

**CARLSTADT SEWERAGE AUTHORITY
CARLSTADT, NEW JERSEY**

**REGULAR SCHEDULED MEETING, CONNECTION FEE USER RATE AND 2017
OPERATING BUDGET MINUTES OF DECEMBER 21, 2016**

The Advertised Connection Fee Rate Hearing, 2017 Budget Adoption Meeting and the Regular Meeting of the Carlstadt Sewerage Authority were held at the Carlstadt Sewerage Authority, 429 Hackensack Street, Carlstadt New Jersey.

6:00 P.M. CALL OF ROLL

Vice Chairman Thomas Davis called the meeting order and presided.

Mr. Davis read the Public Meeting Law:

This meeting has been called pursuant to the Open Public Meeting Law and in accordance with a Resolution adopted by this Authority on February 24, 2016 and published by The Record on March 10, 2016 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/ Connection fee And Rate Hearing including the final 2017 Operating Budget Adoption.

Vice Chairman Davis requested roll Call: 6:04 PM

Upon roll call, the following were noted present:

T. Davis, Vice Chairman
J. Schettino Commissioner
V. DeSimone, Secretary/Treasurer
C.J. Lahullier, Commissioner
T. Maloney, Alt Commissioner
B. Curreri, Executive Director

Also present were Attorney, R. Cedzidlo; Engineer, P. Carberry, C-3 Licensed Operator, D. Villano, QPA, R. Esposito and C. Galarza RPR, CCR

ABSENT: R. Lahullier.

PLEDGE OF ALLEGIANCE TO THE FLAG

Vice Chairman Thomas Davis led those present:

Vice Chairman T. Davis requested that Executive Director Mr. Curreri preside over the meeting. Seconded by Mr. Lahullier.

(ON ROLL 5-0)

Mr. Curreri requested to dispense with the regular order of business and proceed as advertised to close the regular order of business and open the Meeting to the public so we may proceed with the Public Hearing for discussion and presentation of the 2017 Connection Fee/User Rate and the Adoption of the approved 2017 Carlstadt Sewerage Authority Operating Budget. Mr. Curreri indicated the meeting has been advertised and the 2017 Operating Budget has been approved for adoption by the Department of Community Affairs, Director of the Division of Local Government Services.
(Copy of cover showing acceptance attached in your mail packet).

Being it is now 6:06 PM Executive Director Mr. Curreri requested the board move to dispense with the regular order of business to proceed with the advertised 6:00 PM Rate Hearing and Budget Adoption meeting.

Mr. C. Lahullier made a motion to dispense with the normal order of Business and proceed to open the meeting to the Public. Seconded by Mr. DeSimone

(ON ROLL 5-0)

Mr. Davis requested the Certified Court Stenographer (C. Galarza) to swear in Executive Director Brian Curreri to then proceed to review/certify the 2017 Connection Fee/User Rate Hearing and the Adoption of the State approved 2017 Budget prepared by Garbarini and Co. public accountants and submitted for Board Review at the regular scheduled October 26, 2016 meeting.

Mr. Curreri submitted a copy of the following as exhibits for recording purposes to the court stenographer.

1. Notice of Public meeting advertised for tonight at 6:00 PM December 21, 2016
(Copies have been distributed to all board members in mail packets)
2. 2017 Budget package sent to the DCA
3. Resolution #16-35 Connection Fee User Rate
4. Resolution #16-36 Final Budget Adoption

Executive Director Mr. Curreri indicated for the record that it being 6:11 PM he is requesting a motion to open the Rate hearing to citizens. Motion moved by Mr. C Lahullier seconded by Mr. Davis.

(ON ROLL 5-0)

Executive Director Mr. Curreri indicated for the record that it now being 6:12 PM there are no citizens present or wishing to be heard at this time for the 6:00 PM Advertised Rate Hearing and Budget Adoption. Mr. Curreri requested a motion close the rate hearing meeting to the public.

Vice Chairman Mr. Davis moved to close the hearing of citizens Seconded by Mr. C. Lahullier.

(ON ROLL 5-0)

Executive Director Mr. Curreri requested a motion to move to adopt the Connection Fee/ User Rate for 2017 and which is set forth in the proposed Resolution #16-35 enclosed in your mail packet and entered as an exhibit.

Mr. Davis made a motion to adopt Resolution #16-35 Seconded by Mr. DeSimone.

(ON ROLL 5-0)

Executive Director Mr. Curreri presented for review and approval the adopted 2017 Operating Budget. Mr. Curreri commented on Resolution 16-31 which was adopted at the October 26, 2016 scheduled meeting accepting the preliminary 2017 Authorities operating Budget that was presented to Trenton for approval. Mr. Curreri wished to advise the Board of the presented Budget that was accepted and approved by the Department of Community Affairs for the State of New Jersey Director of Local Government Services, signed acceptance sheet is presented in your mail packet and it was okay to proceed for final Adoption of the 2017 operating Budget.

Mr. Curreri inquired to the board if anyone has any questions as to the Operating Budget of 2017. (board members have a copy and reviewed budget at the October 26, 2016 meeting).

With no one having any comments or questions Mr. Curreri requested a motion to adopt the 2017 Operating Budget that was accepted by the Department of Community Affairs and confirmed. We need a motion to adopt Resolution #16-36 which was in your mail packet and entered as an exhibit.

Vice Chairman Mr. Davis moved the motion to adopt Resolution #16-36 the motion was seconded by Commissioner Mr. C. Lahullier.

(ON ROLL 5-0)

With all board members satisfied with the presentation of the 2017 Connection Fee/ User Rates, also with no other questions or comments about the 2017 Budget submission that was presented and adopted, Mr. Curreri requested a motion to close the advertised Public Hearing/Meeting for Connection Fee/ User Rates for 2017 and the 2017 Operating Budget adoption and move to return to the normal order of business.

Vice Chairman Mr. Davis moved the motion to close the rate hearing/2017 Budget meeting, motion seconded by Mr. C Lahullier.

(ON ROLL 5-0)

APPROVAL OF MINUTES

Mr. Curreri asked for comments, deletions or corrections on the regular scheduled meeting minutes of November 22, 2016.

There were no exceptions taken.

Upon motion by Mr. Davis seconded by Mr. Maloney the November 22, 2016 minutes have been approved

(ON ROLL 5-0)

COMMUNICATIONS:

Discussion took place concerning the following communications:

1. Rate Hearing Notice (1 page)
2. NJSEA Public Notice (1 page)
Re: PSE&G 360 Washington Avenue
3. Neglia Letter to Montana Construction (1 page)
Re: Jony Drive Pumping Station Improvements
4. Memorandum of Agreement between CSA & Borough of Carlstadt (4 pages)
5. Resolution 16-35 Connection Fee Calculation for 2017 (2 pages)
6. Nick Rivera Letter to Pump Operators (3 pages)
Re: 2017 Inspection Schedule
7. Division of Local Government Services Letter (1 page)
Re: Carlstadt Sewerage Authority 2017 Budget Examination Requests
8. Gardella Rider Lease Agreement to CSA (1 page)
9. Lakeland Bank (1 page)
Re: New escrow only account
10. Division of Local Government Services Email (1 page)
Re: Approved Budget Directions for Adoption
11. State of NJ Letter (2 pages)
Re: Designation of P.A.C.O.

12. The Record Newspaper (1 page)
Re: Notice of Hearing Confirmation
13. Resolution 16-38 P.A.C.O. for 2017 (1 page)
14. Resolution 16-36 2017 Adopted Budget (2 pages)
15. Resolution 16-39 2016 Amended Budget (2 pages)
16. Jony Drive & Barrell Avenue Pump Hours 2016 (1 page)

Item #4 has been removed for discussion under new business.

PROFESSIONAL REPORTS

Richard Cedzidlo, Esq.

Mr. Cedzidlo has nothing to report at this time. Mr. Curreri had mentioned that we will need the RFQs prepared for January Mr. Cedzidlo confirmed. Mr. Cedzidlo wished everyone a Merry Christmas and Happy and Healthy New Year thanking the board for their continued support.

Patrick Carberry Engineer.

Mr. Carberry presented the board with a review of the 2016 services provided by Neglia Engineering.

Mr. Carberry wished everyone a Merry Christmas and Happy New Year and thanked the board for allowing Neglia to represent the CSA.

PAYMENT OF BILLS

Mr. Curreri presented the board with the December bills list Resolution #16-37:
Mr. Davis made the motion to pass resolution #16-37 seconded by Mr.DeSimone.

(ON ROLL 5-0)

RESOLUTIONS

- #16-35 Adoption of Connection User Fee for 2017
- #16-36 Adoption of 2017 Operating Budget
- #16-37 Payment OF Bills December 2016
- #16-38 P.A.C.O. officer for 2017
- #16-39 Budget Amendment of the 2016 Budget
(original signed resolution forwarded to Trenton)

OLD BUSINESS:

Mr. Curreri reported:

BCUA has received the letter composed by Mr. Villano for an explanation of the 24% increase fees for 2016 and an explanation of the 2017 fees. As of today Mr. Curreri has not received any other information from the BCUA. The CSA will probably get the invoice for 2017 from the BCUA sometime in mid-February.

Two accounts that have been late remittance payers since prior to Mr. Curreri time Tec-Cast and Land Air are still open. Land Air has been out of business since May of 2016 a letter for remittance and a follow up phone call has gone unanswered after January initial billing if Mr. Curreri does not receive a response he will contact the Borough Tax Collector for a Tax lien.

Collections for the year so far totaled \$1,077,699.41

Generator repair at Barell Ave cost was \$3113.02. It took three separate attempts by Rapid Pump to diagnose the problem it was the mother board and no one stocked the part Rapid was advised to order the board immediately and have it shipped overnight which added to the cost. Generator is now up and running and scheduled for weekly testing this month.

NEW BUSINESS

Mr. Curreri opened communications #4 Memorandum of Agreement for Sewer Maintenance.

The commissioners discussed that the borough should hold off on any cleaning until we sign a new agreement. A discussion followed concerning the costs to the authority and it was requested that Mr. Carberry solicit quotes for maintenance to compare costs Mr. Rivera commented that drainbusters cost was around \$900.00 for the cleaning at Barell Ave. The board agreed to hold off on the agreement for further discussion at the January meeting.

Mr. Curreri discussed the progress of meter installation for Dr. Pepper he has been in contact with Mr. David Arnold from Dr. Pepper the head engineer and the request for meter installation is being considered under their capital budget for 2017. Neglia has advised Dr. Pepper on the meter specification as to which meters will be acceptable Dr. Pepper has contacted the meter company referred by Neglia and will proceed with them for installation. Mr. Curreri and Mr. Carberry will be informed of the installation date.

On December 8, Mr. Curreri had met with S. Rogut, P. Garbarini, M. Neglia, P. Carberry and M. J. Ambrose to discuss bonding and deferred costs for the Jony Drive Construction it has been determined the least costly will be to apply through the State of New Jersey Environmental Trust Fund Mr. Rogut was not certain if we would need to have a credit rating for borrowing since our budgets have been in the red for a number of years utilizing surplus to hold the rate down for our customers. Mr. Curreri spoke with Mr. Rogut this week he is awaiting a response from the trust fund attorney for advice on how to process the necessary paperwork needed to start the application.

Mr. Curreri commented he will be certify mailing the budget to Trenton tomorrow morning and Maria from Garbarini and Co. will email a electronic copy as she has done in the past.

Mr. Curreri has been in contact with Lakeland Bank and started the set up to accept online payments he is attempting to have the system operating for the first billing cycle in 2017.

Mr. Davis communicated to the board past Resolution 16-24 which he requested for discussion concerning salaries of the Authority and advised the members that he is recommending further discussion on salaries for the new year.

PUBLIC SESSION

Upon motion made by T. Davis at 6:58 p.m., the meeting was open to the public. With no one wishing to be heard, the public session was closed at 6:59 p.m.

CLOSED SESSION

Not requested.

ADJOURNMENT

Upon motion made by J. Schettino, seconded by T. Davis and unanimously passed on roll call vote, the meeting was adjourned at 6:59 pm.