

**CARLSTADT SEWERAGE AUTHORITY
CARLSTADT, NEW JERSEY**

REGULAR MEETING MINUTES OF OCTOBER 28, 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

Executive Director Brian Curreri called the meeting to order and Vice Chairman Nicholas Rivera, presided.

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, 2014 and transmitted to The Record on March 10, 2014 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
- N. Rivera, Vice Chairman
- T. Davis, Secretary/Treasurer
- J. Schettino, Commissioner
- V. DeSimone, Commissioner
- B. Curreri, Executive Director

Also present were Attorney, R. Cedzidlo; Engineer, P. Carberry, 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 September 23, 2015.

There were no exceptions taken.

Upon motion by N. Rivera, seconded by R. Lahullier the September 23, 2015 minutes have been approved

ON ROLL 5-0

COMMUNICATIONS

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

1. CSA to Perma, Risk Mngt. Svcs.
Re: NJUA-JIF Membership Renewal Agreement & Res. #13-14
2. U.S. Dept. of Commerce to CSA
Re: 2013 Annual Survey of Local Government Finances, Special Agencies
3. JPM Chase to CSA
Re: Carlstadt tower blow down reports for Aug. & Sept. 2013
4. Deborah Fashions, Inc.
Re: Change in mailing address
5. CSA to Giant Petroleum Inc., Mr. Devinder Binopal
Re: Delinquent Sewer Charges-Mr. Hamburger, Stadium Pizza, LLC
6. Cassidy Turley to CSA
Re: Change in contact name and address
7. Transwestern to CSA
Re: 341 Michele Drive from old Acct#445 to new #640, 465 Meadow Lane from old Acct#523 To new Acct#641
8. CSA to Transwestern, Attn: Eva
Re: Sewer Charges applicable to two (2) facilities having sale closings (341 Michele 465 Meadow)
9. The Record Newspaper to CSA
Re: Rates for Official Advertising, still \$0.95 per line
10. CSA to FEMA – NJ Field Office – Resubmittal of all Contractor Invoices
11. Neglia Engineering to CSA – Quotes on Manhole Rehabilitations(4 manholes)
12. JPM Chase to CSA – September-2013 Effluent Sampling Analysis

PROFESSIONAL REPORTS

Pat Carberry NEGLIA

Mr. Carberry presented the board with an outline describing the formula to calculate a connection/tap fee based on State Statute 40:14A-8(b).

The fee relates to Capital Cost and Charges, a Summary of Service Unit Charge. Mr. Carberry presented an example connection fee for a new connection discharging into the CSA main sewer lines.

Mr Carberry explained the calculations based on meetings with Mr. Curreri concerning the new construction and building protection at Jony Drive pump station and the improvements needed at Barell Ave Station.

Mr. Villano commented on the connection fee that the calculations presented represented a fair assessment of the improvements needed.

Mr. Curreri recommended that Mr. Carberry proceed with the much needed ventilation, doors and hoisting system at Barell Ave the Board agreed and authorized Mr. Carberry to proceed with the improvements to request quotes.

Hearing notices and rate schedule resolutions will be prepared by Mr. Cedzillo for scheduled meetings on November 25, 2015 and December 16, 2015.

Mr Carberry and Mr. Curreri will have full presentation and outline prepared for the boards review at the November meeting prior to the scheduled rate hearing.

Richard Cedzillo, Esq.

Mr. Cedzillo discussed his pleasure to the Board about how well Mr. Curreri and Mr. Carberry worked together with his guidance that the rate hearing will be finalized and yearly calculations presented prior to the budget adoption. Mr. Cedzillo advised the board on how to proceed.

The Board authorized Mr. Cedzillo to prepare resolution and newspaper advertisement for a rate hearing at the December 16, 2015 scheduled board meeting for 6:00 pm.

Mr. Cedzillo commented on the filings 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.

The process must be advertised by posting it on the CSA website prior to the Authority awarding any professional or other contracts with a value over \$17,500.00 per year. Mr. Cedzillo suggested to the board that his office will supply the CSA with the necessary forms to be added to the official website in January for contracts awards as scheduled at the February 2016 meeting.

Mr. Cedzillo also advised the board that all professional and other contractors must file a Business Disclosure Form prior to the time a non-fair and open contract is awarded. The Business Disclosure Form is to be kept on file at the CSA office. The board agreed that our QPA will prepare a Business Entity Disclosure forms for all professionals and contractors that qualify.

OLD BUSINESS:

4th Quarter collections Invoices were mailed out October 9 we are already collected close to 50% for the 4th quarter.

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

Due to expected lower volume this year due to the closing of buildings and more warehousing than manufacturing we have kept collections in line with 2015 estimate at \$931,000.00.

As of this date there are 10 late accounts letters went out today. Of the ten Palsi corp promised payment during football season, OKK trading will pay they were requesting a second water meter in the back of the building and Meadowlands Distribution building Starke Rd was sold to the holding company CBRE which operates other buildings.

Another building at 190 Jony Dr which is also behind is under contract, the attorney for The property will notify me of the closing date. I was assured after closing the CSA would be paid in full up to the date of closing.

Bank Balance: \$2,250,456.76 we started the year with approx. \$2,027,000.00 in February.

NEW BUSINESS

1. 2016 Budget – Mr. Curreri presented the Board with the completed 2016 Preliminary Budget for review and approval. As discussed under collections it is estimated that collections will be down in 2016 due high vacancy rate and non-manufacturing business
2. We added 5% increase to the BCUA (we can only estimate their charges). The total preliminary budget for 2016 represents a total of 1,215,049.00 this includes utilizing
3. \$273, 000.00 in unrestricted assets total operations will be \$11,000.00 less than 2015.
4. On motion by Mr. Lauhllier and seconded by Mr. Rivera the board voted to adopt preliminary Budget for 2061
 1. ON ROLL (5-0)

As per State Budget regulations Mr. Curreri is authorized to scan and email a copy of the budget to Trenton then he will Certify mail 2 copies.

Mr. Curreri reported all accommodations are reserved for NJLOM convention all attendees badges will be received by the Authority this week and Mr. Curreri will hand deliver to those attending. We have a Resolution #15-28 regarding attendance to the NJLOM convention. On Motion By Mr. Rivera seconded by Mr. DeSimone.

On Roll (5-0)

PUBLIC SESSION

Upon motion made by T. Davis at 7:59 p.m., the meeting was open to the public. With no one wishing to be heard, the public session was closed at 8:01 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 8:02 pm.