BE IT RESOLVED by the Eatontown Sewerage Authority that **Brian Charnick** is hereby elected **Chairman** of the Eatontown Sewerage Authority for a term of one (1) year effective February 14, 2017.

The resolution is adopted upon the following roll call vote:

ROLL CALL:

AYES: Brian Charnick, Ben Caviglia, Anthony Gaetano, Peter Berkley and Herman Redd
NAYES: None
ABSENT: No one
ABSTENTIONS: None



Number 2

RESOLUTION ELECTING VICE-CHAIRMAN

BE IT RESOLVED by the Eatontown Sewerage Authority that **Ben Caviglia** is hereby elected **Vice Chairman** of the Eatontown Sewerage Authority for a term of one (1) year effective February 14, 2017.

The resolution is adopted upon the following roll call vote:

ROLL CALL:

AYES: Brian Charnick, Ben Caviglia, Anthony Gaetano, Peter Berkley and Herman Redd
NAYES: None
ABSENT: No one
ABSTENTIONS: None

Number 3

RESOLUTION CONFIRMING APPOINTMENT OF SECRETARY

BE IT RESOLVED by the Eatontown Sewerage Authority that **Anthony Gaetano** is hereby appointed **Secretary** of the Eatontown Sewerage Authority for a term of one (1) year effective February 14, 2017.

The resolution is adopted upon the following roll call vote:

ROLL CALL:

AYES: Brian Charnick, Ben Caviglia, Anthony Gaetano, Peter Berkley and Herman Redd
NAYES: None
ABSENT: No one
ABSTENTIONS: None

Number 4

RESOLUTION CONFIRMING APPOINTMENT OF ASSISTANT SECRETARY

BE IT RESOLVED by the Eatontown Sewerage Authority that **Peter Berkley** is hereby appointed **Assistant Secretary** of the Eatontown Sewerage Authority for a term of one (1) year effective February 14, 2017.

The resolution is adopted upon the following roll call vote:

ROLL CALL:

AYES: Brian Charnick, Ben Caviglia, Anthony Gaetano, Peter Berkley and Herman Redd
NAYES: None
ABSENT: No one
ABSTENTIONS: None

Number 5

RESOLUTION CONFIRMING APPOINTMENT OF TREASURER

BE IT RESOLVED by the Eatontown Sewerage Authority that **Anita Andrus** is hereby appointed **Treasurer** of the Eatontown Sewerage Authority for a term of one (1) year effective February 14, 2017.

The resolution is adopted upon the following roll call vote:

ROLL CALL:

AYES: Brian Charnick, Ben Caviglia, Anthony Gaetano, Peter Berkley and Herman Redd
NAYES: None
ABSENT: No one
ABSTENTIONS: None

Number 6

RESOLUTION CONFIRMING APPOINTMENT OF ASSISTANT TREASURER

BE IT RESOLVED by the Eatontown Sewerage Authority that **Michelle Hu**, is hereby appointed **Assistant Treasurer** of the Eatontown Sewerage Authority for a term of one (1) year effective February 14, 2017.

The resolution is adopted upon the following roll call vote:

ROLL CALL:

AYES: Brian Charnick, Ben Caviglia, Anthony Gaetano, Peter Berkley and Herman Redd
NAYES: None
ABSENT: No one
ABSTENTIONS: None

Number 7

RESOLUTION CONFIRMING APPOINTMENT OF ATTORNEY

PETER BERKLEY *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 BONELLO** of **MANNA AND BONELLO** is hereby appointed **Authority Attorney** for the Eatontown Sewerage Authority for a term of one (1) year ending February 13, 2018.

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 **BEN CAVIGLIA** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Brian Charnick, Ben Caviglia, Anthony Gaetano, Peter Berkley and Herman Redd
NAYES: None
ABSENT: No one
ABSTENTIONS: None

Number 8

RESOLUTION CONFIRMING APPOINTMENT OF AUDITOR

PETER BERKLEY *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 13, 2018.

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 **BEN CAVIGLIA** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Brian Charnick, Ben Caviglia, Anthony Gaetano, Peter Berkley and Herman Redd

NAYES: None

ABSENT: No one

ABSTENTIONS: None

Number 9

RESOLUTION CONFIRMING APPOINTMENT OF ENGINEER

BRIAN CHARNICK *offered the following resolution and moved its adoption:*

WHEREAS, there exists the need for engineering 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 McKelvey, P.E. of T & M ASSOCIATES, P.A.** is hereby appointed **Authority Engineer** for a term of one (1) year ending February 13, 2018.

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 **BEN CAVIGLIA** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Brian Charnick, Ben Caviglia, Anthony Gaetano, Peter Berkley and Herman Redd

NAYES: None

ABSENT: No one

ABSTENTIONS: None

Number 10

RESOLUTION CONFIRMING APPOINTMENT OF BOND ATTORNEY

***BEN CAVIGLIA** 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 13, 2018.

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 **BRIAN CHARNICK** and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Brian Charnick, Ben Caviglia, Anthony Gaetano, Peter Berkley and Herman Redd

NAYES: None

ABSENT: No one

ABSTENTIONS: None

Number 11
RESOLUTION DESIGNATING DEPOSITORIES

ANTHONY GAETANO 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 BEN CAVIGLIA and adopted upon the following roll call vote:

ROLL CALL:

- AYES:** Brian Charnick, Ben Caviglia, Anthony Gaetano, Peter Berkley and Herman Redd
- NAYES:** None
- ABSENT:** No one
- ABSTENTIONS:** None

Number 12
RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS

BRIAN CHARNICK offered the following resolution and moved its adoption:

BE IT RESOLVED that the **ASBURY PARK PRESS, STAR LEDGER, ATLANTICVILLE and THE LINK** are the official newspapers of the Eatontown Sewerage Authority effective February 14, 2017 through February 13, 2018.

The resolution is seconded by BEN CAVIGLIA and adopted upon the following roll call vote:

ROLL CALL:

- AYES:** Brian Charnick, Ben Caviglia, Anthony Gaetano, Peter Berkley and Herman Redd
- NAYES:** None
- ABSENT:** No one
- ABSTENTIONS:** None

Number 13

RESOLUTION DESIGNATING REGULAR MEETINGS

BEN CAVIGLIA *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 **2017** are as follows:

February 14, 2017	August 08, 2017
March 14, 2017	September 12, 2017
April 11, 2017	October 10, 2017
May 09, 2017	November 14, 2017
June 13, 2017	December 12, 2017
July 11, 2017	January 09, 2018

On **February 13, 2018** 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 **BRIAN CHARNICK** and adopted upon the following roll call vote:*

ROLL CALL:

AYES:	Brian Charnick, Ben Caviglia, Anthony Gaetano, Peter Berkley and Herman Redd
NAYES:	None
ABSENT:	No one
ABSTENTIONS:	None

Number 14

RESOLUTION FIXING REGULAR ORDER OF BUSINESS

BEN CAVIGLIA 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. Roll Call**
- 2. Reading and Approval of Minutes**
- 3. Remarks of Citizens**
- 4. Reports of Sub-Committees**
- 5. Reports of Executive Director, Superintendent and Engineer**
- 6. Unfinished Business**
- 7. New Business**
- 8. Communications and Bills**
- 9. Approval of Transfers and Treasurer's Report**
- 10. Executive Session**
- 11. Adjournment**

The resolution is seconded by **BRIAN CHARNICK** and adopted upon the following roll call vote:

ROLL CALL:

AYES: Brian Charnick, Ben Caviglia, Anthony Gaetano, Peter Berkley and Herman Redd
NAYES: None
ABSENT: No one
ABSTENTIONS: None

Number 15

RESOLUTION APPOINTING EXECUTIVE DIRECTOR

ANTHONY GAETANO offered the following resolution and moved its adoption:

BE IT RESOLVED by the Eatontown Sewerage Authority that **Theodore F. Lewis, Jr.**, is hereby appointed **Executive Director** of the Eatontown Sewerage Authority for a term of one (1) year effective February 14, 2017.

The resolution is seconded by **PETER BERKLEY** and adopted upon the following roll call vote:

ROLL CALL:

AYES: Brian Charnick, Ben Caviglia, Anthony Gaetano, Peter Berkley and Herman Redd
NAYES: None
ABSENT: No one
ABSTENTIONS: None

Number 16

RESOLUTION APPOINTING ASSISTANT EXECUTIVE DIRECTOR

BEN CAVIGLIA *offered the following resolution and moved its adoption:*

BE IT RESOLVED by the Eatontown Sewerage Authority that **Anita Andrus** is hereby appointed **Assistant Executive Director** of the Eatontown Sewerage Authority for a term of one (1) year effective February 14, 2017.

The resolution is seconded by **PETER BERKLEY** *and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Brian Charnick, Ben Caviglia, Anthony Gaetano, Peter Berkley and Herman Redd
NAYES: None
ABSENT: No one
ABSTENTIONS: None

ADJOURNMENT

At 5:20 PM, **BRIAN CHARNICK** *moved that the Reorganization Meeting be closed. The motion was seconded by* **BEN CAVIGLIA** *and adopted upon the following roll call vote:*

ROLL CALL:

AYES: Brian Charnick, Ben Caviglia, Anthony Gaetano, Peter Berkley and Herman Redd
NAYES: None
ABSENT: No one
ABSTENTIONS: None

Anita K. Andrus, Treasurer