

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on March 9, 2021 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 and posted to the Authority website."

ROLL CALL

MEMBERS PRESENT: Brian Charnick
Herman Redd
Peter Berkley
Jeanna Migliaccio
Kenneth East

ALSO PRESENT: Ted Lewis, Executive Director
Herb Volner, Superintendent
Stephen Schreiber, Authority Engineer
Michelle Hu, Treasurer
Gloria Aderton, Assistant Treasurer

MEMBERS ABSENT: None

ALSO ABSENT: John Bonello, Attorney
Lori Flynn, Office Clerk

CITIZENS PRESENT: Marianne Chung on behalf of Mrs. Chung, resident

APPROVAL OF MINUTES

Mr. Charnick moved to approve the minutes of the regular meeting held on February 9, 2021. The motion was seconded by Mr. Redd and adopted on a unanimous voice vote.

REMARKS OF CITIZENS

Mrs. Chung did not receive a copy of her sewer bill in the mail last January and was subsequently late on paying her bill. She states that she spoke with someone in the office and was told the bill was mailed to the property address instead of her home address, however, the Authority's records show the bill as being sent to the correct home address. After some discussion with Mrs. Chung and her daughter, the Board agreed to waive the approximately \$40 of accrued interest.

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Engineering Committee

There was no committee report.

- **GIS**

Mr. Berkley presented an overview of the goals of the GIS initiative. The Authority may need to hire professionals with GIS experience in order to accomplish a number of those goals now that Mr. Jacobs is no longer with the Authority. Mr. Charnick suggested getting an updated quote for a comprehensive asset management plan from the Authority's engineer in order to determine if it would be economically feasible to outsource the project. Mr. Schreiber will find the original proposal that had been done by his predecessor and update it accordingly.

On a related note, it was mentioned that since the Authority's Rules and Regulations were modified in 2019 to include a requirement that final as-built drawings be submitted in GIS format, there have been several developers who are unable to satisfy this requirement.

Mr. Berkley moved to approve waivers for the GIS format as-built drawing requirement for the developers that are currently unable to meet the requirement. The motion was seconded by Mr. Redd and adopted on a unanimous voice vote.

- **RIM System**

Mr. Berkley is researching companies which provide a service similar to the county's RIM system as there may be a less expensive way to achieve the same result. Alternative Micrographics is continuing to scan boxes of archived documents from the Authority's storage trailer.

Executive Director's Report *

Mr. Lewis presented the Executive Director's report with the following additions:

- **By-Law Update**

Mr. Lewis spoke with Mr. Bonello about the Authority's elusive by-laws and Mr. Bonello is going to provide the Authority with a template which can be customized, reviewed, and ultimately adopted.

- **Board Positions**

Mr. Charnick moved to approve making Mrs. Migliaccio the Board's Assistant Secretary based on her seniority and making Mr. East a general member. The motion was seconded by Mr. Berkley and adopted on a unanimous voice vote.

- **Old Orchard Pump Station**

Mr. Lewis spoke with Mr. Bonello prior to the meeting and said that the Authority needs to put the value of the proposed easement into an escrow account so that the Notice of Taking can be filed.

- **Connection Fee**

Mr. Charnick noted that as there are a number of large developments on the horizon, if any changes need to be made in the calculation of the connection fee then they should be made soon. Mr. Lewis will prioritize arranging a conference call with Mr. Bonello, Mr. Oliwa, the Authority's auditor, and Mr. Gianforte, the executive director of TRWRA, to discuss this issue and determine if any changes should be made.

Superintendent's Report *

Mr. Volner presented the Superintendent's report with no additions.

Engineer's Report *

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

On a related note, Mr. East requested that the engineer's report include property addresses for the various projects and Mr. Schreiber agreed to update future versions of the report.

PROGRESS OF PROJECTS

- **Old Orchard Pump Station Replacement**

Status as noted previously in Executive Director's report

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**

Mr. Schreiber noted that the developer needs to resubmit their TWA permit application as the NJ DEP has a record that the application package was received but they are unable to locate it. This may push the project back by a few months.

- **Document Scanning**

No status update beyond what was mentioned earlier during the RIM system discussion.

- **Discussion of the Connection Fee for Monmouth Plaza Enterprises Project**

A connection fee of \$943 was paid by the original developer in 2001 which will likely result in a credit of one connection fee against fees owed by the developer. Mr. Bonello will review this information.

- **Discussion of the Connection Fee for Eatontown 36, LLC Project**

Mr. Bonello will review fees paid by original developer to determine if any connection fee credits are due.

Mr. Charnick asked Mr. Schreiber if he had any insight regarding the water tank that is being proposed in the Howard Commons area as there is a sewer easement near its potential location. Mr. Schreiber made a note to look into it.

NEW BUSINESS

- **Resolution #2021-03-01: Closing out Artis Senior Living Project and Releasing Performance Bond and Remaining Escrow Funds**

Resolution to authorize closing out the Artis Senior Living Project and releasing the performance bond and remaining escrow 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 Kenneth East
NEGATIVE: None
ABSTENTION: None
ABSENT: None

- **Resolution #2021-03-02: Closing out Wawa Project and Releasing Performance Bond and Remaining Escrow Funds**

Resolution to authorize closing out the Wawa Project and releasing the performance bond and remaining escrow 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 Kenneth East
NEGATIVE: None
ABSTENTION: None
ABSENT: None

- **Resolution #2021-03-03: Approving the Application of the Donato Group for the Eat Clean Bro Project, 607 Industrial Way West, Block 3504, Lot 4**

Resolution to authorize approving the application for Donato Group's Eat Clean Bro Project 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 Kenneth East
NEGATIVE: None
ABSTENTION: None
ABSENT: None

BILLS

Resolution to authorize paying the bills in the amount of \$475,085.52 as submitted from the operating account in Kearny Bank was offered by Mr. Charnick, seconded by Mrs. Migliaccio, and adopted on the following roll call vote:

ROLL CALL

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

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

TD Revenue Trust to Kearny Bank Operating Account and Payroll Account:
(March 2021 Operating Expenses) \$ 475,085.52

(April 2021 Salaries)	\$	32,139.34
		507,224.86
Total Transfers:	\$	507,224.86

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 \$475,085.52, and to Kearny Bank payroll account for the payroll of April 2021 in the amount of \$32,139.34, 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 Kenneth East
 NEGATIVE: None
 ABSTENTION: None
 ABSENT: None

Resolution to authorize payment for capital improvements from the Kearny Bank operating account to T&M Associates in the amount of \$1,101.50 for work relating to the Fort Monmouth Easement Retracement 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 Kenneth East
 NEGATIVE: None
 ABSTENTION: None
 ABSENT: None

ADJOURNMENT

With no further business to address, Mr. Charnick moved to adjourn the meeting at 6:10 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.***