

**CARLSTADT SEWERAGE AUTHORITY
CARLSTADT, NEW JERSEY**

REGULAR MEETING MINUTES OF NOVEMBER 25, 2015

The Regular Meeting of the Carlstadt Sewerage Authority was held at the Carlstadt Sewerage Authority, 429 Hackensack Street, Carlstadt New Jersey.

7:00 P.M. CALL OF ROLL

Vice Chairman Nicholas Rivera called the meeting to order and Vice Chairman Nicholas Rivera, presided.

Mr. Rivera read the Public Meeting Law:

This meeting has been called pursuant to the Open Public Meeting Law and in accordance with Resolution #14-03 adopted by the Authority on February 26, 2015 and transmitted to The Record on March 10, 2015 and posted on the public notice bulletin board of the Carlstadt Sewerage Authority and the Carlstadt Municipal Building. This is a Regular Meeting of the Carlstadt Sewerage Authority and appears on the advertised notices as a Regular Meeting.

Upon roll call, the following were noted present:

R. Lahullier, Chairman	J. Schettino arrived 7:05 pm
N. Rivera, Vice Chairman	
T. Davis, Secretary/Treasurer	
V. DeSimone, Commissioner	
B. Curreri, Executive Director	

Also present were Attorney, R. Cedzidlo; Engineer, P. Carberry, QPA R. Esposito, and C-3 Licensed Operator, D. Villano

PLEDGE TO THE FLAG

Led by Vice Chairman Nicholas Rivera:

APPROVAL OF MINUTES

Mr. Rivera asked for comments, deletions or corrections on the regular scheduled meeting minutes of October 22, 2015.

There were no exceptions taken.

Upon motion by B. Lahullier seconded by N. Rivera the October 22, 2015 minutes have been approved

ON ROLL 4-0 1 absent

Vice Chairman N. Rivera requested that Executive Director B. Curreri proceed with the meeting agenda.

COMMUNICATIONS

Mr. Curreri presented for review and discussion the following communications:

1. R. Cedzidlo
Re: Rate hearing notice (Advertisement for Dec 16, 2015)
2. State of New Jersey
Re: Corrective Action Plan from 2016 Budget
3. Brian Curreri
Re: Corrective Action Plan 2016 (Letter of Action attached)
4. Copy of Budget recommendations
Re: Account Summary
5. Neglia
Re: Rate Hearing (4 pages)
6. Estimate
Re: Cleaning Barell Ave (Korsens)
7. PIA:
Re: Request for notification of RFQ 2016
8. JIF
RE: Refund (credit towards 2016)
9. Email
Re: Prudential ACH form (Scott Judge)
10. State of New Jersey
Re: Physical Connection Permit. Mr. Villano

PROFESSIONAL REPORTS

Richard Cedzidlo, Esq.

Mr. Cedzidlo presented then followed up with a discussion to the board the Public Hearing Notice and Letter which he composed. The Notice and letter must be posted in Carlstadt Borough Hall and published in two newspapers prior to the Rate Hearing meeting scheduled for December 16, 2015 at 6 PM. Resolution # 15-33 establishing connection fee and user rate for 2016 will be furnished for the December 16, 2015 meeting. The connection fee and user rate will have to be established and recalculated yearly utilizing the same procedure.

Mr. Cedzidlo discussed the publication of RFQ's (REQUEST FOR QUOTATION) A request for quotation (**RFQ**) is a standard business process whose purpose is to invite suppliers into a bidding process to bid on specific products or service.

The RFQs will be kept in our office for records.

We will advertised on the CSA website prior to appointments of our scheduled February 24, 2016 reorganization meeting. Mr. Cedzidlo will have the necessary notification and present Mr. Curreri with the same for advertisement. We must set a date for review of RFQ's prior to the re-organization meeting.

Mr. Curreri and Mr. Cedzidlo discussed the Mills escrow held in Chase bank. Chase is requesting an update of account since there has been no activity for years. Mr. Cedzidlo will contact Mr. Curreri to set up a meeting at Chase bank.

Patrick Carberry Engineer.

Mr. Carberry presented and discussed a quote received from Rapid Pump and Meter Service Co. for the Emergency Ventilation System needed at the Barell Ave pump house. Mr. Carberry discussed the emergency for the ventilation due to the fact that the existing mushroom roof fan is no longer working and the exhaust portals are broken and clogged. Therefore immediate action is required to engage private services to cope with the emergency condition that may affect the public health and safety of persons entering the facility.

Mr. Carberry recommended that the board approve the proposal presented to Rapid Pump and Meter Service co. for the amount of \$15,690.00 immediately. Mr. Cedzidlo will prepare resolution # 15-32. Mr. Lahullier offered the resolution seconded by Mr. Schettino

On Roll (5-0)

Mr. Carberry discussed the cleaning of wet well at Barell Ave after meeting with Drainbusters and Rapid it was decided that it was not necessary at this time to pump the Wet Well. Neglia is still waiting on the repair order from Rapid with regards to the worn shaft housing on the muffin monster.

Request for Quotes on door replacement at Barell should be ready for December meeting. Mr. Curreri commented on how rusted and loose the door is especially on the wet well side of building. The main door is getting harder and harder to open and close by the day. Mr. Curreri did meet with Neglia consultants to outline the door replacement quote.

PAYMENT OF BILLS

Mr. Curreri presented the board with the November bills list Resolution #15-31:
Upon presenting resolution the Board requested a discussion regarding sewer maintenance agreement. It was decided that Mr. Curreri, Mr. Villano and the QPA will set up a work sheet to be followed and remitted with each cleaning. Mr. Curreri will present the board with a Draft worksheet at the December meeting.
Following the discussion Mr. Davis made the motion to pass resolution #15-31 seconded by Mr. Rivera.

On Roll 5-0

RESOLUTIONS

#15-31 Payment OF Bills
#15-32 Award contract for ventilation at Barell Ave.

OLD BUSINESS:

Mr. Curreri reported:

2 copies of the adopted 2016 budget has been sent to the DCA in Trenton via certified mail and followed up by email. DCA response was reviewed and presented during communications.

4th Quarter collections:

Brake O Rama has closed up shop and the 4th quarter invoice was forwarded to parent company via Fax (company reviewed in mail packet). Extreme trucking has paid in full for the year. Palsi has not made any payments yet as promised Mr. Curreri will follow up at December Meeting.

4th quarter collections are at 96%.

Collections for the year totaled \$1,028,000.00.

As of this date there are 9 late accounts. Mr. Davis inquired when the last date for payment will be on outstanding accounts we will give customers until December 18, 2015 then send another letter following up on late remittance and possible tax lien through the Boro.

Bids for ventilation at Barell Ave have been accepted and awarded.

Mr. Curreri discussed the new DCRP pension for pump operator Scott Judge he is enrolled in a different plan not under PERS, all remittance for Mr. Judge pension has to be made through the Prudential website Mr. Curreri has filed all the necessary forms to enroll Mr. Judge and his deductions have been taken out starting with his November pay.

Bank Balance: \$2,338,000.00.

NEW BUSINESS

1. Mr. Curreri presented the Board with a meeting schedule for 2016 a discussion followed for meeting dates and resolved Mr. Curreri will provide the board with a calendar for 2016 meeting dates. All meeting will be held on the 4th Wednesday of each month exception will be November meeting on Tuesday November 22, 2016 (Thanksgiving week) and December meeting will be the 3rd Wednesday December 21, 2016 (Christmas)
2. Mr. Curreri will have all the necessary resolutions for the connection fee and rate hearing scheduled for December 16, 2015 @ 6:00PM.

PUBLIC SESSION

Upon motion made by T. Davis at 8:06 p.m., the meeting was open to the public. With no one wishing to be heard, the public session was closed at 8:07 p.m.

ADJOURNMENT

Upon motion made by T. Davis, seconded by N. Rivera and unanimously passed on roll call vote, the meeting was adjourned at 8:10pm.