

The regular meeting of the Eatontown Sewerage Authority was held at 5:10 P.M. on February 11, 2020 in the Borough Hall, 47 Broad Street, Eatontown, New Jersey. The Chairman, Brian Charnick, 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 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
Herman Redd
Peter Berkley
Matthew Jacobs

ALSO PRESENT: Ted Lewis, Executive Director
John Bonello, Attorney
Christine Ballard, Authority Engineer
Michelle Hu, Treasurer
Gloria Aderton, Assistant Treasurer
Lori Flynn, Office Clerk

MEMBERS ABSENT: Jeanna Migliaccio

ALSO ABSENT: Herb Volner, Superintendent

CITIZENS PRESENT None

APPROVAL OF MINUTES

Mr. Berkley moved to approve the minutes of the regular meeting held on January 14, 2020. The motion was seconded by Mr. Redd and adopted on a unanimous voice vote.

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Engineering Committee

- **GIS/RIM System Updates and Issues for the Technology Committee**

Mr. Jacobs has experience working with GIS systems and, utilizing the Authority's current dataset, he created and gave a presentation on additional capabilities and provided ideas on ways to move forward with our GIS initiative. It was noted that adding the location of clean-outs to the GIS maps would be beneficial and, in agreement with the Authority engineer, it was determined that a locator tool would both increase the accuracy of locating underground pipes and assist in finding clean-outs. Mr. Berkley made a motion that the Authority purchases such a tool. The motion was seconded by Mr. Redd and adopted on a unanimous voice vote.

Mr. Berkley believes that the majority of the archived paperwork in the trailer has some degree of historical value and would like to move forward with quotes on getting the information scanned into the RIM system. There was some discussion on how best to catalog the information to determine what should be kept, such as final project plans, versus what does not need to be kept, such as preliminary plans for completed projects.

Mr. Berkley also noted that the maintenance crew will be in need of new cell phones to support the GIS data collection efforts and that their current phones are iPhone 7 models and are well over two years old. In an effort to become compliant with the minimum technological standards established by JIF and possibly qualify for a lowering of our deductible, the Authority will need to upgrade the hardware and software of the office computers. The Borough uses Targeted Technology as their technology support provider and they provided a quote for cybersecurity maintenance and backups just a few hours ago. As far as updating the Authority's website, we have received two quotes with varying levels of suggested changes. The Technology Committee will discuss all these issues and review available options and present recommendations at a future meeting.

Executive Director's Report *

Mr. Lewis presented his report with no additions.

Superintendent's Report *

Mr. Charnick presented the Superintendent's report as Mr. Volner is attending a licensing class.

Engineer's Report *

Mrs. Ballard presented the engineer's report with the following addition:

- **Fort Monmouth / Sun Eagles**

Mr. Charnick asked if the existing small pump station which is part of the current restaurant will be included in the sale of the property as it was on a separate deed. Mrs. Ballard said she would try to find out.

- **Monmouth Toyota**

Mrs. Ballard noted how the first phase of the project will have no impact on sewer flow but the proposed additional phases will have a potential significant impact as the developer is proposing adding a detail area and possibly a car wash. She asked how the Board wants to proceed as far as approving the project. Mr. Bonello suggested that the Authority mirror the Borough's actions; if the Borough approves the entire project up front, then that's what the Authority should do. Likewise, if only the first phase gets approved, then that's what the Authority will do and only collect fees pertaining to the first phase. Mr. Bonello recommended that Mr. Lewis discuss this project with the Borough's building department to determine how they are approving the project.

PROGRESS OF PROJECTS

- **Old Orchard Pump Station Wet Well Replacement**

Status as detailed in the Engineer's report; Mr. Bonello will be moving forward with eminent domain proceedings.

UNFINISHED BUSINESS

- **NJEIT Application and Asset Management Program**

If the Authority applies for funding through this program, there will need to be an asset management program in place. Ongoing issue.

- **Emergency Incident Plans**

Mr. Berkley continues to work on the plans.

- **75 Tinton Avenue Emergency Lateral Repair**

Mr. Bonello continues to work on this issue from a legal standpoint.

- **Website Redesign**

The newly formed Technology Committee will review and discuss the options for updating the Authority's website.

- **Monmouth/Galaxy Toyota**

Status as noted previously.

- **91 Malibu Drive**

Status as noted previously in Executive Director's report.

NEW BUSINESS

- **Resolution Authorizing Execution of Group Affidavit for 2019 Sewer Revenue Bonds**

Mr. Charnick offered a Resolution authorizing the execution of the group affidavit for 2019 sewer revenue bonds. The resolution was seconded by Mr. Redd and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Herman Redd, Peter Berkley, and Matthew Jacobs

NEGATIVE: None

ABSTENTION: None

ABSENT: Jeanna Migliaccio

- **Office Hours to Change to Match Borough's Adjusted Hours**

Several Borough departments have changed their schedules to remain open until 6:00pm every Wednesday in order to accommodate residents who are unable to make the current 8:30am to 4:30pm hours. In exchange for working the additional hours and modifying lunch breaks, employees receive every other Friday off. The Authority is willing to match this schedule on a 3 month trial basis, after which it will be decided whether or not to make the modified schedule permanent.

Mr. Charnick offered a Resolution authorizing the adjustment of the Authority's office hours to match the Borough's new office hours. The resolution was seconded by Mr. Redd and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Herman Redd, Peter Berkley, and Matthew Jacobs

NEGATIVE: None

ABSTENTION: None

ABSENT: Jeanna Migliaccio

BILLS

Resolution to authorize paying the bills in the amount of \$486,211.76 as submitted from the operating account in Kearny Bank was offered by Mr. Charnick, seconded by Mr. Berkley, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Herman Redd, Peter Berkley, and Matthew Jacobs
NEGATIVE: None
ABSTENTION: None
ABSENT: Jeanna Migliaccio

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

| | |
|--|----------------|
| TD Revenue Trust to Kearny Bank Operating Account and Payroll Account: (February 2020 Operating Expenses) | \$ 486,211.76 |
| (March 2020 Salaries) | + \$ 32,731.90 |
| | <hr/> |
| Total Transfers: | \$ 518,943.66 |

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 \$486,211.76, to Kearny Bank payroll account for the payroll of March 2020 in the amount of \$32,731.90 was offered by Mr. Charnick, seconded by Mr. Berkley, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Herman Redd, Peter Berkley, and Matthew Jacobs
NEGATIVE: None
ABSTENTION: None
ABSENT: Jeanna Migliaccio

Resolution to authorize payment for capital improvements from the Kearny Bank operating account to T&M Associates in the amount of \$1,421.00 for work relating to the Old Orchard Pump Station Relocation was offered by Mr. Charnick, seconded by Mr. Berkley, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Herman Redd, Peter Berkley, and Matthew Jacobs
NEGATIVE: None
ABSTENTION: None
ABSENT: Jeanna Migliaccio

ADJOURNMENT

With no further business to address, Mr. Berkley moved to adjourn the meeting at 6:15 p.m.

Assistant Treasurer

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