

February 21, 2023

Respectfully Submitted,



A handwritten signature in black ink, appearing to read 'Thomas Abramski', is written over a solid horizontal line.

Thomas Abramski, Secretary

March 21, 2023

REGULAR MEETING
BEACHWOOD SEWERAGE AUTHORITY

The regular meeting of the Beachwood Sewerage Authority was held at 5:37 P.M. at the Sewerage Authority Offices. Salute to the Flag and the Sunshine Law was read.

Notice of this meeting and all other regularly scheduled meetings has been given in accordance with the "Open Public Meeting Acts of 1975" by the following methods:

1. Notice has been posted on the bulletin board in the Borough Hall.
2. Notice has been filed in the office of the Borough Clerk.
3. Notice has been forwarded to the Asbury Park Press.
4. All individuals supplying a stamped self-addressed envelope will receive notice.

ROLL CALL:

R. Tapp, Chairman
M. Brown, Vice Chairman – **Absent**
T. Abramski, Secretary
C. Schmidt, Treasurer
J. Risk, Commissioner Field Operations and Equipment
T. Kirchgessner, Field Maintenance Supervisor
M. Frost, Line Maintenance Operator – **Absent**
B. Clayton, Senior Clerk – **Absent**
K. Kirchgessner, Clerk
M. Tangen, Bookkeeper
J. Hess, P.E., Engineer
B. Mabie, Attorney

RESOLUTIONS:

03-18-23

Approval of Operating Fund Vouchers for \$35,824.20.

Motion: C. Schmidt

Second: T. Abramski

Absent: M. Brown

Roll Call: Tapp, Abramski, Schmidt, Risk

03-19-23

Motion to approve transferring funds from Ocean First Bank to Lakeland Bank.

Motion: C. Schmidt

Second: J. Risk

Absent: M. Brown

Roll Call: Tapp, Abramski, Schmidt, Risk

March 21, 2023

BEACHWOOD SEWERAGE AUTHORITY
2023 REORGANIZATION MEETING

The **Reorganization Meeting** of the Beachwood Sewerage Authority was held at 5:26PM at the Sewerage Authority Office. Salute to the Flag and the Sunshine Law was read.

Notice of this meeting and all other regularly scheduled meetings has been given in accordance with the "Open Public Meeting Act of 1975" by the following methods:

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- 4) All individuals supplying a stamped self-addressed envelope will be given notice.

ROLL CALL

R. Tapp, as acting Chairman
M. Brown, Vice President – **Absent**
T. Abramski, Secretary
C. Schmidt, Treasurer
J. Risk, Commissioner of Field Operations & Equipment
T. Kirchgessner, Field Maintenance Supervisor
M. Frost, Line Maintenance Operator – **Absent**
B. Clayton, Senior Clerk – **Absent**
K. Kirchgessner, Clerk
M. Tangen, Bookkeeper
J. Hess, P.E., Engineer
B. Mabie, Attorney

Motion by C. Schmidt to nominate **Robert Tapp as Chairman**

Second: T. Abramski

Roll Call: Schmidt, Abramski, and Risk – ayes.

Absent: M. Brown

Motion by C. Schmidt to nominate **Matthew Brown as Vice Chairman**

Second: T. Abramski

Roll Call: Tapp, Abramski, Schmidt, Risk – ayes

Absent: M. Brown

Motion by R. Tapp to nominate **Carl Schmidt as Treasurer**

Second: J. Risk

Roll Call: Tapp, Abramski, Risk – ayes.

Absent: M. Brown

REORGANIZATION MEETING

MARCH 21, 2023

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Roll Call: Tapp, Abramski, Schmidt, Risk – ayes.

02-09-23: Motion by J. Risk to authorize that any three of the following are **Authorized Signatures** on checks of the Beachwood Sewerage Authority:

**Matthew Brown – John Risk – Robert Tapp – Carl Schmidt –
Thomas Abramski – Milly Tangen – Beverly Clayton**

Second: C. Schmidt

Roll Call: Tapp, Abramski, Schmidt, Risk – ayes.

02-10-23: Motion by C. Schmidt to approve Beachwood Sewerage Authority **Cash Management Plan.**

Second: T. Abramski

Roll Call: Tapp, Abramski, Schmidt, Risk – ayes.

02-11-23: Motion by J. Risk to appoint **John Hess, P.E. as Public Agency Compliance Officer** for the Beachwood Sewerage Authority.

Second: T. Abramski

Roll Call: Tapp, Abramski, Schmidt, Risk – ayes.

02-12-23: Motion by J. Risk to approve and sign the **Interlocal Service Agreement between the Toms River Municipal Utilities Authority and the Beachwood Sewerage Authority.**

Second: C. Schmidt

Roll Call: Tapp, Abramski, Schmidt, Risk – ayes.

02-13-23: Motion by C. Schmidt to approve the contract agreement for **Pumping Services not to exceed \$12,000.00.**

Second: T. Abramski

Roll Call: Tapp, Abramski, Schmidt, Risk – ayes.

02-14-23: Motion by T. Abramski to accept the **2023 Meeting Schedule.** Meetings are held at 5 P.M. on the third Tuesday of each month.

Second: C. Schmidt

Roll Call: Tapp, Abramski, Schmidt, Risk – ayes.

02-15-23: Motion by J. Risk to recommend that we designated the **Asbury Park Press** to receive notices that are required by law to be advised.

Second: C. Schmidt

Roll Call: Tapp, Abramski, Schmidt, Risk – ayes.

April 18, 2023

John Hess:

- No Report

MEETING OPEN TO THE PUBLIC FOR QUESTIONS AND COMMENTS:

Motion: T. Abramski Second: C. Schmidt All in Favor: Ayes

- No public response

No Further Business – motion to adjourn

Motion: C. Schmidt

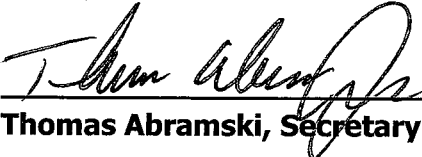
Second: T. Abramski

Absent: M. Brown

Roll Call: Tapp, Abramski, Schmidt, Risk – ayes

Meeting adjourned at 5:14 P.M.

Respectfully Submitted,



Thomas Abramski, Secretary

May 16, 2023

Motion to approve was made by Commissioner J. Risk; seconded by Secretary T. Abramski.

Roll Call: Commissioners Tapp, Brown, Abramski, Schmidt, Risk-Ayes.

Ben Mabie:

- Will draft resolution 05-23-23 on salary changes for Tom Kirchgessner and Matt Frost beginning May 20, 2023.

Motion to Open the Meeting to the Public for questions and Comments:

Motion: J. Risk

Second: C. Schmidt

- No Public Response

No Further Business. Motion made to adjourn the meeting.

Motion: C. Schmidt

Second: T. Abramski

All in Favor: Ayes.

Meeting adjourned at 5:13 P.M.

Respectfully Submitted,



Thomas Abramski, Secretary

August 15, 2023

BEACHWOOD SEWERAGE AUTHORITY
Regular Meeting Agenda

Salute to the flag

Sunshine Law:

Notice of this meeting and all other regularly scheduled meetings has been given in accordance with the "Open Public Meeting Act of 1975" by the following methods:

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ROLL CALL:

R. Tapp, Chairman
M. Brown, Vice –Chairman
T. Abramski, Secretary
C. Schmidt, Treasure
J. Risk, Commissioner of Field Operations and Equipment - *Absent*
T. Kirchgessner, Field Maintenance Supervisor
M. Frost, Line Maintenance Operator
B. Clayton, Senior Clerk
K. Kirchgessner, Bookkeeper
N. Argento, Clerk
J. Hess, P.E. Engineer
B. Mable, Attorney

Approval of the minutes for the Public Meeting held on July 18, 2023.

Motion: C. Schmidt Second: T. Abramski
Absent: J. Risk Roll Call: R.Tapp, M. Brown, T. Abramski, and C. Schmidt

Resolutions:

8-31-23

Approval of Reimbursement to Beverly Clayton for League of Municipalities registration.

Motion: C. Schmidt Second: T. Abramski
Absent: J. Risk Roll Call: R.Tapp, M. Brown, T. Abramski, and C. Schmidt

No Further Business – Motion to Adjourn.

Motion: C. Schmidt

Second: T. Abramski

Absent: T Risk

All in Favor: Ayes.

Meeting Adjourned at 5:25 pm

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Thomas Abramski", written in black ink.

Thomas Abramski, Secretary

September 19, 2023

- Proposal from Jersey Mail System with attached quotes for a new postage machine

Ben:

- No Report

John Hess:

- No Report

Motion to Open Meeting to the Public for Questions and Comments:

Motion: C. Schmidt

Second: T. Abramski

Absent: M. Brown

All in Favor: Ayes.

- No Public Response

No Further Business – Motion to Adjourn

Motion: C. Schmidt

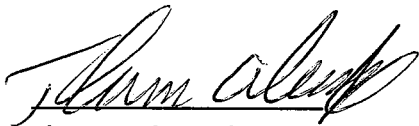
Second: R. Tapp

Absent: M. Brown

All in Favor: Ayes.

Meeting Adjourned at 5:15 P.M.

Respectfully Submitted,



Thomas Abramski, Secretary

October 17, 2023

REGULAR MEETING
BEACHWOOD SEWERAGE AUTHORITY

The regular meeting of the Beachwood Sewerage Authority was held at 5:00 P.M. at the Sewerage Authority Offices. Salute to the Flag and the Sunshine Law was read.

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Roll Call:

R. Tapp, Chairman
M. Brown, Vice Chairman
T. Abramski, Secretary – *Absent*
C. Schmidt, Treasurer
J. Risk, Commissioner of Field Operations and Equipment
T. Kirchgessner, Field Maintenance Supervisor
M. Frost, Line Maintenance Operator – *Absent*
B. Clayton, Senior Clerk – *Absent*
N. Argento, Clerk
L. Maddalena, Part Time Clerk
K. Kirchgessner, Bookkeeper
J. Hess, P.E., Engineer
B. Mabie, Attorney

Approval of the minutes for the Public Meeting held on September 19, 2023.

Motion: C. Schmidt Second: J. Risk
Absent: T. Abramski Roll Call: Tapp, Brown, Schmidt, Risk

RESOLUTIONS:

10-36-23

Approval of the Operation Fund Voucher for October 17, 2023 in the amount of \$288,458.82.

Motion: C. Schmidt Second: R. Tapp
Absent: T. Abramski Roll Call: Tapp, Brown, Schmidt, Risk

CORRESPONDENCE:

No Correspondence to report this month.

October 17, 2023

John Hess:

- No Report

Ben Mabie:

- Reviewed and approved the affidavit for the Audit from Suplee, Clooney & Co. and had all the Commissioners sign off on it.

EXECUTIVE SESSION:

At 5:17 P.M. Chairman Tapp motioned to enter into Executive Session to discuss personnel. Motion was seconded by Commissioner Schmidt. Re-entered into the Regular Meeting at 5:57 P.M.

As a result of the Executive Session multiple office changes were decided. There was a Motion for Resolution 10-37-23 by Chairman Tapp and Second by Commissioner Risk to implement having ACE DEPOT install a time clock to the Authority Office for all Office Employees. It will begin use starting the next pay period on November 1, 2023.

After reviewing the Chap Construction estimate for the front window it was decide amongst the Commissioners to have Maintenance personnel request 3 more estimates from different contractors to ensure the best possible price and we will budget for the window replacement in the 2024 Budget Meeting. It was all requested we contact the Borough to see who they use as General Contractors as well.

The Audit Resolution 09-25-23 was motioned again by Commissioner Schmidt and Seconded by Chairman Tapp followed by a Roll Call of all Commissioners.

The Commissioners requested all Office Personnel create a list of their everyday office duties as well as yearly and quarterly duties performed at the Authority to ensure all Office staff is aware of their responsibilities and to ensure everyone's work load is evenly distributed.

The last thing discussed in Executive Session was to change the Sewerage Authorities Office hours from 8:30-4:30 to 8:00-4:00. It was decided that come the New Year when we advertise and publicize our yearly meeting for the 2024 Calendar year we will also advertise and publicize the change in office hours.

Meeting Open to the Public for Questions and Comments:

Motion: R. Tapp

Second: J. Risk

Absent: T. Abramski

All in Favor: Ayes.

- No Public Response

November 21, 2023

REGULAR MEETING
BEACHWOOD SEWERAGE AUTHORITY

The regular meeting of the Beachwood Sewerage Authority was held at 5:00 P.M. at the Sewerage Authority Offices. Salute to the Flag and the Sunshine Law was read.

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ROLL CALL:

R. Tapp, Chairman
M. Brown, Vice Chairman – **Absent**
T. Abramski, Secretary
C. Schmidt, Treasurer
J. Risk, Commissioner Field Operations and Equipment
T. Kirchgessner, Field Maintenance Supervisor
M. Frost, Line Maintenance Operator
B. Clayton, Clerk – **Absent**
N. Argento, Clerk
K. Kirchgessner, Bookkeeper
J. Hess P.E., Engineer
B. Mabie, Attorney

Approval of the minutes for the Public Meeting held on October 17, 2023.

Motion: C. Schmidt Second: T. Abramski
Absent: M. Brown Roll Call: Tapp, Abramski, Schmidt, Risk

RESOLUTIONS:

11-37-23

Approval of change in handbook in regards to Compensation Time for office personnel

Motion: R. Tapp Second: T. Abramski
Absent: M. Brown Roll Call: Tapp, Abramski, Schmidt, Risk

11-38-23

Approval of Operation Fund Vouchers for November 21, 2023 in the amount of \$61,609.60.

Motion: C. Schmidt Second: T. Abramski
Absent: M. Brown Roll Call: Tapp, Abramski, Schmidt, Risk

11-39-23

Approval of the Introduction of the 2024 Budget for the Beachwood Sewerage Authority

Motion: C. Schmidt Second: T. Abramski
Absent: M. Brown Roll Call: Tapp, Abramski, Schmidt, Risk

November 21, 2023

Beverly:

- *Absent – No Report*

Keriann:

- Sent out all the contracts to the Professionals for services for the Authority for 2024. Extended the date of return to 12/14/23. Posted the packet on the website and advertised the opening in the Asbury Park Press.
- Still working with Frank from the Borough on Tax Sale, still have about 100 residents subject to tax lien sale for delinquent sewer.
- Uploaded all the paperwork from the 2022 Audit on the FAST website including the Proof of Publication of Synopsis of Audit, the Audit Affidavit, the Audit Resolution 09-35-23, the 2022 Audit Report, and Audit Questionnaire. Everything was approved and accepted by the State.

John Hess:

- No Report

Ben Mabie:

- Speaking with the Stenographer to schedule her to come next month for the Annual Budget meeting on December 19, 2023.

Motion to Open Meeting to the Public for Questions and Comments:

Motion: R. Tapp

Second: J. Risk

Absent: M. Brown

All in Favor: Ayes.

- No Public Response

No Further Business – Motion to Adjourn:

Motion: C. Schmidt

Second: R. Tapp

Absent: M. Brown

All in Favor: Ayes.

Meeting Adjourned at 5:24 P.M.

Respectfully Submitted,



Thomas Abramski, Secretary