

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on November 10, 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
Robert Oliwa, Auditor
Stephen Colville, Auditor

MEMBERS ABSENT: None

CITIZENS PRESENT: None

APPROVAL OF MINUTES

Mr. Charnick moved to approve the minutes of the regular meeting held on October 13, 2020. The motion was seconded by Mr. Berkley and adopted on a unanimous voice vote.

Mr. Charnick moved to present the 2019 audit at this point rather than waiting until the New Business portion of the meeting. There were no objections.

- **Discussion Re: Potential 2021 Sewer Fee Rate Increase**

Mr. Oliwa has determined that the Authority has a healthy surplus of \$2.5M which should cover capital improvement items for the next few years. He recommended using bonding as opposed to a rate increase to fund large projects, however, he suggests holding a separate meeting to specifically discuss the merits of a future rate increase in the context of accounting for inflation and the costs of maintaining an aging system.

- **Presentation of 2019 Audit**

Mr. Colvell presented the 2019 audit, noting these highlights:

- The Authority has a healthy unrestricted net position of approximately \$2.5M.
- The main driver in increase between 2018 and 2019 unrestricted cash was a decrease in TRWRA bills, which accounted for approximately \$200,000.

- MCIA funds received after bonding still show in 2019 as the new vac-con truck was purchased in early 2020.
- Overall, the books and records were in very good shape with minimal journal entries.

- **Resolution #2020-11-01: Group Affidavit for 2019 Audit**

Mr. Berkley offered a Resolution approving signing the Group Affidavit for the 2019 Audit for the Authority. The resolution was 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

- **Resolution #2020-11-02: Approving the 2019 Audit**

Mr. Berkley offered a Resolution approving the 2019 Audit for the Authority. The resolution was 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

- **Introduction of 2021 Budget**

Mr. Berkley offered a Resolution approving the introduction of the 2021 budget for the Authority. The resolution was seconded by Mrs. Migliaccio 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 Approving 2021 Budget for State Review**

The Authority will submit the budget as introduced to the state for review.

Mr. Charnick offered a Resolution to approve the Authority's 2021 budget for state review. The resolution was seconded by Mr. Berkley 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 #2020-11-03: Setting Forth Reasons for Delay in Approving 2021 Budget**

The Authority's auditor prepared a resolution outlining the reasons for the delay in approving the 2021 budget. Mr. Charnick offered a Resolution which set forth the reasons for the delay in approving the

Authority's 2021 budget. The resolution was 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

- **Budget Transfers**

A decision was made to transfer \$15,000 out of the TRWRA account, which contains a surplus, into the Office Equipment account to have the funds readily available for office computer equipment and future hardware upgrades. Mr. Bonello will draft a resolution memorializing this transaction.

Mr. Charnick offered a Resolution to transfer \$15,000 out of the TRWRA billing account into the Office Equipment account. The resolution was seconded by Mr. Berkley 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

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Engineering Committee

There was no committee report.

- **GIS**

Mr. Jacobs, who has experience with GIS systems, will be allowed access to his office again soon where he has the tools to help accomplish the next steps with the Authority's GIS system, namely creating various overlays showing additional details of the sewer infrastructure and surrounding tax parcels.

- **Discussion of Withdrawal from County RIM System**

Mr. Charnick expressed concern that other towns have left the County RIM system and wants the Authority to review membership to be sure that it is a worthwhile use of funds. Mr. Bonello will review the contract to determine what is involved in cancelling membership if that is what the Board decides. A majority of Board members agree that there needs to be some sort of cloud-based data storage in place from a business continuity and disaster recovery standpoint, but there may be better options available. Mr. Berkley will do additional research on the matter.

Executive Director's Report *

Mr. Lewis presented his report with the following addition:

- **Mall Medical Building**

The contractor finished cleaning and videotaping the sewer line and has submitted the information to the Authority engineer. Mr. Volner was at the work site and noted that the line appears to be in good condition.

Superintendent's Report *

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

- **Open Manhole Industrial Way West**

On November 3, Eatontown Police reported an open manhole on Industrial Way West. Upon inspection, it was determined that the casting was broken and the cover had fallen into the manhole. As one of the maintenance technicians was still under Covid quarantine resulting in a staffing shortage, Mr. Volner called the emergency contractor to repair the manhole, which was completed a few days ago.

Engineer's Report *

Mr. Schreiber presented the Engineer's report with the following additions:

- **Fort Monmouth Easement**

Mr. Schreiber is putting together a scope and budget for the survey of the Fort Monmouth easement. Mr. Charnick mentioned that the area is contaminated. Mr. Schreiber will make a note of that, however, he is unsure if surveyors will need to actually work in the field or if the easement can be updated based on the existing 50+ year old survey.

- **Monmouth Mall Redevelopment – Monmouth Medical Pavilion**

Mr. Schreiber noted that based on the most recent CCTV inspection, the sewer line appears to be structurally sound and in need of no further work, aside from occasional cleaning to reduce normal tuberculation. Once the engineer gives a final recommendation on the line condition, Mr. Lewis will sign off on the construction permit as the developer is eager to move forward as soon as possible.

PROGRESS OF PROJECTS

- **Old Orchard Pump Station Replacement**

No status update beyond what is reported in Executive Director's and Engineer's reports.

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**

The vendor will be meeting with office staff this week and more information will be provided at the next meeting.

NEW BUSINESS

All items were discussed previously while the auditors were in attendance.

BILLS

Resolution to authorize paying the bills in the amount of \$35,057.87 (with the exception that the check to Monmouth County for payment of the RIM contract will be withheld pending contract review by the attorney) 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, 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:

(November 2020 Operating Expenses)	\$	37,741.07
(December 2020 Salaries)	\$	32,731.90
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Total Transfers:	\$	70,472.97

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 \$37,741.07, and to Kearny Bank payroll account for the payroll of December 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, 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 Cleary, Jacobi, Alfieri, & Jacobs in the amount of \$2,683.20 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, 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 6:37 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.***