

**CARLSTADT SEWERAGE AUTHORITY
CARLSTADT, NEW JERSEY
REGULAR MEETING MINUTES OF JULY 24, 2019**

Chairman Maloney called the regular scheduled July 24, 2019 meeting to order at 7:01 P.M. and initiated roll call; Chairman Maloney presided.

Upon roll call, the following were noted present:

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

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

Chairman Maloney led all present in the pledge of Allegiance to the Flag.

Chairman Maloney:

- 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, 2018 and published by The Record and Herald News on March 15, 2018 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.

7:04 P.M. Chairman Maloney moved a motion to have Executive Director Mr. Curreri preside over the meeting; seconded by Vice Chairman Judge.

(ON-ROLL 5-0)

APPROVAL OF MINUTES

Executive Director Mr. Curreri asked for corrections and/or deletions of the Regular Minutes of June 26, 2019. Mr. Davis moved to accept the minutes as presented; seconded by Mr. Lahullier.

(ON- ROLL 5-0)

COMMUNICATIONS

1. RCD RE: Tytan Express (JLL) past due collections. (A-B)
2. N. Rivera Open Cleanouts (A-B-C)
3. B. Curreri NJ Unemployment D. Ravettine
4. JP Morgan Chase MILLS ACCOUNT FINALLY
5. 320 PP RD Letter to property owners (A-B)
6. B. Curreri Unemployment 2nd notice V. Fonseca

ITEM#4. Mr. Curreri commented that it took 4 years to finally have this account removed from our books. Mr. Cedzidlo will forward the balance to Mills Corp once received. Mr. Curreri referred to the 2020 budget it would be nice to have that reserved line item removed since it has been dormant for years.

Mr. Davis commented on a report that he found while reviewing former meeting packets concerning a report from Mr. Rivera regarding infiltration: Mr. Maloney was not aware of any report and asked to see a copy. Mr. Judge stated that he remembered something; other members had no comment. Mr. Davis did not have the report with him or the date, Mr. Davis then asked Mr. Rivera to please resubmit a copy to the members for next meeting.

PROFESSIONAL REPORTS

Mr. Cedzidlo Esq:

Discussed Tytan Express past due user fees from year 2014-2017. Mr. Cedzidlo drafted and sent a collection notice, as directed by the commissioners immediately following our June 26th meeting. Mr. Curreri responded that the property owner had contacted him and is currently on progress to resolve the issue.

Mr. Pat Carberry - Neglia Engineer:

Mr. Carberry had nothing to report at this time. 320 PP Rd should be proceeding with the CSA inspections.

COMMITTEE REPORTS

None

PAYMENT OF BILLS

Mr. Davis raised a question as to why the Bills Resolution shows 2 line items on the first page with the total of General Funds. Ms. Esposito responded that he had requested it a while ago, also the Bills List and Resolution have been as requested. Ms. Esposito will remove the 2 Items from the first page under General Funds.

Mr. Curreri presented the Board with the July 24, 2019 Bills List Resolution #19-26. Commissioner Davis made a motion to approve resolution #19-26; seconded by Chairman Maloney.

(ON-ROLL 5-0)

OLD BUSINESS

Mr. Curreri reported that the 3rd quarter invoices were mailed out on July 2, 2019. Collections are progressing very well to date.

The Tier II billing structure has certainly brought the Authority into the 21 century passing the direct charges to the Authority from the BCUA instead of charging merely on usage. We are on track to break even this year not utilizing surplus. Our online customer remittance is increasing so far this year we have received over \$7,000.00 in payments.

Universal Motor still has our good pump from Jony Drive at their business; they will deliver it if we want to keep it onsite, Mr. Curreri does not feel it necessary for us to hold it.

Mr. Curreri has been filing appeals to the NJ State Unemployment Office for charges to the Authority for two part time employees which have been collected from their regular jobs. Mr. Curreri sent letters (two of which were reviewed in communications and have received no response other than another bill from NJ). Mr. Curreri was ultimately able to reach a representative on the phone, the representative has been copied on all correspondence and will forward to the supervisor. According to the latest e-mail, Mr. Curreri should be hearing from the unemployment supervisor via a phone call or e-mail for a resolution to the CSA being charged for the layoff.

The quarterly inspection costs increased by \$50.00 per quarter to \$425.00. As the total quarterly cost does not exceed the Authority's quote threshold, no other quotes were solicited.

NEW BUSINESS

The emergency repair on pump number 1 at Barell Avenue started on July 24, 2019. Mr. Curreri was at the station from 6:30 A.M. until noon. The new VFD (variable frequency drive) was installed this morning @ 7:00 AM Mr. Curreri opened the pump station and observed the installation the technician did a great job rewired directly from all relays and power no wire nut connections. We are waiting for the splitter and the other drive since the old drives are outdated and will not communicate with the new drive. Mr. Curreri received a quote from Rapid Pump for the emergency repair in the amount of \$10,795.00. Total amount shall not exceed \$11,000.

We will keep the old Altivar drive as a backup as it is the exact drive that is at Jony Dive Pump Station. Mr. Lahullier moved a motion to have Ms. Esposito prepare the necessary Emergency resolution, seconded by Mr. Davis.

(ON ROLL 5-0)

On July 1, 2019 Mr. Curreri met with Special Counsel Mr. Napolitano to start the review of the Authority Rules and Regulations which are to include Tier II and revise the application and abatement sections.

Mr. Curreri discussed the need to Jet clean our main at Triangle Blvd since two laterals have been replaced at 90 Triangle Wongs Development which had a concern for slow drainage during late afternoons. Mr. Curreri would like to have the DPW jet the line which would need to be done on a Saturday due to the amount of traffic and the width of the road, all Board members agreed. Mr. Lahullier moved a motion to have Mr. Curreri contact the DPW to arrange a Saturday morning for the jetting; seconded by Mr. DeSimone.

(ON –ROLL 5-0)

Mr. Curreri presented the Board with the Draft 2020 Budget Worksheet prepared by our Bookkeeper. Mr. Curreri thanked our bookkeeper for the many hours she put in assisting him with the budget. Mr. Curreri reviewed the worksheet which was included in the July mail packets; each line item was discussed and reviewed.

The Board reviewed salaries and would like to add \$1,100.00 to the bookkeeper for all the work on the Rate and the budget; with a different auditing firm we will be conserving costs being she is a CPA and understands Authorities budgets.

PUBLIC SESSION

Upon motion made by Chairman Maloney; seconded by Mr. Lahullier at 7:55 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 Chairman Maloney, the public session was closed at 7:56 p.m.

(ON ROLL 5-0)

CLOSED SESSION

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of the Carlstadt Sewerage Authority hereby moves to go into executive session in accordance with the provisions of the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. for the purpose of discussing one or more of the following subjects: personnel and or property.

Chairman Maloney requested a motion to move the meeting into closed session at 8:00 P.M. for the discussion of personnel matters/job descriptions for all full and part time employees. Chairman Maloney moved the motion; seconded by Mr. Lahullier.

(ON-ROLL 5-0)

At this time Mr. Villano, Mr. Carberry, Mr. Cedzidlo, Mr. Rivera, Ms. Esposito and any public have been excused for the remainder of the meeting.

At 8:10 P.M. Chairman Maloney moved a motion to return to the normal order of business; seconded by Mr. Lahullier:

(ON ROLL 5-0)

Following closed session:

All noted present: Chairman Maloney, Vice Chairman Judge, Sec/Treasurer DeSimone, Commissioner Davis, Commissioner Lahullier and Executive Director B. Curreri

ACTION TAKEN UPON RETURN TO THE PUBLIC MEETING

Chairman Maloney moved a motion to keep the raises in line with 2019 budget; Executive Director 2.5% Lead Pump Operator and Purchasing Agent 1.5%; Bookkeeper \$1,100.00; seconded by Mr. Davis.

(ON ROLL 5-0)

Mr. Curreri has been instructed to make the necessary changes with our bookkeeper and contact the auditor.

ADJOURNMENT

Upon motion made by Chairman Maloney; seconded by Mr. DeSimone and unanimously passed on roll call vote, the meeting was adjourned at 8:15 P.M.

Respectfully Submitted,