

The regular meeting of the Eatontown Sewerage Authority was held at 5:00 P.M. on August 10, 2021 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 and posted to the Authority website."

ROLL CALL

MEMBERS PRESENT: Brian Charnick
Herman Redd
Peter Berkley

ALSO PRESENT: Ted Lewis, Executive Director
John Bonello, Attorney
Herb Volner, Superintendent
Michelle Hu, Treasurer
Lori Flynn, Office Clerk

MEMBERS ABSENT: Jeanna Migliaccio
Kenneth East

ALSO ABSENT: Stephen Schreiber, Authority Engineer
Gloria Aderton, Assistant Treasurer

CITIZENS PRESENT: None

APPROVAL OF MINUTES

Mr. Charnick moved to approve the minutes of the regular meeting held on July 13, 2021. The motion was seconded by Mr. Redd and adopted on a unanimous voice vote.

REPORTS OF COMMITTEES, MEMBERS, & ENGINEER

Engineering Committee

There was no committee report.

Technology Committee

- **GIS/RIM**

Mr. Berkley submitted a Committee report regarding GIS and RIM. He and Mrs. Aderton are going to be testing a trial of a possible replacement to the RIM software in the next few weeks after Mrs. Aderton returns from vacation. The results will be presented at the next meeting.

Mr. Charnick took this opportunity to inquire about record retention and how long the state requires documents to be kept. Mrs. Hu said that it depends on the type of document, usually 7 years for financial documents and indefinitely for records that have historical value. Mr. Bonello added that all documents pertaining to large projects should be kept indefinitely as they have great potential for future value and are hard to recreate if destroyed. The Authority has no plans to destroy documents at this time and the goal is to digitize archived documents in order to make them more easily accessible / searchable.

Executive Director's Report *

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

- **Two Rivers Bill**

Mr. Charnick requested more information on the credit from TRWRA. Mr. Lewis said that TRWRA's auditor discovered the credit hadn't been applied for the years 2018 and 2020 so it was applied to the 2021 invoice. Mr. Charnick noted that the TRWRA invoice is one of the Authority's largest expenditures and should be scrutinized more closely. He also reminded the Board of the past lawsuit against TRWRA which came about from monies not being properly credited to the Authority.

Superintendent's Report *

Mr. Volner presented the Superintendent's report with no additions, except to mention that Chris Muccie's official C-1 license certificate arrived in the mail and he will continue to encourage Keven Carrino to re-take the C-1 exam and stress the financial incentive that comes from obtaining the license.

Engineer's Report *

Mr. Schreiber was absent due to an emergency so was unable to present any additional information regarding the Engineer's submitted report.

Mr. Bonello took this opportunity to mention that he represents five Authorities and all of them, aside from Eatontown, include an agenda item for Attorney's Report and suggested that as a future option. The Board agreed this was a good idea so Mr. Charnick offered a motion to implement this change which was seconded by Mr. Redd and passed on a unanimous voice vote.

Mr. Charnick took this opportunity to ask if there had been any progress on creating by-laws for the Authority. Mr. Lewis has not been able to find any relevant examples of by-laws of sewer authorities and Mr. Charnick responded that he will bring some to the next meeting. Mr. Berkley asked the office staff to run a keyword search for by-laws on the archived documents which have been scanned to see if any relevant information comes up.

PROGRESS OF PROJECTS

- **Old Orchard Pump Station Replacement**

Status as noted previously in Executive Director's and Engineer's reports.

UNFINISHED BUSINESS

- **75 Tinton Avenue Emergency Lateral Repair**

Depositions are being scheduled for the end of August; no further updates at this time.

- **Sun Eagles Golf Club Sewer Application**

Status as noted previously in Engineer's report.

NEW BUSINESS

- **Chris Muccie pay raise for receiving C-1 Certification**

The Authority's rules and regulations call for a one-time \$2,500 bonus for an employee who receives the C-1 license certification. However, several years ago Mr. Volner was incentivized with a \$5,000 salary increase to obtain his license when Mr. Johnson retired. Mr. Lewis would like to continue the precedent of offering the salary increase as opposed to the one-time bonus. Mr. Charnick would like the entire Board to be present to make this decision so this issue will be carried.

- **Eatontown Community Day (10/2/21) – Touching the Vac-Con truck**

The Borough is hosting a Community Day in October with a touch-a-truck component and the Authority is considering taking the opportunity to showcase the new Vac-con truck and present some basic information about the Authority to local residents. Maintenance staff will get overtime for being at the event and there should be no insurance concerns so long as the truck is parked and turned off. Mr. Charnick offered a motion to attend the event which was seconded by Mr. Berkley and passed on a unanimous voice vote.

The Board took this opportunity to discuss the monetary donation which had been made to the Borough last year for the 350 year celebration which was subsequently cancelled due to the pandemic. The Borough offered to either refund the money or it could be donated to the Borough's recreation fund. After a brief discussion, Mr. Charnick offered a motion to donate the money which was seconded by Mr. Berkley and passed on a unanimous voice vote.

BILLS

Resolution to authorize paying the bills in the amount of \$328,818.97 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, and Peter Berkley

NEGATIVE: None

ABSTENTION: None

ABSENT: Jeanna Migliaccio and Kenneth East

APPROVAL OF TRANSFERS FROM THE FOLLOWING ACCOUNTS

TD Revenue Trust to Kearny Bank Operating Account and Payroll Account:

(August 2021 Operating Expenses)	\$	328,818.97
(September 2021 Salaries)	\$	33,933.50

Total Transfers:	\$	362,752.47
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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 \$328,818.97, and to Kearny Bank payroll account for the payroll of September 2021 in the amount of \$33,933.50, was offered by Mr. Charnick, seconded by Mr. Redd, and adopted on the following roll call vote:

ROLL CALL

AFFIRMATIVE: Brian Charnick, Herman Redd, and Peter Berkley

NEGATIVE: None
ABSTENTION: None
ABSENT: Jeanna Migliaccio and Kenneth East

Resolution to authorize payment for capital improvements from the Kearny Bank operating account to NJDEP Division of Water Quality in the amount of \$5,929.00 for the Old Orchard TWA Permit Fee; to T&M Associates in the amount of \$9,584.50 for work relating to the Old Orchard Pump Station Replacement and also \$34.94 for work relating to the Emergency Response Contracts Preparation; and to Cleary Giacobbe Alfieri Jacobs for work relating to the Old Orchard Pump Station Easement in the amount of \$504.00 for July legal fees was offered by Mr. Charnick, seconded by Mr. Redd, and adopted on the following roll call vote:

ROLL CALL

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

EXECUTIVE SESSION

A motion to go into Executive Session at 5:30 pm for the purpose of discussing personnel matters was offered by Mr. Charnick, seconded by Mr. Redd, and adopted on a unanimous voice vote. Upon completion, the Executive Session was closed. No action was taken during the Executive Session.

ADJOURNMENT

With no further business to address, Mr. Charnick moved to adjourn the meeting at 5:40 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.***