

**CARLSTADT SEWERAGE AUTHORITY  
CARLSTADT, NEW JERSEY  
RATE HEARING & REGULAR MEETING MINUTES OF DECEMBER 19, 2023**

This is a regular scheduled meeting of the Carlstadt Sewerage Authority being held at the Carlstadt Sewerage Authority, 429 Hackensack Street, Carlstadt, New Jersey.

Vice Chairman C. Lahullier called the regularly scheduled December 19, 2023, meeting to order at 6:00p.m.

Vice Chairman C. Lahullier directed Executive Director S. Lahullier to initiate roll call. Upon roll call, the following were noted present:

T. Davis, Chairman (Arrived at 6:10PM)  
C. Lahullier, Vice Chairman  
S. Judge, Secretary/Treasurer  
V. DeSimone, Commissioner  
D. Ravettine, Commissioner

Also, present were Attorney J. Napolitano, N. Vilano, Engineer P. Carberry, Neglia Co., C. Carucci, Stenographer, V. Fonseca, F. Stallone, D. Ritchie

Vice Chairman C. Lahullier led those present in reciting the Pledge of Allegiance.

Vice Chairman C. Lahullier recited 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 28, 2023, which was transmitted to The Record and Herald News on March 1, 2023 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.

Motion to dispense with regular order of business for 2024 Rate and Connection Fee Hearing

Motion: V. DeSimone

Second: S. Judge

**(ON ROLL 4-0)**

**RATE HEARING**

Executive Director S. Lahullier asked Vice Chairman C. Lahullier to have Certified Court Stenographer Candice Carucci swear in the Executive Director. S. Lahullier then proceeded to review/certify the 2024 Connection Fee/User Rate.

S. Lahullier submitted a copy of the following as exhibits for recording purposes to Ms. Carucci:

1. Resolution #23-47 Connection Fee/User Rate Tier I and Tier II Calculation 2024
2. Rate Calculations 2024

Executive Director Mr. S. Lahullier stated that the first order of business is the Public Hearing. This is required to be held by the State of New Jersey with respect to service charges that are to be charged by the Carlstadt Sewerage Authority for fiscal year 2024. The Statute requires that the Sewerage Authority recompute the Connection Fee which may be imposed upon those businesses or persons who subsequently connect in that fiscal year. The proposed connection fee for calendar year 2024, is the amount of \$4,197.41 per EDU. The user Rate for TIER I customers shall remain at \$9.25 per thousand gallons estimated based on annualized Veolia 6-month usage report of 160,562,432 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 \$3.62/Thousand Gallons based on BCUA usage of 31,952,883 gallons.

At 6:05 P.M., Executive Director Mr. S. Lahullier indicated, for the record, that he is requesting a motion to open this Rate Hearing to the public. Mr. S. Judge moved the motion; seconded by Mr. C. Lahullier.

**(ON ROLL 4-0)**

Let the record state that there are no citizens wishing to be heard for the 6:00 P.M. advertised Rate Hearing and Budget Adoption. Mr. S. Lahullier requested a motion to close the Rate Hearing Meeting to the public at 6:06 P.M. Mr. Judge moved to close the hearing of citizens; seconded by Mr. Ravettine.

**(ON ROLL 4-0)**

Mr. S. Lahullier requested a motion to adopt and ratify the Connection Fee/User Rate for 2024 which is set forth in the proposed Resolution #23-47. Mr. C. Lahullier moved the motion; seconded by Mr. Judge.

**(ON ROLL 4-0)**

Mr. S. Lahullier requested a motion to close the advertised Public Hearing/Meeting for the Connection Fee/ User Rates for 2024 and resume the normal order of business. The meeting returned to normal order at 6:08 P.M. Court stenographer Candice Carucci was excused.

Motion: V. DeSimone

Second: D. Ravettine

**(ON ROLL 4-0)**

6:10PM – Chairman Davis Arrived

## **APPROVAL OF MINUTES**

Vice Chairman C. Lahullier asked for corrections, additions, comments and/or deletions to the regular meeting minutes of November 28, 2023. S. Judge made a motion to accept the minutes of November 28, 2023 as presented; seconded by T. Davis.

**(ON ROLL 5-0)**

## **COMMUNICATIONS**

1. Pump Hours Through December 1, 2023
2. Proposed CSA meeting dates 2024-2025
3. Executive Director letter to pump operators 2024-2025
4. Connection/Rate Calculations for 2024
5. Pump Operator Proposed Master Schedule 2024

## **PROFESSIONAL REPORTS**

**Attorney:** Mr. John Napolitano

- Worked with Executive Director on Policy Manual and Employee Handbook.

Chairman Davis inquired about the Alternate Commissioner position.

**Engineer:** Mr. Pat Carberry

- Meadowlands Rebuild (Relocated CSA Interceptor):  
No change
- 463 Barell Avenue:  
No Change.
- 333 Washington Avenue (Relocated CSA Interceptor):  
Work on CSA interceptor commenced on December 13, 2023. Engineer will detail bypass pumping process to take place.
- 810 Washington Avenue:  
Applicant has requested an alternate manhole location.
- 245 Paterson Plank Road  
Work commenced on December 4, 2023.
- 284 Washington Avenue (7-Eleven)

The lateral has been abandoned, no further work on improvements has taken place as of yet.

## **PAYMENT OF BILLS**

Chairman T. Davis presented the Board with the December 19, 2023, Bills List Resolution #23-46 in the amount of \$38,274.64. S. Judge moved the motion to approve Resolution #23-46; seconded by C. Lahullier.

**ON ROLL (5-0)**

## **RESOLUTIONS**

- #23-48 – 2024 Adopting Personnel Policies and Procedures Manual and Handbook

Motion: C. Lahullier

Second: V. DeSimone

**ON ROLL (5-0)**

## **OLD BUSINESS**

None

## **NEW BUSINESS**

- Collections reported at 99% for the year.
- Pump Operator reported an issue with Pump 1 at Jony, service call for repair was made.
- Environmental Inspector from Bergen County Hazmat performed an inspection of the Barrel Ave Pump Station (generator)
- Fence at Jony Drive pump station has been repaired
- Stair treads at Barrel Ave pump station have been repaired.
- 2023 Audit Letter of Engagement

Motion to Approve the Chairman to sign the Letter of Engagement

Motion: C. Lahullier

Second: V. DeSimone

**ON ROLL (5-0)**

- Munibilling Contract
- 2024 Shared Services Agreement

Motion to approve 2024 Shared Services Agreement with Borough of Carlstadt and have Chairman sign agreement.

Motion: T. Davis

Second: D. Ravettine

**ON ROLL (5-0)**

- S. Judge inquired about inflow and infiltration into the system as a result of the recent storm.

### **PUBLIC SESSION**

Public Session was opened at 6:42 P.M.

### **ADJOURNMENT**

Upon motion made by D. Ravettine seconded by C. Lahullier and unanimously passed on roll call vote, the meeting was adjourned at 6:44 P.M.

**ON ROLL (5-0)**

Respectfully Submitted