

January 21, 2025

REPORTS:

Tom K.:

- 7 callouts:
301 Seaman Ave., 1044 Ship Ave., 301 Spar Ave., 128 Halliard Ave., 408 Pacific Ave.,
1309 Mizzen Ave., and 301 Beach Ave.
- 1 repair at 301 Beach Ave.

Matt:

- The large garage door was stuck in the open position on Tuesday, January 14th. We had a repairman in to fix it. It will need to be updated as we can no longer get parts for the original mechanism.

Patricia:

- Nothing to report

Keriann:

- In your folders, you will find 2025 W-4 forms. Please fill this out and return it to Patricia or myself. For your reference, we have included your 2024 filing status.
- Received all professional contracts, we will be sorting through and preparing them for the Re-Organization Meeting.

John Hess:

- Discussed the preliminary estimate for the bulkhead project at Cedar Street (see correspondence).

Ben Mabie:

- Nothing to report

January 21, 2025

MOTION TO OPEN MEETING TO THE PUBLIC FOR QUESTIONS AND COMMENTS:

Motion: R. Tapp Second: D. Keenan

All in favor: Ayes

Absent: T. Abramski

- No public response

Executive session

At 5:08 P.M., Chairman Tapp motioned to enter into Executive Session to discuss Personnel.

Motion was seconded by Commissioner Schmidt.

Re-entered Regular meeting at 5:13 P.M.

As a result of Executive Session, Patricia Grodberg; having successfully finished her probationary period, was made the Full Time Clerk with salary to be increased to \$48,000.00 annually from the first day post-probation (January 1, 2025). Resolution 01-03-25 will reflect the change in employment status and salary increase. Motion was made by Chairman Tapp and seconded by Commissioner Schmidt, followed by a Roll Call.

NO FURTHER BUSINESS. MOTION TO ADJOURN:

Motion: C. Schmidt Second: R. Tapp

All in favor: Ayes

Absent: T. Abramski

Meeting adjourned at: 5:14 pm

Respectfully Submitted,



Robert Tapp, Chairman

February 18, 2025

BEACHWOOD SEWERAGE AUTHORITY

MEETING MINUTES

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.

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:

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 stamp, self-addressed envelope will be given notice.

Roll Call:

R. Tapp, Chairman
D. Keenan, 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
K. Kirchgessner, Bookkeeper
P. Grodberg, Clerk
J. Hess, P.E., Engineer
B. Mabie, Attorney

Approval of the minutes for the Public Meeting held on January 21, 2025.

Motion: C. Schmidt Second: D. Keenan

Absent: T. Abramski

Roll Call: Keenan, Risk, Schmidt, Tapp, Schmidt

RESOLUTIONS:

02-18-25

Approval of the Operating Fund Voucher for February 18th, 2025 in the amount of \$320,684.28.

Motion: C. Schmidt Second: J. Risk

Absent: T. Abramski

Roll Call: Keenan, Schmidt, Risk, Tapp

February 18, 2025

Also received from the OCMUA, dated February 3, 2025, is the 2025 Meeting Schedule.

On Monday, February 10, 2025, we received by mail an undated and unsigned notice informing of a hearing of the Borough of Beachwood Land Use Board regarding the owners of the property in Zone D, at Block 2.10, Lot 6 seeking approval for the installation of residential solar panels.

REPORTS:

Tom K.:

- Matt and I took Zoom classes on: Traffic Safety, Fire Safety, and Fire Extinguisher use.
- Met with the County in regards to the Beachwood Boulevard Drainage Project. The county is going to mill and pave the roads and we are going to TV the lines before the drainage begins to ensure there are no issues with the parallel lines drainage.
- Started finding the cleanouts for the DOT project so they can mill and pave the roads.
- We had two call outs: 524 Beachwood Blvd. and 1044 Ship Ave.
- One new install at 1100 Mizzen Ave.
- The Department of Public Works fixed the starter in the pick-up.
- The back wall of the building is deteriorating, we are getting prices to have it repaired.
- 716 Sunset Avenue is looking to tie into our sewer lines. The potential contractor is sending over a proposal to have our attorney; Ben Mabie, go over.
- Met with the Director of Public Works, TJ Wrocklage, in regards to the water project.
- Waiting to hear back from Pumping Services, Inc. in regards to the new grinder.

Matt F.:

- No report

Keriann:

- Was approved by the State to be the Certifying Officer for the Authority, with Chairman Tapp remaining the Chief Certifying Officer. As a result, we were able to submit Patricia into the PERS Pension system and health benefits now that her probationary period is completed
- Ordered and installed a new validator from Edmunds for the front computer in the office.
- Received the OCUA 1st quarter installment bill. We received a \$1,862.24 Deficiency Credit from 2024. So, our 1st quarter installment was only \$281,772.76.

February 18, 2025

Patricia:

- No report

John Hess:

- No report

Ben Mabie:

- No report

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

Motion: D. Keenan

Second: C. Schmidt

All in Favor: Ayes

Absent: T. Abramski

- **Councilman Steven Komsa responded to inform the Authority that he has been appointed as the new Liaison for the Governing Body now that Beverly Clayton is retired.**

No Further Business – Motion to Adjourn:

Motion: C. Schmidt

Second: R. Tapp

All in Favor: Ayes

Absent: T. Abramski

Meeting Adjourned at: 5:19 pm

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Robert Tapp", is written over a horizontal line.

Robert Tapp, Chairman

CORRESPONDANCE:

- **No Correspondences to Report**

REPORTS:

Tom K.:

- 2 callouts – 529 Forepeak Avenue and 127 Pennant
- 1 new installation – 701 Ensign Avenue
- Installed 14 CCU boxes
- Class at the Sheraton
- TV'd a lot of the laterals on 100 and 200 blocks of Capstan Avenue
- Beachwood Boulevard project – Toms River came and TV'd the mains, the zip drives have already been given to John Hess to review.

CORRESPONDANCE:

- **No Correspondences to Report**

REPORTS:

Tom K.:

- 2 callouts – 529 Forepeak Avenue and 127 Pennant
- 1 new installation – 701 Ensign Avenue
- Installed 14 CCU boxes
- Class at the Sheraton
- TV'd a lot of the laterals on 100 and 200 blocks of Capstan Avenue
- Beachwood Boulevard

Matt:

- **No Report – Absent**

Patricia:

- I've been in touch with Katherine Walters at Conner Strong, expect emails about Elected Officials trainings in the coming weeks. We have until May to complete the training but since we receive \$250 credit per person towards our JIF Assessment, I would like everyone to try to get it done as soon as possible.

At this time, it was questioned by Mr. Mabie if this applied to appointed officials or only elected. This is something I will check with Ms. Walters about as this is the first year I have handled it.

- The fee agreement and contracts from Dillworth Paxson, LLP need to be signed and returned (per Resolution 02-06-25 voted in at February's reorganization meeting).
- NJNG will be out on Thursday, March 20th to change out our meters between 8 – 12 per a letter we received from them.
- Kendy Thompson from the Borough emailed me late this afternoon, suggesting we look into the NJShares Program. If a resident qualifies, the program can pay up to \$200 toward their utilities. I have emailed Kendy's contact at the NJShares office for more information on the program and what it would entail to be enrolled.

Keriann:

- We received paperwork from Ocean First Bank in regards to last month's contract renewals. I need all the Commissioners, myself and Tricia to sign in your designated spots on each document and Ben to notarize. The Authority's Ocean First representative Alexis Rambecky from will be picking them up at the office tomorrow morning.
- Our federal tax exemption is expiring with WEX Bank. The maintenance men use WEX for the truck fuel. I am filling out new ST-4 Tax exemption forms to sign and send back to WEX. Carl will need to sign them as he is the only current member listed on the WEX account. Still in the process of trying to have them remove Milly and add myself in her place.
- In your folders you will find a proposal from ALTEK for a new printer for the office. I took a meeting with the owner, Anthony 2 weeks ago and this is his proposal to replace our two printers in the office and maintenance work on our other printer in the back office that we print the residents' and businesses bills on.
- Spoke with Anthony Rottino in regards to Forecastle Avenue, block 5.28 lots 7.01 and 2.01 and block 5.28 lots 1-8. The state gave him a permit # 21-0266 but only for 7 of the 10 proposed properties. He sent over the permit and I am sending him back letters of availability for the other 3 lots. He is looking for Tom and John to get in contact with him to assure everything is on the up and up to start construction as well as come in and pay all connection fees and lateral fees.

- Received confirmation from the state that I have been officially added as the Certifying Officer for the Authority. There are several webinars I have to take in April to continue my position as Certifying Officer.

John Hess:

In regards to the video inspection on the drives he received from Tom:

- 12 runs were videoed between Beachwood Boulevard, Capstan Avenue, Barnegat Avenue and Forepeak Avenue
- There were 6 locations with leaking joints
- 5 locations had pipe shears
- There was at least one location with a damaged manhole or possible missing pipe.

Toms River has the capability to fix these issues. In agreement with the Interlocal Service Agreement between the Toms River Municipal Utilities Authority and the Beachwood Sewerage Authority, they will fix these for cost of supplies and wages for the hours worked.

In regards to the Forecastle Avenue project of Anthony Rottino:

- He will need to submit the plans and copies of the permits once obtained.
- He will need to post bond with the Authority to guarantee the work is done correctly.
- Inspection fees are roughly 5% of the construction estimates.
- A list of what is needed will be emailed to Keriann.

John introduced Zachary Jordan, PE an engineer from his firm CME Associates who will be covering his position while he is on a leave through May.

Ben Mabie: No report

MEETING OPEN TO THE PUBLIC FOR QUESTIONS AND COMMENTS:

Motion: C. Schmidt

Second: R. Tapp

All in favor: T. Abramski, D. Keenan, R, Tapp, C. Schmidt

Absent: J. Risk

MOTION TO ADJOURN:

Motion: C. Schmidt

Second: R. Tapp

All in favor: T. Abramski, D. Keenan, R. Tapp, C. Schmidt

Absent: J. Risk

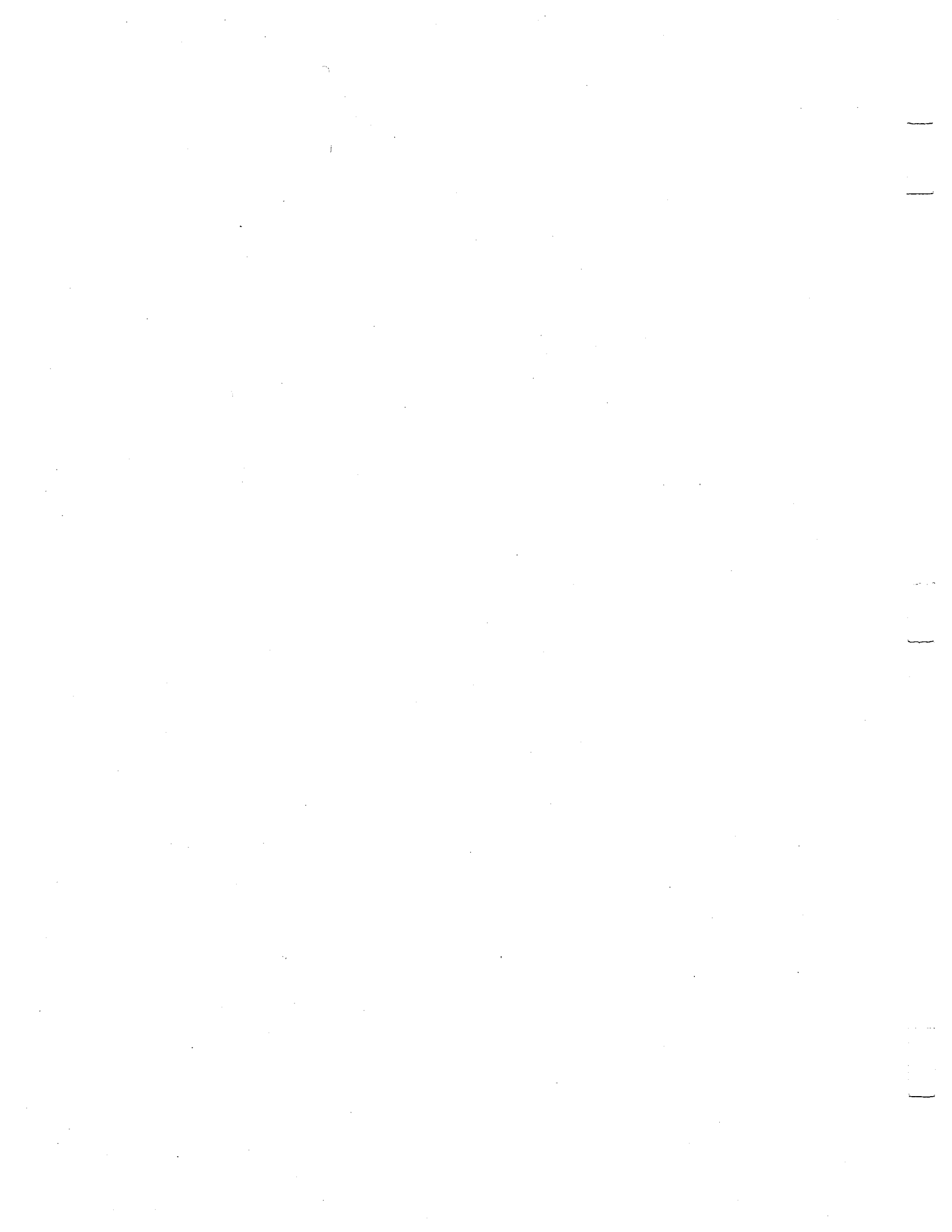
Meeting adjourned at: 5:36 pm



Respectfully Submitted,

Thomas Abramski

Secretary



April 15, 2025

04-21-25

Re-introducing Resolution 12-40-24 (now Resolution 04-21-25) to adopt the 2025 Beachwood Sewerage Authority Budget.

Per an email conversation between Wayne Sibia and Alexis Rossi-Fitzpatrick, Municipal Finance Auditor at the Department of Community Affairs, the Division of Local Government Services, the corrected page C-5 of the 2025 Budget was not received by the Division until January 13, 2025, at which time it was approved to be adopted by the Authority.

Motion: T. Abramski

Second: C. Schmidt

Roll Call: R. Tapp, T. Abramski, C. Schmidt, J. Risk,

Absent: D. Keenan

CORRESPONDENCE:

- No correspondence to report

REPORTS:

Mr. Tapp:

- New hire
How long do we need to advertise the job opening? Per Ben, 14-21 days. He is emailing the information on time frame and disclosures to Mr. Tapp and Tricia as well as a job description that we can customize. We will advertise on the Beachwood Sewerage Authority website.
- Repairs and renovations to the building. The roof and wall repairs have been expanded so we will need to seek bids for a general contractor to handle the renovations. Zack will come and do a walk through after the Mayor's meeting on Thursday to get a better idea of what is needed. Ben is emailing RFP example to Mr. Tapp and Tricia.

Tom K.:

- PSI did the PMS and took the grinder to be repaired and installed a loaner
- Meeting with the Borough regarding the DOT project on the 700-800 blocks of Neptune Avenue, we are checking the laterals while they have the roads open
- Installed 7 CC4 boxes
- 6 callouts –

April 15, 2025

26 Wave Street
533 Anchor Avenue
800 Surf Avenue
1344 Pacific Avenue
15 Beachwood Boulevard
637 Beach Avenue

- 4 repairs –
26 Wave Street
109, 209 & 224 Capstan Avenue had roots in the lines
- Beachwood Boulevard project with the county. Tom distributed the reports from Toms River MUA. On Saturday, they placed 9 collars, and Sunday they placed 6. There was another spot that needed to be repaired on Forepeak but it was able to be fixed at that time.

Matt:

- Registered for 8B Mosquito Pesticide Training, a 4 hour class on April 30th to maintain my NJDEP Pesticide License.
- There is another class in September that I will be registering for soon.

Patricia:

- On April 1st, Sue Minock sent out an email letting us know that the Financial Disclosures were available on the State website. These are due by April 30th. If anyone needs assistance filing the form, please let me know and I will help in any way I can. As of Monday, there was only one still outstanding.
- As mentioned at last month's meeting, I have enrolled the Commissioners in the Elected Officials trainings. I did follow up with Katie at Conner Strong because Commissioners are appointed not elected. She informed me that we were still eligible for the \$250 credit per Commissioner. It is in your Assigned Trainings on the MEL website. I have emailed the link.
- On March 28th, I had a Teams meeting with Nicholas Carra. He is the Director of External Affairs of Municipal Customer Assistance Program. The program assists eligible residents with up to \$200 towards utility bills. After discussions with Kendy at the Borough and Mr. Tapp, we have made the flyers and applications available to residents here in the lobby. We will also be including them with delinquent notices when they go out on April 28th. It is up to the residents to apply. Aside from verifying account numbers and amounts due, there is very little left for us to do.

April 15, 2025

- Edmund's has informed me that we need to update our version of the software. This was a problem back at the beginning of the year with the rollover. Between Wayne and Rich, they were able to determine that the problem is our outdated server which can't handle the newer software. This past week, a tech from Edmund's was assisting me with an account number correction and informed me that our version was not going to be supported much longer.
- Emily and I have been working with Wayne with cross-training and in preparation of this year's audit.
- After speaking with Ben last month, I went to the 9th District office to seek advice on my benefits appeal. Within days, I had health insurance. I'm currently waiting for the email that my son was added as my dependent. It has been approved, it just hasn't gone through yet. According to SHBP we need to make an adjustment to our timeline. New hires must be enrolled within 60 days of becoming eligible. Our policy is that employees become eligible once they complete a 90 day probation period. We need to adhere to the State's enrollment dates to avoid any problems and denials in the future.

Keriann:

- On leave

John Hess:

- On leave

Zach Jordan:

- Received the sheets on the Forecastle extension (off Birch Street) and an email from the engineer on the project asking for revisions on the laterals.

It was discussed at length and it was decided to reject the options presented to the BSA by Challoner and Associates, LLC., the engineers for the project.

Ben Mabie:

- No report

April 15, 2025

MEETING OPEN TO THE PUBLIC FOR QUESTIONS AND COMMENTS:

Motion: C. Schmidt

Second: T. Abramski

All in favor: R. Tapp, T. Abramski, C. Schmidt, J. Risk,

Absent: D. Keenan

MOTION TO ADJOURN:

Motion: C. Schmidt

Second: T. Abramski

All in favor: R. Tapp, T. Abramski, C. Schmidt, J. Risk,

Absent: D. Keenan

Meeting adjourned at: 5:35 pm

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

Respectfully Submitted,

Thomas Abramski

Secretary



May 20, 2025

BEACHWOOD SEWERAGE AUTHORITY
REGULAR MEETING MINUTES

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:

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 self-addressed envelope will receive notice.

Roll Call:

R. Tapp, Chairman
D. Keenan, Vice Chairman
T. Abramski, Secretary
C. Schmidt, Treasurer
J. Risk, Commissioner of Field Operations and Equipment
T. Kirchgessner, Field Maintenance Supervisor
M. Frost, Line Maintenance Operator
K. Kirchgessner, Bookkeeper - absent
P. Grodberg, Clerk
J. Hess, P.E., Engineer – on leave
B. Mabie, Attorney
Z. Jordan

Approval of the minutes for the Public Meeting held on April 15, 2025.

Motion: C. Schmidt Second: T. Abramski

Roll Call: R. Tapp, T. Abramski, C. Schmidt, J. Risk

Abstain: D. Keenan

May 20, 2025

RESOLUTIONS:

05-22-25

Approval of the Operating Fund Vouchers in the amount of \$ 111,094.45

Motion: T. Abramski Second: C. Schmidt

Roll Call: R. Tapp, D. Keenan, T. Abramski, C. Schmidt, J. Risk

CORRESPONDENCE:

On April 21st, we received a letter from Toms River Municipal Utilities Authority with 2 copies of the Shared Services agreement between the BSA and TRMUA, which need to be signed and returned, as well as a copy of the TRMUA resolution dated March 25, 2025 approving the agreement for our records.

We received the proposal from Zachary Jordan of CME for the renovations to the building. As he also emailed this to each of the involved parties, there is not a copy in your folders; however, if you need a copy to reference, just let me know.

From the Ocean County Utilities, we received the metered flow data for the first quarter. I am very curious to see next quarter's numbers, since the repairs done with the Toms River MUA in March to the lines on the Beachwood Boulevard project should decrease the amount of "wastewater" being processed dramatically.

We received, by hand delivery, a large packet from Challoner and Associates, LLC in regards to the Forecastle Avenue sewer extension project that was discussed at April's meeting. There have been no changes made to the originally rejected plans so this, as well as the check from David F. Lipton in the amount of \$550 that was included, will be returned to them.

In response to this correspondence: Zach Jordan had not received a copy of the plans. Upon review of them, he confirmed that they were, in fact, corrected to the Authority's specifications.

REPORTS:

Mr. Tapp:

- We have had some applications for the new line position and the office staff will begin to make appointments for interviews with the intention to have a prospective hire in time for the next meeting.

May 20, 2025

Tom K.:

- Repairs at 311 and 325 Clubhouse Road
- New installation at 445 Neptune Avenue
- 7 callouts –
 - 637 Beach Avenue
 - 801 Halliard Avenue
 - 801 and 817 Locust Street
 - 632 Spar Avenue
 - 944 Spray Avenue
 - 801 Tiller Avenue
- The electrician started upgrading the lights and changing out the electrical panel in the garage. Installed lights around the flagpole.
- An eyewash station was installed in the garage
- A second cash drawer was installed at the payment window
- We installed 8 CC4 boxes

Matt:

- No report

Patricia:

- Delinquent notices for the second quarter were mailed out on Friday April 25th. At that time, we had a total of 1653 residential accounts that were more than \$50 delinquent with the following:

Principal balances:	\$ 511,672.86
Interest:	34,564.49
Total	\$ 546,237.35
- It was again strongly recommended by Sue Minock, the Borough Municipal Clerk that I enroll in classes through Rutgers Continuing Education, Center for Government Services. Not all of the classes apply to the BSA but Duties of the Municipal Clerk and Information and Records Management classes would definitely be of benefit to us. Registration closes for the Introduction to the Duties of the Municipal Clerk closes on May 25th. I have given the information to Mr. Abramski for your review.
- Alexis Rembecky of Ocean First Bank came by on Monday 5/19/25 to drop off copies of the Resolution, Day Depository Agreement and Master Signature Card forms. She was unable to accept the last set as not everyone had signed the same forms. I was told to have the papers signed as I can and they would forgo the Notary on the Day Deposit Agreement at this time.

May 20, 2025

- Rich is still waiting on quotes for the new server. He is hoping to have quotes on both HP and Dell at state contract pricing for us by Friday. He did have rough estimates for us: the new server will cost between \$ 12,000 and 13,000, labor between \$ 2,500 – 3,000. The average lifespan of a server is 5 - 8 years. The Cloud is another option though it costs \$5,000 per year and at that rate we would have paid for the server in 3 years. There are benefits and drawbacks of the Cloud that he will discuss in his proposal.

In response to this: Dan Keenan felt these estimates were high. I will be emailing him the quotes once I receive them from Rich.

Keriann: absent

John Hess: on leave

Zach Jordan:

- He had not received the updated plans from Challoner and Associates until now. He has reviewed them and they have made the necessary changes. Ben has asked Zach to send him his review so it can be incorporated into a resolution accepting the updated plans.

MEETING OPEN TO THE PUBLIC FOR QUESTIONS AND COMMENTS:

Motion: T. Abramski

Second: C. Schmidt

All in favor: Ayes

Christopher Corsi, owner of 1237 Cable Avenue, is present. Due to a back-up in his yard, he has been made aware that although he has been paying for sewer service since he purchased the home 7 years ago, he is not connected to the sewer. Mr. Corsi has brought his documentation from the closing of his house and the MLS and inspection report do state that the home has sewer service.

Mr. Mabie explained that when the sewer became available, homeowners were given a window of time to make the required connection, at which time they would start paying quarterly sewer service. Mr. Mabie further explained the process the Corsi's should follow as they had no recourse with the Authority but with the prior homeowners. The Corsi's were advised to see advice from the lawyer they used at closing as the fact of not being connected to sewer was omitted and the MLS stated that the were connected to sewer service.

The steps for connecting to the sewer was briefly explained to the Corsi's by the commissioners and Zach Jordan and Mr. Mabie again suggested that they consult with their attorney and ask them for a recommendation for an engineer so there would be continuity in their case. The Corsi's left the meeting with knowledge of how to proceed.

May 20, 2025

MEETING CLOSE TO PUBLIC FOR QUESTIONS AND COMMENTS:

Motion: C. Schmidt Second: C. Abramski

All in favor: Ayes

At this time Mr. Tapp requested Executive Session:

Motion: C. Schmidt Second: C. Abramski

All in favor: Ayes

Executive Session closed at: 5:35 PM

MOTION TO ADJOURN:

Motion: C. Schmidt Second: T. Abramski

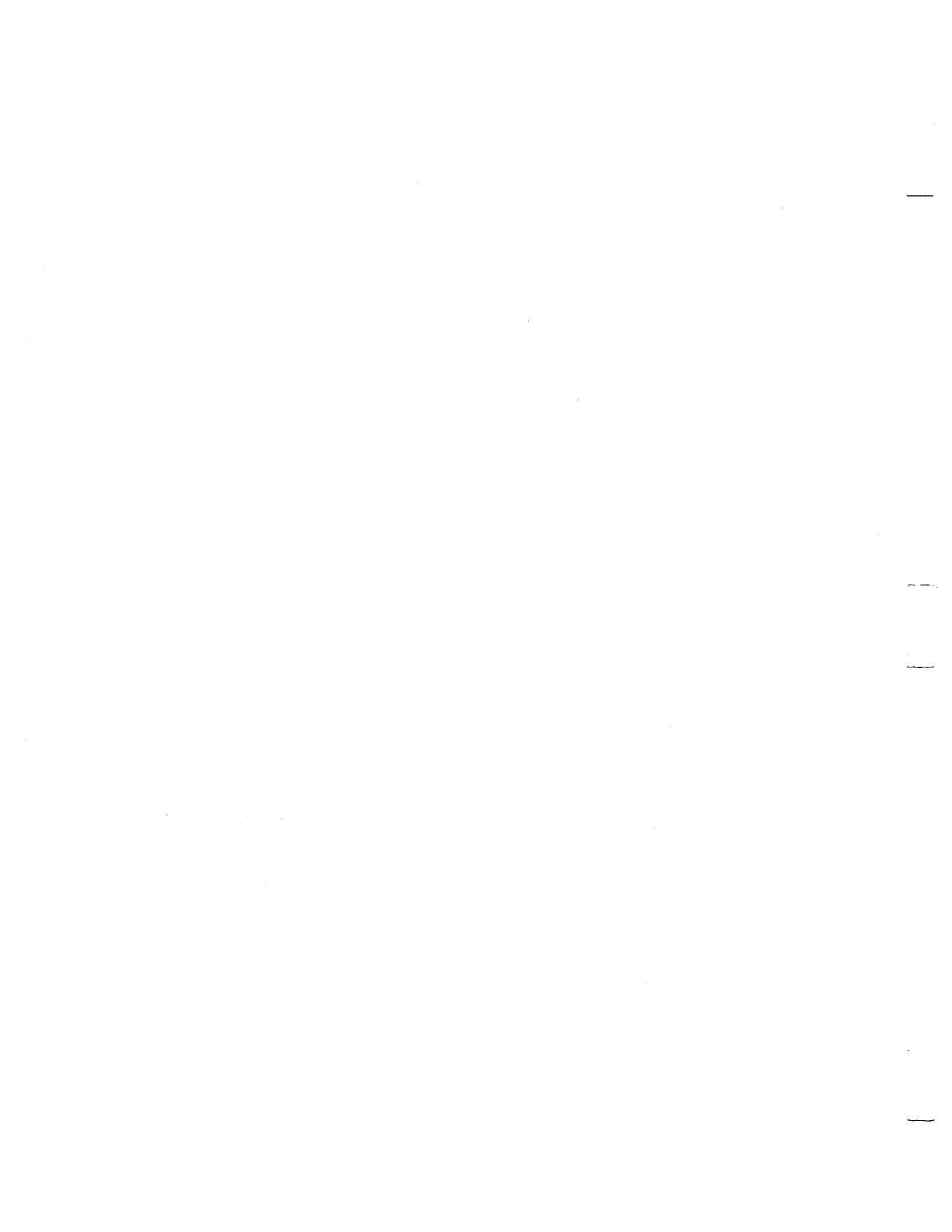
All in favor: Ayes

Meeting was adjourned at: 545P

Respectfully Submitted,



Thomas Abramski, Secretary



June 17, 2025

BEACHWOOD SEWERAGE AUTHORITY
REGULAR MEETING MINUTES

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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3. Notice has been forwarded to the Asbury Park Press.
4. All individuals supplying a self-addressed envelope will receive notice.

Roll Call:

R. Tapp, Chairman
D. Keenan, Vice Chairman - ABSENT
T. Abramski, Secretary
C. Schmidt, Treasurer
J. Risk, Commissioner of Field Operations and Equipment
T. Kirchgessner, Field Maintenance Supervisor
M. Frost, Line Maintenance Operator – IN FIELD
J. Carlin, Field Line Maintenance Assistant
K. Kirchgessner, Bookkeeper
P. Grodberg, Clerk
J. Hess, P.E., Engineer
B. Mabie, Attorney

Approval of the minutes for the Public Meeting held on May 17, 2025.

Motion: C. Schmidt Second: J. Risk
Roll Call: T. Abramski, J. Risk, C. Schmidt, R. Tapp
Absent: D. Keenan

June 17, 2025

CORRESPONDENCE:

Received 6/13/2025 notice of a public hearing of the Beachwood Township Land Use Board. Applicant is seeking a variance to add a used car dealership to an existing gas station and convenience store at 544 Atlantic City Boulevard, Block 2.41, Lot 8.

Received 6/13/2025, public notice of a hearing of the Borough of Beachwood Land Use Board on June 23, 2025. The property at 425 Spar Avenue, Block 1.42, Lot 4 seeks approval for bulk variance relief for nonconformity. They side yard is already nonconforming with an existing setback of six feet instead of the required side yard setback of ten feet. The owner is proposing to install 38 solar panels on the roof, which would be considered an expansion of nonconformity.

REPORTS:

Mr. Tapp:

- Have received a request from Jennifer Martin at the Borough for our most recent audit. She then has reached out requesting a meeting on a Friday with Mayor Cairns.
- 1237 Cable Ave. - needs to connect to sewer. (The Corsi's are in attendance and this will be discussed when the floor is opened to the public.)
- Building improvements – the need to move forward on the roof and back wall.

Response from John Hess – He will go over Zach's proposal and make some changes. He suggests the architect from CME inspects the back wall and roof area in order to determine the extent of repairs needed and give alternative options.

Tom K.:

- Cedar Street pump station went down, PSI installed the spare
- Joe Bahr installed the lights in the big garage and the meeting room
- The shop passed the following inspections:
 - OSHA hoist inspections of both pumping stations
 - MOYA Fire extinguisher inspection
 - JIF Safety inspection
- Installed 6 CC4 boxes
- Repair at 741 Anchor Avenue
- Jetted 26,500 feet

June 17, 2025

- 5 callouts:
932 Ocean Ave., 741 Anchor Ave., 352 Anchor Ave., 735 Windward Ave., 520 Ocean Ave.
(Matt is working with Keily at 520 Ocean Ave. now)

Matt:

- Took 10-hour OSHA class today

Patricia:

- I finished the Introduction to the Duties of the Municipal Clerk yesterday and have registered for Information and Records Management which starts in July. It seems most relevant to us here. I will be discussing with Sue Minock any other things that will be helpful.
- We have had several residents apply for the grant from the SHARES program. At this time, only one was approved, for the full \$200 grant allowance, and we should be receiving the check this week.
- I started the Cyber-JIF webinars yesterday. I will be discussing the check-list with Rich again to bring us up to compliance.
- I received the quote from Rich about the new server. As requested at our last meeting, I have forwarded this to Dan Keenan for review.

Keriann:

- Lipton property/Forecastle escrow account –
Discussed the preexisting Forecastle Lipton Escrow account with Ocean First Bank. It was decided that because we don't know what Forecastle project the account was set up for, we are going to reimburse Mr. Lipton the money in the original escrow account and moving forward for any projects made for the Forecastle projects, each block and lot is to have their own Escrow account labeled by block and lot so the money is appropriated to the proper project.
- Spoke with Grace Deners the owner at 1452 Spray Avenue. They haven't been billed since they built and closed on the house in 2022. It was decided that we would add the billing from the back dated 3 years of billing from 2023 (\$ 488.00/\$122.00 per quarter). 2024 (\$504.00/\$126.00 per quarter) and 2025 (\$524.00/\$131.00 per quarter) to the account but exclude the interest and keep the property off of tax sale this year. The total amount owed is \$1516.00. We are going to let the homeowners know and give them a date to have the past due paid by.
- Rich came and replaced the battery back up in the server room in the office.

June 17, 2025

- Ordered 2 new desks for the Maintenance Office for Matt and Jim.
- It was decided that moving forward due to the delay in gathering the Commercial water reads quarterly from the Public Works Department, TJ Wrocklage from Public Works is going to provide the Sewer Department with a water meter gun to read the Commercial Accounts Meters ourselves moving forward to avoid delays in billing.
- Received the quote from Rich on the new server, \$13,150.00 for the new server and the install cost would be approximately \$3500. That includes 16 hours of labor, 8 hours remote, 8 hours on-site which also includes time working with Edmunds getting the latest version on the server.
- The Auditors came and were working on the audit from 2024.
- Sending out courtesy letters next month to give residents notice they could potentially be on tax sale.
- Kendra Thompson the Borough tax collector requested monthly reports be sent out of our totals in utility delinquent reports. She also asked that we start tagging doors the way the water department does in lieu of shutting off sewer due to non-payment. It was decided that we would not be tagging doors as it is illegal to cap sewer in the town of Beachwood. It was also decided that we won't be sending over delinquency reports until closer to the end of the year when its getting closer to tax sale.

MEETING OPEN TO THE PUBLIC FOR QUESTIONS AND COMMENTS:

Motion: C. Schmidt

Second: T. Abramski

All in favor: Ayes

Absent: D. Keenan

The Corsi's; who were in attendance at the May 20th meeting regarding their property at 1237 Cable Avenue, ask advice on how to move forward to connecting to the sewer. Mr. Corsi is frustrated with the results of trying to seek reimbursement from the nearly 8 years of sewer bills as well as having to spend money to connect to the sewer system. Mr. Corsi asks that some consideration be given by the Authority. Mr. Mabie instructed him to keep accurate records and to seek legal counsel on seeking damages due to being misled when purchasing the home. Keriann was able to help the Corsi's with records of their payments to the BSA and their sewer application. Once the application is completed, the Corsi's are welcomed to attend another meeting and ask for consideration on their connection fees.

Mr. Jay (John) LaBelle of 533 Anchor Avenue is present to seek direction on his issue of being on a shared lateral, which having backed up into his home alerted him and the BSA of the shared connection. Mr. LaBelle wants to know who is accountable for the damages to his property caused by the shared sewer connection. Mr. Mabie advised Mr. LaBelle to also seek legal counsel

June 17, 2025

and to keep records starting with making OPRA requests for permits from the time the home was built. Patricia was able to furnish Mr. LaBelle with the date the original sewer application was made so he could move forward with these requests later in the week. He thanked the Authority for their assistance because he now feels he knows which direction to move in.

MOTION TO CLOSE SESSION TO PUBLIC COMMENTS:

Motion: J. Risk Second: T. Abramski

All in favor: Ayes

Absent: D. Keenan

MOTION TO ADJOURN:

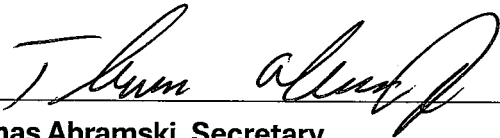
Motion: C. Schmidt Second: T. Abramski

All in favor: T. Abramski, J. Risk, C. Schmidt, R. Tapp

Absent: D. Keenan

MEETING ADJOURNED AT: 6:20 pm

Respectfully Submitted,

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

Thomas Abramski, Secretary

July 15, 2025

BEACHWOOD SEWERAGE AUTHORITY
REGULAR MEETING MINUTES

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:

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 self-addressed envelope will receive notice.

Roll Call:

R. Tapp, Chairman
D. Keenan, Vice Chairman
T. Abramski, Secretary
C. Schmidt, Treasurer
J. Risk, Commissioner of Field Operations and Equipment
T. Kirchgessner, Field Maintenance Supervisor
M. Frost, Line Maintenance Operator
J. Carlson, Line Maintenance Assistant
K. Kirchgessner, Bookkeeper
P. Grodberg, Clerk
J. Hess, P.E., Engineer
B. Mabie, Attorney

Approval of the minutes for the Public Meeting held on June 17, 2025

Motion: C. Schmidt Second: T. Abramski
Roll Call: T. Abramski, J. Risk, C. Schmidt, R. Tapp
Abstain: D. Keenan

July 15, 2025

RESOLUTIONS:

07-28-25

Approval to raise the maximum contract amount for the firm Antonides and Sibia, CPA's to \$25,000. (amending Resolution 02-07-25).

Motion: T. Abramski Second: C. Schmidt

Roll Call: T. Abramski, J. Risk, C. Schmidt, R. Tapp

07-29-25

Resolution to adjust the interest rate to 19% on delinquent accounts and to change the grace period to 10 days before interest is assessed to comply with State guidelines.

Motion: C. Schmidt Second: D. Keenan

Roll Call: T. Abramski, J. Risk, C. Schmidt, R. Tapp

07-30-25

Resolution adopting the 2025 Beachwood Sewerage Authority Personnel Policies and Procedures Manual.

Motion: D. Keenan Second: T. Abramski

Roll Call: T. Abramski, J. Risk, C. Schmidt, R. Tapp

07-31-25

Approval of the Operating Fund Vouchers in the amount of \$344,413.10.

Motion: C. Schmidt Second: J. Risk

Roll Call: T. Abramski, J. Risk, C. Schmidt, R. Tapp

07-32-25

Resolution to approve waiving the connection fee at 1237 Cable Avenue.

Motion: C. Schmidt Second: T. Abramski

Roll Call: T. Abramski, J. Risk, C. Schmidt, R. Tapp

07-33-25

Resolution to waive interest on account #3297-0 at 1452 Spray Avenue for a 12-month period.

Motion: T. Abramski Second: D. Keenan

Roll Call: T. Abramski, J. Risk, C. Schmidt, R. Tapp

July 15, 2025

CORRESPONDENCE:

Received on July 11, 2025, a notice from the Ocean County Utilities Authority regarding the bulk rate to be charged its participants and copies of the resolutions approving these rates that were passed at the June 25, 2025 OCUA meeting.

Received on July 11, 2025, a notice from the Ocean County Road Department informing residents of the project on Flint Road between Admiral Avenue and the bridge and Admiral Avenue from Route 9 to Route 166. The milling and paving is expected to last several days.

REPORTS:

Mr. Tapp:

- The Corsi's at 1237 Cable Avenue are making arrangements to be connected to the sewer system. Because they have been paying their bills quarterly since purchasing the home 7 years ago under the assumption that they were connected to the sewer, we ask that the Authority waive the connection fee of \$2,450. (Resolution 07-32-25)

Mr. Abramski:

- Asked Mr. Hess if he was aware of any grants or incentives for the Authority installing solar panels (at the pump station). Mr. Hess was not aware of any specifically but commented that there was a woman in his office who handled grants and he would reach out to her. Mr. Abramski reported that he is still gathering information to see if installing solar is a viable option for the Authority and will present the information at a later date.

Mr. Keenan: nothing to report

Mr. Risk: nothing to report

- be decided what type of structure will be built before we can file for the variance.

Mr. Schmidt: nothing to report

Mr. Hess:

- Completed Right to Know Survey
- The Lipton project is in the works.
- He has gone over the preliminary building repair plans prepared by Zach Jordan and recommends breaking down the project into smaller individual projects (e.g., roof,

July 15, 2025

windows, back wall). By doing the jobs separately, it avoids the need for a general contractor and will keep costs down. He will break it down into the smaller projects and get bids for each subcontract.

- He had the architect weigh in on the roof replacement-
Asphalt shingles range from \$3-5/sq. foot
Architectural grade shingles range from \$4-/sq. foot (does not feel that architectural grade is necessary)
Flat roofing is approximately \$11/ sq. foot
- The front window replacement will probably come in under the bid threshold. We do not have a Qualified Purchasing Agent but because we have a joint services agreement with Toms River MUA, we should be able to use theirs.
- The Authority will need a variance to build a structure behind the building to protect the camera truck. We will need a survey for plot plan. He will reach out to an independent surveyor in Lacey Township he has used in the past. It also must

Mr. Mabie: nothing to report

Tom K.:

- 3 call-outs at: 1309 and 1553 Mizzen Avenue and 513 Ensign Avenue
- Did repairs at 735 Windward Avenue and 520 Ocean Avenue
- Replaced 2 manhole castings at the corners of Beachwood Boulevard and Maple Street and Windward Avenue and Oak Street
- Installed 3 CC\$ boxes
- Finished replacing all the light fixtures in the office and at the pump stations
- The fuel pump on the mower cracked and the battery was bad, the Borough repaired it
- A new motor and rail system was installed for the small garage door
- Pinewald – Alarm generator switch had been temporarily fixed while they wait for the part to do a permanent repair.

Matt: nothing to report

Jim:

- Completed fires safety, fire extinguisher safety and use, and bloodborne pathogens classes. He is taking the jetting class next week.

Patricia:

- The updated version of the Personnel Policies and Procedures Manual is completed. I have emailed everyone a copy. We also have a hardcopy available in the office. If I have

July 15, 2025

not gotten your signed acknowledgement of receipt of the new manual, I ask you return it to me before you leave this evening. In your folders, you also have a copy of the Conscientious Employee Protection Act notice. I am working on the Employment Practices Checklist from MEL to make sure we qualify for the best possible deductible. You may also receive emails regarding trainings that need to be completed.

Keriann:

- Resolution 07-29-25 During the audit last month, it was brought to our attention that we needed to adjust the interest assessed on delinquent accounts from 20% to 18%. Per the auditor's and accountant's request, we are also changing our grace period from 18 days to 10. Change will take place 7/16/25.
- As discussed last month, Grave Deners of 1452 Spray Avenue, brought it to our attention that she had not been billed since purchasing her home in 2022. It was found that there was an error made in setting up the account in Edmunds. As of now, the total past due is \$1,385. (2023- \$122 qtr/\$488.00, 2024-\$126 qtr/\$504.00, 2025-\$131 qtr/\$524.00). It was agreed we would hold interest on the billing. We just need the date at which this grace period will end and the resolution. (Resolution 07-33-25)
- Delinquency notices for past due accounts and courtesy letters for any account in danger of going to tax sale will be out in the mail by the end of the week.
- Currently, 445 Neptune Avenue has an outstanding balance of \$2,450 for their connection fee. I have called the Building Department and made them aware. No CO will be issued until they have paid their balance.
- We received the 3rd Quarter OCUA bill, which was a regular read. We won't see if we have an underage (as assumed after the line repairs were made in April) until the 1st Quarter of 2026.

MEETING OPEN TO THE PUBLIC FOR QUESTIONS AND COMMENTS:

Motion: T. Abramski Second: C. Schmidt

All in favor: Ayes

July 15, 2025

MOTION TO ADJOURN:

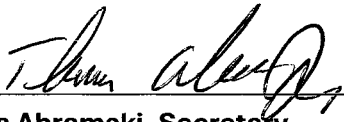
Motion: T. Abramski

Second: C. Schmidt

All in favor: Ayes

Meeting adjourned at: 5:24 pm

Respectfully submitted,

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

Thomas Abramski, Secretary

August 19, 2025

BEACHWOOD SEWERAGE AUTHORITY
REGULAR MEETING MINUTES

Salute to the Flag

Sunshine Law:

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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 self-addressed envelope will receive notice.

Roll Call:

R. Tapp, Chairman

D. Keenan, Vice Chairman

T. Abramski, Secretary

C. Schmidt, Treasurer

J. Risk, Commissioner of Field Operations and Equipment - Absent

T. Kirchgessner, Field Maintenance Supervisor - Absent

M. Frost, Line Maintenance Operator

J. Carlin, Field Line Maintenance Assistant

K. Kirchgessner, Bookkeeper

P. Grodberg, Clerk

J. Hess, P.E., Engineer

B. Mabie, Attorney

Approval of the minutes for the Public Meeting held on July 15, 2025.

Motion: T. Abramski Second: C. Schmidt

Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp

Absent: J. Risk

August 19, 2025

08-39-25

Resolution approving the update and improvements to the computer systems and sewer in the Authority office in the estimated amount of \$16,645.77.

Motion: D. Keenan

Second: C. Schmidt

Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp

Absent: J. Risk

08-40-25

Resolution regarding the specific and limited circumstances allowing a one-time waiver of the standard connection fee of \$2,450.00 for the premises located at 1237 Cable Avenue, Beachwood, New Jersey.

Motion: C. Schmidt

Second: T. Abramski

Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp

Absent: J. Risk

CORRESPONDENCE:

Received from the Ocean County Utilities Authority, second quarter 2025 Metered Flow Data.

REPORTS:

Mr. Tapp:

- The Corsi's at 1237 Cable Ave. have not obtained a permit for the connection to the sewer system as of today. Mr. Mabie will send correspondence advising the Corsi's that they have 90 days to connect to the public sewer system. If they do not comply in the required timeframe, would deem Resolution 07-32-25 waiving the connection fee of \$2450.00, null and void. *See Resolution 08-40-25.*
- Meeting Monday 8/18 with the mayor and the finance people regarding the upcoming Tax Sale and ways to make it go smoothly.
- James Carlin has successfully completed his probationary period and is now a full-time employee. *See Resolution 08-36-25.*

Mr. Abramski:

- We would like to look into the various options available for residents to make payments; ACH debit payments, taking credit/debit cards in the office. Kendy has sent the forms that they used to Tricia to go through Edmunds and Mr. Keenan advised Keriann to check with Ocean First Bank if they Merchant Services for Government Entities.

August 19, 2025

Mr. Hess:

- The property survey that we sent over to CME was older than 1 year. He recommends Gravatt Consulting. See *Resolution 08-37-25*.
- He will email the estimates from CME for the Phase 1 work. See *Resolution 08-38-25*.

Mr. Keenan: no report

Mr. Mabie: no report

Mr. Risk: absent

Mr. Schmidt: no report

Tom K.: absent

Matt:

- Installed around 40 CC4 boxes
- Jetting is about 70% complete
- The jet truck broke down but was repaired by Mario at the Borough
- We were trained to use the meter reading gun to do our own reads for the commercial accounts. Public Works will be giving us their old gun once their new one comes in.
- The garage doors have been repaired
- Pulled the pump at the Pinewald station to fix clog
- Mower is in the process of being fixed
- Enrolled in September Mosquito endorsement class his Pesticide license
- 4 callouts at 1045 Mizzen Ave., 424 Halliard Ave., 232 Spray Ave., and 132 Beachwood Blvd.
- Helped the Water Department with a water main break. Sucked out storm drains the following day. Keriann will bill Public Works for the overtime.

Jim:

- Completed the jetting safety class
- C1 class begins in September

Patricia:

- We received an updated estimate on the new server from Rich. Equipment from Dell at the State contracted rate would be (approximately) \$12,996.77 after taxes with installation and migration with Edmunds being an estimated additional \$3,649.00. Once it is approved, he will assist us on the order, directly from Dell. It should take 1-2 weeks for delivery and then

August 19, 2025

another 1-2 for installation and upgrade (Rich will have to coordinate with Edmunds for that). This really needs to be stated ASAP. We are running an extremely outdated version of Edmunds and it crashes almost daily and there is minimal support from Edmunds until we do an update. See *Resolution 08-39-25*.

- On August 7, Vincent Wedemeyer came in to commend the guys on the work they had done the day before in his yard at 728 Windward Ave. (replacing the CC4 box). He was very happy with how professional they were, letting him know they were there and what they would be doing and why.
- I finished the first 2 classes that Sue suggested through Rutgers Center for Government. The only other class that would really benefit us has not been posted yet but may be available on the Fall schedule. There are obviously still a lot of things we need to learn but now I know where to look.
- Mr. Tapp had brought to my attention that there may be some accounts that had been made inactive due to structure fires that needed updating. He was able to bring me incident reports and I have been working on updating our accounts. Those that were inactive due to fire have been updated but it was a rabbit hole, we have many that are labeled as inactive, some are vacant lots or numbers we just don't use anymore. Anything that I am not able to determine the correct status of, Tom will assist me with when he gets back from vacation after Labor Day. Kendy is helping me correctly identify any accounts that are in bankruptcy or have outside liens.

Keriann:

- Edward Roberts of 929 Spray Ave. has requested that the interest on his 2025 sewer bill be removed. Mr. Roberts states that he never received a bill despite the bill being sent in December of 2024 and a delinquent notice being mailed after each unpaid quarter of 2025. The commissioners agree, there is no cause for removing interest.
- Keriann brought up the option of opening a Wawa fleet account as an option for the trucks. We have to use Wex as our primary source but have had issues with the Wex accounts due to billing overlap and the cards not being active when the trucks needed to be gassed. Wex has repeatedly refused to discuss the account with Keriann due to her not being on the original account. There are no current members of the BSA active on the account to make changes and Wex will not release the name of anyone who can. It was suggested to reach out to Sue Minock, the Municipal Clerk for the Borough Resolution appointing Wex as the primary source of fuel for the departments and to add in a secondary fuel account to the professional bids for the reorganization meeting.
- We have been working with Kendy in preparation of this year's tax sale. Any account that may be subject to tax sale received a courtesy letter informing them with the delinquent notice this quarter.

August 19, 2025

- Joe Bahr has been doing a great deal of work upgrading the electrical system in the building with the next phase being to upgrade the lines coming into the building from outside. *See Resolution 08-35-25.*
- We asked Mr. Hess if CME bills could go back to being mailed due to the volume of email that Keriann needs to manage at this time.
- Mario from Public Works was able to repair our lawnmower.
- Our ADS contract was up in June but we were able to extend one year. In that time, I'd like to learn to do the payroll using QuickBooks. *Options were discussed with Mr. Keenan suggesting that Keriann look for classes that would give her the option to be QuickBooks certified. It was also mentioned that if we do continue with ADS, we attempt to negotiate our rates.*
- Ocean First was able to direct us on how to have our check validator reset. Once that is done, we will be able to go back to making deposits that way.
- Our panic alarm system to the police department was checked and found to be in working order when very rude woman came in and berated Emily for nearly 20 minutes.
- Jim's pension and benefits will be taken care of this week.

MEETING OPEN TO THE PUBLIC FOR QUESTIONS AND COMMENTS:

Motion: R. Tapp Second: T. Abramski

Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp

Absent: J. Risk

MOTION TO ADJOURN:

Motion: C. Schmidt Second: T. Abramski

Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp

Absent: J. Risk

Meeting adjourned at: 5:57 pm

Respectfully Submitted,



Thomas Abramski, Secretary

September 16, 2025

RESOLUTIONS:

09-41-25

Approval of the Operating Fund Vouchers in the amount of \$31,714.14.

Motion: T. Abramski Second: C. Schmidt

Roll Call: T. Abramski, J. Risk, C. Schmidt, R. Tapp

Absent: D. Keenan

CORRESPONDENCE:

No correspondence at this time.

REPORTS:

Mr. Tapp:

- ID badges for the field guys
- As of this morning, the Corsi's at 1237 Cable Ave. have yet to apply for a permit to connect to the sewer system.



Per Ben, we will send a letter with the supporting Resolutions to the Corsi's giving them 90 days to connect or lose the previously granted fee waiver.

Mr. Abramski:

- Waiting for more information regarding the solar panels at the pump stations
- He is planning to get together with Dan to discuss ACH payment program for residents.

Mr. Hess:

- Bids for roof and window projects due on Tuesday, 9/14/25 with the hopes of having one chosen for the next meeting.

Mr. Keenan: absent

Mr. Mabie: no report

Mr. Risk: no report

Mr. Schmidt: no report

September 16, 2025

Tom K.:

- Finished jetting
- Started tving the mains, getting ready for Duke's to come out
- Joe Bahr will be starting the next phase of the electrical work

Matt:

- Completed mosquito class on 9/16/25 (today)

Jim: in class at OCVTS, no report

Patricia:

- After going through the inactive accounts, 2 were found to be in need of correcting. Letters were sent explaining each individual situation (one was inactive due to fire, the second was change of ownership). Per Mr. Tapp, these people have been excluded from this year's tax sale due to the circumstances.
- The server was ordered on 9/10/25 with an estimated delivery date of 9/25/25. Once we get the shipment confirmation from Dell, I will set up the installation with Rich.
- I contacted Wex and was able to update the contacts on our account. The contact names are Mr. Tapp, Mr. Keenan, Keriann and myself.
- 2024 Payroll Audit for JIF – There was some confusion with the 2024 Workers' Comp. Audit; emails from the auditor went to Bev Clayton back in May, the contact information has been updated and I submitted the documents they requested Monday, 9/15/25.
- MEL has added three more sessions for the Managers and Supervisors Training. I have forwarded the email to the commissioners and Tom with the link to register. This is a requirement for the MEL Employment Practice's Risk Control Program.

Keriann:

- Mr. Joseph Hammond of 89 Compass (one of the newly activated accounts) came in after receiving the letter and bill explaining the past due amounts. Would like the Authority to waive interest as this was beyond his control.
- I've been working with Kendy on the tax sale. After September 30th, any account in danger of tax sale will only be able to pay with certified funds. A final list of accounts will be sent over to Kendy by October 14th.
- The guys did the meter readings and the commercial bills were done.
- Tricia's pension has been taken care of and I am working with the state on Jim's.

September 16, 2025

MEETING OPEN TO THE PUBLIC FOR QUESTIONS AND COMMENTS:

- No public comment.

Motion: C. Schmidt Second: T. Abramski

Roll Call: T. Abramski, J. Risk, C. Schmidt, R. Tapp

Absent: D. Keenan

MOTION TO ADJOURN:

Motion: J. Risk Second: C. Schmidt

Roll Call: T. Abramski, J. Risk, C. Schmidt, R. Tapp

Absent: D. Keenan

Time meeting closed: 5:27 pm

Respectfully submitted,


Thomas Abramski, Secretary

October 21, 2025

BEACHWOOD SEWERAGE AUTHORITY
REGULAR MEETING MINUTES

Salute to the Flag

Sunshine Law:

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Roll Call:

R. Tapp, Chairman
D. Keenan, 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
J. Carlson, Line Maintenance Assistant *in class*
K. Kirchgessner, Bookkeeper
P. Grodberg, Clerk
J. Hess, P.E., Engineer *on leave*
Zachary Jordan, P.E., Engineer
B. Mabie, Attorney

Approval of the minutes for the Public Meeting held on September 16, 2025.

Motion: C. Schmidt Second: J. Risk
Absent: T. Abramski
Roll Call: D. Keenan, J. Risk, C. Schmidt, R. Tapp
Abstain: D. Keenan

October 21, 2025

RESOLUTIONS:

10-43-25

Approval of the Operating Fund Vouchers in the amount of \$347,309.40.

Motion: D. Keenan Second: C. Schmidt
Absent: T. Abramski
Roll Call: D. Keenan, J. Risk, C. Schmidt, R. Tapp

10-44-25

Resolution declaring 3 Barnes Pumps removed from the Pinewald Pump Station to be of no pecuniary value and authorizing their disposal.

Motion: R. Tapp Second: C. Schmidt
Absent: T. Abramski
Roll Call: D. Keenan, J. Risk, C. Schmidt, R. Tapp

10-45-25

Resolution authorizing CME Associates to prepare bid specifications and to advertise for the receipt of bids for the 2026 through 2028 annual house connection and sewer lateral contract.

Motion: J. Risk Second: C. Schmidt
Absent: T. Abramski
Roll Call: D. Keenan, J. Risk, C. Schmidt, R. Tapp

CORRESPONDENCE:

Received by certified mail on October 3, 2025, notice of a meeting of the Borough of Beachwood Land Use Board on October 27, at which time the owners of 1133 Mermaid Avenue will seek approval for variance to build a detached garage.

Received additional notice of above meeting, regarding the property at 240 A & B Beachwood Boulevard, owned by the Estate of Paul Firrigno is requesting multiple variances.

October 21, 2025

On 10/20/25, we received notice regarding the November 10, 2025 meeting of the Borough of Beachwood Land Use Board. Jeffrey R. Jerman is appealing the refusal of his request for variances to build a single-family dwelling at 456 Leeward Avenue.

REPORTS:

Mr. Abramski: *absent*

Mr. Keenan: no report

Mr. Risk: no report

Mr. Schmidt: no report

Tom K.:

- DEP inspections – everything was good
- 5 callouts
- 1 new installation at 1145 Mermaid Avenue
- 1 repair at 832 Ensign Avenue
- Infrared 311, 325 Clubhouse, 501 Beach
- Started tving laterals on Capstan for root control
- Installed 45 CC4 boxes
- 1237 Cable connected to the sewer system

Matt: no report

Jim: *in class*

Patricia:

- I was able to contact the company Public Works uses for their ID badges. Beki from Sign-Up Signs sent me the logo they had created for the truck magnets. Tom and Mr. Tapp both approve of the badge design. Turn around is rather quick once I take pictures of the guys and send them of to Larry at Safe ID Cards.
- Mr. Robert Krause of 80 Oak Street, called to say thank you to the guys who were out working at his property on Friday the 17th. Mr. Krause was very happy with their work but wanted to let us know that he felt they were very kind and professional which he greatly appreciated.
- Rich has been waiting for Edmund's to correct an issue with the latest update before updating us. He was able to give me an update this morning. 'He has done the staging with Edmunds already and has most of his stuff already set up. He is planning on doing the

October 21, 2025

migration on Friday afternoon and then he can migrate our desktops over the weekend and have you up and running first thing on Monday with the new server and new software. He will keep us updated as everything is dependent on Edmunds being ready on Friday.'

Keriann:

- John McKenzie of 817 Cranberry Road.
- Ricardo Santos of 308 Windward Avenue called on Friday 10/17.
- Tax sale – sale date 12/3/25
- Return checks
- Delinquency Notices
- Health Insurance Adjustments
- Exit Audit Meeting 10/22/25 with the Chairman, Wayne, and myself at 11 A.M.

John Hess: *on leave*

Zachary Jordan:

- Brought the survey for 1133 Beach Avenue. Additional copies were requested by Mr. Tapp (for archive) and a pdf version was requested by Mr. Keenan.
- The Forecastle Avenue project began with clearing and prepping the location in order to begin work under the current permit. Installation of the pipe off the Birch Street sewer main is on hold due to an issue with JCP&L.
- The bids for the roof and window projects came in too high.

Ben Mabie: no report

Mr. Tapp:

- Jim has asked about possibly converting over-time hours to comp time. I needed to check with Ben to make sure it's legal. I can check with Wayne when he's in the office tomorrow to make sure it's recorded correctly (if it's acceptable).

October 21, 2025

This was discussed and Ben and Dan both voiced concerns about payroll compliance. This will have to be discussed with Wayne Sibillia before a decision can be made. It seems that Jim's main concern is some upcoming dental appointments and he does not want to abuse his time off. If necessary, he can be off without pay for time approved by Tom K. until this matter is decided and written into policy.

MEETING OPEN TO THE PUBLIC FOR QUESTIONS AND COMMENTS:

Motion: D. Keenan Second: J. Risk
All in favor: Ayes
Absent: T. Abramski

MOTION TO ADJOURN:

Motion: C. Schmidt Second: J. Risk
All in favor: Ayes
Absent: T. Abramski

Time meeting closed: 5:32 pm

Respectfully submitted,



Robert Tapp, Chairman

October 21, 2025

November 18, 2025

BEACHWOOD SEWERAGE AUTHORITY
REGULAR MEETING MINUTES

Salute to the Flag

Sunshine Law:

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Roll Call:

R. Tapp, Chairman
D. Keenan, Vice Chairman *absent*
T. Abramski, Secretary
C. Schmidt, Treasurer
J. Risk, Commissioner of Field Operations and Equipment
T. Kirchgessner, Field Maintenance Supervisor
M. Frost, Line Maintenance Operator
J. Carlin, Line Maintenance Assistant *in class*
K. Kirchgessner, Bookkeeper
P. Grodberg, Clerk
J. Hess, P.E., Engineer *on leave*
Z. Jordan, P.E., Engineer
B. Mabie, Attorney
B. Logan, Auditor

Approval of the minutes for the Public Meeting held on October 21, 2025

Motion: C. Schmidt Second: T. Abramski
Absent: D. Keenan
Roll Call: T. Abrmaski, J. Risk, C. Schmidt, R. Tapp

November 18, 2025

RESOLUTIONS:

11-46-25

Approval of the Operating Fund Vouchers in the amount of \$10,242.36.

Motion: C. Schmidt Second: J. Risk

Absent: D. Keenan

Roll Call: T. Abrmaski, J. Risk, C. Schmidt, R. Tapp

11-47-25

Approval of the Operating Fund Vouchers in the amount of \$24,359.33.

Motion: J. Risk Second: C. Schmidt

Absent: D. Keenan

Roll Call: T. Abrmaski, J. Risk, C. Schmidt, R. Tapp

11-48-25

Resolution authorizing the transfer of appropriations in the 2025 budget.

Motion: T. Abramski Second: C. Schmidt

Absent: D. Keenan

Roll Call: T. Abrmaski, J. Risk, C. Schmidt, R. Tapp

11-49-25

Resolution authorizing the retention of outside counsel for pending litigation. Corsi v. Beachwood Sewerage Authority.

Motion: R. Tapp Second: J. Risk

Absent: D. Keenan

Roll Call: T. Abrmaski, J. Risk, C. Schmidt, R. Tapp

11-50-25

Approval of the 2024 Audit Report performed by Supplee, Clooney and Co.

Motion: J. Risk Second: C. Schmidt

Absent: D. Keenan

Roll Call: T. Abrmaski, J. Risk, C. Schmidt, R. Tapp

11-51-25

Resolution adopting the corrective action plan for the 2024 audit findings.

Motion: J. Risk Second: T. Abramski

Absent: D. Keenan

Roll Call: T. Abrmaski, J. Risk, C. Schmidt, R. Tapp

November 18, 2025

11-52-25

Approval of the 2026 Introduction of the Authority Budget Resolution

Member	Aye	Nay	Abstain	Absent
Robert Tapp	X			
Thomas Abramski	X			
Daniel Keenan				X
John Risk	X			
Carl Schmidt	X			

11-53-25

Resolution authorizing reimbursement to Matthew Frost for his NJ DEP License in the amount of \$70.00.

Motion: C. Schmidt Second: T. Abramski
Absent: D. Keenan
Roll Call: T. Abrmaski, J. Risk, C. Schmidt, R. Tapp

11-54-25

Acceptance of the flat roof installation estimate for the Authority building.

Motion: J. Risk Second: R. Tapp
Absent: D. Keenan
Roll Call: T. Abrmaski, J. Risk, C. Schmidt, R. Tapp

11-55-25

Salary adjustment for Patricia Grodberg as of January 1, 2026.

Motion: R. Tapp Second: C. Schmidt
Absent: D. Keenan
Roll Call: T. Abrmaski, J. Risk, C. Schmidt, R. Tapp

CORRESPONDENCE:

We received legal documents from the Ocean County Superior Court stating that we are being sued by Mr. Christopher Corsi of 1237 Cable Avenue. (see Resolution 11-49-25)

He feels there is grounds for dismissal in the claim but Mr. Mabie has suggested names of outside counsel to contact.

November 18, 2025

October 28th, 2025, we received from the Ocean County Utilities Authority, the third Quarter-2025 Metered Flow Data tabulation.

We received notice that Walter Maldinado; owner of Walter's Custom Painting, has applied for and will be seek approval of the installation of a spray booth for the purpose of painting cabinets at the November 10th, 2025 meeting of the Borough of Beachwood Land Use Board.

Mr. Abramski; who also sits on the land Use Board, stated that while the application looked acceptable to the Board, they were following up on certain specification and would be following up on the matter at the next meeting.

REPORTS:

Mr. Tapp:

- Received an email from Sue Minock regarding the 2026 BSA surplus. A copy of the email and the attached resolution are in your folders. This year they are appropriating \$60,000.00 which is twice the amount of last year.

Mr. Abramski:

- Will be speaking to Dan about the ACH payment possibility as he is very knowledgeable on the requirements for a government entity. Tricia will contact Edmunds to determine if it is even a possibility for us at this time.

Mr. Keenan: absent

Mr. Risk: no report

Mr. Schmidt: no report

Mr. Jordan:

- Forecastle Project – there are no updates since last month's meeting. They are still waiting for JCP&L to move a utility pole.
- Repairs at 1133 Beach Avenue – the scope of the project has been split into four smaller projects; flat roof (with removal and repair of vent), the gable section of the roof, the window replacement, and the gutters. (See Resolution 11-54-25)

Mr. Mabie:

- No report

November 18, 2025

Tom K.:

- Installed 21 CC4 boxes
- Duke's sprayed 7,500 feet – warranty work
- Kiely infrared 500 Beach Ave., 311 & 325 Clubhouse Drive
- 3 callouts – 1245 Neptune Ave., 800 Surf Ave., and 801 Spar Ave.
- I met with TJ and we discussed the results of the water testing. We failed 30 out of 30 samples.
- I have given the commissioners some photographs of a 2010 camera truck for consideration. The asking price is \$85,000.00. Its computer system is up to date, our current one is not and beyond the point of updating. Someone from Toms River is willing to come and check out the truck and software to make sure it is compatible.

Matt: no report

Jim: no report, *in class*

Keriann:

- Matt's license reimbursement (*Res. 11-53-25*)
- New build – I have been going back and forth with Chaney from Geffin Construction and the Building Department. I have not been able to issue all the letters of availability because the lots and blocks do not all match on the bond paperwork.
Mr. Mabie suggested Chaney obtain the Title Rundown and all attachments Geffin would have received from the title search. The correct information will be there.
- Tax sale

Patricia:

- In your folders, you'll find a copy of the court paperwork we received from the Corsis. (see *Res. 11-49-25 regarding outside counsel*). Ben emailed a list of attorneys for consideration that is also in your folder. If anyone has an opinion, please let me know. I'd like to start contacting people tomorrow morning.
Mr. Mabie gave a list according to preference and Tricia will begin making calls accordingly Wednesday morning.
- The ad for RFPs for professional contracts ran earlier this month with the bid window closing this past Friday, November 14th, 2025 at 4 pm. We didn't receive proposals for a Fee Accountant or an Auditor. After checking with Ben, I have advertised for again for those and contacted our current providers.

November 18, 2025

- While going through some of the older papers, I came across a Checklist for cutting & capping of an individual sewer lateral and reconnection of service. Tom (K.) suggested that we have the charges adjusted to current costs.
As the found checklist was not dated, and we have no idea when the costs were set, it was suggested by Mr. Logan that we contact other Sewerage Authorities to determine what the average rate is at this time. Mr. Mabie asked that Tricia contact Toms River and Berkeley and have information available for this matter to be on the December agenda.
- We received the new ID badges for the guys in yesterday's mail.
- This year to date, we have received \$3,124.00 from the SharesNation grant program (this was NJShares until earlier this year) on behalf of our residents. Another \$800 is approved but not yet paid out.

Brian Logan:

- Independent Auditors Report – Unmodified (Clean) opinion on the Financial Statements. The Financial Statements present fairly, in all material respects, the Net Position and Charges thereof and Cash Flows of the Authority in accordance with accounting principles generally accepted in the United States of America.
- Unrestricted Net Position (Surplus or Fund Balance) increased to \$1,539,808.13 (an increase of \$201,769.31. \$30,000 was utilized in the budget of 2025 which was used to fund the Municipal Appropriation.
- The Authority's Cash Position increased by \$300,467.10.
- Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters – While there were no material weaknesses or significant deficiencies in internal control over financial reporting, there were other matters that we reported in the Comments and Recommendations section of the report. Similarly, there were no direct and material non-compliances with laws, regulations, contracts or grant agreements required to be reported under Government Auditing Standards, there were other matters that we reported under Comments and Recommendations section of the report.
- The governing body must attest to having reviewed, at a minimum, the comments and recommendations in the audit by executing the group affidavit.
- A summary and synopsis of the audit report must be published in a newspaper circulating in the Authority's franchise area.
- A Corrective Action Plan must be prepared and approved by the Authority which addresses the Comments and Recommendations in the audit.
- We wish to thank the Authority commissioners and staff for their assistance and courtesies rendered during the course of the audit.

November 18, 2025

The Commissioners began an Executive Session prior to the start of the Regular Meeting.

Executive Session began: 4:47 pm

Ended: 5 pm

Result of Executive Session (See *Resolution 11-55-2025*)

MEETING OPEN TO THE PUBLIC FOR QUESTIONS AND COMMENTS:

Motion: C. Schmidt Second: T. Abramski

Motion: R. Tapp Second: C. Schmidt

Absent: D. Keenan

Roll Call: T. Abrmaski, J. Risk, C. Schmidt, R. Tapp

MOTION TO ADJOURN:

Motion: T. Abramski Second: R. Tapp

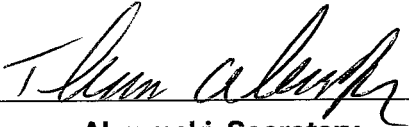
Motion: R. Tapp Second: C. Schmidt

Absent: D. Keenan

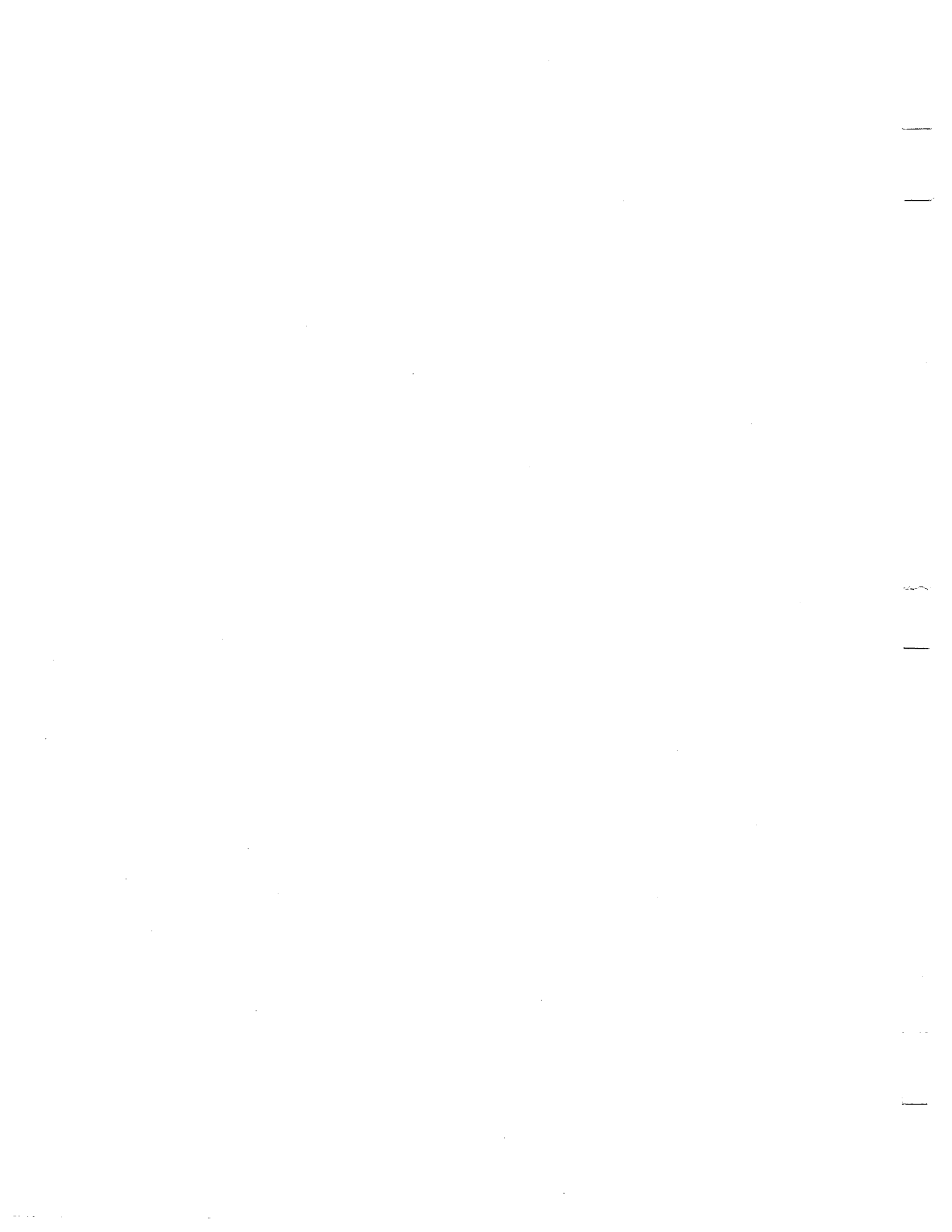
Roll Call: T. Abrmaski, J. Risk, C. Schmidt, R. Tapp

Time meeting closed: 5:45 pm

Respectfully submitted,



Thomas Abramski, Secretary



December 16, 2025

BEACHWOOD SEWERAGE AUTHORITY
REGULAR MEETING MINUTES

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:

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 self-addressed envelope will receive notice.

Roll Call:

R. Tapp, Chairman
D. Keenan, Vice Chairman
T. Abramski, Secretary
C. Schmidt, Treasurer
J. Risk, Commissioner of Field Operations and Equipment *absent*
T. Kirchgessner, Field Maintenance Supervisor *absent*
M. Frost, Line Maintenance Operator
J. Carlson, Line Maintenance Assistant *in class*
K. Kirchgessner, Bookkeeper *absent*
P. Grodberg, Clerk
E. Kalman, Clerk
J. Hess, P.E., Engineer *on leave*
Z. Jordan, P.E., Engineer
B. Mabie, Attorney
W. Sibilila, CPA
S. Cole, Certified Court Transcriptionist

Approval of the minutes for the Public Meeting held on November 18, 2025

Motion: R. Tapp Second: C. Schmidt
Abstain: D. Keenan
Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp
Absent: J. Risk

December 16, 2025

RATE HEARING

Wayne Sibia of Antonides and Sibia, CPAs explained the breakdown of the 2026 Budget in regards to the 2026 Residential and Commercial rates and the lateral connection fees and the calculations he used to determine these fees.

RESOLUTIONS:

12-56-25

Resolution to approve late submission of the 2026 Budget to the FAST website.

Motion: C. Schmidt Second: T. Abramski
Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp
Absent: J. Risk

12-57-25

Resolution accepting the 2026 Residential Sewer rate of \$544 per year (\$136 per quarter).

Motion: T. Abramski Second: C. Schmidt
Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp
Absent: J. Risk

12-58-25

Resolution accepting the 2026 Excessive Usage Rate of \$5.14 for each 1,000 gallons of water consumed in excess of 75,000 gallons per unit for commercial accounts.

Motion: C. Schmidt Second: D. Keenan
Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp
Absent: J. Risk

12-59-25

Resolution maintaining the 2026 Lateral Connection fee at \$2,450.00

Motion: C. Schmidt Second: T. Abramski
Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp
Absent: J. Risk

December 16, 2025

12-60-25

Resolution to adopt the 2026 Budget

Motion: R. Tapp Second: C. Schmidt
Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp
Absent: J. Risk

Rate Hearing open to the public for questions and comments. As there is no public in attendance, motion to adjourn the rate hearing portion of the meeting.

Motion: T. Abramski Second: C. Schmidt
Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp
Absent: J. Risk

The Rate Hearing portion of the meeting adjourned at 5:13 pm.

REGULAR MEETING

12-61-25

Approval of the Operating Fund Vouchers in the amount of \$45,623.39.

Motion: C. Schmidt Second: T. Abramski
Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp
Absent: J. Risk

12-62-25

Resolution to authorize the execution of an addendum to the agreement between the BSA and Antonides and Sibilis, CPAs to perform fee accountant services.

Motion: C. Schmidt Second: T. Abramski
Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp
Absent: J. Risk

12-63-25

Resolution to transfer funds

Motion: D. Keenan Second: T. Abramski
Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp
Absent: J. Risk

December 16, 2025

12-64-25

Resolution making Emily A. Kalman the full-time Clerk with a salary of \$48,000.00 as of December 16, 2025.

Motion: T. Abramski Second: R. Tapp

Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp

Absent: J. Risk

CORRESPONDENCE:

REPORTS:

Mr. Tapp: Mr. Tapp brought up the OPRA request that Patricia has in her report.

Mr. Abramski: nothing to report

Mr. Keenan: Mr. Keenan would like to thank the commissioners for their kindness in the time of his father's passing.

Mr. Risk: absent

Mr. Schmidt: nothing to report

Mr. Hess: on leave

Z. Jordan: This morning was the bid opening for our Lateral Connection contract. JF Keily was the only bid we received. The connection fee will remain \$2,450 for 2026. The bid is very reasonable and he recommends the BSA approve the contract.

Mr. Mabie: nothing to report

Tom K.: absent

Matt:

- installed 16 CC4 boxes
- 6 callouts

Jim: in class

Patricia:

- We have retained Ian Goldman to represent us in the lawsuit with the Corsi's. On 12/8/25, he filed a response, counterclaim and request for interrogatory answers. A copy is in your files.

December 16, 2025

- Keriann and I took a webinar regarding the handling of bankruptcies on 12/4. I am currently working with Kendy's direction on bringing any accounts we had labeled as bankruptcy in the system current and sending letters to the account holder requesting updated contact information and reminding them of their responsibility to keep current on any bills post filing.
- Cutting and Capping fee – I called Berkeley to ask their fee and was told they do not do it themselves. They charge a \$50 inspection fee after the fact to ensure it was done correctly. I will reach out to other municipalities once things calm down after this week.
- Updated signature cards from Ocean First Bank
- Emily and I will have the bills ready to go out by Thursday at the latest.
- An OPRA request from John LaBelle came from the Borough to the admin email. It was originally filed at the Borough on 12/4. They then advised Mr. LaBelle he would need to file with us. It was sent on to us 12/10. We only have 7 business days to respond to OPRA requests. I spoke to Mrs. LaBelle and have responded via email and regular mail requesting an extension in order to gather the information requested. She was very gracious and appreciated that we were reaching out to let her know the status. This is the property at 533 Anchor Ave. that has a shared lateral.
- (OPRA) This is also something that I will need to update on our website. We do not have a request form and according to Sue we should have our own. I will download the forms from the state and have Mark update the site.
- Tax sale numbers

Keriann: absent

MEETING OPEN TO THE PUBLIC FOR QUESTIONS AND COMMENTS:

Motion: C. Schmidt Second: T. Abramski
Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp
Absent: J. Risk

December 16, 2025

Motion to enter into Executive Session at 5:28 pm

Motion: D. Keenan Second: R. Tapp
Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp
Absent: J. Risk

Summation of Executive Session:

Keriann Kirchgessner has requested Family Medical Leave. At this time, she does not qualify for New Jersey FMLA. As a courtesy to Ms. Kirchgessner, her RICE notice has been extended until the January 20, 2026 meeting.

Executive Session ended at 6:05 pm.

12-65-25

Resolution of the Beachwood Sewerage Authority acknowledging and authorizing unpaid leave to Keriann Kirchgessner under the Federal Family and Medical Leave Act.

Motion: D. Keenan Second: T. Abramski
Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp
Absent: J. Risk

MOTION TO ADJOURN:

Motion: **C. Schmidt** Second: T. Abramski
Roll Call: T. Abramski, D. Keenan, C. Schmidt, R. Tapp
Absent: J. Risk

Time meeting closed: 6:15 pm

Respectfully submitted,



Thomas Abramski, Secretary