

**CARLSTADT SEWERAGE AUTHORITY**

**CARLSTADT, NEW JERSEY**

**REGULAR MEETING MINUTES OF AUGUST 23, 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.

**7:00 P.M. CALL OF ROLL**

Chairman Davis called the regular scheduled August 23, 2017 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 (excused himself at 8:30 pm)  
T. Maloney, Secretary/Treasurer (alt)  
B. Curreri, Executive Director

Absent: J. Schettino, Commissioner, W. Roseman, Commissioner

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

**Open Public Meeting Announcement**

Read by Chairman Davis

## **PLEDGE TO THE FLAG**

Led by Chairman Davis

At 7:03 p.m. Chairman Davis initiated a motion to suspend the regular order of business to have Mr. Paul Garbarini discuss the six (6) month Compilation; seconded by Mr. Lahullier.

(ON ROLL 4-0)

Mr. Garbarini presented and reviewed with the commissioners our (6) six month compilation for 2017. He commented to the commissioners that he would like to thank Mr. Curreri and MaryJane for their assistance and cooperation with Mr. Farina in finalizing the compilation.

Mr. Garbarini discussed the Authority's first six month projections: Operations expenses are down compared to our 2017 budget as is the use of surplus funds. Our positive change projected from the adoptive budget are estimated to be \$176,000.00 compared to the initial projections. The lower costs are due to the efficiencies enacted in the Authority's billing organization, expenses of outside contractors, updated computer system and collections coming in on our regular billing cycles.

Chairman Davis and Mr. Maloney questioned Mr. Garbarini if it is necessary to continue with future compilations. Mr. Garbarini recommended that, at this time, the Authority continue with the compilations and that it assists his auditors in the manhours and necessary research for the authority's yearly budget and audit. Also, if the commissioners decide to perform the rate study that has been suggested by myself, your board attorney and the bonding attorney this compilation will assist with costs analysis. With the continuation of much needed repairs to the Jony Drive pump station and the yearly calculated connection fee the compilations assist with our costs to provide services. Either we continue with six month compilation or it all has to be finalized with our budget, yes it is necessary.

Chairman Davis inquired about the cost of the rate study and what it would accomplish for the Authority going forward. Mr. Cedzidlo and Mr. Garbarini commented that the rate study will allow the Authority to establish a stable foundation for our yearly budget and any future capital projects. Mr. Garbarini continued with the need to perform a rate study to project our user fees and rate payers' responsibilities to the authority. Once the rate study is completed it will assist the Executive Director and auditor in preparing the annual budget and allow us to finance capital improvements. With our system aging and the repairs needed at Jony Drive now is the time to start compiling the information needed to complete the study. Mr. Curreri and Mary Jane can start on collecting information, once all the information is gathered I will be able to give you a cost and time estimate. When the study is complete our Executive Director and bookkeeper will be

able to update it on yearly basis utilizing the current budget and previous audits. Chairman Davis moved a motion to have Mr. Curreri begin the rate study and contact our bookkeeper for her recommendation and time required for her assistance to compile the information needed motion was seconded by Mr. Lahullier.

(ON ROLL 4-0)

At 7:43 p.m. Chairman Davis moved a motion to return to the normal order of business and have Executive Director Mr. Curreri preside over the meeting; seconded by Mr. DeSimone. At this time Mr. Garbarini was excused from the meeting.

(ON ROLL 4-0)

### **APPROVAL OF MINUTES**

Executive Director Mr. Curreri asked for corrections or deletions to the Regular Scheduled Meeting Minutes of July 23, 2017 as presented. Chairman Davis moved the motion; seconded by Vice Chairman DeSimone.

(ON ROLL 4-0)

### **COMMUNICATIONS**

1. Dr. Pepper to CSA
2. Lakeland Bank credit of escrow account for Calandra (Hampton).
3. 2<sup>nd</sup> quarter 2017 Dr. Pepper remittance.
4. Neglia Engineers return of Yoo-Hoo plans copied
5. Hampton Resolution connection application.
6. Resolution # 17-20
7. Rapid quote for Jony Drive to repair wet well floats
8. 2017 Engagement letter Auditor (On File)
9. Jony Drive Alarm
10. Building sold 435 Meadow Lane
11. Collections #1250 Baik Kwang Bank
12. Collections billing address change Conway Trucking
13. HR Law firm 435 Meadow Lane
14. P. Carberry to Dr. Pepper
15. D. Villano RE: BCUA 2018 charges
16. New owner collection letter.

17. Certified letter Planning Board Carlstadt
18. Response to planning Board

## **PROFESSIONAL REPORTS**

### **Richard Cedzidlo, Esq.**

Richard Cedzidlo discussed payment from Yoo-Hoo, Dr. Pepper for site survey completed by Neglia Engineers on July 8, 2017. Mr. Cedzidlo presented a copy of the letter he wrote requesting payment to the authority for services rendered of Neglia Engineers. Mr. Cedzidlo prepared a response letter based on Neglia Engineer's report of the site survey for the commissioner's approval requesting that Yoo-Hoo comply with the Authority's requests.

Mr. Cedzidlo spoke about the recent development at Tribeca ovens that was explained to him by the Executive Director on Friday August 18, 2017. Mr. Curreri inquired about his opinion to respond with a letter of request of information and procedures to identify the newly discovered discharge, new lateral connection, grease trap and sewer discharge meter at Tribeca Ovens. Mr. Cedzidlo reviewed the letter and is requesting the commissioner's approval and comments. The letter includes Mr. Curreri concerns for information on the existing lateral discharges and any new connections associated with the remodeling at 425 Gotham Parkway property. Mr. Maloney moved that Mr. Cedzidlo send the letter outlining Mr. Curreris request; motion was seconded by Chairman Davis.

(ON ROLL 4-0)

Mr. Cedzidlo recommended that the commissioners authorize him to prepare a Resolution for Garbarini and Co., along with the assistance of Mr. Curreri and our bookkeeper MaryJane Ambrose, to begin the rate study in an attempt to defray costs. Mr. Lahullier moved a motion to have Mr. Cedzidlo prepare the necessary resolution to begin the rate study; motion was seconded by Mr. DeSimone.

(ON ROLL 4-0)

### **Pat Carberry Neglia Engineers**

Mr. Carberry presented the commissioners with a report outlining the timeline on the initial inspection of existing service connections discharging from Yoo-Hoo, which he revised following the site survey on August 17<sup>th</sup>. Mr. Carberry spoke with Mr. Arnold concerning the discovered lateral connection to MH J 122. Mr. Arnold scheduled a meeting for this week to discuss the meter location and Mr. Carberry's recommendations. A discussion followed with reference to authorizing Mr. Cedzidlo to compose a letter outlining the

recommendations for immediate action and response to the CSA. Mr. Davis motioned to authorize Mr. Cedzidlo to send the letter this week; motion was seconded by Mr. Maloney.

(ON ROLL 4-0)

Pat has had numerous conversations with Mario Iannelli of Dewberry Engineers concerning the connection of the new addition to the Hampton Inn. Mr. Curreri inquired about the connection to the existing manhole on the west end of the property. Mr. Carberry explained the proper way to connect into the existing channel without interfering with the existing chamber or existing channel. He will speak with Mario tomorrow for clarification on the drawings that are to be delivered next week.

### **COMMITTEE REPORTS**

Nick Rivera presented the Board with a chart regarding the pump hours:

Mr. Rivera referred to the pump hours at Jony Drive station. The hourly readings are showing Pump #1 compared to Pump #2 running hours are not consistent. The last time we had this problem pump #1 had a rock stuck in the chamber and after repairing the pump it was necessary to have everything recalibrated. Mr. Rivera will watch the hours and if it continues it will be necessary to have the pumps checked.

### **PAYMENT OF BILLS**

Mr. Curreri presented the board with the August 2017 bills list Resolution #17-21. Mr. Lahullier made the motion to approve resolution #17-21; seconded by Mr. Davis.

(ON ROLL 4-0)

### **OLD BUSINESS**

Mr. Curreri discussed the collection rate. Nine (9) accounts are past due.

Total Amount of \$16,425 of that the majority are two accounts:

\$2,163 #6520

\$11,274 #4070

Manhole rehabilitation Mr. Rivera discussed the ongoing list he is compiling.

We had another grinder jam at Barell Ave after the heavy rain last Thursday this time Nick was able to reset it by the electrical box. We will be watching for jams.

### **NEW BUSINESS**

Letters went out for uncollected revenue accounts at the beginning of the month.

I attended an emergency meeting at Tribeca Ovens, 425 Gotham Parkway at the request of or borough plumbing inspector. NJSEA, EAP, Borough plumbing inspector and DPW attended the meeting concerning the sump pump connection to their lateral sewer discharge outside the building. I have been in contact with the contractor since June 2, 2017, our initial meeting with Nick Rivera and myself. At that time, I advised Tribeca that a discharge meter should be installed in the discharge line, they agreed. Since that meeting I have sent copies of our regulations with a permit application for connection and a review of the borough's grease trap ordinance. To date, I have not received any comments, permits or applicable drawings. Accordingly, I contacted Mr. Cedzidlo after our meeting on Friday for his opinion to send letter of notice. Today the contractor dropped off the escrow check and promised that they would be televising the line and we would have drawings of the existing discharges the new connection, grease trap and meter installation.

Since August 2<sup>nd</sup> I have been working with MaryJane and John to compile the 6 month compilation that was reported earlier by Mr. Garbarini.

The alarm line at Jony Drive was not working again. I contacted EarthLink. Verizon responded and I met them at the pump station. Once again they had to swap the line at the building and at the connection box on Veterans Blvd. The technician advised me that it is an old line and Verizon will not upgrade to fiber optic until they have numerous problems or we pay the cost.

Chairman Davis discussed a resolution that he created revising our By-Laws to take the duties of Treasurer due to his concern of requirements, it is repetitive and covered under our By-Laws that checks must be signed by the Secretary and all such orders and checks shall be countersigned by the chairperson. A discussion to revise the bylaws will be taken up when our budget is presented and if the commissioners desire to change the bylaws is warranted the board will confirm the changes at our February re-organization meeting.

### **PUBLIC SESSION**

Upon motion made by Mr. Davis; seconded by Mr. Maloney at 8:39 p.m., the meeting was open to the public.

(ON ROLL 3-0)

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 8:40 p.m.

(ON ROLL 3-0)

**CLOSED SESSION**

None requested.

**ADJOURNMENT**

Upon motion made by Mr. Maloney; seconded by Mr. Davis unanimously passed on roll call vote, the meeting was adjourned at 8:41 p.m.

Respectfully Submitted,