

DECEMBER-2014
-REGULAR BOARD MEETING-

Chairman Lahullier called the regularly scheduled December 17, 2014 board meeting to order at 6:00 p.m. as advertised in The Record and posted on the Borough of Carlstadt's Municipal Building public notice bulletin board and bulletin board located at office of Carlstadt Sewerage Authority on December 5, 2014. Mr. Crifasi initiated roll call.

MEMBERS PRESENT:

Messrs:
Davis
Lahullier
Rivera
DeSimone
Schettino
Curreri

ALSO PRESENT:

J. Crifasi, Exec. Dir.
R. Cedzidlo, Esq.
D. Villano, C3 Licensed W/W Oper.
P. Carberry, Neglia Engr.
L. Carucci, RPR, CCR

Mr. Lahullier led those present in the recitation of the Pledge of Allegiance.

OPEN PUBLIC MEETING ANNOUNCEMENT:

This meeting has been called pursuant to the Open Public Meeting Law and in accordance with a resolution adopted by this Authority on February 26, 2014 and published by The Record on March 11, 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 scheduled for December 17, 2014 at 6:00 p.m., including the final adoption of the Authority's 2015 Operating Budget and Connection/Use Rates.

ITEM I - OPEN PUBLIC MEETING TO DISCUSS/ADOPT 2015 OPERATING BUDGET AND CONNECTION FEE/USE RATE FEES

Mr. Crifasi indicated that it being 6:00 p.m. and as previously advertised in The Record on December 5, 2014, the Open Public Meeting regarding the 2015 Budget and Connection Fee/Use Rate Fees Hearing is in order.

Mr. Lahullier made a motion to dispense with the normal order of business and proceed, as advertised, to open the public hearing and present for discussion and adoption, the 2015 Budget and Connection Fee/Use Rates, Seconded by Mr. Davis.

ON ROLL 5-0

Mr. Lahullier requested the Certified Court Stenographer to swear in the Executive Director and to then proceed to certify the 2015 Connection Fees and the contents of the 2015 Budget prepared and submitted for Board Review/Adoption.

Mr. Crifasi submitted a copy of the proposed 2015 Budget, inclusive of Resolution 14-15A, a copy of the Notice of Publication and a copy of Rate Resolution 14-17A as exhibits for recording purposes to the Certified Court Stenographer. (Copies attached.)

Executive Director, Mr. Crifasi, then indicated for the record, that there were no citizens present at this time to be heard during the presentation of the 2015 Budget and Connection Fee/Use Rate Schedule.

Mr. Crifasi mentioned that the 2015 Preliminary Budget and associated Connection Fee/Use Rates sent to Trenton Div. Of Local Gov't. Services after the October 22, 2014 Board Meeting was approved by the Director Local Gov't. Services, and it was ok to proceed to final adoption of the 2015 Budget at its December 17, 2014 Board Meeting.

Mr. Crifasi proceeded to introduce for review and final adoption, Resolution 14-15A regarding the 2015 Connection Fee/Use Rate Schedule, originally passed at the October 22, 2014 meeting as Resolution 14-15.

Mr. Crifasi then explained the manner in which the Connection Fee and User Rate was determined for the 2015 year.

Mr. Crifasi indicated that the Connect Fee is based on a predetermined State Statute formula 40:14A-8 encompassing the anticipated flow gallons, accumulated debt service and past grants.

Mr. Crifasi mentioned that when preparing the budget based on current estimated 2014 user flow volume, expenses vs. revenue, there was not an opportunity to reduce rates for the ensuing 2015 sewer charges.

The User Rate of \$7.75/thousand gallons will remain the same as prior years, not having been increased since the mid 1990's.

Mr. Crifasi asked if any board member had any questions or comments regarding the proposed fees.

With all board members satisfied with the presentation of the 2015 Connection Fee/Use Rates, Mr. Crifasi presented Resolution 14-15A for Final Adoption:

Mr. Lahullier then made a motion to accept Resolution 14-15A, Connection Fee/Use Rate Schedule, as presented, seconded by Mr. Davis.

ON ROLL 5-0

Mr. Crifasi proceeded to present, for final adoption, Resolution #14-17A, 2015 Operating Budget.

Mr. Crifasi indicated that even with the 2014 Actual Flow Gallons somewhat higher than the previous year, he was conservative in estimating most 2015 Expenses.

Mr. Crifasi also indicated he had not received yet, the sewerage charge assessment from the BCUA and that with the increase in sewer flow vs. actual 2013 usage, estimated an increase over actual 2014 BCUA charges.

Mr. Crifasi reviewed various areas of the Budget in hopes of possibly lowering expenses, but most areas are fixed by contract terms and by expenses controlled by BCUA's processing fee (not a negotiable item).

Mr. Crifasi incorporated into the 2015 Budget, a line item that will offset the deficit bottom line, by applying that deficit amount against unrestricted assets. He said there were sufficient assets to absorb the deficit without causing any undo cash flow.

With no other questions or comments about the 2015 Budget submission, Mr. Davis made a motion to accept the presented Budget as the Final 2015 Budget, Seconded by Mr. Schettino, as Resolution 14-17A.

ON ROLL 5-0

With the 2015 Budget and Connection Fee/User Rate Schedules presented and adopted, Mr. Davis made a motion to close the advertised Public Hearing at 6:16 p.m. and return to the normal order of the business agenda, Seconded by Mr. Schettino.

ON ROLL 5-0

Mr. Lahullier asked for corrections or deletions to the rescheduled November 26, 2014 meeting, held on Monday, December 1, 2014. Mr. Curreri made a motion to accept the minutes as presented, Seconded by Mr. Davis.

ON ROLL 5-0

Mr. Crifasi presented for review and/or discussion the December-2014 correspondences:

DECEMBER-2014

ITEM II COMMUNICATIONS

1. CSA to State of NJ – Div. Of Local Gov't Svcs., Div of Commun. Affairs
Re: 2015 Preliminary Budget
2. Garbarini to CSA
Re: Budget Package
3. CSA to Kilroy's
Re: Sewer Charges – Balance Due, Acct. #A00-006520-00
4. JWC Environmental to CSA
Re: Muffin Monster – G.P. Jager & Assoc., Inc. – Authorized Rep.
5. Rapid Pump & Meter Svc. Co., Inc. to CSA
Re: Certificate of Liability Insurance
6. NJ Manufacturers Insurance Company
Re: Certificate of Commercial Automobile Insurance
7. NJ Utilities Authorities JIF to CSA
Re: Employer's Liability Insurance Law
8. NJ Utility Authorities JIF to CSA
Re: Automobile ID Cards & WC Posting Notices 1/1/15-1/1/16
9. RFQ Testing Svcs, LLC to CSA
Re: Proposal for Qtrly. Testing and Cert. Of Backflow Devices for 2015
10. ADP to CSA
Re: FUTA Rate
11. CSA to Rapid Pump
Re: OSHA-1919.179/Load Test Cert. Of Overhead Hoist (Barell)

12. CSA to Rapid Pump
Re: Revised Proposal – Muffin Monster
13. Div. of Comm. Affairs, State of NJ to CSA
Re: Budget approval
14. Neglia Eng. To CSA
Re: NJDEP Land Use Reg. Program Application

ITEM III – PROFESSIONAL REPORTS

A.) Attorney – Mr. Richard S. Cedzidlo, Esq.

1. Mr. Cedzidlo indicated that there has been no progress or communications regarding the Tri-Boro Joint meeting takeover of the Rutherford portion of their sewer line with the BCUA.
Will keep in contact with Mr. Slomienski, Joint Meeting Attorney.
2. Mr. Cedzidlo presented, as was requested at last month’s meeting, his opinion regarding an alternate Board Member being able to vote on a motion when an existing Board Member is disqualified from voting due to conflict of interest. NJ State Law 40:55D-23.1 entitled “Alternate Members” specifically states “an alternate member may participate in discussions of any proceedings but may not vote except in the absence or disqualifications of a regular board member. After a brief discussion, the Board agreed with Mr. Cedzidlo’s opinion which allows the alternate Board Member to vote when a conflict of interest or disqualification exists.

B.) Engineer – Mr. Carberry, Neglia Engineering

Mr. Carberry arrived at meeting late. (Misunderstood the meeting start time)
Will defer his presenting until the January 28, 2015 meeting.

ITEM IV – PAYMENT OF BILLS

Mr. Crifasi presented the December-2014 expenses as Resolution #14-23, indicating primarily all normal expenses.

**DECEMBER-2014
RESOLUTION 14-23**

OFFERED BY: MR. ROBERT T. LAHULLIER, SR.
SECONDED BY: MR. BRIAN CURRERI

BE IT RESOLVED BY the Carlstadt Sewerage Authority that;
(1) the following vouchers of obligation due and owing by this Authority, having been reviewed are hereby approved and certified for payment in the amounts specified respecting the same:

	<u>Name of Creditor</u>	<u>Amount due and approved for payment</u>
2864	James Crifasi 427 Orchard Street Carlstadt, NJ 07072	5,103.15
2865	Brian Curreri 337 Eighth Street Carlstadt, NJ 07072	560.01

	<u>Name of Creditor</u>	Amount due and approved <u>for payment</u>
2866	Thomas R. Davis 601 Seventh Street Carlstadt, NJ 07072	580.11
2867	Vincent R. DeSimone 437 Hoboken Rd. Carlstadt, NJ 07072	518.97
2868	Elaine Garcia 431 Orchard Street Carlstadt, NJ 07072	589.23
2869	Robert Lahullier 633 Eighth Street Carlstadt, NJ 07072	629.35
2870	Leonard Machcinski 335 Eighth Street Carlstadt, NJ 07072	358.63
2871	Thomas G. Maloney 292 Broad Street Carlstadt, NJ 07072	317.09
2872	Sam Montagna 514 Broad Street Carlstadt, NJ 07072	317.09
2873	David J. Ravettine 439 Summit Ave. Carlstadt, NJ 07072	416.81
2874	Nicholas Rivera 555 Washington Street Carlstadt, NJ 07072	475.76
2875	Joseph Schettino 500 Division Street Carlstadt, NJ 07072	473.96
3838	Gardella Realty LLC 429 Hackensack Street Carlstadt, NJ 07072	1,750.00
3839	Richard S. Cedzidlo, Esq. 177 Paterson Avenue Wallington, NJ 07057	875.00
3840	Dominick Villano P.O. Box 9302 Lyndhurst, NJ 07071	875.00
3841	Neglia Engineering Associates PO Box 426-34 Park Avenue Lyndhurst, NJ 07071	400.00
3842	VOID	
3843	NJ Utility Authorities JIF Attn: Stuart Neuhof 13 Intervale Road Yardville, NJ 08620	4,276.13
3844	Rapid Pump & Meter Service Co., Inc. 285 Straight Street Paterson, NJ 07509	500.00
3845	Rapid Pump & Meter Service Co., Inc. 285 Straight Street Paterson, NJ 07509	390.00
3846	PSE&G PO Box 14444 New Brunswick, NJ 08906	709.82

	<u>Amount due and approved for payment</u>
3847	47.46
	Verizon Wireless PO Box 408 Newark, NJ 07101-0408
3848	1,045.00
	Tropicana Casino & Resort Brighton and the Boardwalk Atlantic City, NJ 08401-6390
3849	175.00
	Gumbman Landscaping 423 6 th Street Carlstadt, NJ 07072
3850	1,122.05
	Neglia Engineering Associates PO Box 426-34 Park Avenue Lyndhurst, NJ 07071
3851	4,500.00
	Neglia Engineering Associates PO Box 426-34 Park Avenue Lyndhurst, NJ 07071
3852	40.38
	Earthlink Business PO Box 88104 Chicago, IL 60680-1104
3853	2,524.27
	Rapid Pump & Meter Service Co., Inc. 285 Straight Street Paterson, NJ 07509
3854	182.13
	Comcast PO Box 69 Newark, NJ 07101-0069
3855	2,219.52
	Borough of Carlstadt 500 Madison Street Carlstadt, NJ 07072-0466
3856	4,500.00
	Neglia Engineering Associates PO Box 426-34 Park Ave. Lyndhurst, NJ 07071
3857	2,356.75
	Neglia Engineering Associates PO Box 426-34 Park Ave. Lyndhurst, NJ 07071
3858	90.52
	Cash *Petty Cash Reimbursement
3859	148.00
	WEF Memberships Renewals PO Box 18044 Merrifield, VA 22118-0045
3861	119.71
	Verizon PO Box 4833 Trenton, NJ 08650-4833
3862	119.71
	Verizon PO Box 4833 Trenton, NJ 08650-4833
3863	1,456.25
	Rapid Pump & Meter Service Co., Inc. PO Box AY Paterson, NJ 07509
3864	71.74
	United Water New Jersey PO Box 371385 Pittsburgh, PA 15250
3865	78.00
	Laura A. Carucci, CSR, RPR, LLC PO Box 505 Saddle Brook, NJ 07663
TEPS-	818.52
	PERS CN 295 Trenton, N.J. 08625

	<u>Name of Creditor</u>	Amount due and approved <u>for payment</u>
TEPS-	PERS-Contributory Ins. CN 25 Trenton, N.J. 08625	59.17
ADP-	ER & EE TAX IMPOUND	3,866.85
ADP-	SERVICE FEE	98.40

ON ROLL 5-0

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Lahullier	X			
Curreri	X			
Rivera	X			
Schettino	X			
Davis	X			

2. It is hereby certified by this Authority that the above obligations, detailed as items numbered 2864-2875, 3838-3864 above, in the stated amounts have been incurred by the Authority, and that each item thereof is a proper charge against the Operating Fund and has not been paid and, further, that there has not been filed with or served upon the Authority notice of any lien, right to lien or attachment thereupon, of claim affecting the right to receive payment thereof any of the monies payable under such requisition and further that such requisition contain no item representing payment on account of any retained percentages which the Authority is at the date of this certification entitled to retain.

3. The Treasurer is hereby authorized to file with the Authority Executive Director the copies of vouchers itemized above as numbered 2864-2875, 3838-3864, and the proper officers of this Authority are authorized to execute the necessary checks or documents to effectuate payment of all the above items in the amount of \$45,677.70.

I hereby certify that the above is a true and exact copy of a Resolution offered, seconded and passed by the Carlstadt Sewerage Authority of the Borough of Carlstadt at a meeting held on the 17th of December 2014, at the Carlstadt Offices, in the Borough of Carlstadt, New Jersey, at 7:00 P.M. a quorum being present.

Nicholas Rivera, Secretary/Treasurer

ITEM V – OLD BUSINESS

1. Mr. Crifasi presented the status of the 2014 Financial status:
 - a) As of the December 17th meeting, receivables for the year are at 99.9% collected.
 - b) Delinquent accounts stands at two (2), Gianna's is \$1,810, Tec-Cast owes \$2,528. Both have promised remittances by year end.
2. Mr. Crifasi reported that no DPW Sewer Cleaning invoices submitted. Jet Truck out-of-order, being repaired.
3. Mr. Crifasi said he received the Sole Source Letter regarding the replacement of the Muffin Grinder for Barell Ave. pump station. Letter forwarded to Rapid Pump to proceed and order the replacement equipment and install same. Will update at January 28th meeting.

ITEM VI – NEW BUSINESS

1. Mr. Crifasi presented Resolution 14-25 for approval regarding his appointment as the 2015 P.A.C.O. Mr. Davis made a motion to approve Mr. Crifasi's appointment, Seconded by Mr. Rivera (copy attached).

ON ROLL 5-0

2. Mr. Crifasi mentioned that several other Resolutions should be reviewed and must be approved at January 28th meeting.
 - Resolution 15-04 Administrative Clerk
 - Resolution 15-02 Professional Services – Auditor (Garbarini)
 - Resolution 15-03 Risk Management Consultant Agreement (P.I.A.)
 - Agreement Extension – DPW Sewer Cleaning

3. Mr. Lahullier requested Board Members review and decide on the proposed Employment Agreement Extension for Mr. Crifasi. With no one yet appointed to replace him, consider extension of employment. The proposed extension would be for six (6) months to include three (3) months to train the new person and an additional three (3) months to be available to assist new hire. After a brief discussion, Mr. Rivera made a motion to accept the Extension Agreement as presented, Mr. Davis Seconded the motion.

ON ROLL 4-0-1

4. Mr. Davis made a motion to appoint Mr. Curreri as Mr. Crifasi’s replacement, effective February 1, 2015, Seconded by Mr. Rivera.

ON ROLL 2 Aye, 3 Nay

Motion did not pass. A discussion continued that we must resolve this situation, no firm conclusion.

ITEM VII - OPEN PUBLIC MEETING

With no citizens present to be heard during this portion of the agenda and having previously held the open public meeting at 6:00 p.m. as Item I, Mr. Schettino made a motion to continue with the regular meeting agenda, Seconded by Mr. Davis.

ON ROLL 5-0

ITEM VIII – ADJOURNMENT

With no other business coming before the Board, Mr. Rivera made a motion to adjourn the regularly scheduled December 17, 2014 board meeting at 7:50 pm, Seconded by Mr. Davis.

ON ROLL 5-0