

**CARLSTADT SEWERAGE AUTHORITY
CARLSTADT, NEW JERSEY**

REGULAR MEETING MINUTES OF SEPTEMBER 23, 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, M. Berliner, Purchasing Agent R. Esposito, and C-3 Licensed Operator, D. Villano

PLEDGE TO THE FLAG

Led by Vice Chairman Nicholas Rivera

Change order of Business for Engineer Report

It was necessary to suspend the regular order of business to discuss Engineer Report:

Upon motion by T. Davis, seconded by N. Rivera

(5-0-0-0)

Mike Berliner

Reported on the following:

1. 304 Washington Avenue – ongoing repair of lateral since last year now completed by PSE&G.
2. 1 Palmer – Sitex group never forwarded the connection plans to Neglia or Mr. Curreri to review for new construction at 1 Palmer Terrace after Sitex inquired as to where we stand on their plan for the new construction Mr. Warnick from Sitex realized that he never did forward plans to us. New construction on hold.
3. Barrell Avenue – Muffin Monster failed yet again possible rocks in the system. Mr. Curreri responded reset numerous times then called Rapid they came down the next day had to replace keeper in the main drive. Not necessary to pull unit just top half.
4. Mr. Berliner discussed with the recommendation of Mr. Curreri for the purchase of a gas meter and fan for exhaust in the wet well at Barell Ave. The board agreed and authorized Mr. Berliner to purchase the same for temporary exhaust and an air meter in an amount not to exceed \$2,000.
 - Upon motion by T. Davis, seconded by N. Rivera (5-0-0-0)Mr. Berliner was asked to request quotes to replace the doors at The Barell Ave the doors are rotted and getting harder to open and close.
5. Quotes received for the purchase of a gate valve. Lowest quote submitted was from Rapid Pump in the amount of \$9,395.00. Mr. Berliner recommends awarding contract to Rapid in the amount of \$9,395.00.
 - Upon motion by T. Davis, seconded by N. Rivera (5-0-0-0)Mr. Cedzidlo to prepare a Resolution awarding contract (15-27)
6. Mr. Berliner discussed the pavement of Barell Ave by the Borough of Carlstadt in the spring of 2016. He recommended the main running the length of Barell Ave to pump house be televised in case repairs need to be made.

Upon motion by T. Davis, seconded by N. Rivera it was decided that a quote will be solicited from Able Text for Camera and provide a DVD copy.

Upon Completion of the Engineer report Mr. Berliner asked to be dismissed early due to family emergency.

APPROVAL OF MINUTES

Mr. Rivera asked for comments on August minutes: no changes

Upon motion by N. Rivera, seconded by T. Davis August minutes have been approved
(5-0-0-0)

COMMUNICATIONS

Communications received were as follows:

1. Ralph Lauren
Re: Remittance Invoice (1 page)
2. John Farina Email to Brian Curreri
Re: ADP Agency Notice Update (1 page)
3. Richard Cedzidlo Fax to Brian Curreri
Re: Interest on Unpaid charges (3 pages)
4. Earthlink Invoice
Re: Account Summary (2 pages)
5. Hank Schwedes Letter to Brian Curreri
Re: PERS Notice of Election (2 pages)
6. 30 Commerce Road Statement
Re: 3rd Quarter Sewer Charge (2 pages)
7. PERS
Re: Certifying and Supervisor Officer Training required (3 pages)
8. Invoice – 650 Dell Road
Re: Copy of updated Invoice showing yearly usage for billing (1 page)
9. **NEW:** Monthly pump usage report (1 Page)
10. **NEW:** Certification of Payroll Deductions Report (1 Page)
RE: Scott Judge enrolled DCRP.
11. Jennifer Wengler Email to Brian Curreri
Re: Caudalia: Account #6540 paying yearly invoice for 2015. (2pages)
12. Brian Curreri Letter to Ralph Lauren
Re: Final Payment check # 950491
NEW ACCOUNT TO SUN NOODLE COMPANY
13. To Discuss - Rapid receipt service call at Barell Ave.

14. 2016 Budget – Three (3) year worksheet

PROFESSIONAL REPORTS

Richard Cedzidlo, Esq.

Attorney, Richard Cedzidlo - stated that he and Mr. Curreri will go to Chase Bank and close the account within the next week.

Mr. Curreri had inquired with Mr. Cedzidlo in reference to late fees allowed to be charged by the CSA. Mr. Cedzidlo recommended the CSA follow State Statute - 40:14A-21 Statute Interest on Service Charges - Unpaid charges can be billed at 1 ½ percent. All agreed a copy of the statute was provided to all members.

OLD BUSINESS:

1. Discussion of Laptop- Ms. Esposito QPA was inquiring about the purchase of an Apple Computer for the monthly downloads of minutes and information to the CSA website. Vice Chairman Mr. Rivera who was instrumental in the design of the Website recommended the Purchase of the Apple for the required upkeep of the website. After further discussion it was decided that it would be best to stay with the Apple Laptop for website use only. Ms. Esposito will look for State Contract prices and report at the October meeting.
2. The Ralph Lauren Building is now vacated Ralph Lauren Co. has paid the final invoice of \$1,299.98 on 9/21. Sun Noodle Company will be responsible for Sewer Charges from 9/7/15 the date of closing.

NEW BUSINESS

1. 2016 Budget – Mr. Curreri presented the Board with the 2016 Budget and Three (3) year worksheet for review and comment. The Board elected to add changes to add additional monies roughly 3 percent to salaries of Secretary, Pump Operators and Bookkeeper. Mr. Curreri salary will increase to \$85,000 in November then be reviewed again in December or January. Discussed the Budget being lower due to the fact that we will not be ordering all the office supplies now that the new computer system is in place and we print our own bills, checks, stationery, late fee collection letters with return address for double printed envelopes we will be saving approximately 6,000 per year in paper also a substantial savings from the outdated phone / alarm systems lower starting salaries.
2. Mr. Curreri reported Collections at 98% only 9 accounts over 90 days of the 9 accounts Mr. Curreri was assured that 3 of them will pay in full by the owners.
3. Our bank remains over the 2.3 million dollars since January collections have been received continuously over the last 7 months keeping our balances in check.

PUBLIC SESSION

Upon motion made by T. Davis at 8:05 p.m., the meeting was open to the public. With no one wishing to be heard, the public session was closed at 8:06 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 8:08 pm.