

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

Chairman Maloney called the regular scheduled March 27, 2019 meeting to order at 7:00 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 and Lead Pump Operator N. Rivera.

Absent: Purchasing Agent R. 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.

At 7:05 p.m. Chairman Maloney requested a motion to have Executive Director Mr. Curreri preside over the meeting; Commissioner T. Davis moved the motion; seconded by Vice Chairman S. Judge.

(ON-ROLL 5-0)

APPROVAL OF MINUTES

Executive Director Mr. Curreri asked for corrections and/or deletions of the April 10 , 2019 Special meeting regarding the hiring of Labor Counsel. Chairman Maloney moved to accept the minutes as presented; seconded by Commissioner Davis

(ON- ROLL 4-0-1) Lahullier Abstain (absent)

Executive Director Mr. Curreri asked for corrections and/or deletions to the regular scheduled meeting of March 27, 2019. Mr. Davis inquired when requesting closed session does a specific reason have to stated Mr. Cedzidlo responded yes you must state the reason and keep a record of the minutes. Mr. T. Davis made motion to accept the minutes as presented; seconded by Commissioner C. Lahullier.

(ON-ROLL 5-0)

COMMUNICATIONS

1. Loss Control Report (NJUAJIF)
2. Garbarini & Co 2018 Audit invoice
3. Dr. Pepper 2nd quarter 2019 Invoice Tier II & Service charge
4. Thumanns 2nd Quarter 2019 Invoice Tier II & Service charge
5. Tunnel 2nd quarter invoice removed from Tier II by BCU
6. Tytan Express newly discovered water service location Avenue A
7. B.Curreri to SUEZ open claim filling for BFP emergency repair at Barell due to Water Main Break at Washington Ave 4-9-19.
8. NJ State online annual report filed fee paid \$25.50 EFT
9. 801 Washington Ave Nash Building sold new owner SG (Sitex) all invoices will be sent directly to landlords.

ITEM #2: Chairman Maloney asked why the Audit has not been completed. Mr. Curreri read the email response from Maria that the State has not issued the GASB numbers yet

ITEM #9: Mr. Cedzidlo commented that the CSA should be notified by Attorneys of the building owner for any back due charges and owner changes. Mr. Curreri commented that he does not receive any information from the Borough or Attorneys. If anything I receive a request from their title agency for charges but never followed up until I send a current or past due invoice. This is mostly due to the tenants paying the sewer charges and not the owners. I have been trying to have this updated which I have been trying to correct since my first billing of 2016.

PROFESSIONAL REPORTS

Mr. Cedzidlo Esq: prepared By – Laws revisions all commissioners received a copy of the revisions. Mr. Cedzidlo discussed and reviewed the By-Law Amendments and recommended the board accept as presented subject to any further changes if requested.

Mr. Curreri revised the meeting agenda to match our current agenda. Mr. Davis moved a motion to accept the By-Laws as presented: Seconded by Mr. Maloney:

(ON ROLL 5-0)

Mr. Pat Carberry - Neglia Engineer:

Mr. Carberry reviewed Neglia Response letter of April 17, 2019 commenting on the proposed sewer connection of 320 PP RD the Engineer REDCOM proposed a new line from the property to the new Hampton Inn Manhole adjacent to the Hotel in the right of way. As Mr. Carberry explained this should be treated as a lateral and it is there responsibility to replace the line. The CSA does not own the line or have any easements as our Attorney stated in the title search last year. Mr Carberry stated that he

lateral does not front any main therefore the dispute is between property owners not the CSA attorney commented that it is between the owners.

Mr. Carberry discussed his review of the newest site plan and meter submission from Dr. Pepper from April 18, 2019, he commented on his suggestions of soil sampling and the manhole be above the flood grade elevation. Mr. Curreri explained that our special counsel Mr. Napolitano will be contacting him tomorrow to discuss the meter installation and that it has been approved by the BCUA and Dr. Pepper is responsible for all permits from the town.

A discussion about the owning of the meter once installed and operational was discussed the board was advised to not take ownership and that the BCUA does require quarterly calibration the charges based on the meter reads will come directly from BCUA since they are a TIER II user. Report on File.

COMMITTEE REPORTS

Mr. Curreri discussed a possible sewer backup at 179 Commerce Rd the DPW called his office stating they received a phone call from the tenant at 179 Commerce Mr. Curreri responded with Mr. Rivera walked the property found 2 cleanouts broken one clogged solid the plumber could not clean it out. Mr. Curreri lifted 3 MH covers before and after flow of the building, all street mains were clear and running. The manager Mr. Abu has been informed that the backup must be cleared and both cleanouts repaired and sealed. Mr. Curreri will be following up and if the backup is not resolved he will contact the Board of Health.

PAYMENT OF BILLS

Mr. Curreri presented the Board with the April 2019 Bills List Resolution #19-20. Chairman Maloney made a motion to approve resolution #19-20; second by Commissioner Lahullier.

(ON-ROLL 5-0)

Resolution Numbered

#19-20 April Bills List
#19-22 NJWEA attendees

OLD BUSINESS

2nd quarter invoices have been mailed out April 8. Mr. Curreri usually has them due out the first week of the month due to other circumstances this made the bill due date a few days later to May 9, 2019.

Mr. Maloney discussed and presented the Auditor agreement for 2020 Budget and Audit the commissioner's waited and wanted to review the full agreement and compare it to past agreements which Mr. Curreri provided each member with the August 20, 2018 agreement for the following year that was not proper, due to the fact that all professionals are reviewed during the reorganization meeting held every February by statute. All commissioners have been issued a copy of both full agreement for approval at April regular meeting.

Chairman Maloney requested a motion to accept and sign agreement with Auditor Paul Cuva. Mr. Judge moved the motion; seconded by Mr. DeSimone.

(ON ROLL 5-0)

Phone conversation with Mr. Napolitano concerning the meter installation at Dr. Pepper; he will consult with Neglia on the revised installation report.

Site plan for 320 Paterson Plank Road has been discussed under Neglia report.

Mr. Curreri picked up and reviewed boxes from 2012 and 2013 at the office with the assistance of Mr. Rivera concerning our New Jersey State Hurricane Sandy relief payment Mr. Cedzidlo will review by the end of the week and contact the State for further instruction to sign off on the funds that we received.

Elected officials training has been rescheduled by Mr. Covelli for May due to a scheduling conflict.

Commissioners will be reminded in the mail packets.

NEW BUSINESS

Mr. Curreri reported that it was necessary for him to send a letter to the State of Unemployment one of our pump operator was laid off for the winter from his regular job and the CSA was charged for part of the unemployment, Mr. Curreri read the letter and it will be placed in his personnel file.

One of our customers had question concerning 2019 billing they had installed a separate meter from Suez back in May 2018 for irrigation never notified the CSA and is requesting refund on usage they have been advised that we do not have any provisions for irrigation discount Mr. Curreri sent them a copy of the R&R which is also listed on our website, in the past they were using their well water the customer stated that the well water was not good for the plants. Mr. Napolitano will be revising our R&R once the Dr. Pepper meter installation is settled. Our R&R have not been revised since usage and metering has changed over the past 50 years.

Mr. Curreri has been discussing the payroll issue regarding car allowances and adjustments have been made to payroll as instructed by our Auditor.

Mr. Rivera now has a new cell phone and number he does not want to use his old personnel number for CSA usage.

April 2, 2019 Mr. Curreri met with Mr. F Covelli our risk manager concerning employee options upon notification of an employee illness.

Mr. Curreri met with Metro Fire equipment concerning fire extinguishers at our pump stations one at Barell on the wet well side needed to be replaced due to the top showing signs of rust.

Mr. Curreri finalized all signatures to open the CD with BCB Bank

April 10, 2019 the board held special meeting concerning the hiring of a special labor counsel minutes of the minutes have been accepted as presented.

April 11 at 11:30 AM Mr. Curreri inspected the pump stations and found Barell Ave floor flooded with clean water the Back Flow Preventer was leaking heavily from the bottom relief valve, Rapid was called immediately and responded by 1:30 PM cleaned the sump pump check valve and tried to clear the BFP it was not repairable at the time. Mr. Curreri spoke with Carl from Rapid it will be necessary to replace all the seals possibly due to the 20" water main break on Washington Ave Tuesday dirt/grit seeped into the line and all it takes is small amounts of grit to stop the seals from seating properly. Mr. Curreri received an emergency quote of \$750.00 to rebuild and replace all seals Carl will order the seal pack and pick it up this afternoon. Friday morning Mr. Curreri met Rapid at 6:00 AM it was necessary to repair the valve then replace the seals and clean the valve 4 times, the mechanic advised Mr. Curreri to drain the water for a week by opening the hose bibs for a few minutes each day. Mr. Curreri opened the lines Saturday, Sunday and Monday for approximately 10 minutes each time finally on Monday afternoon the valve held I kept the bucket underneath for safety and left the mop outside to dry out.

Mr. Curreri requested to open a claim with Suez Ms. Yasmin Cruz-Ortiz opened the claim following Mr. Curreri forwarding all invoices to her (e-mail attached)
April 23 MaryJane bookkeeper here all day completed 1st quarter 2019 and closed out March we are in good financial position for the first half of 2019 pending collections of 2nd quarter.

Mr. Curreri reminded the commissioners of the upcoming NJWEA convention in Atlantic City May 6 – May 10. Mr. Curreri presented Resolution #19-22 Mr. Lahullier moved the motion to move; seconded by Mr. DeSimone.

(ON- ROLL 5-0)

PUBLIC SESSION

Upon motion made by Commissioner Lahullier; seconded by Commissioner Judge at 8:01 p.m., the meeting was open to the public.

(ON ROLL 5-0)

With no one wishing to be heard, Commissioner Lahullier made a motion to close the public session; seconded by Commissioner Judge, the public session was closed at 8:02 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 8:03 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. DeSimone.

(ON-ROLL 5-0)

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

At 8:24 P.M. Chairman Maloney moved a motion to return to the normal order of business; seconded by Commissioner Davis

(ON– ROLL 5-0)

Following closed session:

All noted present: Chairman Maloney, Vice Chairman S. Judge, Sec/Treas V. DeSimone, Commissioners C. Lahullier and T. Davis: Esq R. Cedzidlo and Executive Director B. Curreri

ACTION TAKEN UPON RETURN TO THE PUBLIC MEETING

Upon return to the open meeting, Mr. Curreri advised the board of the Doctor note received that the employee can resume his duties as per job description with certain restriction.

Mr. Davis moved a motion that the board request Mr. Curreri to review and revise Job Descriptions for all employees Full and Part Time including himself: seconded by Mr. Lahullier;

(ON ROLL 5-0)

Mr. Curreri is further instructed to contact Mr. Cedzidlo or our Labor Attorney for guidance if needed. Mr. Curreri is instructed to have a draft copy for each commissioner in the mail packets for May 22 scheduled meeting.

The board requested that Mr. Curreri contact our Labor Counsel and Risk Manager for employee requested to see company Doctor chosen by labor counsel and or Risk Manager Consultant.

ADJOURNMENT

Upon motion made by Chairman Maloney; seconded by Commissioner Davis and unanimously passed on roll call vote, the meeting was adjourned at 8:33 p.m.

Respectfully Submitted,