

**CARLSTADT SEWERAGE AUTHORITY  
CARLSTADT, NEW JERSEY**

**REGULAR SCHEDULED MEETING, CONNECTION FEE USER RATE 2023  
ADOPTION OF OPERATING BUDGET  
MINUTES OF DECEMBER 20, 2022**

The advertised Regular Scheduled Meeting, Connection Fee/User Rate Hearing and 2023 Budget Adoption Meeting of the Carlstadt Sewerage Authority was held on December 20, 2022, at the Carlstadt Sewerage Authority, 429 Hackensack Street, Carlstadt New Jersey.

**6:00 P.M. CALL OF ROLL**

Chairman DeSimone called the meeting of December 20, 2022, to order. Chairman DeSimone presided.

Chairman DeSimone requested Executive Director Brian Curreri to initiate roll Call:  
Upon roll call, the following were noted present:

V. DeSimone, Chairman  
L. Lahullier, Vice Chairman  
S. Judge, Secretary/ Treasurer  
T. Davis, Commissioner (Arrived 6:04 P.M.)  
B. Curreri, Executive Director  
S. Lahullier, Asst Executive Director

Also present were Attorney, J. Napolitano, C. Carucci CSR, Engineer, P. Carberry, and R. Esposito, QPA.

**PLEDGE OF ALLEGIANCE TO THE FLAG**

Chairman DeSimone led those present:

Chairman DeSimone 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 22, 2022, which was transmitted to The Record and Herald News on February 27, 2022 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.

Notice appears on the advertised notices as a Regular Meeting and adoption of the Connection Fee/Rate Hearing including the final 2023 Authority Budget Adoption.

At 6:02 P.M., Executive Director Mr. Curreri indicated, for the record, that he is requesting a motion to dispense with the normal order of business so that we may proceed as advertised for the Open Public Meeting regarding the 2023 Connection Rate/ User fees hearing. Mr. Judge moved the motion; seconded by Mr. Lahullier.

(ON ROLL 4-0)

Mr. Curreri asked Chairman Desimone to have Certified Court Stenographer Candice Carucci swear in the Executive Director. Mr. Curreri then proceeded to review/certify the 2023 Connection Fee/User Rate.

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

1. Resolution #22-25 Connection Fee/User Rate Tier I and Tier II Calculation 2023
2. Rate Calculations

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 respect to service charges that are to be charged by the Carlstadt Sewerage Authority for fiscal year 2023. The Statue 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 2023, as calculated by our Auditor, is the amount of \$4,4455.48 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 146,068,063 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 \$3.52/Thousand Gallons based on BCUA usage of 25,250,430 gallons.

At 6:07 P.M., Executive Director Mr. Curreri indicated, for the record, that 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 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. Judge 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 2023 which is set forth in the proposed Resolution #22-25. Mr. Lahullier moved the

motion to confirm and adopt Resolution #22-25; seconded by Mr. DeSimone. Mr. Davis had a question on the motion reference to the EDU Calculation. Mr. Napolitana explained the EDU and debt calculations system wide.

(ON ROLL 4-0)

With all Board members satisfied with the presentation of the 2023 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 2023 and resume the normal order of business. The meeting returned to normal order at 6:08 P.M. Court stenographer Candice Carucci was excused.

### **APPROVAL OF MINUTES**

The Regular Scheduled Meeting resumed. Mr. DeSimone asked for comments, deletions, or corrections on the regular scheduled meeting minutes of November 22, 2022. There were no exceptions taken.

Upon motion by Mr. Lahullier; seconded by Mr. DeSimone, the November 22, 2022, minutes were approved as presented.

(ON ROLL 4-0)

### **COMMUNICATIONS**

1. Resolution #22-25 – Connection Fee 2023 (A-B)
2. 2023 Rate Calculations
3. Resolution 2023 Budget Adoption
4. Rate Hearing Public Notice (A-B)
5. NJ State Approval of Introduced 2023 Budget
6. JIF First Half 2023 Invoice

### **PROFESSIONAL REPORTS**

#### **Patrick Carberry Engineer**

Mr. Carberry:

1. MDRB Survey of easements has been discussed and reviewed.
2. 284 Washington Ave Access - area has been revised and provided for Manhole access. We are awaiting these revisions.
3. 333 Washington Ave – Two (2) other contractors have been called in and the frozen locked manhole access has been resolved.

## **John Napolitano Esq.**

Mr. Napolitano:

1. MDRB survey has been reviewed with Mr. Carberry.
2. The resolutions for the transfer of accounts management will be addressed on a as needed basis for the Executive Director.
3. JIF rate increases partly due to Covid qualifying for long term damages and long-term disabilities.
4. Personnel manual signature receipts will be provided to all employees. Mr. Curreri will collect the receipts and a copy will be sent to PIA with the signature of attorney best practice checklist.

## **PAYMENT OF BILLS**

Mr. DeSimone presented the Board with the December Bills List Resolution #22-26 in the amount of \$42,400.92. Mr. Lahullier made the motion to approve resolution #22-26; seconded by Mr. Judge.

(ON ROLL 4-0)

## **OLD BUSINESS:**

- Collections to date are in line with six (6) late accounts; one account has requested the commissioners to consider a waiver of the late fee since they have made 2 good faith payments. Following a discussion, the Commissioners considered a onetime courtesy that the balances be paid in full.
- Crestline Software (dba as MuniBilling) has submitted the 2023 contract as previously discussed. Mr. Napolitano reviewed and revised the contract. We have Resolution #22-27 authorizing the Chairman and/or the Executive Director to sign the 2023 contract. Mr. Davis made the motion to approve Resolution #22-27; seconded by Mr. Desimone.

(ON ROLL 4-0)

- Steven Lahullier started December 1, 2022. His e-mail, cell phone and computer access have been set up.

## **NEW BUSINESS**

1. The revised 2023 Shared Service Agreement between the Authority and Carlstadt Borough for Landscaping services has been e-mailed to the Borough Administrator.

2. Mr. Curreri presented the Resolution to adopt the Authority's 2023 Introduced Budget which was approved by Trenton on December 1, 2022. Mr. Judge made a motion to approve the 2023 Budget adoption; seconded by Mr. Lahullier.

(ON ROLL 4-0)

3. Mr. Curreri presented Resolution #22-28 reimbursement of unused vacation and sick time through the Covid pandemic. Mr. Lahullier made a motion to approve Resolution #22-28; seconded by Mr. Judge.

(ON ROLL 4-0)

4. Executive Director presented a draft calendar of the CSA 2023-2024 meeting schedule. If anyone has any conflicts, please advise us.

### **PUBLIC SESSION**

Upon motion made by Mr. Judge at 6:51 P.M.; seconded by Mr. DeSimone the meeting was open to the public.

(ON ROLL 4-0)

With no one wishing to be heard, the public session was closed at 6:52 P.M. Motion moved by Mr. Desimone; seconded by Mr. Judge.

(ON ROLL 4-0)

### **ADJOURNMENT**

Upon motion made by Mr. DeSimone; seconded by Mr. Judge and unanimously passed on roll call vote, the meeting was adjourned at 6:53 P.M.