

**CARLSTADT SEWERAGE AUTHORITY  
CARLSTADT, NEW JERSEY**

**REGULAR MEETING MINUTES OF JANUARY 27, 2016**

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
- N. Rivera, Vice Chairman
- T. Davis, Secretary/Treasurer
- J. Schettino, Commissioner
- V. DeSimone, Commissioner
- C. Lahullier Alternate Member
- B. Curreri, Executive Director

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

**PLEDGE TO THE FLAG**

Led by Vice Chairman Nicholas Rivera:

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

## APPROVAL OF MINUTES

Mr. Curreri asked for comments, deletions or corrections on the regular scheduled and Rate Hearing meeting minutes of December 16, 2015

There were no exceptions taken.

Upon motion by B. Lahullier seconded by N. Rivera the December 16, 2015 minutes have been approved

ON ROLL 5-0

## COMMUNICATIONS

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

1. B. Curreri Memo  
**Re: Pump Station Operator(s) Letter & Schedule**
2. Final Sewer Maintenance Log
3. Pump Readings for 2015
4. W-4 2016 (Please complete prior to meeting)
5. Certificate of Liability Insurance  
**Re: Rapid Pump**
6. Unimac Email  
**Re: Reduction**
7. M. Berliner Email  
**Re: Pumphouse Maintenance Contract**
8. New Account  
**Re: #7000 – Integrated Comfort Systems**
9. New Account  
**Re: #7100 – Direct Fence Distributors**
10. New Account  
**RE: #7200 – Gotham, LLC**
11. New Account  
**Re: #7050 – Iron Forge, LLC**

12. Account #2770 – The Icarus Group, Inc.  
**Re: No Payment for 2015**

13. Account #5460 – Ashtin Truck Repair  
**Re: No Payment for 2015 or 2014**

14. JIF  
**Re: Elected Officials' Training Seminar**

**Item #2 and 14** was removed for further discussion:

The final draft was presented to the board and all approved when Mr. Curreri presented the board. A discussion took place regarding the questions especially the workers signature and the supervisor signature if the form is not filled out properly payment will not be made. Mr. Curreri is directed to present the final version to the DPW Superintendent and notify him of the Board's decision.

#14 – Mr. Curreri has been instructed by the Board to contact PIA to set up a date for on sight Elected Officials' Training.

## **PROFESSIONAL REPORTS**

### **Richard Cedzidlo, Esq.**

Mr. Cedzidlo discussed the publication and preparation of RFQ's (REQUEST FOR QUOTATION) Mr. Cedzidlo prepared the open letter and all request letters. 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.

Mr. Curreri posted the prepared open letter RFQ on our website for reference and has copies of each one for Attorney, Engineer, Auditor and banking on file for distribution to all requests. After all RFQs are presented in sealed envelopes by the cutoff date of February 18, 2015. The RFQs will be opened on February 18, 2015 at the authority office and a copy will be kept on file for records. Mr. Cedzidlo and Mr. Curreri discussed the Mills escrow held in Chase bank yet again. Chase is in the process of investigating our request through the Government banking branch in California. Chase bank. Mr. Cedzidlo advised the board that we will require closed session to discuss employees.

### **Michael Berliner Engineer**

Mr. Berliner presented the board with three quotes for Door Replacement project at the Barell Ave Pumping Station. Mr. Berliner presented pictures of the doors and overhead windows, pictures are on file with the quotes. The three quotes received are for the complete door and buck replacement including locks as follows:

Quotes have been obtained for to replace in kind with glass above, fire resistant paneling above door or a window type with louvers that would open.

It was decided after meeting with Mr. Curreri that we would continue with the in kind overhead, the crank out louvers would not last and possibly leak over time.

4 Companies:

- (1) D& H Door Services \$9534.00
- (2) On The Spot \$10, 685.00
- (3) Machinery Services \$9,980.00
- (4) Built Tough No Quote Submitted.
- (5)

Mr. Berliner recommended the Quote be awarded to D&H Door Services of Easton, Pa in the amount of \$9534.00 being the lowest bidder for services requested. (On File)

On a motion by Mr. Davis seconded by Mr. Schettino the quote was awarded to D&H Door Services of Easton PA. Mr. Cedzidlo has been authorized to prepare resolution #16-02

On Roll 5-0

Ventilation system has been successfully installed at Barell Ave there was a problem with the electrical wiring being pulled out and utilized for the backup battery power at the station. It was necessary to install a new switch and wiring for the wet well side of ventilation, Mr. Curreri met with the contractor and decided to utilize the covered up switch plate in the main building instead of going through the wall to the wet well side.

Neglia and Mr. Curreri responded to a sewer backup at Grobet File Company 750 Washington Ave upon further investigation it was a sewer problem and rectified by Grobet File our man holes running along Commerce had good flow.

Mr. Berliner and Mr. Curreri met with 8 different property owners who had separate meters for Water and/or sewer usage that would reduce the consumption fee based on actual usage from SUEZ water company.

### **PAYMENT OF BILLS**

Mr. Curreri presented the board with the January bills list Resolution #16-01:

Upon presenting resolution the Board requested a discussion regarding sewer maintenance Log. The board requested the form must be signed before we approve payment therefore payments were removed from the Bills list.

Following the discussion Mr. Lahullier made the motion to pass resolution #16-01 seconded by Mr. Rivera.

On Roll 5-0

## **RESOLUTIONS**

#16-01 Payment OF Bills

#16-02 Award contract for Door Replacement at Barell Ave.

## **OLD BUSINESS:**

Mr. Curreri reported:

Spoke to Chase Bank again on January 7, 2016 the Mills account request to be closed has been forwarded to the Commercial banking section of Chase Bank in California. Mr. Ed Dubon of the local branch in East Rutherford is searching for the Certificate of agreement That should have been signed by the Authority to open the escrow account.

On Saturday January 9, 2016 Mr. Rivera and Mr. Curreri met in the office to upload the RFQ's prepared by Mr. Cedzidlo, 2016 Budget and meeting minutes to our CSA Website. Mr. Curreri thanked Mr. Rivera for his time on a Saturday.

For 2016 we had 3 accounts change names and added 1 new account 400 Gotham Pkwy. 217 Washington Ave and Avenue A are the same properties off Washington ave United Water has 5 meters listed from the same location all 217 Washington Ave which is actually Avenue A the street has never been accepted by the Borough it will not show as a physical building address and will stay one Lot number.

4<sup>th</sup> Quarter 2015 collections are all paid up even Palsi Corp. Only 2 outstanding accounts.

1<sup>st</sup> 333 Washington Ave Icarus Group (If not paid will go on tax sale.

2<sup>nd</sup> Ashtin truck repair also never paid in 2014 will also go on tax sale.

Outstanding Balances for both = \$393.52

Collections for the year totaled \$1,043,036.25

January 2016 Bank Balance 1,460,486.00

## **NEW BUSINESS**

1. Mr. Curreri met with our new payroll company CASA payroll on January 5<sup>th</sup> 2016 I was very satisfied with the services due to the fact that they have experience and are more knowledgeable with PERS and DCRP also a New Jersey company that has a list of Local Towns as clients. The payroll data sheets are much easier to follow for monthly payroll deductions for PERS and DCRP disbursements that must be settled monthly then quarterly.
2. Mr. Curreri presented the board with the revised Service Agreement and discussed the additions to same with regards to Sewer Maintenance Log and notifying him when and where the sewer truck will be doing maintenance at least 48 hours in advance. The board advised Mr Cedzidlo to make the necessary changes and have the agreement ready for February meeting to be signed by all parties involved. A copy of the log will be attached to the signed agreement.

3. Mr. Curreri advised the board of the reorganization meeting for February and discussed that the following resolutions will be coming up. Meeting Schedule, Pump Operators, C-3 License operator, Professionals, Bookkeeper, PACO officer and Newspapers for 2016. All will be valid from February 2016 to February 2017.
4. 2016 billings will be approximately 988, 000 not counting Dr. Pepper (Yoo-Hoo) Thumans usage was down by 8,000 CCFS or 5,984,000 gallons. We budgeted for revenues of 946, 000. Our 2015 audit will be started in February.

### **PUBLIC SESSION**

Upon motion made by T. Davis at 7:55 p.m., the meeting was open to the public. With no one wishing to be heard, the public session was closed at 7:57 p.m.

### **CLOSED SESSION**

At 7:57 PM Upon a motion made by Vice Chairman Mr. Rivera, seconded by Mr. Davis the board moved the meeting to closed session to discuss employment matters.

On Roll 5-0

The board returned to the public meeting at 8:20 PM

### **RETURN TO PUBLIC MEETING**

Upon returning to open meeting at 8:20 PM Mr. Rivera moved a motion seconded by Mr. Lahullier to accept the employee agreement for The Executive Director position to Mr. Curreri from January 27, 2016 through February 28, 2021 with the requested change to #5 regular compensation. Mr. Cedzidlo made the necessary changes for Mr. Curreri to initial and the employee agreement was signed.

A motion was moved by Mr. Davis and seconded by Mr. Rivera that Mr. Curreri has permission to hire a temporary secretary if he deems necessary at not to exceed 15 hours per week on a temporary basis to compensated by payroll for \$15.00 per hour.

On Roll 5-0

### **ADJOURNMENT**

With no other business coming before the regular scheduled Board Meeting on January 27, 2016 Mr. Davis motioned at 8:28 p.m. of continuance to the Sine Die meeting, scheduled for Wednesday February 24, 2016 at 7:00 p.m., Seconded by Mr. Rivera.