

CARLSTADT SEWERAGE AUTHORITY

CARLSTADT, NEW JERSEY

REGULAR MEETING MINUTES OF SEPTEMBER 28, 2016

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

Vice Chairman T. Davis, called the regular scheduled September 28, 2016 meeting to order at 7:00 p.m. and initiated roll call. Vice Chairman Thomas 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 26, 2016 and published by The Record on March 10, 2016 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
- C. Lahullier, Commissioner (excused himself at 7:45pm for a previous commitment)
- T. Maloney, Alternate Commissioner
- J. Schettino Commissioner
- B. Curreri, Executive Director

Also present were Attorney, R. Cedzidlo; Engineer, P. Carberry; Purchasing Agent/Administrative Assistant, R. Esposito; D. Villano C3 Operator, and Lead Pump Operator N. Rivera.

MEMBER/S ABSENT

R. Lahullier, Chairman

PLEDGE TO THE FLAG

Led by Mr. Davis

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

ON ROLL (5-0)

APPROVAL OF MINUTES

Executive Director Mr. Curreri asked for corrections or deletions to the regular scheduled meeting of August 24, 2016 meeting.

Mr. Davis made a motion to accept the minutes as presented; seconded by Mr. DeSimone.

ON ROLL (5-0)

COMMUNICATIONS

Mr. Curreri presented for review and/or discussion the September 28, 2016 communications:

1. Letter from Cathleen Kiernan, Perma Risk Management Services
Re: Resolution/Agreements to Renew Membership NJ Utility Authorities JIF
 - A. Agreement to Renew Membership in the NJ Utility Authorities JIF
 - B. Resolution # 16-28 to Renew Membership in the NJ Utility Authorities JIF
2. Letter from James Gardella
Re: Renewal of Lease
 - A. Renewal of Lease dated October 11, 2007
 - B. Renewal of Lease dated September 13, 2012
3. Letter from Brian Curreri to employees (past/present)
Re: Refund of NJ State Disability Taxes from 2011-2015
4. CSA Budget for year ending 2017 (Discussion for New Business)
5. Petra Holding, LLC
Re: Notice of Hearing to Property Owners
6. Photocopy of Bid Notice – Rebid of Jony Drive Pump Station
7. Nick Rivera **Re:** Barell Ave SNS lateral main drop cleaned
8. Pump House operating hours
9. Employee Manual (Discussion)
10. R. Cedzidlo (Letter SNS sewer lateral)
11. Garbarini & Co. To Mr. Curreri (Rate Study Cost)
12. Neglia to Mr. Curreri (re Rebid Jony) Discussion under professional reports

Note:

Item #2 removed for discussion.

Item #3 removed for discussion under professional reports.

Item #4 removed for discussion under new business.

Mr. Cedzidlo commented on the renewing of leasing office space and recommended that he review the proposed new lease.

Mr. C. Lahullier made a motion for Mr. Cedzidlo to review and comment on the proposed new lease submitted by Mr. Gardella; seconded by Mr. Schettino.

ON ROLL (5-0)

PROFESSIONAL REPORTS

Richard Cedzidlo, Esq.

Attorney, Richard Cedzidlo commented on Item #3 communications concerning the refund of NJ State disability deductions. Each person will have to sign off on a Purchase Order for the CSA to reimburse monies owed. We have to attempt to notify the estates of two deceased employees and any monies owed will have to be refunded to each estate. The commissioners agreed with Mr. Cedzidlo's recommendation and approved having the Executive Director attempt to contact all recipients and have them sign a purchase order for same. Once signed and the Purchase Order is returned to the Authority, refund checks will start to be distributed in October.

Mr. Curreri supplied copies of the previous lease and the new lease which included a letter from our landlord, Mr. Gardella.

Mr. Cedzidlo advised the Board Members to pass the JIF renewal agreement resolution to maintain our current membership Resolution #16-28.

Motion was made by Mr. Davis; seconded by Mr. DeSimone to approve Resolution #16-28.

ON ROLL (5-0)

All members have been issued the revised employee handbook which was supplied and reviewed by PIA. Upon further review, Mr. Cedzidlo will confirm the CSA Risk Control Checklist for his signature.

On a motion by Mr. Davis; seconded by Mr. Schettino the board authorized Mr. Cedzidlo to review the JIF documents for his approval.

ON ROLL (5-0)

Pat Carberry/ Michael Neglia Neglia Engineers

Engineer, Pat Carberry – Bid proposal report.-and-recommendation Item #12. The Re-Bid of Jony Drive was received and opened on September 23, 2016 at the CSA office. The lowest of the five (5) bids received was submitted by Montana Construction of Lodi, NJ which is a \$51,000.00 saving from the initial bidders. Mr. Carberry recommends that the contract be awarded to Montana Construction of Lodi, NJ in the amount of \$914,350.00 after a review of all bids by Mr. Cedzidlo. Following a brief discussion and authorization of attorney review, Mr. Davis made a motion to award the Jony Drive Pump Station construction project to the lowest bidder, Montana Construction Co of Lodi, NJ, which was seconded by Mr. Maloney.

ON ROLL (5-0)

Following attorney review, Mr. Carberry will present the board with a pre-construction proposal for construction management services noting that \$80,000.00 has been included for unforeseen condition and management costs.

PAYMENT OF BILLS

Mr. Curreri presented the board with the September 2016 bills list Resolution #16-27:
Mr. DeSimone made the motion to pass resolution, seconded by Mr. Davis.

ON ROLL (5-0)

RESOLUTIONS

- #16-27 Payment of September 2016 Bills
- #16-28 Membership Renewal JIF

OLD BUSINESS

The 6 month CD matured on September 11, 2016 and our Interest was \$2880.02 earned. Mr. Curreri reported to the board that Lakeland Bank offered to renew the same 6 month CD at an interest rate of .75% and he would need authorization for renewal.

Mr. Maloney made a motion to renew the CD for a 6 month period with Lakeland Bank; seconded by Mr. DeSimone.

ON ROLL (4-0)

There are a total of nine (9) accounts outstanding from 3rd quarter billing for a total of \$19,000.00. Of the 9 accounts, Tec Cast, Palsi restaurant and Kilroys are the majority debtors.

Mr. Curreri presented the board with the 6 month compilation for 2016. As of June 1st the Authority is \$163,000.00 over budget. All of which is due to the 23% BCUA increase. Mr. Curreri is currently in the process of contacting the BCUA to see if it would be possible for him and Mr. Villano to meet with BCUA representatives for an explanation regarding the 23% increase of approximately \$200,000.00 and to see if the CSA will be hit with another rate hike in 2017 charges again.

Mr. Curreri polled board members for their attendance for the upcoming NJLOM convention. We have to make reservations in advance due to the limited number of rooms reserved for the league.

NEW BUSINESS

2017 Budget discussion:

Mr. Curreri reviewed Item, #4 2017 Budget worksheet, to review line items. Mary-Jane and Mr. Curreri worked on the budget lines and reduced total operations costs by \$40,000.00 which savings are due mostly due to the hiring of a full time Lead Pump Operator and the automation of invoicing, printing costs, and related pump house operations. Total increase over 2016 actual costs will be 217,000.00 is all BCUA payments and the full time Lead Pump operator salary, which is partially offset by \$5,500.00 due to the dissolution of a pump operator position.

Mr. Farina of Garbarini & Co auditors will have the budget prepared for our October 26th introduction meeting. The Board discussed salary increases and on a motion by Mr. Maloney and seconded by Mr. Davis recommended a 4% percent increase for all full time employees starting in January of 2016.

ON ROLL (4-0)

After our preliminary budget is completed and introduced at the October meeting there is a question regarding possibility of an amendment for a rate adjustment. Mr. Curreri will speak with Garbarini & Co for information to any adjustments needed after the introduction of the budget.

The JIF 3 year Renewal Agreement was moved on a motion made by Mr. Schettino seconded by Mr. DeSimone on advice and consent of Mr. Cedzidlo.

ON ROLL (4-0)

PUBLIC SESSION

Upon motion made by Mr. Schettino; seconded by Mr. Davis at 8:12 p.m., the meeting was open to the public.

ON ROLL (4-0)

With no one wishing to be heard Mr. Schettino made a motion to close the public session; seconded by Mr. Davis, the public session was closed at 8:15 p.m.

ON ROLL (4-0)

CLOSED SESSION

None Requested

ACTION TAKEN UPON RETURN TO THE PUBLIC MEETING

None

ADJOURNMENT

Upon motion made by Mr. Davis; seconded by Mr. T Maloney, and unanimously passed on roll call vote, the meeting was adjourned at 8:17 pm.

Respectfully Submitted,