

CARLSTADT SEWERAGE AUTHORITY

CARLSTADT, NEW JERSEY

REGULAR MEETING MINUTES OF SEPTEMBER 27, 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 September 27, 2017 meeting to order at 7:01 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
W. Roseman, Commissioner
T. Maloney, Secretary/Treasurer (alt)
B. Curreri, Executive Director

Absent: J. Schettino, Commissioner

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

Open Public Meeting Announcement

Read by Chairman Davis

PLEDGE TO THE FLAG

Led by Chairman Davis

PUBLIC SESSION

Chairman Davis recommended suspending the regular order of business and opening the meeting to the public. Upon motion made by Chairman Davis; seconded by Mr. Roseman at 7:03 p.m., the meeting was open to the public.

(ON ROLL 5-0)

Chairman Davis asked if there was anyone who would like to be heard at this time. Mr. Iannelli of Dewberry Engineering introduced himself to the Board of Commissioners on behalf of the Hampton Inn Hotel expansion. Mr. Iannelli thanked the CSA and Neglia for their comments. He attended the meeting to discuss the response of Mr. Carberry's letters of July 24, 2017 and September 19, 2017 in which Mr. Carberry advised the Board of Commissioners to deny the application for installation of the lateral sewer from the new addition. The denial was recommended based on the specifications concerning manhole size, flood hazard elevations, water seal and placement, and sewer lateral. Mr. Iannelli explained to the Commissioners that Hampton would comply with the recommendations and retrofit all manholes with a water tight seal. Mr. Maloney questioned why it has taken so long for an agreement to start the project if the sewer line already exists. Mr. Iannelli commented that he has been in the modification stages of Neglia's request of details. Mr. Villano commented that the proper process would be to have the discussion between the Engineers. If an issue should arise that cannot be satisfied by the engineers, the Executive Director should be notified and able to resolve the issue. Mr. Lahullier added that going forward we should authorize the Executive Director to negotiate a compromise that will be agreeable to the all parties instead of waiting for another month on simple issues. Mr. Maloney commented that the Authorities customers should not have to wait for our meetings to get answers when the Executive Director and professionals have the authority's best interest at hand.

With regards to the easements request of the rear connected properties, Hampton Inn will assume full responsibility as it currently does for the existing lateral line on their property in case of a blockage. As for the capping and disconnect of the existing 6 inch line and manhole in the adjacent east parking lot, the Hampton Inn has agreed to fill and seal the manhole and continue discussion on the filling of the existing line to stop any further infiltration. They will continue discussions with Mr. Curreri and Mr. Carberry to negotiate an agreement that is acceptable to the CSA.

Chairman Davis made a motion to close the public session; seconded by Mr. Lahullier, the public session was closed at 7:18 p.m.

(ON ROLL 5-0)

Chairman Davis made a motion to turn the meeting over to the Executive Director at 7:19 p.m.; seconded by Mr. DeSimone.

(ON ROLL 5-0)

APPROVAL OF MINUTES

Executive Director Mr. Curreri asked for corrections or deletions to the regular scheduled meeting minutes of August 23, 2017 as presented. T. Maloney moved the motion; seconded by C. Lahullier.

(ON ROLL 4 -0-1)

COMMUNICATIONS

1. Expected payment from Tec Cast.
 2. Dr. Pepper response to Neglia request.
 3. Hampton Inn bench wall tie in.
 4. Tribeca response to CSA concerns. (complete copy on file)
 5. 2014 JIF Audit for Environmental Services at pump stations (2 pages)
 6. 2017 JIF Audit for Environmental Services at pump stations (2 pages)
 7. First Environment Audit Generator records.
 8. Garbarini & Co. engagement letter cost of rate study. (2 pages)
 9. First Environment necessary to apply for Generator Air Permit (2 pages)
 10. B. Curreri application for facility Id for Air Permit.
 11. Response from Dep Facility ID# for Air Permit.
 12. B. Curreri response of Dr. Pepper. (copy of Item attached 2 pages)
 13. Chairman Davis drafted letter in response to Dr. Pepper (2 pages)
 14. R. Cedzidlo response to Dr. Pepper for special assessment (2 pages)
 15. R. Esposito to commissioners NJLOM
 16. Payment confirmation finally for Air Permit 5 years \$820.00
 17. Invoices ongoing work Hampton, Tribeca (Escrow) Dr. Pepper.(6 pages)
- Item #2 removed for further discussion under professional reports.
 - Item #4 Discussed in detail concerning elapsed time from submission of requests made by our engineers. Once again it was determined that if an issue of concern could not be arranged through the Engineer and customer Mr. Curreri is to be notified and the issued corrected.
 - Item #12 removed for further discussion under professional reports.
 - Item #13 has been discussed and Mr. Curreri Authorized to respond via our attorneys advise.

PROFESSIONAL REPORTS

Richard Cedzidlo Esq.

Mr. Cedzidlo discussed Hampton Inn: progress continuing following the answers provided by Mr. Iannelli this evening. The Dr. Pepper correspondence letter concerning the meter installation was sent out on September 13th 2017. Mr. Cedzidlo discussed Neglia Engineers request to televise the forced main line at this time. Dr. Pepper is still in the process of hiring someone to perform this service. Chairman Davis recommended that we notify them that the CSA will proceed with the televising to expedite the process as we have been waiting way too long. Chairman Davis made a motion to have Mr. Curreri and Mr. Rivera solicit prices to have the recommended lines cleaned and televised immediately, seconded by Mr. Lahullier.

(ON ROLL 5-0)

Pat Carberry Neglia Engineer

Mr. Carberry reported that Dr. Pepper has retained Bowman Engineers as their engineering firm. Mr. Wayne Corsey has been in contact with him and Mr. Curreri concerning the meter installation. Dr. Pepper is currently working on identifying the underground utilities as requested by Neglia. Mr. Carberry will advise Mr. Corsey that the CSA will handle the televising and jetting to expedite the process.

Tribeca Ovens has two separate lateral connections to Gotham Parkway that have been previously televised. Tribeca wants to keep both lines to have the production line separate in the lavatories. At this time, we have not reviewed and or received the meter location and specifications.

Mr. Carberry reviewed comments and email response concerning the Dr. Pepper meter installation.

COMMITTEE REPORTS

Nick Rivera discussed the purchase of ten (10) self-venting – retrofitted manhole sealing covers to stop infiltration from occurring through the manhole covers. As the cost of the manholes is less than \$500.00, the Board agreed, along with the input of our engineer and C-3 operator. Mr. Davis moved a motion to purchase 10 manhole covers, seconded by Mr. DeSimone.

(ON ROLL 5-0)

The floats at Jony drive wet well have been replaced, all are working as intended.

PAYMENT OF BILLS

Mr. Curreri presented the Board with the September 2017 Bills List Resolution #17-22. Mr. Lahullier made the motion to approve resolution #17-22, seconded by Mr. Roseman.

(ON ROLL 5-0)

OLD BUSINESS

Mr. Curreri reported that the collections to date are \$764,000.00.

The 4th quarter billing will be mailed out the week of October 2, 2017.

We have 5 delinquent accounts. Letters will be sent with the 4th quarter billings. The same as last year if no payments are received by December 1st Mr. Curreri will forward to the borough Tax Collector for tax lien.

CD is redeemable for 9/27/17. CSA has five (5) days to act. Mr. Curreri is inquiring the Boards intention on renewal plus interest for the next six (6) months. Mr. Lahullier initiated a motion to renew the CD for six months including the interest, seconded by Mr. Maloney.

(ON ROLL 5-0)

Mr. Curreri reviewed the 2018 budget worksheet for revenue vs. expenses. Mr. Roseman requested the worksheet include expenses to date by line item. Mr. Curreri will have a revised sheet completed for the Commissioners review. The Board went into detail and discussed the budget, salaries and service charge for 2018. Following the discussion Chairman Davis recommended no increase in service charges for 2018 until the rate study is completed. We can still utilize our reserve funds to offset any increases.

Chairman Davis initiated a motion to increase full time employee salaries by 2% and additional expenditures to perform the majority of the rate study by our Director and Bookkeeper, seconded by Mr. Lahullier.

(ON ROLL 5-0)

Chairman Davis moved a motion to have all commissioner salaries be the same, seconded by Mr. Roseman.

(ON ROLL 5-0)

Mr. Curreri polled the Commissioners about continuing the afternoon commissioners meetings to discuss communications between monthly scheduled meetings. The commissioners will follow up at next month's meeting.

NEW BUSINESS

Mr. Curreri reported that Tribeca plans have been dropped off at Neglia on September 6.

September 7th and 8th Mr. Curreri met with the bookkeeper to complete 3rd quarter and compile a Profit & Loss spreadsheet which Mr. Roseman had requested for our 2018 budget. September 11, 2017 Mr. Curreri, along with the assistance of our bookkeeper, completed items for the 2018 Budget.

Mr. Curreri has scheduled a meeting with our auditor and bookkeeper for Friday October 6, 2017 to finalize the 2018 budget numbers. We must have our budget completed for introduction at the October 25, 2017 regular scheduled meeting.

Barell Ave pump station: Air permit requested by JIF has been applied for and received cost for 5 years \$820.00.

DCRP has been completed for 3rd quarter PERS 3rd Quarter IROC will be completed following the meeting.

Mr. Curreri polled commissioners concerning the NJLOM convention for November 14, 15 and 16. On-line registration must be completed before October 1st. Board members interested in attending are Mr. Roseman, Mr. Rivera, Mr. Davis, Mr. Maloney and Mr. Curreri. Mr. Curreri will have the resolution prepared for members attending.

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 9:40 PM.

Respectfully Submitted,