

**CARLSTADT SEWERAGE AUTHORITY
CARLSTADT, NEW JERSEY**

**REGULAR SCHEDULED MEETING, CONNECTION FEE USER RATE 2021
OPERATING BUDGET MINUTES OF DECEMBER 15, 2020**

The advertised Regular Scheduled Meeting, Connection Fee/ User Rate Hearing and 2021 Budget Adoption Meeting of the Carlstadt Sewerage Authority was held at the Carlstadt Sewerage Authority, 429 Hackensack Street, Carlstadt New Jersey.

6:00 P.M. CALL OF ROLL

Chairman Judge called the Meeting of December 15, 2020 to order. Chairman Judge presided.

Chairman Judge requested roll Call:
Upon roll call, the following were noted present:

S. Judge, Chairman
C. Lahullier, Vice Chairman
T. Maloney, Secretary/ Treasurer
V. DeSimone, Commissioner
B. Curreri, Executive Director

Also present were Attorney, J. Napolitano, C. Carucci CSR.
Engineer, P. Carberry, C-3 Operator D. Villano, and R. Esposito QPA attended telephonically.

ABSENT: T. Davis, Commissioner

PLEDGE OF ALLEGIANCE TO THE FLAG

Chairman Judge led those present:

Chairman Judge read the Public Meeting Law:

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 published by 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 and appears on the advertised notices as a Regular Meeting and adoption of the Connection Fee/Rate Hearing including the final 2020 Authority Budget Adoption.

Executive Director Mr. Curreri indicated for the record, at 6:02 p.m. he is requesting a motion to open this Rate Hearing to the public, Mr. Lahullier moved the motion; seconded by Mr. Maloney.

(ON ROLL 4-0)

Mr. Curreri asked Chairman Judge to have Certified Court Stenographer Candice Carucci swear in Brian Curreri as the Executive Director. Mr. Curreri then proceeded to review/certify the 2020 Connection Fee/User Rate.

Mr. Curreri submitted a copy of the following as exhibits for recording purposes to the Ms. Carucci.

A. Resolution #20-31 Connection Fee/User Rate Tier I and Tier II Calculation

These copies will be entered as exhibits for recording purposes to Ms. Carucci.

Executive Director Mr. Curreri stated that the first order of business is the Public Hearing. This is required to be held by the State of New Jersey with the respect to service charges to be charged by the Carlstadt Sewerage Authority for fiscal year 2021. The Statue requires that the Sewerage Authority re-compute the Connection Fee that may be imposed upon those businesses or persons who subsequently connect in that fiscal year. The proposed connection fee for Calendar year 2021, as calculated by our Auditor, is the amount of \$4,307.48 per EDU. The user Rate for TIER I customers shall remain at \$9.25 per thousand gallons estimated based on annualized Suez 6-month usage report of 128,936,421 gallons. The User Rate for Tier II users shall be the direct cost presented to the CSA by the BCUA for usage by that particular TIER II user plus a service charge of \$3.43/Thousand Gallons based on BCUA usage of 25,386,517 gallons.

Executive Director Mr. Curreri indicated for the record, at 6:06 p.m. he is requesting a motion to open this Rate Hearing to the public, Mr. Lahullier moved the motion; seconded by Mr. Judge.

(ON ROLL 4-0)

Let the record state that there are no citizens wishing to be heard at this time 6:07 p.m. for the 6:00 p.m. advertised Rate Hearing and Budget Adoption. Mr. Curreri requested a motion to close the Rate Hearing Meeting to the public.

Mr. Lahullier moved to close the hearing of citizens; seconded by Mr. DeSimone.

(ON ROLL 4-0)

Mr. Curreri requested a motion to adopt and ratify the Connection Fee/ User Rate for 2021 which is set forth in the proposed Resolution #20-31. Mr. Lahullier moved the motion to confirm and adopt Resolution #20-31; seconded by Mr. Maloney.

(ON ROLL 4-0)

With all Board members satisfied with the presentation of the 2021 Connection Fee/ User Rates and with no other questions or comments, Mr. Curreri requested a motion to close the advertised Public Hearing/Meeting for the Connection Fee/ User Rates for 2021 and resume the normal order of business.

The meeting returned to normal order at 6:14 P.M. with the court stenographer L. A. Carucci, CSR excused.

APPROVAL OF MINUTES

Mr. Curreri asked for comments, deletions or corrections on the regular scheduled meeting minutes of November 10, 2020. There were no exceptions taken.

Upon motion by Mr. Maloney; seconded by Mr. DeSimone the November 10, 2020 minutes were approved as presented.

(ON ROLL 4-0)

COMMUNICATIONS:

1. 2021 Adopted Budget received and approved by DCA
2. Resolution #20-32 Employee Salaries Range (2021)
3. 2021 Connection Fee Calculation
4. Resolution #20-31 Adopting 2021 Connection Fee and Rate
5. Pump Operator Schedule 2021(Each Operator was given a schedule and Job Description)
6. Pump Operator Job description
7. BCUA 2021 Rate Hearing date
8. Pump House Hours Oct – Nov
9. JIF fy2021 Assessment
10. 2021 Employers Liability Insurance Certificate
11. Elected Official MEL training course Online

PROFESSIONAL REPORTS

Patrick Carberry Engineer

Mr. Carberry had one (1) item to discuss: the flow at Jony Dr. We will be researching the flow with our surveyors following the New Year.

John Napolitano Esq.

Mr. Napolitano worked on the Rate Hearing notice that was advertised and the final adoption of the 2021 Budget approved by Trenton with our auditor.

PAYMENT OF BILLS

Mr. Curreri presented the Board with the December Bills List Resolution #20-33 in the amount of \$223,954.29. This total included additional bills from November balance. Mr. Judge made the motion to pass resolution #20-33; seconded by Mr. Maloney.

(ON ROLL 4-0)

OLD BUSINESS:

Mr. Curreri reported: YTD collections \$1,379,458.00. Past due accounts are at \$20,157. Mr. Curreri has sent past due letters and will be following up with phone calls and visiting the locations.

Electrical panel upgrade at Jony Drive is completed. JIF will cover the cost due to the fact that we could not locate working equipment due to the age of the original panel.

November 19, 20, 23, 24 new computers, firewall and backup software was installed according to the MEL regulations.

December 1 the #1 check valve was rebuilt at Jony Drive and the wet well jetted and cleaned as recommended.

NEW BUSINESS

310 Paterson Plank Road: all new laterals will be in place for the spring. We can have the old line disconnected and sealed from the main. Resolution #20-32 Salary Range for all employees as prepared by Mr. Napolitano and discussed at the November meeting. Mr. Maloney discussed salaries for 2021. Mr. Napolitano explained that this does not set salaries as it doesn't change anyone's salary; if you have any new hires this sets the range you can pay.

Mr. Judge made a motion to accept Resolution #20-32; seconded by Mr. Lahullier.

(ON ROLL 4-0)

Mr. Curreri presented Budget adoption Resolution #20-34 to adopt the approved 2021 Introduced Budget. Mr. Maloney made a motion to approve the 2021 Budget adoption; seconded by Mr. Lahullier.

(ON ROLL 4-0)

Mr. Maloney discussed 2021 salaries to approve a 2.5% increase for Executive Director and 1.5% increase for Purchasing Agent. Mr. Maloney moved a motion to approve the increases; seconded by Mr. Lahullier.

(ON ROLL 4-0)

PUBLIC SESSION

Upon motion made by Mr. Lahullier at 6:47 p.m.; seconded by Mr. Maloney the meeting was open to the public.

(ON ROLL 4-0)

With no one wishing to be heard, the public session was closed at 6:48 p.m. motion moved by Mr. DeSimone; seconded by Mr. Judge.

(ON ROLL 4-0)

ADJOURNMENT

Upon motion made by Mr. Maloney, seconded by Mr. Judge and unanimously passed on roll call vote, the meeting was adjourned at 6:48 p.m.

CARLSTADT SEWERAGE AUTHORITY (CSA)
RESOLUTION #20-31
CONNECTION FEE/TIER-I and TIER-II CALCULATION FOR 2021

OFFERED BY:

SECONDED BY:

To calculate the connection fee as per 40:14A-8

2020 ACTUAL CSA SHARE OF BERGEN COUNTY UTILITIES AUTHORITY (BCUA)
flow of 281,910,040 gallons would be divided by:

Average Residential Usage of 82,125 gallons (225 x 365 per annum) = 3,432 EDU's

COST OF DEVELOPING SYSTEM:

Capital Expenditures/Accumulated Debt Service \$ 14,783,271

DIVIDED BY TOTAL EDU's OF: 3,432 = \$4,307.48 PER EDU

AUTHORITY RATE FOR CONNECTION OR TAP FEE FOR 2021 WOULD BE \$4,307.48
FOR EACH EDU BASED ON 2020 ACTUAL CSA SHARE OF BCUA FLOW.

EXAMPLE:

In determining a connector's individual rate you would take the connector's estimated sewerage
flow

and divide that by the average flow:

eg. 400,000 gals. (Estimate flow) Divided by:

82,125 gals. (Average EDU's) = 4.9 EDU's x \$4307.48 = \$21,106.65

Therefore, the connection fee for this sample connection in 2020 would be: \$21,106.65

User Charge Fee, the rate for Tier I users will be \$9.25/Thousand Gallons based on our estimated flow of 128,936,421 Gallons.

The Rate for Tier II users will be that direct cost presented to the CSA by the BCUA for usage by that particular TIER II user plus a service charge of \$3.43/Thousand Gallons based on reported usage of 25,386,517 gallons.

ON ROLL

Thomas Maloney, Secretary

Governing Body Member: Recorded Vote				
	Aye	Nay	Abstain	Absent
S. Judge				
C. Lahullier				
T. Maloney				
V. DeSimone				
T. Davis				

CARLSTADT SEWERAGE AUTHORITY ("CSA")
RESOLUTION SETTING SALARY RANGE
RESOLUTION # 20-32

OFFERED BY:
SECONDED BY:

WHEREAS, the Carlstadt Sewerage Authority wishes to establish Salary Ranges for its employees;
and

WHEREAS, the Salary Range is set forth as follows:

Executive Director	\$75,000 - \$115,000
Part-Time Purchasing Agent/ Administrator	\$10,000-\$14,000
Part-Time Pump Operators	\$4,000-\$6,000
Part-Time Secretary (20 hrs per week max.)	\$18 -\$22 p/h

NOW THEREFORE BE IT RESOLVED, by the Members of the Carlstadt Sewerage Authority,
that the Salary Range set forth herein are adopted.

Recorded Vote

YES

NO

ABSTAIN

ABSENT

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

Dated:

Thomas Maloney, Secretary