

**CARLSTADT SEWERAGE AUTHORITY  
CARLSTADT, NEW JERSEY**

**REGULAR MEETING MINUTES OF APRIL 22, 2015**

The Regular Meeting of the Carlstadt Sewerage Authority was held at the Carlstadt Sewerage Authority, 329 Hackensack Street, Carlstadt New Jersey.

**7:00 P.M. CALL OF ROLL**

Vice-Chairman, Nicholas Rivera, called the meeting to order and Brian Curreri, Executive Director, 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 M. Berliner; Purchasing Agent/Administrative Assistant, R. Esposito, C-3 Licensed Operator, D. Villano and Accountant MaryJane Ambrose.

**PLEDGE TO THE FLAG**

**APPROVAL OF MINUTES**

By Motion made by T. Davis, seconded by R. Lahullier, and passed on roll call vote.  
(5-0-0-0)

**COMMUNICATIONS**

Communications received were:

1. B. Curreri letter of response to Mr. Andrew Kenney  
**Re:** PERS online access
  - a. Employer Database Update Form (N. Rivera/Supervisor)

2. B. Curreri letter to customers  
**Re:** Updates on invoicing and billing process
  - a. New Quarterly Bill
  - b. New Yearly Bill
  - c. Customer Information Form
  
3. Letter from Carlstadt Borough Clerk Claire Foy  
**Re:** Financial Disclosure Statement
  - a. LFN 2015-6
  
4. B. Curreri Letter to Len Machcinski  
**Re:** 2015 Pump Station Inspection Schedule
  - a. 2015 Calendar
  
5. Quote from Walter G. Wargacki, Jr. - Merchants Alarm Systems  
**Re:** Installation and upgrade to existing pump station alarms
  
6. North Jersey.com Article  
**Re:** Online Billing
  
7. Garbarini & Co.  
**Re:** 2014 Annual Financial Audit

## **PROFESSIONAL REPORTS**

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

Attorney, Richard Cedzidlo - stated that he had no progress in closing out Escrow Account Mills (Chase Account). He attempted phone contact and sent letters. No response to date. He will report on subject matter at May's meeting.

Attorney, Richard Cedzidlo and QPA Robyn Esposito discussed and agreed upon the new voucher system for one time signature (blanket purchase orders) on all current contracts. Upon discussion with Ms. Esposito Mr. Cedzidlo agreed that said procedures was in the best interest to protect the CSA.

Attorney, Richard Cedzidlo advised B. Curreri that it is necessary to file business license with the State of New Jersey. It has to be filed online and it would require a credit card. The Board approved Mr. Curreri to charge his personal credit card.

Attorney, Richard Cedzidlo presented two (2) Resolutions (15-16 and 15-17) concerning obligations of the CSA to the estate of the late Executive Director James Crifasi. Mr. Cedzidlo requested this to be discussed in Closed Session. All Board members agreed.

### **Pat Carberry**

Engineer, Pat Carberry - gave an update on the Stream approval permit which has not yet been received back from the DEP concerning blue prints for Jony Drive. Original request sent in March.

Engineer, Pat Carberry - #1 pump at Jony Drive stopped on Good Friday April 3, 2015. The lowest bidder Universal would have charged double time rate for holiday. At the request of Mr. Curreri to M. Berliner and P. Carberry, installation date was confirmed for Monday April 6, 2015. Installation was successful. Universal informed Neglia and Mr. Curreri that #2 pump was now making noise. The old pump will be transported to Universal and a quote to be submitted if it is worthy of rebuilding.

### **NEW BUSINESS:**

1. Discussion of 2014 Annual Audit - Resolution 15-18. Audit Review Certificate was notarized by Mr. Cedzidlo. Mr. Curreri will send the Audit package certified mail to the State of New Jersey.
2. Merchants Alarms – Mr. Curreri explained that the current alarm system is only telemetry utilized to Merchants local call center. Merchants then follow a list of numbers to call- Mr. Curreri 1<sup>st</sup>, M. Berliner 2<sup>nd</sup>, N. Villano 3<sup>rd</sup>.

Neglia Engineering Emergency number option #1 and #2 of communication letter #5 (See, attached copy which was discussed).

The Board decided that the best was option #2 which Mr. Curreri discussed would allow an immediate text to all parties. For the high water alarm, option #2 will also allow Mr. Curreri to follow and document when the building is entered and exited, via email sent to CSA. The Board approved installation at Barrell Avenue. At this time, Jony Drive will be included in the Building proposal.

### **PUBLIC SESSION**

Upon motion made by N. Rivera at 8:14 p.m., the meeting was open to the public. With no one wishing to be heard, the public session was closed at 8:15 p.m.

### **CLOSED SESSION**

Upon Motion made by N. Rivera, seconded by T. Davis, and unanimously passed on roll call vote, the Board went into Closed Session at 8:15 p.m.  
(5-0-0-0)

Upon Motion made by T. Davis, seconded by N. Rivera, the Board returned to the public meeting at 8:57 p.m.

### **PUBLIC SESSION**

Upon return of Open Session, Mr. Schettino was not feeling well and departed the meeting at 8:47 p.m.

The Board discussed the obligation of the CSA to the Estate of the Late Mr. Crifasi. Salaries of the Executive Director and the Qualified Purchasing Agent were also discussed.

With return of Open Session, Mr. Cedzidlo recommended to the Board that it pass a Resolution allowing the Executive Director to pay to the Estate of the late James Crifasi any obligations of vacation paid earned during fiscal year 2014. Mr. Cedzido prepared Resolution 15-16 allowing the payment to Mr. Crifasi's estate. Upon Motion made by B. Lahullier, seconded by T. Davis. (4-0-0-0)

Mr. Cedzidlo recommended our obligation to the wife of the late James Crifasi to honor is contract and provide the subsidy of Medicare part B and prescriptions to Dorothy Crifasi for the term of one (1) year effective from June 1, 2015. Mr. Cedzidlo prepare Resolution 15-17. Upon Motion made by B. Lahullier, seconded by N. Rivera. (4-0-0-0)

Mr. Curreri inquired as to how the CSA will pay the Estate of the late James Crifasi. The Board responded that Mr. Curreri contact the Auditor Garbarini & Co. to verify payments and receive guidance on how to process payments.

Upon Motion made by B. Lahullier, seconded by T. Davis, Mr. Curreri's yearly salary was increased to \$70,000 effective May 1, 2015. (4-0-0-0)

### **ADJOURNMENT**

Upon motion made by T. Davis, seconded by N. Rivera, and unanimously passed on roll call vote, the meeting was adjourned at 8:57 pm.

Respectfully Submitted,