

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on March 10, 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  
                                      Peter Berkley  
                                      Jeanna Migliaccio  
                                      Matthew Jacobs

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

MEMBERS ABSENT:            Herman Redd

ALSO ABSENT:                Herb Volner, Superintendent

**CITIZENS PRESENT**            None

## **APPROVAL OF MINUTES**

Mr. Berkley moved to approve the minutes of the regular meeting held on February 11, 2020. The motion was seconded by Mr. Jacobs and adopted on a unanimous voice vote.

## **REPORTS OF COMMITTEES, MEMBERS, & ENGINEER**

### **Engineering Committee**

There was no committee report.

### **Executive Director's Report \***

Mr. Lewis presented his report with the following additions:

- **Fidelity Eatontown Connection Fee**

The developer of the Wawa located at the former Circle Trailer Park site has requested a credit for sewer connection fees that were paid in the past. Mr. Volner was able to locate a copy of the original connection permit from 1959 which showed that only a \$75 permit fee was paid. Mr. Bonello suggested that there may have been no connection fee at the time and will do some research to determine if the current developer is eligible for any credit. Mr. Lewis will forward all the information available on the prior connection to Mr. Bonello.

- **FMERA Bowling Alley**

Mr. Lewis is still working with FMERA on obtaining a Memorandum of Understanding with FMERA to ensure that either future developers or FMERA will absorb the cost of necessary sewer improvements, especially as this will potentially include the installation of a new sewer main.

- **Old Orchard Pump Station**

Mr. Bonello has recommended that the Authority hire an attorney who specializes in condemnations with the assurance that he will work closely with them during the process. He requested that the Board pass a formal resolution authorizing the condemnation proceedings to move forward. There will be expenses associated with the condemnation, including a title search, full survey, and a valuation done by an appraiser of the land being taken as well as any temporary construction easements. Once all that information is collected, Mr. Bonello can file the notice of taking at which point the Authority owns the property and work can commence.

***Resolution to authorize Mr. Bonello to move forward with condemnation proceedings and the hiring of a condemnation attorney was offered by Mr. Charnick, seconded by Mr. Jacobs, and adopted on the following roll call vote:***

ROLL CALL

AFFIRMATIVE: Brian Charnick, Peter Berkley, Jeanna Migliaccio, and Matthew Jacobs

NEGATIVE: None

ABSTENTION: None

ABSENT: Herman Redd

### **Superintendent's Report \***

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

### **Engineer's Report \***

Mr. Mullan presented the Engineer's report with the following addition:

- **Selection of Engineer to Replace Christine Ballard**

Christine Ballard will be leaving T&M Engineering and the Authority will need to select a new Engineer. Earlier in the week, Mr. Mullan recommended several alternative engineers and forwarded their resumes to Mr. Lewis. Mr. Lewis reviewed them and selected Steve Schreiber based on his years of experience as well as specific expertise. Mr. Lewis will schedule an Engineering Committee meeting with Mr. Schreiber before making a final recommendation to the Board.

## **PROGRESS OF PROJECTS**

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

Status as discussed previously.

## **UNFINISHED BUSINESS**

- **NJEIT Application and Asset Management Program**

The Engineering Committee will review the previous proposal from T&M and discuss appropriate next steps, to include existing GIS information and engineering reviews of the Authority's facilities.

- **Emergency Incident Plans**

In order to bring the Authority’s information technology up to a level which would offer discounts on insurance deductibles, a number of upgrades would need to be made. These include upgrading the office computers’ hardware and software as they are running the currently obsolete version of Windows 7 and a number of other necessary upgrades. Mr. Berkley suggested this discussion be tabled until the Engineering Committee has the opportunity to explore the issue, make recommendations, and the Authority is able to allocate funds accordingly. The rest of the Board agreed.

- **75 Tinton Avenue Emergency Lateral Repair**

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

- **Website Redesign**

Mr. Berkley requested approval to purchase Beaver Builder software for approximately \$199 as it appears to be the plug-in needed in order to bring the Authority’s website back up to a level where it is easier to update and maintain. The purchase was approved on a unanimous voice vote.

**NEW BUSINESS**

- **Fidelity Eatontown Connection Fee**

Status as discussed previously.

**BILLS**

***Resolution to authorize paying the bills in the amount of \$46,547.51 as submitted from the operating account in Kearny Bank was offered by Mr. Charnick, seconded by Mr. Jacobs, and adopted on the following roll call vote:***

**ROLL CALL**

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

**APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS**

TD Revenue Trust to Kearny Bank Operating Account and Payroll Account:	
(March 2020 Operating Expenses)	\$ 46,547.51
(April 2020 Salaries)	\$ 31,386.27
(Annual NJ State Pension Employer Liability)	+ \$ 50,479.00
	\$ 128,412.78
Total Transfers:	\$ 128,412.78

***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 \$46,547.51, to Kearny Bank payroll account for the payroll of April 2020 in the amount of \$31,386.27 and for the annual NJ state pension employer liability in***

***the amount of \$50,479.00, was offered by Mr. Charnick, seconded by Mr. Jacobs, and adopted on the following roll call vote:***

**ROLL CALL**

AFFIRMATIVE: Brian Charnick, Peter Berkley, Jeanna Migliaccio, and Matthew Jacobs

NEGATIVE: None

ABSTENTION: None

ABSENT: Herman Redd

***Resolution to authorize payment for capital improvements from the Kearny Bank operating account to T&M Associates in the amount of \$12,327.22 for work relating to the Old Orchard Pump Station Relocation was offered by Mr. Charnick, seconded by Mr. Jacobs, and adopted on the following roll call vote:***

**ROLL CALL**

AFFIRMATIVE: Brian Charnick, Peter Berkley, Jeanna Migliaccio, and Matthew Jacobs

NEGATIVE: None

ABSTENTION: None

ABSENT: Herman Redd

**ADJOURNMENT**

With no further business to address, Mr. Charnick moved to adjourn the meeting at 5:56 p.m.

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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.***