

# **NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

**PLEASE TAKE NOTICE** the Northwest Bergen County Utilities Authority does hereby notify the public that the Work Session, Special Meeting and the Regular Meeting scheduled for Wednesday, October 18, 2023 at 7:00 p.m. will be held at the Authority's offices located at 30 Wyckoff Avenue, Waldwick, New Jersey. Formal action will be taken. The agendas will be placed on the Authority website, [nbcua.com](http://nbcua.com), at least 48 hours prior to the meeting.

Northwest Bergen County  
Utilities Authority

October 13, 2023

# **NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

## **AGENDA REGULAR MEETING October 18, 2023**

1. Meeting called to Order
2. Open Public Meetings Act Statement
3. Roll Call
4. Chairman's Remarks
5. Approval of Minutes
  - a. Regular Meeting – September 20, 2023
6. Public Comments (any subject)
7. Consideration for approval of list of Resolutions attached dated October 18, 2023
8. Report of Committees:
  - a. Finance Committee
  - b. Personnel Committee
  - c. Insurance Committee
  - d. Operating Committee
  - e. Strategic Plan Committee
  - f. Buildings and Grounds Committee
9. Report of Treasurer
10. Report of General Counsel
11. Report of Consulting Engineer
12. Report of Executive Director
13. Report of Authority Engineer
14. Report of Superintendent
15. Old Business
16. New Business
17. Public Comments (on subjects 4 through 16)
18. Adjournment

October 13, 2023

# **NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

## **RESOLUTIONS**

**October 18, 2023**

## **CONSENT AGENDA**

- 72-2023 Approval of vouchers, payroll transfers, payroll tax deposits and pensions and benefits transfers
- 73-2023 Resolution Of The Northwest Bergen County Utilities Authority Authorizing The Appointment Of Action Data Systems
- 74-2023 Resolution Authorizing The Northwest Bergen County Utilities Authority to Approve A Sewer Connection Applications For The Sewer Connections Located At 69 Morley Drive, Wyckoff, NJ And 75 Morley Drive, Wyckoff, NJ

## **MOTIONS**

- 23-01 NJLM Annual Conference and AEA Annual Conference Attendance

10/13/2023

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 72-2023**

**Date: October 18, 2023**

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**APPROVAL OF VOUCHERS, PAYROLL TRANSFERS, PAYROLL TAX DEPOSITS AND PENSIONS & BENEFITS TRANSFERS**

**WHEREAS**, the Northwest Bergen County Utilities Authority has received vouchers in claim for payment of materials supplied and/or rendered; and

**WHEREAS**, the said vouchers have been reviewed and the amount indicated on each voucher has been determined to be due and owing; and

**WHEREAS**, the Northwest Bergen County Utilities Authority has made payroll transfers, payroll tax deposits and Pensions & Benefits transfers for the month of September 2023 and Health Benefits and Dental Benefits transfers for October 2023; and

**WHEREAS**, the Commissioners of the Authority have reviewed the vouchers, payroll transfers, payroll tax deposits, Pensions and Benefits, and Health and Dental Benefits transfers listed on the attached reports and have found them to be in order.

**NOW, THEREFORE, BE IT RESOLVED,**

**RESOLVED**, by the Commissioners of the Northwest Bergen County Utilities Authority, that all vouchers, payroll transfers, payroll tax deposits, Pensions & Benefits and Health and Dental Benefits transfers listed and reports attached hereto, dated October 18, 2023 be and they hereby are approved for payment from the proper accounts as follows:

ACCOUNT: Payroll Account  
Net Payroll: \$301,510.31

ACCOUNT: Tax Deposit Account  
Total: \$126,534.37

ACCOUNT: Health Benefits Contribution Employer  
Total Transfer: \$141,195.18

ACCOUNT: Health Benefits Contribution Employee  
Total: \$3,645.83

ACCOUNT: Dental Benefits  
Total Transfer: \$3,623.99

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 72-2023**

**Date: October 18, 2023**

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**APPROVAL OF VOUCHERS, PAYROLL TRANSFERS, PAYROLL TAX DEPOSITS AND PENSIONS & BENEFITS TRANSFERS**

ACCOUNT: PERS and Contributory Insurance

Total Transfer: \$24,708.75

ACCOUNT: Operating Account

Total: \$444,357.24

ACCOUNT: General Improvement Account

Total: \$65,521.25

I hereby certify that this is a true copy of a resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority on October 18, 2023.

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FRANK KELAHER, CHAIRMAN

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DOUGLAS M. BERN, ESQ.  
ASSISTANT SECRETARY

DATE:

**RECORDED VOTE:**

	Bonagura	Biale	Jordan	Lo Iacono	Ortega	Tombalakian	Virk	Kelaher	
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 73-2023**

**Date: October 18, 2023**

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**RESOLUTION OF THE NORTHWEST BERGEN COUNTY UTILITIES  
AUTHORITY AUTHORIZING THE APPOINTMENT OF  
ACTION DATA SERVICES**

**WHEREAS**, the Northwest Bergen County Utilities Authority (the “Authority”) has previously determined the need for a payroll and accounting services;

**WHEREAS**, the Executive Director has recommended, and the Board has determined to appoint by Resolution, a payroll and accounting services company for the Authority; and

**WHEREAS**, the Authority recognizes that payroll and accounting services are a professional service, and the anticipated fee is below the bid threshold; and

**WHEREAS**, the firm of Action Data Services (“ADS”) was deemed to be highly qualified and capable of providing payroll and accounting services to the Authority based upon the extensive experience; and

**WHEREAS**, ADS has agreed to the terms and conditions of the Contract dated August 16, 2023, with the Authority; and

**WHEREAS**, the Authority has determined that ADS, shall provide payroll and accounting services to the Authority with the following associated fees, including, but not limited to the following:

- (a) Payroll
- (b) Payroll Tax Service (Quarterly and Yearly)
- (c) W-2 Forms

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 73-2023**

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ACTION DATA SERVICES**

- (d) Year End Services
- (e) Pension Service
- (f) Pension Filing (\$80.00 per hour)
- (g) Bank Reconciliation (\$69.00 per hour)
- (h) Trial Balance (\$100.00 per hour)
- (i) Monthly Service Updates
- (j) Access Data Base (Report Writer)
- (k) ACA Reporting
- (l) Employee Self-Service Access

**WHEREAS**, the Authority's Certifying Finance Officer has certified that funds are available for the award of a professional services agreement with ADS.

**NOW, THEREFORE, BE IT RESOLVED** by the Commissioners of the Northwest Bergen County Utilities the following:

1. The Authority hereby retains Action Data Services for a two (2) year term with a one (1) year extension commencing on January 1, 2024, through December 31, 2025.
2. The Executive Director of the Authority is hereby authorized to execute the Contract required for execution and delivery by the Authority and Action Data Services, with compensation not to exceed \$12,561.00.

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 73-2023**

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AUTHORITY AUTHORIZING THE APPOINTMENT OF  
ACTION DATA SERVICES**

3. In the event that ADS anticipates it will exceed the amount set forth herein, it shall seek further authorization from the Authority at least thirty (30) days in advance.
4. The Certifying Finance Officer's Certification of Available Funds shall be maintained on file at the Authority and made a part hereof.
5. Notice of the contract award shall be advertised in accordance with applicable law.
6. This Resolution shall take effect immediately upon adoption.

I hereby certify that this is a true copy of a Resolution adopted by the Northwest Bergen County Utilities Authority upon a roll call vote of all Commissioners of the Authority eligible to vote at a regular meeting held on October 18, 2023.

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FRANK KELAHER, CHAIRMAN

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DOUGLAS M. BERN, ESQ.,  
ASSISTANT SECRETARY



**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 73-2023**

**Date: October 18, 2023**

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**RESOLUTION OF THE NORTHWEST BERGEN COUNTY UTILITIES  
AUTHORITY AUTHORIZING THE APPOINTMENT OF  
ACTION DATA SERVICES**

Recorded Vote:

	Bonagura	Biale	Jordan	Lo Iacono	Ortega	Tombalakian	Virk	Kelاهر	
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

**CERTIFICATION OF AVAILABILITY OF FUNDS**

I hereby certify to the Board of Commissioners of the Northwest Bergen County Utilities Authority that sufficient funds are available for payment of the following:

**CONTRACT:**        N/A\_\_\_\_\_

**VENDOR:**         Action Data Systems (ADS)\_\_\_\_\_

**AMOUNT:**         \$12,561.00\_\_\_\_\_

**ACCOUNT NO.:**    2400/4315\_\_\_\_\_

Date: October 18, 2023

\_\_\_\_\_  
Robert Laux, Certifying Finance Officer

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 74-2023**

**Date: October 18, 2023**

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**RESOLUTION AUTHORIZING  
THE NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY  
TO APPROVE A SEWER CONNECTION APPLICATIONS  
FOR THE SEWER CONNECTIONS LOCATED AT  
69 MORLEY DRIVE, WYCKOFF, NEW JERSEY AND  
75 MORLEY DRIVE, WYCKOFF, NEW JERSEY**

**WHEREAS**, the Northwest Bergen County Utilities Authority (the “NBCUA”) has previously determined the need for and facilitated the construction of sanitary sewer lines within the Borough of Wyckoff (the “Borough”); and

**WHEREAS**, the NBCUA has previously resolved to construct sanitary sewer lines to assist in the collection and disposal of sanitary and other waste waters arising within the boundaries of the Borough of Wyckoff; and

**WHEREAS**, the NBCUA has received a Sewer Connection Applications from Mark A. DiGennaro, PE for the Borough of Wyckoff regarding **69 Morley Drive, Wyckoff, New Jersey and 75 Morley Drive, Wyckoff New Jersey**. They are desirous of collaborating with the Borough of Wyckoff for a connection to an existing Borough of Wyckoff sanitary sewer located in Morley Drive. The proposed connection/extension is designed to provide sanitary sewer service to two (2) existing single-family residences currently serviced by septic systems which will be abandoned. The proposed connection will involve constructing approximately 235 linear feet of 8-inch PVC sewer main, one (1) manhole and appurtenances to collect and dispose of sanitary and other wastewater arising within the boundaries of 69 Morley Drive and 75 Morley Drive both in the Borough of Wyckoff and to be received and serviced by the NBCUA. The application for this connection/extension projects an average daily flow of 600 gallons per day (GPD). Based on this projection, two (2) additional residential equivalent dwelling unit (“EDU”) will become tributary to the Authority from the Borough of Wyckoff, (“Project”); and

**WHEREAS**, the NBCUA Technical Advisor, Samuel N. Brewer submitted a memorandum on September 29, 2023, to the Interim Executive Director and NBCUA’s General Counsel indicating that the Authority currently has sufficient capacity to accept the additional flow from this Project and recommended the approval of the Sewer Connection Application by the Authority;

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**RESOLUTION**

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75 MORLEY DRIVE, WYCKOFF, NEW JERSEY**

**NOW THEREFORE BE IT RESOLVED**, that the NBCUA Chairman, Interim Executive Director and the NBCUA's General Counsel are authorized to prepare any and all documentation in order to facilitate the sewer connection to service **69 Morley Drive and 75 Morley Drive** both in the Borough of Wyckoff and to report back to the NBCUA Commissioners on the status of same; and the NBCUA shall be responsible for ensuring the intended construction of sanitary sewer lines shall comply with all laws of the State of New Jersey Local Public Contracts Law, N.J.S.A 40A:11-1 *et. seq.*, and all other provisions of the revised statutes of the State of New Jersey.

**NOW, THEREFORE, BE IT FURTHER RESOLVED**, by the Commissioners of the Northwest Bergen County Utilities Authority as follows:

1. The Authority hereby authorizes the approval of the Sewer Connection Applications submitted by Mark A. DiGennaro, PE for the Borough of Wyckoff subject to the following Authority requirements;
2. Construction in conformance with all applicable requirements of the Borough of Wyckoff, where applicable.
3. Inspection and approval of the installation of sewers and appurtenances by the Borough of Wyckoff, where applicable.
4. Observation and approval by the Authority of infiltration/exfiltration testing, with the Authority to receive two (2) days advanced notice prior to the testing of all newly constructed sewers.
5. Reimbursement to the Authority by the applicant for all engineering expenses incurred by the Authority for inspection and final testing of the sewers and appurtenances.

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69 MORLEY DRIVE, WYCKOFF, NEW JERSEY AND  
75 MORLEY DRIVE, WYCKOFF, NEW JERSEY**

6. Payment to the Authority by the applicant for all Authority application fees, legal fees, and other application, administrative, technical, and other review expenses relating to the project.
7. Any manhole constructed or modified by reason of this project must be fitted with sewer guards.
8. Water conserving plumbing fixtures shall be installed in the building serviced by this connection.
9. Notification of the Authority when sanitary sewer construction commences.
10. Submission to the Authority for its approval, NJDEP form WQM-005, "Certification for Approval by Local Agency," when the construction of this connection is completed.
11. The Chairman, or his designee, be and hereby is authorized to execute any such documents in connection the Sewer Connection Application.
12. The Northwest Bergen County Utilities Authority shall be responsible for ensuring that all the construction of sanitary sewer lines comply with all laws of the State of New Jersey Local Public Contracts Law, N.J.S.A 40A:11-1 et. seq., and all other provisions of the revised statutes of the State of New Jersey.

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**RESOLUTION**

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FOR THE SEWER CONNECTIONS LOCATED AT  
69 MORLEY DRIVE, WYCKOFF, NEW JERSEY AND  
75 MORLEY DRIVE, WYCKOFF, NEW JERSEY**

**IT IS HEREBY CERTIFIED** that this is a true copy of a Resolution adopted by the Northwest Bergen County Utilities Authority upon a roll call vote of all Commissioners of the Authority eligible to vote at a regular meeting held on October 18, 2023.

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FRANK KELAHER, CHAIRMAN

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DOUGLAS M. BERN, ESQ.  
ASSISTANT SECRETARY

DATED: October 18, 2023

**RECORDED VOTE:**

	Bonagura	Biale	Jordan	Lo Iacono	Ortega	Tombalakian	Virk	Kelaheer	
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

