

**CARLSTADT SEWERAGE AUTHORITY
CARLSTADT, NEW JERSEY**

**REGULAR SCHEDULED MEETING, CONNECTION FEE USER RATE AND 2018
OPERATING BUDGET MINUTES OF DECEMBER 20, 2017**

The advertised Connection Fee/ Rate Hearing, 2018 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.

6:02 P.M. CALL OF ROLL

Chairman Davis called the Connection Fee/Rate Hearing for 2018 meeting to order. Chairman Davis 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 22, 2017 and published by The Record on February 26, 2017 and posted on the public notice bulletin board of the Carlstadt Sewerage Authority and the Carlstadt Municipal Building. This is a Regular Scheduled Meeting of the Carlstadt Sewerage Authority and appears on the advertised notices as a Regular Meeting/ Connection fee And Rate Hearing including the final 2018 Authority Operating Budget Adoption.

Chairman Davis requested roll Call: 6:04 PM
Upon roll call, the following were noted present:

- T. Davis, Chairman
- V. DeSimone, Vice Chairman
- T. Maloney, Secretary/Treasurer (Alt)
- C. Lahullier, Commissioner
- W. Roseman, Commissioner (arrived 6:42 pm)
- 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: J. Schettino, Commissioner

PLEDGE OF ALLEGIANCE TO THE FLAG

Chairman Thomas Davis led those present:

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

(ON ROLL 4-0)

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 as to proceed with the Public Hearing for discussion and presentation of the 2018 Connection Fee/User Rate and the Adoption of the approved 2018 Carlstadt Sewerage Authority operating budget. Mr. Curreri indicated the meeting has been advertised and the 2018 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).

Executive Director Mr. Curreri requested the Board move to dispense with the regular order of business to precede with the advertised 6:00 p.m. 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 4-0)

Mr. Curreri asked that Mr. Davis request the Certified Court Stenographer (C. Galarza) to swear in Executive Director Brian Curreri to then proceed to review/certify the 2018 Connection Fee/User Rate Hearing and the Adoption of the State approved 2018 Budget prepared by Garbarini and Co. public accountants and submitted for Board review at the regular scheduled October 25, 2017 meeting.

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

- A. Notice of Public meeting advertised for tonight at 6:00 PM December 20, 2017
(Copies have been distributed to all board members in mail packets)
 - B. Resolution #17-27 2018 adopted Budget Resolution
 - C. Resolution #17-28 Connection Fee User Rate
 - D. Resolution #17-31 Final 2018 Budget Adoption
 - E. 2018 Budget transmittal package sent to the DCA (budget attached)
- Stenographer entered all as exhibits.

Executive Director Mr. Curreri indicated for the record at, 6:10 p.m., he is requesting a motion to open the Rate hearing to citizens. Motion moved by Mr. Lahullier; seconded by Mr. Davis.

(ON ROLL 4-0)

Executive Director Mr. Curreri indicated for the record, at 6:11 p.m., there are no citizens present or wishing to be heard at this time for the 6:00 p.m. advertised Rate Hearing and Budget Adoption. Mr. Curreri requested a motion to close the rate hearing meeting to the public.

Chairman Davis moved to close the hearing of citizens; seconded by Mr. Lahullier.

(ON ROLL 4-0)

Executive Director Mr. Curreri requested a motion to move to adopt the Connection Fee/ User Rate for 2018 which is set forth in the adopted Resolution #17-28 enclosed in your mail packet and entered as an exhibit.

Mr. Davis moved the motion to confirm adopted Resolution #17-28; seconded by Mr. DeSimone.

(ON ROLL 4-0)

Executive Director Mr. Curreri presented for review and approval the adopted 2018 Operating Budget. Mr. Curreri commented on Resolution #17-27 which was adopted at the October 25, 2017 scheduled meeting accepting the preliminary 2018 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 2018 operating Budget.

Mr. Curreri inquired to the Board if anyone has any questions as to the Operating Budget of 2018. (Board members have a copy and reviewed budget at the October 25, 2017 meeting).

With no one having any comments or questions Mr. Curreri requested a motion to adopt the 2018 Operating Budget that was accepted by the Department of Community Affairs and confirmed. We need a motion to adopt Resolution #17-31 which was in your mail packet and entered as an exhibit.

Chairman Davis moved the motion to adopt Resolution #17-31 the motion was seconded by Commissioner Mr. Maloney.

(ON ROLL 4-0)

With all Board members satisfied with the presentation of the 2018 Connection Fee/ User Rates, also with no other questions or comments about the 2018 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 2018 and the 2018 Operating Budget adoption and move to return to the normal order of business.

Commissioner Mr. Lahullier moved the motion to close the rate hearing/2018 Budget meeting; seconded by Mr. DeSimone.

(ON ROLL 4-0)

APPROVAL OF MINUTES

Mr. Curreri asked for comments, deletions or corrections on the regular scheduled meeting minutes of November 21, 2017.

There were no exceptions taken.

Upon motion by Mr. Davis; seconded by Mr. Lahullier the November 21, 2017 minutes have been approved

(ON ROLL 4-0)

COMMUNICATIONS:

1. Notice of Public Hearing (Connection Fee Rate 2018)
2. Resolution 17-31 adopting 2018 Authority Budget
3. Chairman Davis Request for information regarding BCUA
4. Check Receipt Tec- Cast
5. Rapid Auto Insurance Certificate
6. Chase Mills Escrow statement.
7. JIF payment due for 2018 (January Bills list)
8. B. Curreri to RCD Escrow balances.
9. Check Receipt old Kilroys (Seqovia)

PROFESSIONAL REPORTS

Richard Cedzidlo, Esq.

Mr. Cedzidlo discussed Item #6. He will follow up with the last letter to Mills to close the account. Mr. Curreri has been in contact with Chase Bank in Arizona; the account will be sent to unclaimed funds as of June or July 2018.

Mr. Cedzidlo recommended to the Board that RFQ's be posted on our website for all professional services in 2018; the RFQ's should be submitted to Mr. Curreri directly. Chairman Davis recommended that all RFQ's be returned by February 7, 2018 as this will allow all commissioners sufficient time to review submissions. Board members were in agreement.

Mr. Cedzidlo will try to contact Yoo-Hoo in regards for a meeting following the New Year. The Board requested that Mr. Cedzidlo remind them of the agreement to provide escrow funds prior to the meeting so we can review the current costs and have all invoices paid to date. In closing, 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 reviewed Tribeca’s ongoing connection that they have satisfied all requests of the CSA and they are now working with BCUA to submit a plan to go under the BCUA forced main.

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 #17-33
Mr. Roseman made the motion to pass resolution #17-33; seconded by Mr. Maloney.

(ON ROLL 5-0)

RESOLUTIONS

#17-33 December payment of bills

OLD BUSINESS:

Mr. Curreri reported:

End of year collections – Four (4) accounts that paid in January last year and one (1) account still up for tax sale; the other four (4) placed on tax sale have paid in full.
Collections for the year so far totaled \$1,192,971.48.

Quarterly pump house inspections were performed on November 30, 2017 with Mr. Rivera supervising. The elevator at Jony Drive needs new wiring and limit switches. It’s necessary to order the limit switches since it must be a certain type and explosion proof. Mr. Curreri is hoping to have the repairs completed this week or at the least the first week of January. The BCUA inspectors ran the elevator beyond the bottom limit switch. Mr. Curreri requested a metal stop at the bottom prior to the limit switch. Mr. Curreri received the repair price to rewire and replace all switches at a cost of \$920.00 from Universal. Mr. Curreri also asked for a written warranty to be included in the price Universal agreed and will include a full one year warranty on all parts and repairs.

On December 4, 2017, Mr. Curreri met with MaryJane and Maria to continue the Rate Study, Maria Incremona from Garbarini and Co is currently revising the TIER 1 (regular customers) and the TIER II separate charges due to the fact that the BCUA changed rates based on the BODS and TSS for TIER II users all other customers BOD & TSS costs are included in the per million gallon charged to the CSA.

On December 7, 2017 meeting with John Farina and MaryJane to complete the 2018 Budget submittal package and have the required Resolutions prepared.

NEW BUSINESS

At our mid monthly December 6th meeting, the Board discussed the RFQ process. Mr. Cedzidlo covered the request under his report and we will request RFQ's for all professionals.

Mr. Curreri reminded the Board that if anyone wanted to update their 2018 W-4 to let him know by December 31, 2017.

Mr. Curreri handed out a draft meeting schedule for 2018 for Board review. If anyone has a conflict with the dates to please inform him prior to our January meeting since we must have our 2018-2019 meeting schedule published.

Mr. Curreri commented that he will be mailing the budget to Trenton tomorrow by certify mail. Maria Incremona from Garbarini and Co. will e-mail an electronic copy as she has done in the past.

PUBLIC SESSION

Upon motion made by T. Davis at 6:54 p.m.; seconded by Mr. Lahullier the meeting was open to the public.

(ON ROLL 5-0)

With no one wishing to be heard, the public session was closed at 6:55 p.m.

(ON ROLL 5-0)

CLOSED SESSION

None requested.

ADJOURNMENT

Upon motion made by Chairman Davis, seconded by Commissioner Lahullier and unanimously passed on roll call vote, the meeting was adjourned at 6:55 pm.