

**CARLSTADT SEWERAGE AUTHORITY
CARLSTADT, NEW JERSEY
REGULAR MEETING MINUTES OF NOVEMBER 28, 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.

Chairman T. Davis called the regularly scheduled November 28, 2023, meeting to order at 7:04 p.m.

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

T. Davis, Chairman
C. Lahullier, Vice Chairman
V. DeSimone, Commissioner
D. Ravettine, Commissioner

Also, present were Attorney J. Napolitano (via Google Meet), Engineer P. Carberry, Neglia Co.

Chairman T. Davis led those present in reciting the Pledge of Allegiance.

Chairman T. Davis 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.

In the absence of Secretary/Treasurer Scott Judge, a motion was made by T. Davis, seconded by V. DeSimone to appoint D. Ravettine Acting Secretary for the November 28, 2023 meeting.

(ON ROLL 4-0)

APPROVAL OF MINUTES

Chairman T. Davis asked for corrections, additions, comments and/or deletions to the regular meeting minutes of October 24, 2023. C. Lahullier made a motion to accept the minutes of October 24, 2023 as presented; seconded by D. Ravettine.

(ON ROLL 4-0)

COMMUNICATIONS

*Additional Communication Added – Email from Frank Super – Meadowlands Hampton Inn
304 Paterson Plank Road

Mr. Super discussed with the Commissioners

1. Pump Hours Through November 1, 2023
2. (a, b, &c) Edmunds Quote for Utility Billing and Collections – 3 Years
3. Munibiling Quote
4. Pasquale & DeLeasa, LLC Quote – Manhole Repair Amor Avenue
5. (a&b) Rapid Pump Quote – Troubleshoot Jony Drive Dry-Well Elevator
6. (a&b) 2024 Connection Fee/Tier 1 and Tier 2 Calculation Resolution for Review
7. (a&b) Environmental Audit
8. RFQ Backflow Report Q4 2023
9. National Fence System Quote for Jony Drive Fence Repair
10. Verizon Internet Quote

PROFESSIONAL REPORTS

Attorney: Mr. John Napolitano

Assisting P. Carberry with various projects as needed and the Executive Director with day-to-day operations.

Engineer: Mr. Pat Carberry

- Meadowlands Rebuild (Relocated CSA Interceptor):

NJDEP is preparing a response to NEA comments regarding the description of the proposed CSA Easement, based on Thursday, February 16, 2023, a conference call with NJDEP and NEA.

- 463 Barell Avenue:
No Change.

- 333 Washington Avenue (Relocated CSA Interceptor):
The Applicant's dewatering operations, that include the discharge treated groundwater generated on site into the existing CSA Interceptor commenced on Tuesday, October 24, 2023. Discharge of treated Groundwater into the CSA Interceptor is metered and sewage rates and service charges will be billed to the Applicant.

- 810 Washington Avenue:
The Applicant has requested a "will serve" letter.

- 245 Paterson Plank Road
Demolition has begun.

- 284 Washington Avenue (7-Eleven)
Notice has been provided that construction is to commence within the next month.

PAYMENT OF BILLS

Chairman T. Davis presented the Board with the November 28, 2023, Bills List Resolution #23-44 in the amount of \$42,360.32. C. Lahullier moved the motion to approve Resolution #23-44; seconded by V. DeSimone.

ON ROLL (4-0)

RESOLUTIONS

- 23-45 – 2024 Budget Adoption

Motion: C. Lahullier
Second: T. Davis

ON ROLL (4-0)

OLD BUSINESS

Chairman Davis discussed the position of an Alternate.

NEW BUSINESS

- Collections reported at 98%
- Munibilling Renewal 3-Year Contract Approval

Motion: C. Lahullier
Second: D. Ravettine

ON ROLL (4-0)

- Approval for Manhole Repair on Amor Avenue Pasquale and DeLeasa

Motion: D. Ravettine
Second: C. Lahullier

ON ROLL (4-0)

- Approval for Fence Repair at Jony Drive Pump Station as per Quote from National Fence Systems, Inc

Motion: T. Davis
Second: C. Lahullier

ON ROLL (4-0)

- Approval for Additional Manhole Repair Pasquale and DeLeasa – Not to exceed \$1750.00 per manhole

Motion: T. Davis
Second: D. Ravettine

ON ROLL (4-0)

- Approval for Rapid Pump Quote to Troubleshoot Jony Drive Drywell Elevator

Motion: C. Lahullier
Second: V. DeSimone

ON ROLL (4-0)

- Approval for Rapid Pump to repair/replace Wet Well Vent Fan up to \$3,000.00

Motion: C. Lahullier
Second: T. Davis

ON ROLL (4-0)

- Approval for Upgraded Office Internet Speed

Motion: T. Davis
Second: D. Ravettine

ON ROLL (4-0)

- Pre-Approvals on the following items to be purchased in the 2024 year in line with budgeted amounts.

Server/Network Equipment and Installation

Motion: T. Davis
Second: D. Ravettine

ON ROLL (4-0)

- Components for two new office computers

Motion: T. Davis

Second: V. DeSimone

ON ROLL (4-0)

- Components and Service for Upgraded Phone System

Motion: C. Lahullier

Second: T. Davis

ON ROLL (4-0)

- Software Upgrades including QuickBooks, Office, and Adobe

Motion: C. Lahullier

Second: V. DeSimone

ON ROLL (4-0)

- T. Davis mentioned flood areas of the sewer system
- C. Lahullier recommended looking into gaskets for manholes in flood prone areas.
- Office printer was discussed.
- Office Duct Cleaning discussed
- December 19, 2023 meeting starts at 6:00 p.m./Food at 7:00 p.m.

PUBLIC SESSION

Public Session was opened at 8:16 p.m. No member of the public wished to be heard.

Closed Session

Motion to enter closed session: C. Lahullier

Second: D. Ravettine

ON ROLL (4-0)

Motion to exit closed session: D. Ravettine

Second: V. DeSimone

ON ROLL (3-0)

Motion to approve annual salaries for 2024 year as below:

Motion: D. Ravettine

Second: V. DeSimone

Pump Operator: \$5,640.00

Admin/QPA: \$13,140.00

Executive Director: \$104,000.00

ON ROLL (3-0)

ADJOURNMENT

Upon motion made by D. Ravettine; seconded by V. DeSimone and unanimously passed on roll call vote, the meeting was adjourned at 9:08 p.m.

(ON ROLL 3-0)

Respectfully Submitted