

CARLSTADT SEWERAGE AUTHORITY

CARLSTADT, NEW JERSEY

REGULAR MEETING MINUTES OF APRIL 26, 2017

The Regular scheduled Monthly Board Meeting of the Carlstadt Sewerage Authority was held at the Carlstadt Sewerage Authority, 429 Hackensack Street, Carlstadt New Jersey.

7:03 P.M. CALL OF ROLL

Vice Chairman T. Davis called the regular scheduled April 26, 2017 meeting to order at 7:03 p.m. and initiated roll call. Vice Chairman T. 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, Vice Chairman
V. DeSimone, Secretary/Treasurer
J. Schettino, Commissioner
C. Lahullier, Commissioner
T. Maloney, Alternate Commissioner
B. Curreri, Executive Director

Absent:

Also present were Attorney, R. Cedzidlo; Engineer, P. Carberry; C-3 Operator N. Villano, Auditors J. Farina and P. Garbarini, Bookkeeper MJ. Ambrose, QPA R. Esposito and lead Pump Operator N. Rivera.

PLEDGE TO THE FLAG

Led by Mr. Davis

7:10 PM Vice Chairman T. Davis moved a motion to have Executive Director Mr. Curreri preside over the meeting; seconded by Mr. C. Lahullier.

ON ROLL (5-0)

Mr. Curreri requested a motion to suspend the regular order of business to have Mr. Garbarini and Mr. Farina review the 2016 Audit.

Mr. Davis made a motion to suspend the regular order of business to review the 2016 audit prepared by Garbarini and Co. seconded by Mr. Maloney.

ON ROLL (5-0)

Mr. Garbarini discussed the financial stability of the Authority going forward. He recommends performing a rate study by the end of this year. The rate study will assist the authority in calculating future budgets and the financial stability of the authority for the future. Mr. Garbarini described in detail how we would start the rate study and that he would like to have Mr. Curreri and Mr. Villano involved on a daily basis in order to keep the cost down. The initial costs are detailed background water usage and billing which is the most tedious tasks and time consuming. Between Mr. Curreri and Mr. Villano they have the ability to document usage, billing and the amount of users connected to the system. Once the rate study is completed there will be a minimal if, no cost, the Authority to keep the study current with year to year usage and operating expense. It would be up to the Executive Director, bookkeeper and auditors to retain the study, maintain and adjust the rate to keep us current.

Mr. Farina reviewed audit pages describing 2016 current deficit and BCUA charges that since 2015 he estimated will not be going down which is a cause of concern to initiate a rate study. Mr. Farina pointed out that there are no audit recommendations this year and the past years 1099 and payroll taxes have been rectified. Mr. Curreri prepared Resolution #17-16 for certification of the audit. Upon passage, Mr. Curreri will stamp the necessary documents and forward originals to the DCA State of New Jersey by return receipt/certified mail. Mr. Rivera will post the PDF version of the 2016 audit on our website.

Mr. Curreri presented the board with Resolution #17-16 Certification of 2016 Audit. Mr. Davis made a motion to except Resolution #17-16 seconded by Mr. Lahullier.

ON ROLL (5-0)

7:55 pm Mr. Garbarini, Mr. Farina and Mrs. Ambrose have been excused from the meeting. The regular scheduled meeting continued at 8:00 pm.

APPROVAL OF MINUTES

Executive Director Mr. Curreri asked for corrections and/or deletions to the Special Commissioners Meeting Minutes of Wednesday April 12, 2017 as presented. Mr. Davis made a motion to accept the Special Commissioners Meeting minutes as presented; seconded by Mr. Maloney.

ON ROLL (4-0) 1 abstain

Executive Director Mr. Curreri asked for corrections or deletions to the Regular Scheduled Meeting Minutes of March 22, 2017 as presented. Mr. Maloney made a motion to accept the Regular Scheduled Meeting Minutes of February 22, 2017 as presented; seconded by Mr. Davis.

ON ROLL (4-0) 1 abstain

COMMUNICATIONS

Mr. Curreri presented for review and/or discussion the April 26, 2017 communications:

1. FDS statements due April 30 2017
2. BWC to Dr. Pepper Site Plan
3. Dr. Pepper response
4. Pat Barberry Dr. Pepper request
5. Dr. Pepper response to dates for site plan.
6. Dr. Pepper 1st quarter remittance 2017 Deducted usage from 4th quarter 2016
7. U.S. Census Bureau request for salaries
8. N Rivera Pump hours

ITEM #2 has been removed and discussed: Mr. Cedzidlo and Mr. Villano summarized the meeting with Dr. Pepper from March 28, 2017. It has been agreed that Dr. Pepper will install a measuring meter on the lateral for flow from the building. Dr. Pepper will be held responsible for all costs associated with the meter and installation. Neglia engineers will be involved in the specifications and meter location.

PROFESSIONAL REPORTS

Richard Cedzidlo, Esq.

Attorney, Richard Cedzidlo commented on the Dr. Pepper meeting about Dr. Pepper not being notified that our attorney would be present. However, Mr. Curreri did advise Mr. Pedoto from Dr. Pepper that our board attorney and License operator would be in attendance.

Vice Chairman Mr. Davis recommended that he prepare a letter based on the conclusions of the meeting. Mr. Davis requested a motion to have the Attorney prepare a letter for the commissioners' review by our May 12th meeting; seconded by Mr. Maloney.

ON ROLL (5-0)

Mr. Cedzidlo sent the letter stating the finding to Hampton Inn that they are responsible for any future backups caused by the Hotel and that the authority will require all drawings for sewer connections of the new building addition. Upon receipt of the drawings, Neglia engineers will provide a professional opinion on the new added volume/connection to the existing 6 inch sewer line.

Pat Carberry Neglia Engineers

Mr. Carberry prepared a synopsis of work involved and cost estimate to perform a site survey and meter drawings for the Dr. Pepper meter installation. Mr. Carberry presented the commissioners with a written outline and cost.

At this time, with the consent of our attorney and Mr. Villano the C-3 operator, the commissioners decided to hold off on the weekend survey until we send the letter to Dr. Pepper allowing them a response time period.

PAYMENT OF BILLS

Mr. Curreri presented the board with the April 2017 bills list Resolution #17-15. Mr. Schettino made the motion to pass resolution; seconded by Mr. Maloney.

(ON ROLL 5-0)

OLD BUSINESS

Mr. Curreri reported that the 2nd quarter billing was sent out on April 4th. We are receiving timely payments, our online collections started with the 2nd quarter and I had 4 business's use the system.

With Nick Rivera taking the lead on the pump stations daily inspections and, after further review, our quarterly maintenance agreement will no longer be utilized. The Authority can substantially save a few thousand dollars by utilizing quarterly or as needed maintenance and pump amperage readings. Since all service warranties from the initial installation have been expired, we will utilize outside services when necessary for inspections, or as needed and for emergency. Rapid meter has been advised that we will no longer be utilizing the monthly maintenance inspection.

Hampton Inn has requested from the Authority that we allow them to proceed with the building addition and not allow any sewer connection until the current issue with the Lateral Line is resolved. As Mr. Cedzidlo stated in his report, a Letter of the Title Search results and the next step will be provided.

Weftec membership renewal for all members expired in April. Mr. Curreri requested a motion to renew all members. A motion was moved by Mr. DeSimone; seconded by Mr. Maloney.

(ON ROLL 4-0) 1 Abstain

NEW BUSINESS

On Saturday April 1st. Mr. Curreri received an alarm call at Barell Ave. After responding, Mr. Curreri inspected and tried to reset the muffin monster. It would not stay running and I noticed the gauge had a broken lens. I shut down the muffin Monster and waited for the pumps to cycle two times each with no exceptions we can wait until Monday. On Monday Mr. Rivera responded with Universal Electric. They found a blockage of rags wrapped in the teeth possibly due to heavy flow following Friday's rain. Universal removed the debris and bypassed the gauge. They also ordered a new gauge. The new gauge was installed last week including the gauge and service call the bill is \$520.00.

April 4th second quarter billing was e-mailed and regular mailed on April 5th. We are now set up for online payments via e-check or credit cards; we had 4 payments received thus far.

Thursday April 6th received a call from Textol on Gotham Pkwy in regards to a possible sewer backup. Mr. Rivera responded and checked the main sewer line on Gotham took no exceptions. Textol has been informed to contact their plumber that the blockage is concentrated to just their building lateral since the main was clear and nowhere else was backed up. I followed up on Friday the plumber cleared the blockage and the main is flowing fine.

Friday April 7th I received a call from the Borough in reference to a sewer backup on Industrial Road main sewer line. I advised the borough to contact Mr. Polyniack of Neglia Engineers the borough sewer licensed operator and if they had any other issues or concerns I was available to assist them.

April 13th Hampton Inn had the lateral televised from the building to our main on Paterson plank Road. Other than a few drops in the line we could not identify any breaks or blockage. Mr. Cedzidlo has composed and sent a letter to Mr. Super that we will require drawings for the connection of the building addition. Neglia will have to be involved with the engineer from Hampton Inn to resolve the issue of the 6" lateral line.

For most of the month I have been meeting with Mr. Farina and Mrs. Ambrose to finalize the 2016 Audit and start on our 2018 budget.

I have been in contact with Chase Bank yet again to get the Mills escrow off our books. I think we finally have the right person to dissolve this issue. Mrs. Rodriguez from commercial banking department in Arizona is working with Chase's legal office to close the account. Hopefully we are going to have a solution this year as I have been trying to close this account since December of 2015.

PUBLIC SESSION

Upon motion made by Mr. Maloney; seconded by Mr. Lahullier at 8:49 p.m., the meeting was open to the public.

(ON ROLL 5-0)

With no one wishing to be heard, Mr. Lahullier made a motion to close the public session; seconded by Mr. Maloney, the public session was closed at 8:50 p.m.

(ON ROLL 5-0)

CLOSED SESSION

None Requested

ACTION TAKEN UPON RETURN TO THE PUBLIC MEETING

N/A

ADJOURNMENT

Upon motion made by Mr. Davis; seconded by Mr. DeSimone and unanimously passed on roll call vote, the meeting was adjourned at 8:52 p.m.

Respectfully Submitted,