

**CARLSTADT SEWERAGE AUTHORITY**

**CARLSTADT, NEW JERSEY**

**REGULAR MEETING MINUTES OF MARCH 28, 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.

**6:00 P.M. CALL OF ROLL**

Chairman Davis called the regular scheduled March 28, 2018 meeting to order at 6:00 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 28, 2018 and published by The Record on March 9, 2018 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

S. Judge (Alt)

B. Curreri, Executive Director

Frank Covelli PIA

W. Roseman, Commissioner (Arrived 6:55 PM)

**Open Public Meeting Announcement**

Read by Chairman Davis

**PLEDGE TO THE FLAG**

Led by Chairman Davis

At 6:04 p.m. Chairman Davis requested a motion to have Executive Director Mr. Curreri preside over the meeting; Mr. Maloney moved the motion; seconded by Mr. DeSimone

(ON ROLL 5-0)

Executive Director Mr. Curreri introduced Mr. Frank Covelli of PIA to present the JIF required Elected Officials Training Seminar provided by our insurance carrier.

Mr. Covelli reviewed a slide presentation and discussed possible conflicts the Board should avoid. The training seminar portion of the meeting ended at 6:45, at which time, Mr. Curreri asked for a short recess until all the professionals arrive for the continuation of the regular meeting. At 7:00 p.m. the Board continued with the meeting.

The following have been noted present at 7:00 PM. Engineer, P. Carberry; R. Cedzidlo Attorney; C-3 Operator N. Villano; N. Rivera Lead Pump Operator and Purchasing Agent R. Esposito.

### **APPROVAL OF MINUTES**

Executive Director Mr. Curreri asked for corrections and/or deletions to the special scheduled meeting minutes of February 7, 2018. Mr. Lahullier made a motion to accept the minutes as presented; seconded by Mr. Maloney.

(ON ROLL 4-0-1)

Executive Director Mr. Curreri asked for corrections and/or deletions to the regular scheduled meeting minutes of February 28, 2018. Chairman Davis made a motion to accept the minutes as presented; seconded by Mr. DeSimone.

(ON ROLL 5-0)

## **COMMUNICATIONS**

1. State of New Jersey RTK survey due date
2. OPRA request 2107 Government Census (Filed 3-5-18)
3. Motts LLP (Dr. Pepper) \$5,000.00 escrow addition (Owed?)
4. 320 Paterson Plank Road response to Neglia (2 pages)
5. NJ PERS 2018 Employer Contribution (\$28,638.00) paid 3-12-18 EFT
6. Carlstadt Mayor & Council Resolution #2018-100 Commissioners Appointments and terms.
7. Escrow Balance payouts and monies returned Gentile Co. (TRIBECA)
8. TIER 5 enrollment to DCRP V. Fonseca
9. Viridian Energy Class Action (Claim filed on-line 3-22-18 on file)

Item #3 and #4 have been removed to be included under the Attorney and Engineer reports.

## **PROFESSIONAL REPORTS**

### **Richard Cedzidlo Esq.**

Mr. Cedzidlo discussed Dr. Pepper's escrow account balance. As of tonight's accounting, there is still a remaining balance owed to Neglia Engineers for the meter installation project. The discussion continued with Mr. Maloney requesting an update from Mr. Carberry of all current outstanding invoices and the expected costs moving forward. Mr. Maloney requested these figures for the April meeting. Mr. Cedzidlo recommended that we follow up with the expenses to date and the continuation of the meter installation. Mr. Cedzidlo suggested to the Board that we continue with the meter installation and follow the advice of Neglia, with respect to the meter reading supplied by Dr. Pepper and it is the Boards, with the understanding that the first meter will not be approved until all our Engineers request have been satisfied.

Mr. Roseman discussed the Rate Study regarding Tier II charges. It was decided that Mr. Cedzidlo is authorized to draft a letter for review by Mr. Curreri and Garbarini and Company for charges related to TIER II and the service charge computed by our auditors.

**Pat Carberry Neglia Engineer**

Mr. Carberry discussed the project at 320 Paterson Plank Road. He is currently awaiting a response from Mr. Frenzel following his March 14, 2018 letter requesting assurance that any process waste flow will only consist of domestic wastewater and no other non-domestic flow.

Mr. Carberry discussed his meeting with Dr. Pepper from January 23, 2018. Dr. Pepper is requesting the installation of two meters. One meter for the existing lateral at the South parking lot and picking up the flow into MH J121 on Commercial Avenue. The second meter to be installed at a later date to pick up the other waste line discovered during the October 7, 2017 televising. Mr. Carberry reviewed his response letter asking for the flow readings and the installation of the meter approved by CSA (not the meter that Bowman Consulting is recommending). As per Mr. Carberry, the meter that Bowman is recommending is not as accurate during flow fluctuations as the meter described in the CSA rules and regulations. As per Mr. Carberry the application is still incomplete. Mr. Cedzidlo recommended that the Board follow the advice of Mr. Carberry and not approve the installation of any meter until all our questions are answered.

Mr. Villano discussed the past meetings regarding the rate study and informed the Board that we should at least see a usage charge of 50-60% of flow.

Chairman Davis moved a motion to have Mr. Cedzidlo contact Dr. Pepper and request they cover the TIER II charge for 2018 plus a service charge that has been calculated by our auditor and based on usage reported to the BCUA minus any usage payments for 2017; the motion was seconded by Mr. Lahullier.

(ON ROLL 5-0)

The Board agreed that they will not approve any installations or applications until our Engineer has received and reviewed the proper exhibits to establish flow and meter requirements.

## **COMMITTEE REPORTS**

Mr. Rivera discussed the manhole J105 in the culvert adjacent to Commercial Avenue. The manhole should be raised above the culvert height to stop any infiltration from rain or street runoff. Mr. Roseman requested that this be repaired immediately then recommended that Mr. Rivera solicit three quotes to raise the manhole. Mr. Curreri has the authority to award the work to the lowest qualified respondent up to \$5,000.00; seconded by Mr. Lahullier.

(ON ROLL 5-0)

Mr. Rivera met with Parkline Steel Buildings at Jony Drive. The contractor is recommending that we replace the roof and repair any wall deficits. Chairman Davis commented that he would like to appoint a committee to review options for Jony Drive pump station. Chairman Davis recommended Mr. Villano, Mr. Curreri, Mr. Rivera, Mr. Lahullier and Mr. Maloney. The Board agreed with Chairman Davis's request and support the committee.

## **PAYMENT OF BILLS**

Mr. Curreri presented the Board with the March 2018 Bills List Resolution #18-13. Mr. Davis moved the motion to approve resolution #18-13; seconded by Mr. Maloney.

(ON ROLL 5-0)

## **RESOLUTIONS**

Mr. Curreri presented #18-14 establishing an escrow account for 320 Paterson Plank Road LLC. Mr. Maloney moved to accept seconded by Mr. DeSimone.

(ON ROLL 5-0)

## **OLD BUSINESS**

Mr. Curreri reviewed collections. To date there are six (6) accounts that are past due. 2<sup>nd</sup> quarter billing will be going out first week of April.

The Rate study is continuing. Two (2) meetings were held with Garbarini and Co, Mary Jane and Dominick Villano.

The new pump operator fulfilled his first week with no exceptions, he is enrolled in DCRP and deductions started this month. He was not eligible for any PERS contributions due to being a TIER 5 status.

## **NEW BUSINESS**

Mr. Curreri reviewed all the necessary employee records and payroll information from Mr. Fonseca on March 1, 2018. All information in his employee packet.

There was a Rate hearing meeting on March 12<sup>th</sup>. Present were Mr. Curreri, Mary Jane, Maria and John from Garbarini and Nick Villano.

The Tribeca escrow account is closed.

The 2017 PERS employer contribution is settled.

The commissioner's annual WEFTEC registration is due. Mr. Curreri polled board members to see if they would like to continue the membership agreement. All board members want to renew. Also to add our new alternate commissioner Mr. Scott Judge.

Mr. Curreri has been directed to forward all registrations to Robyn for processing. Mr. Curreri reminded the members of the upcoming Annual WEFTEC Conference. Online registration is preferred.

Mr. Curreri reminded the Board of unfinished business from our February Re-Organization meeting for the election of officers. Chairman Davis requested all officers vacate their respected chairs, all officers complied and the 2017-2018 officer chairs are now vacant. Mr. Curreri asked for a nomination of Chairman for 2018-2019 Mr. Lahullier nominated Mr. Davis to continue. Mr. Davis respectfully declined the nomination.

Mr. Maloney nominated Mr. V. DeSimone as the Chairman; seconded by Mr. Davis. With no other nominations for chairman voiced, Mr. Davis made a motion to close the nomination for chairman and initiated a vote; seconded by Mr. Maloney.

**(ON ROLL 4-0-1)**

Mr. V. DeSimone is elected as Chairman, effective March 28, 2018, term expiring on February 28, 2019.

Mr. Curreri asked for nomination for Vice-Chairman. Mr. C. Lahullier nominated Mr. Maloney as Vice-Chairman; seconded by Mr. Davis. With no other nominations for Vice Chairman voiced, Mr. C. Lahullier made a motion to close the nominations for Vice-Chairman and initiate a vote; seconded by Mr. DeSimone.

**(ON ROLL 4-0-1)**

Mr. Maloney is elected as Vice-Chairman, effective March 28, 2018, term expiring on February 28, 2019.

Mr. Curreri asked for nominations for Secretary/Treasurer. Mr. Roseman nominated Mr. Davis as Secretary/Treasurer; seconded by Mr. DeSimone. With no other nominations for Secretary/Treasurer voiced, Mr. Roseman made a motion to close the nominations for Secretary/Treasurer and initiate a vote; seconded by Mr. DeSimone.

**(ON ROLL 4-0-1)**

Mr. Davis is elected as Secretary/Treasurer effective March 28, 2018, term expiring on February 28, 2019.

With the election of officers for the period of March 28, 2018 through February 28, 2019 completed, Mr. Roseman made a motion to close the officer nominations; seconded by Mr. Lahullier.

**(ON ROLL 5-0)**

## **PUBLIC SESSION**

Upon motion made by Mr. Davis; seconded by Mr. Lahullier at 8:54 p.m., the meeting was open to the public.

(ON ROLL 5-0)

With no one wishing to be heard, Mr. Davis made a motion to close the public session; seconded by Mr. Maloney, the public session was closed at 8:56 p.m.

(ON ROLL 5-0)

## **CLOSED SESSION**

None Requested

## **ADJOURNMENT**

Upon motion made by Mr. DeSimone; seconded by Mr. Lahullier and unanimously passed on roll call vote, the meeting was adjourned at 9:00 p.m.

Respectfully Submitted,