

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

NOTICE

The next Regular Meeting of the Northwest Bergen County Utilities Authority will be held on Tuesday May 19, 2015 immediately following the Work Session and Public Hearing at 7:00 pm, in the offices of the Authority located at 30 Wyckoff Avenue, Waldwick, New Jersey.

May 15, 2015

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

REGULAR MEETING May 19, 2015

1. Meeting called to Order.
2. Chairman's statement in accordance with C. 231, PL 1975.
3. Roll Call.
4. Salute to the Flag.
5. Chairman's Remarks.
6. Executive Session – Advice of Counsel – Alvarez v. NBCUA
Contract Negotiations – Local 11
7. Approval of Minutes – Regular Meeting – April 21, 2015
8. Public Comments (any subject).
9. Consideration for approval list of Resolutions attached dated May 19, 2015.
10. Reports of Committees.
 - a. Finance Committee
 - b. Personnel Committee
 - c. Insurance Committee
 - d. Operating Committee
 - e. Buildings and Grounds
11. Report of Treasurer.
12. Report of Counsel.
13. Report of Engineer.
14. Report of Executive Director.
15. Report of Superintendent.
16. Old Business.
17. New Business.
18. Public Comments (on subjects 5 through 17).
19. Adjournment.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. CS-May-2015

Date: May 19, 2015

**RESOLUTION OF THE GOVERNING BODY OF THE NORTHWEST BERGEN
COUNTY UTILITIES AUTHORITY TO ENTER CLOSED SESSION PURSUANT
TO THE OPEN PUBLIC MEETINGS ACT**

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-6 to 10:4-21, requires that meetings of public bodies shall be open to the public at all times, except that the public body may exclude the public only from that portion of a meeting at which the public body discusses matters set forth in N.J.S.A. 10:4-12b; and

WHEREAS, the Northwest Bergen County Utilities Authority (“Authority”) Board of Commissioners intends to hold a closed meeting on the following subject matters which are authorized by N.J.S.A. 10:4-12b:

Advice of Counsel – Alvarez v. NBCUA
Contract Negotiations – Local 11

NOW, THEREFORE, BE IT RESOLVED by the Authority’s Board of Commissioners,
that:

1. The aforesaid recitals are incorporated herein as though fully set forth at length.
2. The Management Committee shall meet in closed session on May 19, 2015, to discuss the above-referenced matters.
3. The minutes, or parts thereof, of the closed session discussion may be disclosed to the public upon the determination by the Board of Commissioners that the public interest will no longer be served by such confidentiality.
4. This Resolution shall be effective immediately.

ADOPTED: May 19, 2015

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

**LIST OF RESOLUTIONS
REGULAR MEETING
May 19, 2015**

RESOLUTIONS

- | | |
|---------|--|
| 51-2015 | Approval of Vouchers, Payroll and Tax Deposits |
| 52-2015 | Certification of Audit |
| 53-2015 | Accept Audit |
| 54-2015 | Approval of Application for Proposed Sanitary Sewer Extension – 24 Sherman Avenue, Waldwick |
| 55-2015 | Authorization to engage services of Instrumentation, Automation and Computer Systems Engineering Services Consultant |
| 56-2015 | Change Order No. 1 – Contract No. 268 – Incinerator Emissions Upgrade Project |
| 57-2015 | Salary Adjustments for 2015 |
| 58-2015 | Policy for approval of professional consulting agreements |

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 51-2015

Date: May 19, 2015

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 April 2015 and Health Benefits and Dental Benefits transfers for May 2015; 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 listing 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 May 19, 2015 be and they hereby are approved for payment from the proper accounts as follows:

ACCOUNT: Payroll Account
Net Payroll: \$190,898.67

ACCOUNT: Tax Deposit Account
Total: \$89,890.56

ACCOUNT: Health Benefits Contribution Employer
Total Transfer: \$105,024.39

ACCOUNT: Health Benefits Contribution Employee
Total: \$10,664.67

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 51-2015

Date: May 19, 2015

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

ACCOUNT: Dental Benefits
Total Transfer: \$4,048.95

ACCOUNT: PERS and Contributory Insurance
Total Transfer: \$28,560.94

ACCOUNT: Operating Account
Total: \$439,773.83

ACCOUNT: General Improvement Account
Total: \$42,089.29

ACCOUNT: 2014 WWT Project Account
Total: \$6,248.99

ACCOUNT: 2015 WWT Project Account
Total: \$437,604.08

SECRETARY

CHAIRMAN

	Bonagura	DaPuzzo	DePhillips	Gabbert	Kasparian	Kelaher	Plumley	Salazer	Chewcaskie
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

NO. 52-2015

Date: May 19-2015

CERTIFICATION OF AUDIT

RESOLVED,

The Commissioners of the Northwest Bergen County Utilities Authority reviewed, discussed and considered the Resolution entitled:

RESOLUTION CERTIFYING TO THE LOCAL FINANCE BOARD OF THE STATE OF NEW JERSEY THAT EACH COMMISSIONER HAS PERSONALLY REVIEWED THE ANNUAL AUDIT REPORT FOR THE FISCAL YEAR ENDED DECEMBER 31, 2014 AND SPECIFICALLY HAS REVIEWED THE SECTION OF THE AUDIT REPORT ENTITLED "GENERAL COMMENTS" AND "RECOMMENDATIONS" AND HAS EVIDENCED SAME BY GROUP AFFIDAVIT IN THE FORM PRESCRIBED BY THE LOCAL FINANCE BOARD.

CHAIRMAN

SECRETARY

	Bonagura	DaPuzzo	DePhillips	Gabbert	Kasparian	Kelahr	Plumley	Salazer	Chewcaskie
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

RESOLUTION

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 2014 has been completed and filed with the **NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY** PURSUANT TO N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled “General Comments” and “Recommendations” in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the **NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY** hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended **DECEMBER 2014** and specifically has reviewed the sections of the audit report entitled “General Comments” and “Recommendations”, and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTIONS PASSED AT THE MEETING HELD ON MAY 19, 2015.

SECRETARY

May 19, 2015

DATE

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 2014, and specifically the sections of the audit report entitled "General Comments" and "Recommendations."

PRINT

SIGNATURES

Brian Chewcaskie _____

Michael Kasparian _____

Dennis Bonagura _____

John DaPuzzo _____

Christopher DePhillips _____

Kenneth Gabbert _____

Frank Kelaher _____

Marion Plumley _____

Elizabeth Salazer _____

Sworn to and subscribed before me

this 19 day of May 2015

Notary Public of New Jersey

IMPORTANT: Signatures must be original. Photocopies not accepted.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

NO. 53-2015

Date: May 19, 2015

ACCEPT AUDIT

WHEREAS, Lerch, Vinci & Higgins, LLP, has prepared and submitted the Annual Audit Report of the Northwest Bergen County Utilities Authority for the year ending December 31, 2014; and

WHEREAS, the Commissioners of the Northwest Bergen County Utilities Authority have reviewed the Audit Report and have found it to be in order; and

WHEREAS, the Commissioners find that it is in the best interest of the Northwest Bergen County Utilities Authority to accept the Audit Report as submitted.

NOW, THEREFORE, BE IT

RESOLVED, by the Commissioners of the Northwest Bergen County Utilities Authority, that the Audit Report for the year ending December 31, 2014 prepared by Lerch, Vinci & Higgins, LLP, be and the same hereby is accepted as submitted and that the Secretary of the Authority be and she hereby is authorized to distribute same on behalf of the Authority; and be it

FURTHER RESOLVED, by the Commissioners of the Northwest Bergen County Utilities Authority that the Secretary of the Authority is hereby directed to publish the synopsis and recommendations of this audit, as prepared by Lerch, Vinci & Higgins, LLP, within thirty (30) days from receipt as required by law.

CHAIRMAN

SECRETARY

	Bonagura	DaPuzzo	DePhillips	Gabbert	Kasparian	Kelahr	Plumley	Salazer	Chewcaskie
Offered									
Seconded									
Ayes									
Nays									
Absent									
Abstain									
Recuse									

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 54-2015

Date: May 19, 2015

**PROPOSED SANITARY SEWER EXTENSION
24 SHERMAN AVENUE
BOROUGH OF WALDWICK, NEW JERSEY**

WHEREAS, an application has been made to the Northwest Bergen County Utilities Authority (hereinafter sometimes referred to as the “Authority”) by Paul Demartini (hereinafter referred to as the “Applicant”) for approval of a proposed sanitary sewer extension to be located at 24 Sherman Avenue, Block 157, Lot 13.02, Waldwick, New Jersey (hereinafter referred to as the “Property”); and

WHEREAS, the Property proposes to provide sanitary sewer service to three proposed single family homes in the Borough of Waldwick; and

WHEREAS, the Authority’s technical advisor has reviewed the application and the documents and drawings submitted in support thereof and, by memorandum dated April 22, 2015 has recommended that the Authority approve the Property, subject to fulfillment of certain terms and conditions, finding that when completed, the Property will contribute an average daily flow of 900 gallons per day (gpd), or 3 additional residential EDUs to the Authority’s systems; and

WHEREAS, it is recommended that the Authority approve the Property, subject to fulfillment of certain terms and conditions by the Applicant.

NOW, THEREFORE, BE IT

RESOLVED, by the Commissioners of the Northwest Bergen County Utilities Authority, that the application of Paul DeMartini for approval of a proposed sanitary sewer extension to be located at 24 Sherman Avenue, Block 157, Lot 13.02 in the Borough of Waldwick, New Jersey be approved upon 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 Borough of Waldwick;
2. The installation of the sewers and appurtenances be inspected and approved by the Borough of Waldwick;

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 54-2015

Date: May 19, 2015

**PROPOSED SANITARY SEWER EXTENSION
24 SHERMAN AVENUE
BOROUGH OF WALDWICK, 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 Property;
6. That any manholes constructed or modified by reason of this Property 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 Property;
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

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 54-2015

Date: May 19, 2015

**PROPOSED SANITARY SEWER EXTENSION
24 SHERMAN AVENUE
BOROUGH OF WALDWICK, NEW JERSEY**

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 Property as may be required by governmental agencies having jurisdiction thereof

CHAIRMAN

SECRETARY

	Bonagura	DaPuzzo	DePhillips	Gabbert	Kasparian	Kelaber	Plumley	Salazer	Chewcaskie
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 55-2015

Date: May 19, 2015

**AUTHORIZATION TO ENGAGE SERVICES OF INSTRUMENTATION, AUTOMATION AND
COMPUTER SYSTEMS ENGINEERING SERVICES CONSULTANT**

WHEREAS, the Northwest Bergen County Utilities Authority ("Authority") has the need to retain the professional services of an organization to provide Instrumentation, Automation and Computer Systems Engineering support in the design, maintenance and troubleshooting of control and SCADA systems; and

WHEREAS, such services will include both the normal plant facilities and the Incinerator Emission Controls and Upgrade Project; and

WHEREAS, Engineered Solutions Corporation (ENSOCORP) is highly experienced in providing such services in the automation of equipment for water and wastewater treatment, boilers, incinerators, and general machinery for both individual plants and OEM; and

WHEREAS, ENSOCORP has provided such services to the Authority in the past; and

WHEREAS, ENSOCORP has prepared a proposal dated February 10, 2015 identifying the potential Services and Support activities to be provided as well as the billing rates for professionals providing these services; and

WHEREAS, the Authority has determined that the value of ENSOCORP's services will exceed \$17,500; and

WHEREAS, the Authority has a need to acquire the services of ENSOCORP, as a non-fair and open contract pursuant to the provisions of N.J.S.A. 19:44A-20.4; and

WHEREAS, ENSOCORP, its subsidiaries, assigns or principals controlling in excess of 10% of the company has not made a contribution that is reportable, pursuant to the Election Law Enforcement Commission, pursuant to N.J.S.A. 19:44A-8 or 19:44A-16 in the one (1) year preceding the award of the contract, that would affect its eligibility to perform this contract, pursuant to P.L. 2004, c. 19; and

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 55-2015

Date: May 19, 2015

**AUTHORIZATION TO ENGAGE SERVICES OF INSTRUMENTATION, AUTOMATION AND
COMPUTER SYSTEMS ENGINEERING SERVICES CONSULTANT**

WHEREAS, ENSOCORP will not make any reportable contribution during the term of Its contract to any political party committee in the County of Bergen when the contract is awarded, or to any candidate committee of any person serving in an elective public office of the County of Bergen when the contract is awarded;

WHEREAS, the Municipal and County Utilities Authority set forth at N.J.S.A. 40:14B-1 et seq., authorizes and permits the Authority to enter into any and all contracts, execute any and all instruments, and do and perform any and all acts or things necessary, convenient or desirable for the purposes of the Authority, or to carry out any power expressly given to the Authority, subject to the requirements of N.J.S.A. 40A:11-1 et seq. ("Local Public Contracts Law"); and

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

1. The Authority is hereby authorized to engage the services of ENSOCORP.
2. The Authority shall be and is hereby authorized to execute an Agreement to retain the services of ENSOCORP, in final form acceptable to the Commissioners, as evidenced by the Chairman's signature thereon, on behalf of the Authority, based on the proposed rates, for a not to exceed budget price of \$50,000.
3. Contractor will not exceed this budget price without prior written authorization from the Authority.
4. The Political Contribution Disclosure Certification, Business Disclosure Entity Certification, and Business Registration Certificate of ENSOCORP., shall be placed on file in the office of the Executive Director and made available for public inspection.
5. Upon execution, a fully executed and confirmed copy of the Agreement shall be placed on file in the office of the Executive Director and made available for public inspection.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 55-2015

Date: May 19, 2015

**AUTHORIZATION TO ENGAGE SERVICES OF INSTRUMENTATION, AUTOMATION AND
COMPUTER SYSTEMS ENGINEERING SERVICES CONSULTANT**

6. The formal action(s) of the Commissioners of the Northwest Bergen County Utilities Authority embodied herein are expressly contingent upon and subject to the provisions of N.J.S.A. 40:14B-14(b).

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 May 19, 2015.

CHAIRMAN

SECRETARY

	Bonagura	DaPuzzo	DePhillips	Gabbert	Kasparian	Kelaber	Plumley	Salazer	Chewcaskie
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									