

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on October 13, 2020 in the Borough Hall, 47 Broad Street, Eatontown, New Jersey. The majority of the attendees participated via Zoom audio and/or video teleconference due to the current pandemic. 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
Jeanna Migliaccio
Matthew Jacobs

ALSO PRESENT: Ted Lewis, Executive Director
Herb Volner, Superintendent
John Bonello, Attorney
Stephen Schreiber, Authority Engineer
Michelle Hu, Treasurer
Gloria Aderton, Assistant Treasurer
Lori Flynn, Office Clerk

MEMBERS ABSENT: None

CITIZENS PRESENT Rocco Laginestra, Birdsmouth Brewing
Andy Gioia, Birdsmouth Brewing

APPROVAL OF MINUTES

Mr. Charnick moved to approve the minutes of the regular meeting held on September 8, 2020. The motion was seconded by Mr. Berkley and adopted on a unanimous voice vote.

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Engineering Committee

There was no committee report.

- **GIS / RIM**

Advanced Micrographics, the vendor scanning the Authority's archived paper documents, came and picked up 30 boxes as well as a number of oversized plans to start scanning the files.

Mr. Charnick noted that as part of his work with the County Health department, there are a number of towns that have decided to discontinue using the County sponsored RIM system and also that there is only one sewerage authority using the system (namely us).

Executive Director's Report *

Mr. Lewis presented his report with the following additions:

- **Pandemic Conditions**

Given the ongoing lack of space in the office as well as the need to socially distance for the foreseeable future, it was mentioned that the Authority explore renting additional space as a satellite office while continuing to maintain space in Borough Hall for accepting payments and customer-facing activities. Also, considering that office staff is working from home a majority of the time to keep socially distant, having expanded, dedicated office space as opposed to a home environment would be beneficial. Mr. Charnick is opposed to renting additional office space as he feels that the Authority should be looking for ways to cut costs to avoid a rate increase. Mr. Redd states that he's keeping an open mind as the lack of office space has been a problem for many years and the issue is worth revisiting. Mr. Lewis will get rental costs from nearby buildings that have available office space. Mr. Berkley stressed that the Board should allocate money in the budget as a placeholder for the future, even if it's decided that additional space isn't necessary at this time.

- **Audit / Budget / Fee Structure**

Mr. Lewis suggested the Board consider the possibility of a relatively minor, i.e. 5%, rate increase in the near future as opposed to waiting a few years and risking having to implement a larger increase. The last increase was in 2013 and was approximately 5%. Mr. Bonello suggested talking with Mr. Oliwa, the Authority's auditor, to get a recommendation based on current and anticipated revenue and expenses. Mr. Jacobs noted that costs have increased due to inflation over the past 7 years since the last rate increase and the Authority should consider adjusting rates for inflation.

On a related note, Mr. Charnick asked what entity collects sewer fees for buildings like Gibbs Hall and the other buildings on Fort Monmouth. Mr. Lewis will look into getting an answer to that question.

- **Rainfall / Infiltration**

Given how the rainfall information collected is for Eatontown as a whole and not locale-specific to the 2 pump stations with meters which would allow for correlating relevant data, the Board unanimously agreed to cancel the ongoing rainfall study.

Superintendent's Report *

Mr. Volner presented the Superintendent's report with the following additions:

The new Vac-Con truck is currently at the dealer for repairs. They are repairing a pressure sensor in the transmission and hope to have it returned to us tomorrow.

Engineer's Report *

Mr. Schreiber presented the Engineer's report with no additions.

PROGRESS OF PROJECTS

- **Old Orchard Pump Station Replacement**

Mr. Bonello reported that the condemnation attorney is obtaining the prerequisite information needed, such as appraisals, before going forward with the notice of taking. As soon as the notice of taking is filed, which should be soon, the Authority will be able to begin work on the pump station.

UNFINISHED BUSINESS

- **75 Tinton Avenue Emergency Lateral Repair**

Mr. Bonello has filed suit and there are no further updates as the courts are still closed.

- **Sun Eagles Golf Club Sewer Application**

Status as noted previously in the Engineer's report.

- **Document Scanning**

Status as previously noted.

NEW BUSINESS

- **NJUA JIF – 2020/2021 Elected Officials Protecting Children From Abuse Seminar**

This is a mandatory course for insurance purposes but does not offer an insurance discount.

- **Brewery request at 749 Hope Road**

This property, while in Eatontown, connects to a line in Hope Road owned by Tinton Falls and the developer needs to submit an application to Eatontown for approval. The Authority currently prohibits breweries and distilleries, however, there is already at least one microbrewery in Tinton Falls and they do not prohibit them. After some discussion, it was determined that Mr. Schreiber will consult with Tinton Falls and TRWRA to see what kind of protocols or requirements are needed to allow a microbrewery to discharge into the system. The Board unanimously decided to grant a waiver to the developer.

- **Resolution #2020-10-01, Renewing Vac-Con Truck Agreement with the Borough of Eatontown from December 1, 2020 to November 30, 2022**

Resolution to renew the Vac-Con Truck Agreement with the Borough of Eatontown was offered by Mr. Berkley, seconded by Mr. Charnick, and adopted on the following roll call vote:

ROLL CALL

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

NEGATIVE: None

ABSTENTION: None

ABSENT: None

BILLS

Resolution to authorize paying the bills in the amount of \$464,531.30 as submitted from the operating account in Kearny Bank was offered by Mr. Charnick, seconded by Mr. Redd, and adopted on the following roll call vote:

ROLL CALL

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

NEGATIVE: None

ABSTENTION: None

ABSENT: None

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

| | | |
|--|----|------------|
| TD Revenue Trust to Kearny Bank Operating Account and Payroll Account: | | |
| (October 2020 Operating Expenses) | \$ | 464,531.30 |
| (November 2020 Salaries) | \$ | 31,386.27 |
| | | <hr/> |
| Total Transfers: | \$ | 495,917.57 |

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 \$464,531.30, and to Kearny Bank payroll account for the payroll of November 2020 in the amount of \$31,386.27, was offered by Mr. Charnick, seconded by Mr. Redd, and adopted on the following roll call vote:

ROLL CALL

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

Resolution to authorize payment for capital improvements from the Kearny Bank operating account to North American Pipeline in the amount of \$15,750.00 for emergency repairs, and to Cleary, Jacobi, Alfieri, & Jacobs in the amount of \$90.00 for work relating to the Old Orchard Pump Station Relocation, was offered by Mr. Charnick, seconded by Mr. Redd, and adopted on the following roll call vote:

ROLL CALL

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

ADJOURNMENT

With no further business to address, Mr. Charnick moved to adjourn the meeting at 5:11 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.***