

CARLSTADT SEWERAGE AUTHORITY

CARLSTADT, NEW JERSEY

REGULAR MEETING MINUTES OF JANUARY 24, 2018

The regular scheduled monthly Board 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

Chairman Davis called the regular scheduled January 24, 2018 meeting to order at 7:00 p.m. and initiated roll call. Chairman Davis presided.

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.

Upon roll call, the following were noted present:

T. Davis, Chairman
V. DeSimone Vice Chairman
C. Lahullier, Commissioner
T. Maloney, Secretary/Treasurer (alt)
W. Roseman, Commissioner
B. Curreri, Executive Director

Also present were Engineer, P. Carberry; R. Cedzidlo Attorney; C-3 Operator N. Villano; N. Rivera Lead Pump Operator and Purchasing Agent R. Esposito

Open Public Meeting Announcement

Read by Chairman Davis

PLEDGE TO THE FLAG

Led by Chairman Davis.

Commissioner Roseman requested a moment of silence in remembrance of our recently deceased Commissioner Mr. Schettino.

Chairman Davis requested a motion to have Executive Director Mr. Curreri preside over the meeting; Mr. Lahullier moved the motion; seconded by Mr. Maloney.

(ON ROLL 5-0)

APPROVAL OF MINUTES

Executive Director Mr. Curreri asked for corrections and/or deletions to the regular scheduled meeting minutes of December 20, 2017. Mr. Maloney made a motion to accept the minutes as presented; seconded by Mr. Lahullier.

(ON ROLL 4-0-1)

Executive Director Mr. Curreri asked for corrections, deletion and/or additions to the special meeting minutes of December 6, 2017 12:00 PM Commissioners meeting. Mr. Lahullier made a motion to accept the special meeting minutes of December 6, 2017 as presented; seconded by Mr. Maloney.

(ON ROLL 4-0-1)

COMMUNICATIONS

1. Resolution 18-02 Public Agency Compliance Officer
2. CSA Board Meeting Schedule – 2018
3. Garbarini Invoice Re: Sewer Rate Study (2 pages)
4. Prudential Letter Re: Confirmation of Receipt of Funds (2 pages)
5. State of NJ Dept. of Treasury Letter Re: Employer Liability for PERS (2 pgs)
6. Copy of Check from HIM Construction
7. Email from Vanessa D'elia (Universal) to Brian Re: Jony Drive Elevator Repair
8. MEL Annual Report

PROFESSIONAL REPORTS

Richard Cedzidlo Esq.

Mr. Cedzidlo reviewed the RFQ process and bid thresholds, the commissioners discussed posting the RFQ's on our website for a fair and open process. The Board required Mr. Curreri to have the RFQ's posted on our website with a due date of February 6, 2018; all members agreed and instructed Mr. Curreri to have the same posted tomorrow.

Mr. Cedzidlo reviewed the January 23rd meeting comments with the Snapple group and will follow up under the Engineers report.

Pat Carberry Neglia Engineer

Mr. Carberry reviewed underground utilities off of the map provided by Mr. Arnold. Snapple does admit to the three connections uncovered by the CSA. The ideal situation would be to have all lines flow into one main meter chamber, however; since the lateral lines are so far apart and up to 12 feet deep the task is not feasible. Mr. Arnold is proposing two separate meter chambers, one being the main meter for productions, boiler and chiller blow down and the other will be installed at a later date. As per Mr. Arnold, this is strictly a sanitary line with only washroom hookups. Mr. Carberry discussed the concern of having production and sanitary into the same lateral; ideally they want them separated. After further discussion, the board recommended that Mr. Cedzidlo draft a letter agreeing to the two meter chambers under the stipulation that the second meter chamber is designed within a reasonable time frame. Chairman Davis asked if anyone has any other questions as he would like to proceed and have Mr. Cedzidlo get the letter out by Monday. Chairman Davis made the motion to accept the two meter proposal and ratify in writing; commissioner Roseman seconded the motion.

(ON ROLL 5-0)

COMMITTEE REPORTS

Mr. Rivera reviewed the monthly pump hour report. Detailing pumping hours the number #2 pump at Jony has been recalibrated and is now pumping within 10% of pump #1 hours.

PAYMENT OF BILLS

Mr. Curreri presented the Board with the January 2018 Bills List Resolution #18-01. Mr. Roseman moved the motion to approve resolution #18-010; seconded by Mr. DeSimone.

(ON ROLL 5-0)

OLD BUSINESS

Mr. Curreri announced that the CSA's 2018 Budget has been accepted and approved by Trenton. It was returned to us on January 22 and Mr. Rivera will have it posted on the website this week.

The elevator at Jony Drive has been repaired and new explosions proof switches installed; all working as intended with a one year warranty.

Calandra escrow account is up to date. All bills have been paid and a final accounting will be performed by our bookkeeper.

All resolutions for our scheduled February re-organization meeting are being prepared with the assistance of our purchasing agent.

Chairman Davis requested a meeting with the Executive Director and one other commissioner to meet with our engineer concerning 2018 usage charges.

Resolution 18-02 appointing Mr. Curreri as P.A.C.O officer for 2018 was in your mail packet. Mr. Maloney moved the resolution; seconded by Mr. DeSimone.

(ON ROLL 5-0)

NEW BUSINESS

Mr. Curreri presented the escrow account balance spreadsheet. We still have outstanding invoices that will not be covered. Mr. Curreri is seeking the advice of the commissioners and the attorney for replenishment of the escrow fund to pay any outstanding professional fee invoices. The Board authorized Mr. Curreri to contact account holders requesting replenishment of funds for all outstanding balances. Mr. Curreri reported 1st quarter 2018 billing was mailed out on January 11, usage for 2018 as reported by Suez is down approximately 10% over the system as a whole. The State of New Jersey stopped by the office to inspect the CSA Business License Registration Certification the last filing was in 1976 we do not have a license posted. Mr. Curreri contacted Garbarini and Co they reviewed and completed the application with Mr. Curreri and advised the CSA to file online. Mr. Rivera assisted and completed the online application. We are waiting

confirmation from the State of New Jersey that the license has been filed, when it is received it will be posted as required.

Mr. Curreri reminded the commissioners that the next scheduled work session to review communications will be February 7, 2018 starting at 12:00 pm. The re-organization meeting will be held at the scheduled February 28, 2018 meeting.

PUBLIC SESSION

Upon motion made by Mr. Lahullier; seconded by Mr. DeSimone at 8:02 p.m., the meeting was open to the public.

(ON ROLL 5-0)

With no one wishing to be heard, Mr. DeSimone made a motion to close the public session; seconded by Mr. Davis, the public session was closed at 8:03 p.m.

(ON ROLL 5-0)

CLOSED SESSION

Requested by Commissioner Maloney at 8:04 pm seconded by Mr. Davis.

(ON ROLL 5-0)

At this time the public, Ms. Esposito, Mr. Carberry, Mr. Villano, Mr. Rivera and Mr. Cedzidlo were dismissed.

The meeting resumed back to open session at 8:08 p.m.

ADJOURNMENT

Upon motion made by Mr. Maloney; seconded by Mr. Lahullier and unanimously passed on roll call vote, the meeting was adjourned at 8:09 PM.

Respectfully Submitted,