

**CARLSTADT SEWERAGE AUTHORITY
CARLSTADT, NEW JERSEY
REGULAR MEETING MINUTES OF MARCH 27, 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; Lead Pump Operator N. Rivera, Purchasing Agent R. Esposito, bookkeeper M. Ambrose and Operation Manager and DPW Director Joseph Crifasi.

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 7:03 p.m. Chairman Maloney requested a motion to have Executive Director Mr. Curreri preside over the meeting; Commissioner Lahullier moved the motion; seconded by Secretary DeSimone.

(ON-ROLL 5-0)

APPROVAL OF MINUTES

Executive Director Mr. Curreri asked for corrections and/or deletions to the February 21, 2019 Special meeting regarding the Request for Qualifications (RFQ's). Commissioner Davis questioned why an appointment was made. Mr. Curreri reminded him that no appointments were made, the minutes were read verbatim and all RFQ's opened in order listed. Chairman Maloney moved to accept the minutes as presented; seconded by Commissioner Lahullier.

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

Executive Director Mr. Curreri asked for corrections and/or deletions to the February 27, 2019 Re-Organization and regular meeting. Chairman Maloney made motion to accept the minutes as presented; seconded by Vice Chairman Judge.

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

COMMUNICATIONS

1. DCRP match
2. 192 Paterson Plank Road (connection)
3. BCUA 2019 Invoice (A-D)
4. 335 Washington Ave continued discussion concerning main line realignment
5. 320 Paterson Plank Road (A & B)
6. New Owner 463 Barell Ave sewer invoice billed to owner
7. PERS annual Appropriation
8. Mills Account
9. Garbarini Draft 2018 Audit Comments (A-I)
10. RCD By-Laws as requested from February meeting
11. BWC Garbarini Audit comments and questions for discussion (A-C)
12. Garbarini response to BWC questions (never take exception)

ITEM #4: Commissioner Davis questioned whether Mr. Carberry of Neglia agreed or disagreed whether an Independent engineer should be involved in case of a conflict with Borough issues. Commissioner Davis made a motion to have all correspondence reviewed by an independent engineer or the Authorities C-3 Operator Mr. Villano as needed should a conflict arise; seconded by Secretary DeSimone.

(ON-ROLL 5-0)

ITEM #5: Mr. Curreri discussed the need to replenish 320 PP RD Escrow's account since the owner hired a new engineering and management firm prior to the approval of previous plans. The new contractor REDCOM disconnected the sewer Lateral without permission from the CSA. A stop work order was issued by Neglia until the lateral disconnect was approved and completed according to the CSA specifications to stop infiltration. Mr. Curreri requested a quote from Mr. Carberry to review the revised or current sewer plan. Operations Manager and DPW Director Mr. Crifasi stated that he will discuss the permit issue with Construction Official Frank Recanati.

ITEM #9: Mr. Curreri discussed the 2018 Draft Audit, specifically the comment sections, two (2) issues have been mentioned:

1. Car allowance shall be taxable on W-2 dating back to January 2019. Although this has not been an issue in the past it is now being brought to our attention and the board must decide how to proceed. A discussion took place concerning the new tax laws that you can no longer deduct these expenses personally that is why they must now be included as taxable wages. Commissioner Davis made a motion to have all income reported as taxable retroactive back to January 2019; seconded by Chairman Maloney. Mr. Curreri is instructed to contact CASA Payroll Company to include car allowance as taxable income effective April 1, 2019 and to also adjust the car allowance retroactive back to January 2019 Payroll.
2. Garbarini stated that the CSA 2018 actual result exceeded the 2018 budgeted expenditures.

(ON ROLL 5-0)

Mr. Curreri is authorized to contact Garbarini and Co. to advise them that this issue has been corrected immediately upon notification to the Authority.

PROFESSIONAL REPORTS

Mr. Cedzidlo Esq.: Discussed and reviewed the By-Law Amendments listed under Communications #10, as requested at our February meeting: The commissioners reviewed as Mr. Cedzidlo recited the revisions to Sections #5 and #7. Commissioner Lahullier moved a motion to accept the revisions as presented; seconded by Vice Chairman Judge.

(ON-ROLL 5-0)

Mr. Cedzidlo reminded the Board that he will have a completed revised draft of the By-Laws for the April meeting; the Board should review since the latest revision dates back to 1996. Mr. Curreri advised the Board that if they have any questions or require a printed copy to contact him. The By-Laws are also posted on CSA's website under R&R.

Mr. Cedzidlo discussed reviewing the Indemnification clause from our insurance company. The Board agreed and authorized Mr. Cedzidlo to proceed with the review and produce any changes to the Commissioners.

Mr. Pat Carberry - Neglia Engineer:

Mr. Carberry forwarded an e-mail from the State of New Jersey regarding Hurricane Sandy Funds issued for Pump Station repairs. The State is requesting the CSA to sign off on funds received in the amount of \$57,286.05 for repairs. FEMA and the State of New Jersey want confirmation that the money was received and spent properly. Neglia does

not have any backup. Mr. Cedzidlo recommended that Mr. Curreri review all records from 2012 and 2013 concerning all Hurricane Sandy Storm related repairs, quotes, checks, audits, bank records and bills, etc. Mr. Curreri will research all boxes and bank statements for a timeline. Once completed Mr. Cedzidlo and Curreri will meet and contact the State.

Mr. Carberry discussed that Mr. Eric Keller of Boswell contacted him regarding the Dr. Pepper meter. Mr. Carberry advised Mr. Keller that the CSA special council is in charge of the project now. Mr. Curreri commented that Mr. Napolitano is waiting for a response from the BCUA (the contact at the BCUA has been off for a while). If John does not hear from the BCUA by Friday, he will contact Neglia to discuss the meter installation plans that have been revised.

COMMITTEE REPORTS

Mr. Rivera performed the quarterly Pump Station tests with Universal on Monday March 25th, all working as intended.

March 5th met with JIF inspectors for our yearly pump station inspections. To date, we have not received the report.

Mr. Rivera uncovered the lost Manhole at Commerce Road, it is above the water line and the banks of the culvert. The original thought of infiltration at the Manhole is no longer an issue.

Mr. Villano C-3 Operator presented the Board with his proposal for additional studies and review in case of engineering conflicts. Chairman Maloney made a motion to accept Mr. Villano's proposal of \$65.00 per hour outside his regular duties of C-3 License Operator: seconded by Vice Chairman Judge.

(ON-ROLL 5-0)

PAYMENT OF BILLS

Mr. Curreri presented the Board with the March 2019 Bills List Resolution #19-17. Chairman Maloney made a motion to approve resolution #19-17; second by Commissioner Lahullier.

(ON-ROLL 5-0)

Resolution Numbered

#19-17 March Bills List
#19-18 By Laws Amend
#19-19 Acceptance of Merger PIA

OLD BUSINESS

Mr. Curreri collections for 1st quarter are at 99%. Still have 6 accounts that need adjusting according to Suez Reads.

Mr. Curreri presented the Auditor agreement for 2020 Budget and Audit. The commissioner's waited and would like to review the full agreement. All commissioners have been issued a copy of the full agreement for approval at April regular meeting.

The other pump operator performed his first week, no concerns. Phone conversation with Mr. Napolitano concerning the meter installation at Dr. Pepper; with usage reported down from last year the meter should be installed. He will consult with Neglia if he does not receive an answer from BCUA.

Mr. Curreri supplied a list of commissioner's dates of appointments as requested.

NEW BUSINESS

Resolution #19-19 as information of notice: PIA merger, supplied by PIA that the CSA has been notified of the Merger and PIA will remain our representative, Commissioner Maloney made a motion to approve; Seconded by Secretary DeSimone.

(ON-ROLL 5-0)

The Auditors were in the office on March 5, March 12, 13 and the 14th afternoon until 5:35 P.M. reviewing all minutes, bank statements, payroll, billing and purchase orders.

Mr. Curreri e-mailed and phoned Joyce of the Carlstadt Borough Building department concerning sewer hook-up at 192 Paterson Plank Road. All CSA concerns have been met and approved by the Engineer and Commissioners.

April 24th, 2019 meeting, Mr. Curreri scheduled Elected Officials Training with Mr. Covelli of PIA to start at 6:00 P.M. Mr. Cedzidlo will prepare a Public Notice for meeting time change.

The Bookkeeper was in the office on the March 12th with the auditor and on March 20th and 21st to review audit draft and BCUA TIER II accounts.

Mr. Curreri reminded the commissioners of the upcoming NJWEA convention in Atlantic City May 6 – May 10. Mr. Curreri polled the Board members for interest in attending. Online registration is preferred and cheaper.

Chairman Maloney made a motion to authorize: Mr. Maloney, Mr. Judge, Mr. DeSimone and Mr. Curreri to attend. Mr. Curreri is authorized to register all for one day convention and 2-night Hotel accommodations, seconded by Commissioner Lahullier.

(ON- ROLL 5-0)

Purchasing Agent Robyn Esposito will handle all registrations for the convention.

Mr. Curreri received bank quotes for CD renewal. The most attractive rate was offered by BCB bank for one (1) year. Mr. Curreri asked the commissioners for their choice and any comments; Mr. Judge commented that it is a great rate and condition. Chairman Maloney made a motion to accept the rate and term of one (1) year and within 4 months the ability to withdraw up to \$250,000.00 without any penalties at a rate of 2.8%; seconded by Vice Chairman Judge.

(ON-ROLL 5-0)

Mr. Curreri was directed to gather all the necessary signatures and forms for the transfer upon maturity date of April 2, 2019.

Mr. Maloney thanked Mr. Crifasi for attending the meeting on behalf of the Borough. It is the commissioners desire that going forward that the Borough eliminate permits being issued under the CSA territory without discussion from the Authority.

PUBLIC SESSION

Upon motion made by Commissioner Davis; seconded by Commissioner Lahullier at 8:21 p.m., the meeting was open to the public.

(ON ROLL 5-0)

With no one wishing to be heard, Commissioner Davis made a motion to close the public session; seconded by Secretary DeSimone, the public session was closed at 8:22 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.

Commissioner Davis requested a motion to move the meeting into closed session at 8:25 P.M. for the discussion of personnel matters. Commissioner Davis moved the motion; seconded by Chairman Maloney.

(ON-ROLL 5-0)

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

At 8:49 P.M. Commissioner Davis moved a motion to return to the normal order of business; seconded by Chairman Maloney

(ON- OLL 5-0)

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

ADJOURNMENT

Upon motion made by Commissioner Davis; seconded by Commissioner Lahullier and unanimously passed on roll call vote, the meeting was adjourned at 8:51 p.m.

Respectfully Submitted,