

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

NOTICE

The next Regular Meeting of the Northwest Bergen County Utilities Authority will be held on Tuesday, April 16, 2019 immediately following the Work Session at 7:00pm, in the offices of the Authority located at 30 Wyckoff Avenue, Waldwick, New Jersey.

Formal action will be taken.

April 12, 2019

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

AGENDA REGULAR MEETING April 16, 2019

1. Meeting called to Order
2. Open Public Meetings Act Statement
3. Salute to the Flag
4. Roll Call
5. Chairman's Remarks
6. Approval of Minutes – Regular Meeting – March 19, 2019
7. Public Comments (any subject)
8. Consideration for approval list of Resolutions attached dated April 16, 2019
9. Report of Committees:
 - a. Finance Committee
 - b. Personnel Committee
 - c. Insurance Committee
 - d. Operating Committee
 - e. Strategic Plan Subcommittee
 - f. Buildings and Grounds Committee
 - g. Safety and Security Committee
10. Report of Treasurer
11. Report of General Counsel
12. Report of Consulting Engineer
13. Report of Executive Director
14. Report of Authority Engineer
15. Report of Superintendent
16. Old Business
17. New Business
18. Public Comments (on subjects 5 through 17)
19. Adjournment

April 12, 2019

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTIONS

April 16, 2019

CONSENT AGENDA

- 34-2019 Approval of Payment of Vouchers, Payroll, Tax Deposits and Pensions and Benefits
- 35-2019 Certification of Audit
- 36-2019 Accept Audit
- 37-2019 Regular Employment – Vincent Grosso as O&M Helper
- 38-2019 Regular Employment – Shane Kelsey as O&M Helper
- 39-2019 Salary Action for Non-Collective Bargaining Unit Employees for 2019
- 40-2019 Sanitary Sewer Extension – 733 Highview Drive and 736 Thomas Place, Township of Wyckoff

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 34-2019

Date: April 16, 2019

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 March 2019 and Health Benefits and Dental Benefits transfers for April 2019; 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 April 16, 2019 be and they hereby are approved for payment from the proper accounts as follows:

ACCOUNT: Payroll Account
Net Payroll: \$204,833.29

ACCOUNT: Tax Deposit Account
Total: \$93,298.98

ACCOUNT: Health Benefits Contribution Employer
Total Transfer: \$110,426.04

ACCOUNT: Health Benefits Contribution Employee
Total: \$4,540.21

ACCOUNT: Dental Benefits
Total Transfer: \$4,144.49

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 34-2019

Date: April 16, 2019

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

ACCOUNT: PERS and Contributory Insurance

Total Transfer: \$33,792.44

ACCOUNT: PERS Annual Employer Appropriation

Total Transfer: \$536,534.00

ACCOUNT: Operating Account

Total: \$624,854.97

ACCOUNT: General Improvement Account

Total: \$379,634.08

SECRETARY

CHAIRMAN

RECORDED VOTE:

	Bonagura	Chewcaskie	Duch	Kelاهر	Lo Iacono	Mongelli	Ortega	Plumley	Kasparian
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

**LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM**

**PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD**

AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the Northwest Bergen County Utilities Authority, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of the Northwest Bergen County Utilities Authority.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2018 and specifically the sections of the audit report entitled "General Comments" and "Recommendations".

(Print)

(Signature)

Sworn to and subscribed before me

this _____ day of _____, 2019

Notary Public of New Jersey

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 39-2019

Date: April 16, 2019

SALARY ACTION FOR NON-COLLECTIVE BARGAINING UNIT EMPLOYEES FOR 2019

WHEREAS, the Northwest Bergen County Utilities Authority (the “Authority”) is a public body corporate and politic of the State of New Jersey incorporated pursuant to N.J.S.A.40:14B-1 et seq., and

WHEREAS, pursuant to N.J.S.A.40:14B-18, the Authority may appoint and employ managerial personnel, professional employees, secretaries and other personnel as it may determine are necessary for its efficient operations and may determine their duties and compensation; and

WHEREAS, the Executive Director prepared salary recommendations for the non-collective bargaining unit employees; and

WHEREAS, it has recommended that a salary increase be granted for 2019 to the non-collective bargaining unit employees, which salary and resulting salary levels are set forth in the 2019 Salary Schedule attached hereto as Exhibit A; and

WHEREAS, it is further recommended that the aforesaid salary increases for the non-collective bargaining unit employees be retro-active to January 1, 2019.

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

1. The salary increases set forth in Exhibit A attached hereto be and hereby are granted for the year 2019 to the non-collective bargaining unit employees.
2. The said salary increases, be retro-active to January 1, 2019.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 39-2019

Date: April 16, 2019

SALARY ACTION FOR NON-COLLECTIVE BARGAINING UNIT EMPLOYEES FOR 2019

IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority on April 16, 2019.

CHAIRMAN

SECRETARY

	Bonagura	Chewcaskie	Duch	Kelاهر	Lo Iacono	Mongelli	Ortega	Plumley	Kasparian
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 40-2019

Date: April 16, 2019

**PROPOSED SANITARY SEWER EXTENSION
733 HIGHVIEW DRIVE & 736 THOMAS PLACE
TOWNSHIP OF WYCKOFF, NEW JERSEY**

WHEREAS, an application has been made to the Northwest Bergen County Utilities Authority (hereinafter sometimes referred to as the “Authority”) by Justin Leavy and Russell Whiteman on behalf of the Township of Wyckoff (hereinafter referred to as the “Applicant”) for approval of a proposed sanitary sewer extension to be located at 733 Highview Drive & 736 Thomas Place in the Township of Wyckoff (hereinafter referred to as the “Project”); and

WHEREAS, the Project proposes to provide sanitary sewer service to two (2) existing single family dwellings in the Township of Wyckoff; and

WHEREAS, finding that when completed, the average daily flow from the Project will be 600 gallons per day (gpd) and two (2) additional residential EDUs will become tributary to the Authority’s system from the Township of Wyckoff; and

WHEREAS, the Authority’s technical advisor has reviewed the application, documents and drawings submitted in support thereof and, by memorandum dated April 8, 2019 has recommended that the Authority approve the Project, subject to fulfillment of certain terms and conditions.

NOW, THEREFORE, BE IT

RESOLVED, by the Commissioners of the Northwest Bergen County Utilities Authority, that the application made by Justin Leavy and Russell Whiteman on behalf of the Township of Wyckoff for a proposed sanitary sewer extension to be located at 733 Highview Drive & 736 Thomas Place in the Township of Wyckoff be approved contingent upon review by the Authority’s Technical Advisor and further upon the condition that the Applicant, its principals, agents, successors or assigns fulfill the following terms and conditions:

1. The construction shall conform to all applicable requirements of Township of Wyckoff;
2. The installation of the sewers and appurtenances be inspected and approved by the Township of Wyckoff;

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RESOLUTION

No. 40-2019

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**PROPOSED SANITARY SEWER EXTENSION
733 HIGHVIEW DRIVE & 736 THOMAS PLACE
TOWNSHIP OF WYCKOFF, NEW JERSEY**

3. That all newly constructed sewers be tested for infiltration and exfiltration and that such testing be observed and the results approved by an Authority engineer who has been provided with 2 days notice of such testing;
4. That the Applicant pay for engineering expenses incurred by the Authority for all inspection and testing of the sewers and appurtenances;
5. That the Applicant pay for all Authority application fees, legal fees and other application, administrative, technical or any other expenses relating to review of the Project;
6. That any manholes constructed or modified by reason of this Project be fitted with sewer guards to prevent inflow. All manholes constructed must be installed with all required waterproofing measures, including exterior painting and pipe gasket interlock;
7. That water conserving plumbing fixtures be installed in all new building construction to be serviced by the Project;
8. That the Authority be notified by the Applicant or its designee prior to commencement of sanitary sewer installation;
9. That prior to placing this connection into service, the Applicant must submit to the Authority for approval NJDEP Form WQM-005; and
10. That the Applicant comply with the rules and regulations of the Authority and the New Jersey Department of Environmental Protection; and be it

FURTHER RESOLVED, that upon written assurance of fulfillment by the Applicant of the foregoing terms and conditions, the Authority Superintendent be and is herewith authorized on behalf of the Authority to execute such approvals of the Project as may be required by governmental agencies having jurisdiction thereover.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 40-2019

Date: April 16, 2019

**PROPOSED SANITARY SEWER EXTENSION
733 HIGHVIEW DRIVE & 736 THOMAS PLACE
TOWNSHIP OF WYCKOFF, NEW JERSEY**

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 April 16, 2019.

CHAIRMAN

SECRETARY

RECORDED VOTE:

	Bonagura	Chewcaskie	Duch	Kelاهر	Lo Iacono	Mongelli	Ortega	Plumley	Kasparian
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									