

**CARLSTADT SEWERAGE AUTHORITY  
CARLSTADT, NEW JERSEY  
REGULAR MEETING MINUTES OF NOVEMBER 10, 2020**

This is a regular scheduled monthly Board meeting of the Carlstadt Sewerage Authority being held at the Carlstadt Sewerage Authority, 429 Hackensack Street, Carlstadt, New Jersey. Please be advised that social distancing, temperature checks and masks are required for attendance due to the Covid-19 Pandemic.

Chairman Judge, called the regular scheduled November 10, 2020 meeting to order at 7:01 p.m.

Executive Director Curreri initiated roll call. Upon roll call, the following were noted present:

S. Judge Chairman  
C. Lahullier Vice Chairman  
T. Davis Commissioner  
V. DeSimone Commissioner  
T. Maloney Sec/Treasurer

Also present were Attorney J. Napolitano, Purchasing Agent R. Esposito and C-3 Operator N. Villano, Engineer P. Carberry, Neglia Co, Called in 7:15 PM.

Mr. Curreri led those present in reciting the Pledge of Allegiance.

Chairman Judge recited the Public Meeting Law then authorized Mr. Curreri to proceed.

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, 2020 and transmitted to The Record and Herald News on March 12, 2020 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.

**APPROVAL OF MINUTES**

Mr. Curreri asked for corrections, additions, comments and/or deletions to the regular meeting minutes of October 27, 2020. Mr. Lahullier made a motion to accept the minutes of October 27, 2020; seconded by Mr. DeSimone.

(ON ROLL 4-0-1)

## **COMMUNICATIONS**

1. Resolution #20-29 Remote Meeting Procedures and Requirements During Declared States of Emergency. (A-F)
2. Resolution #20-30 Authorizing Payments following the November 10 Meeting.
3. Pump House Hours for October
4. MEL "The Power of Collaboration" Book enclosed in your mail packet.

Mr. Lahullier moved the motion to approve Resolution #20-29; seconded by Mr. Judge.

(ON ROLL 5-0)

Mr. Lahullier moved the motion to approve Resolution #20-30; seconded by Mr. Maloney.

(ON ROLL 5-0)

## **PROFESSIONAL REPORTS**

### **Mr. Pat Carberry Neglia Engineer:**

1. Triangle Blvd - Invoice received from Montana Construction.
2. Increase flow at Jony Drive pump station – As the area is still heavily covered with vegetation and very difficult to access, Neglia Engineers will survey the area for buried and unidentified manholes with GPS imaging. Neglia inspectors will mark and inspect manholes and lines when identified.

### **Mr. John Napolitano Esq:**

1. Mr. Napolitano reviewed the Draft Resolution of Proposed Salary Ranges for all Authority employees. The Board will review and submit all comments prior to December 15, 2020 meeting.
2. Mr. Napolitano discussed Covid-19 Executive order 192 addressing workplace restrictions and remote meetings. As Covid-19 cases are increasing it may be necessary to hold the December 15, 2020 Rate Hearing and Meeting remotely. New restrictions are scheduled to be released this Thursday November 12, 2020.

## **COMMITTEE REPORTS**

No Discussions will be covered under new business

## **PAYMENT OF BILLS**

Mr. Curreri presented the Board with the November 2020 Bills List Resolution #20-28 in the amount of \$36,610.56. Mr. Lahullier moved the motion to approve Resolution #20-28; seconded by Mr. Maloney.

(ON ROLL 5-0)

## **OLD BUSINESS**

To date collections are progressing with 75% collected to the 4<sup>th</sup> quarter. Mr. Curreri expects collections to be satisfied by year end. Late fees for past due 4<sup>th</sup> quarter accounts by the close of the year due to the Covid-19 shut down were discussed.

Jony Drive weekly inspection sheet has been revised and a separate inspection line for the primary Surge Protection lights was added. We are still waiting for the check valve repair kit on the #1 pump.

Mr. Curreri mailed the 2021 Budget on October 28, 2020 and received the Certified mail receipt on October 31, 2020.

## **NEW BUSINESS**

Mr. Curreri reminded the Board members of the upcoming Rate Hearing meeting scheduled for December 15, 2020 at 6:00 PM. The stenographer has been confirmed. At this time, we are still scheduled for the in person meeting. Mr. Napolitano will advise if we need to hold the meeting remotely and how to proceed with the Rate Hearing and stenographer.

## **PUBLIC SESSION**

Upon motion made by Mr. Lahullier; seconded by Mr. Judge at 7:28 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 7:29 p.m.

(ON ROLL 5-0)

**CLOSED SESSION**

None Requested.

**ACTION TAKEN UPON RETURN TO THE PUBLIC MEETING**

None

**ADJOURNMENT**

Upon motion made by Mr. Lahullier; seconded by Mr. Maloney unanimously passed on roll call vote, the meeting was adjourned at 7:29 p.m.

Respectfully Submitted

*CARLSTADT SEWERAGE AUTHORITY*  
**RESOLUTION ESTABLISHING REMOTE MEETING PROCEDURES AND  
REQUIREMENTS DURING DECLARED STATES OF EMERGENCY  
RESOLUTION # 20-29**

**OFFERED BY:  
SECONDED BY:**

**WHEREAS**, on March 9, 2020, Governor Murphy issued Executive Order 103 declaring a state of emergency as a result of the coronavirus disease 2019 (“COVID-19”) pandemic; and

**WHEREAS**, on March 16, 2020, Governor Murphy issued Executive Order 104, which announced aggressive social distancing measures as a result of the COVID-19 pandemic, which included encouraging employees to tele-work if feasible and limiting large social gatherings and in-person meetings such as those conducted by local government entities; and

**WHEREAS**, local government entities such as the Carlstadt Sewerage Authority (the “Authority”) have continued to conduct public meetings and hearings during the COVID-19 pandemic remotely so as to continue the effective administration of government and to enable the

general public to continue to participate in government decision making without unduly compromising public health, safety, and welfare; and

**WHEREAS**, the New Jersey Department of Community Affairs, Division of Local Government Services (“DLGS”) issued remote meeting guidance in March 2020 to provide a list of possible solutions available for local government entities to host remote meetings in compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6 to -21 (“OPMA”); and

**WHEREAS**, DLGS has promulgated emergency regulations, codified at N.J.A.C. 5:39-1.1 to -1.7 (the “DLGS Regulations”), which establish standard protocols for remote public meetings held by local government entities during a Governor-declared public health emergency, state of emergency or state of local disaster emergency, including minimum procedures to be followed to provide reasonable notice and to allow public input; and

**WHEREAS**, on September 24, 2020, DLGS issued Local Finance Notice 2020-21, expanding on the DLGS Regulations; and

**WHEREAS**, to allow the Authority to continue to conduct public business, and to allow the public to attend Authority public meetings remotely, consistent with and in compliance with Executive Order 104, the OPMA, and the DLGS Regulations, the Authority wishes to establish standard protocols for remote public meetings as set forth in this Resolution;

**WHEREAS**, the Authority has decided to adopt the following standard protocols and procedures for conducting remote public meetings, including minimum procedures to be followed to provide reasonable notice and to allow public input:

**NOW THEREFORE BE IT RESOLVED BY THE MEMBERS OF THE CARLSTADT SEWERAGE AUTHORITY**, that:

1. The aforesaid recitals are incorporated herein as though fully set forth at length.
2. The following procedures and requirements are hereby adopted for the Authority's remote meetings:
  - (a) The Authority's public notice of each meeting conducted remotely shall contain the dial-in conference number and conference entry code necessary for members of the public to participate in and access the meeting remotely. The Authority presently uses audio-only teleconferencing to conduct its remote public meetings, which accommodates at least 50 public participants in addition to those required to conduct the meeting.
  - (b) Members of the public may submit written comments in advance of a meeting, which will be read during the public portion of the meeting. Written public comments submitted prior to the meeting must identify the name and address of the commenter. No anonymous comments will be accepted. Written comments may be submitted via e-mail with the subject line "Public Comment" to the Authority's Executive Director, Brian Curreri at [bcurreri@csauthority.org](mailto:bcurreri@csauthority.org) or by mail addressed to: Brian Curreri, Executive Director, Carlstadt Sewerage Authority, 429 Hackensack Street, 3rd Floor, Carlstadt, NJ 07072. E-mailed comments must be received at least eight (8) hours prior to the meeting. Mailed comments must be received by 4:00 p.m. the day before the meeting.
  - (c) Public comments submitted prior to the meeting shall be read aloud by an authorized representative of the Authority during the public meeting in a matter audible to all meeting participants. Written comments received prior to the meeting will be read after all those members of the public attending the meeting wishing to

provide comment have had the opportunity to do so. The same time limit of three (3) minutes shall apply to each of the public comments received prior to the meeting. Each written comment shall be read from the beginning, until the time limit is reached. If duplicative written comments are received, the name of each commenter will be noted for the record, and the contents may be summarized.

- (d) The agenda for the remote meeting will be available on the Authority's website, <https://carlstadtsewerageauthority.org/>, prior to the meeting.
- (e) If any meeting includes a public hearing all material that will be considered by the Authority at the public hearing shall be posted on the Authority's website in a conspicuous location or as otherwise required by law.
- (f) Immediately after calling the meeting to order, the Authority shall ensure that the dial-in number is working. If the dial-in number is not working, and cannot be returned to working order in a reasonable period of time, the meeting shall be adjourned to another time.
- (g) The Authority shall announce at the beginning of the remote public meeting the procedures and requirements for making public comment. The Authority will also explain that members of the public who are not speaking must mute their line, until the public comment period of the meeting.
- (h) In the event the meeting is being recorded, the Authority will advise the public at the beginning of the meeting.
- (i) If any member of the public is attending remotely, he or she will be provided an opportunity to provide public comment. The Authority will ask whether any member of the public has a comment. If a member of the public wishes to speak,

the commenter must un-mute their line. The commenter must state their name and address for the record. At the conclusion of the comments, the commenter will be asked to mute their line again. Once all members of the public who wish to make comment have been heard and all written comments have been read, any Authority Member or the Executive Director may address any comments made.

- (j) If any member of the public is attending remotely, and a closed session is called by the Authority as permitted by the OPMA, a separate call-in number shall be available so only the Authority and other persons needed for the closed session may participate. The Authority shall clearly state at what point in the agenda the closed session will occur, the reasons for the closed session, the projected length of the closed session, whether formal action will be taken on any matter after the closed session, and that the public will not be able to hear the Authority or provide comment during the closed session. The Authority shall return to the public meeting following closed session to adjourn the meeting or take other action as necessary.
- (k) Any member of the public who is attending remotely must participate in the meeting with appropriate decorum and act in a civil manner. Disruptive behavior will not be tolerated. The Authority reserves the right to exclude those members of the public who display conduct or make comments that are disruptive, which includes but is not limited to sustained inappropriate behaviors such as, shouting, interruption, or the use of profanity. Members of the public engaged in such conduct will receive a warning, and if the conduct continues, the person will be muted and his or her comments deemed concluded. If time permits, and after all other members have been given the opportunity to make comment and all comments submitted in

writing before the meeting have been read, the disruptive speaker shall be given the opportunity to continue to comment and be permitted to utilize the unused three (3) minutes of time originally allotted to him or her. Should the commenter remain disruptive, he or she shall be placed on mute or in the discretion of the Chairman, removed altogether from the meeting.

- (l) Members of the public may also be immediately, and without warning, removed from the meeting for conduct or comments that are harassing, demeaning, threatening, and/or offensive to any person's race, gender, color, age, national origin, religion, sexual orientation, gender identity or expression, and disability (list is representative, not exclusive).
  - (m) The Authority, in its discretion, may change the technology for conducting remote public meetings from audio-only teleconferencing to an alternate acceptable form of audio/video-conferencing technology, which accommodates at least 50 public participants in addition to those required to conduct the meeting.
3. Any prior ordinance or resolution controlling the decorum of the Authority's meetings continue to be in effect unless directly contradictory to the provisions in this Resolution.
  4. A copy of this Resolution shall be prominently posted on the Authority's website and posted on the front door of the Carlstadt Sewerage Authority Administration Building.

**BE IT FURTHER RESOLVED** that the procedures and requirements for making public comment, along with an explanation of the audio muting function of the remote technology, shall be announced at the beginning of each remote public meeting and will be placed on the Authority's website.

Recorded Vote

YES

NO

ABSTAIN

ABSENT

Scott Judge  
Craig J. Lahullier  
Thomas Maloney  
Vincent DeSimone  
Thomas Davis

Dated:

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Thomas Maloney, Secretary

**CARLSTADT SEWERAGE AUTHORITY  
RESOLUTION #20-30  
AUTHORIZING PAYMENT OF BILLS**

**OFFERED BY:  
SECONDED BY:**

**WHEREAS**, the Carlstadt Sewerage Authority (the “Authority”) holds regularly scheduled meetings on the fourth Tuesday of each month, except the November 2020 meeting is held on the second Tuesday of the month, which was properly advertised in the Authority’s annual meeting notice; and

**WHEREAS**, the next meeting date at which the Authority can authorize the payment of bills will be on December 15, 2020; and

**WHEREAS** the Authority desires to pay all necessary and proper bills and claims that become due after the Authority’s November 10, 2020 meeting and before the Authority’s December 15, 2020 meeting.

**NOW THEREFORE BE IT RESOLVED**, by the governing body of the Carlstadt Sewerage Authority, that the Authority’s Qualified Purchasing Agent is hereby authorized to pay

all necessary and proper bills and claims that become due after November 10, 2020 and before December 15, 2020.

Recorded Vote

YES

NO

ABSTAIN

ABSENT

Scott Judge  
Craig Lahullier  
Thomas Maloney  
Vincent DeSimone  
Thomas Davis

Dated: November 10, 2020

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Thomas Maloney, Secretary