

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

Northwest Bergen County Utilities Authority

PLEASE TAKE NOTICE, that in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9, 2020 declaring a State of Emergency and a Public Health Emergency in the State of New Jersey, together with Executive Order 244 and Assembly Bill 5820 as signed by Governor Murphy, the Northwest Bergen County Utilities Authority located at 30 Wyckoff Avenue, Waldwick, New Jersey does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the Northwest Bergen County Utilities Authority Work Session, Special Meeting to conduct a Public Hearing on the 2022 Service Charges and Regular Meeting scheduled for Tuesday, January 11, 2022 at 7:00 p.m. will be held via Zoom ONLY. Formal action will be taken. The agendas will be placed on the Northwest Bergen County Utilities Authority website, nbcua.com, at least 48 hours prior to the meeting. Members of the public who wish to participate in the meeting may do so by going to [Zoom.us](https://zoom.us) and entering the meeting ID of 810 2225 0958 and followed by the passcode 297336 at 7:00 P.M. Members of the public may also access the meeting by dialing in at 1-646-558-8656, and then following the prompts to input the meeting ID and passcode. Phone service provider rates may apply. Individuals calling into this number will be able to fully participate in the meeting, including providing public comment. A non-public dial in number will be used if executive session is required.

Alison Gordon, Secretary
Northwest Bergen County
Utilities Authority

January 7, 2022

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

AGENDA REGULAR MEETING January 11, 2022

1. Meeting called to Order
2. Open Public Meetings Act Statement
3. Roll Call
4. Chairman's Remarks
5. Appointment of Nominating Committee
6. Approval of Minutes – Regular Meeting – December 14, 2021
Special Meeting – December 14, 2021
7. Public Comments (any subject)
8. Consideration for approval list of Resolutions attached dated January 11, 2022
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 4 through 17)
19. Adjournment

January 7, 2022

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTIONS

January 11, 2022

CONSENT AGENDA

- 02-2022 Approval of Payment of Vouchers, Payroll, Tax Deposits and Pensions and Benefits
- 03-2022 Appointment of Executive Director
- 04-2022 Appointment of Assistant Executive Director
- 05-2022 Regular Employment – Christopher O’Reilly, Plant Operator
- 06-2022 Appointment of Assistant Board Secretary
- 07-2022 Designation of Public Agency Compliance Officer for 2022
- 08-2022 Award of Contract No. 291 – Schwing Bioset Pump Replacement
- 09-2022 Resolution Authorizing the Purchase for Upgrading the Phoenix Contact Polling and Reporting Platform at Five (5) Remote Sites and the Water Treatment Plant
- 10-2022 Authorization to Renew a Shared Services Agreement with the Borough of Waldwick

Rev. 01/11/2022

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 02-2022

Date: January 11, 2022

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 December 2021 and Health Benefits and Dental Benefits transfers for January 2022; 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 January 11, 2022 be and they hereby are approved for payment from the proper accounts as follows:

ACCOUNT: Payroll Account
Net Payroll: \$367,103.38

ACCOUNT: Tax Deposit Account
Total: \$152,555.11

ACCOUNT: Health Benefits Contribution Employer
Total Transfer: \$116,755.32

ACCOUNT: Health Benefits Contribution Employee
Total: \$4,555.83

ACCOUNT: Dental Benefits
Total Transfer: \$4,081.74

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 02-2022

Date: January 11, 2022

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

ACCOUNT: PERS and Contributory Insurance
Total Transfer: \$30,436.64

ACCOUNT: Operating Account
Total: \$644,373.10

ACCOUNT: General Improvement Account
Total: \$204,765.01

SECRETARY

CHAIRMAN

RECORDED VOTE:

	Bonagura	Jordan	Kelaher	Lo Iacono	Ortega	Plumley	Kasparian
Offered							
Seconded							
Aye							
Nay							
Absent							
Abstain							
Recuse							

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 03-2022

Date: January 11, 2022

APPOINTMENT OF EXECUTIVE DIRECTOR – JAMES ROTUNDO

WHEREAS, the Authority serves as a body politic and corporate constituting a political subdivision of the State of New Jersey, existing under and by virtue of N.J.S.A. 40:14B-1 et.seq.; and

WHEREAS, pursuant to N.J.S.A. 40:14B-18, the Authority is authorized to appoint and employ full or part-time, inter alia, an Executive Director, as the Authority may determine necessary for its efficient operations, and shall determine those qualifications, terms of office, duties, compensation and enter into contracts therefore, for periods not exceeding five (5) years, as it determines necessary; and

WHEREAS, by Resolution, dated December 27, 1982, the Authority established the position of Executive Director; and

WHEREAS, the Commissioners of the Authority consider James Rotundo competent and qualified to perform the duties of the office of Executive Director of the Northwest Bergen County Utilities Authority; and

WHEREAS, the Authority has determined on the basis of the foregoing to re-appoint James Rotundo Executive Director of the Authority for a five (5) year term, retroactive to September 1, 2021, and ending August 31, 2026. As of September 1st, 2021, Mr. Rotundo's annual salary shall be 160,000., Effective January 1, 2022, Mr. Rotundo's annual salary shall be \$165,000.00. Thereafter, Mr. Rotundo will receive an annual cost of living increase of three (3%) percent added to the annual base compensation during the term of the Employment Agreement as Executive Director; and

WHEREAS, the terms and conditions of the appointment herein shall be, and they are hereby subject to the availability and appropriation annually of sufficient funds as may be required to meet any extended obligation contained herein; and

WHEREAS, the Authority concludes that the appointment contemplated herein shall be and is hereby determined to be necessary for the efficient operations of the Authority.

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

1. James Rotundo's annual compensation, retroactive to September 1, 2021, is \$160,000.00. Effective January 1, 2022, his compensation will be \$165,000.00. On each succeeding September 1st anniversary, an annual cost of living increase of three (3%) percent will be added to the annual base compensation during the term of this Agreement.
2. The Authority's attorney is hereby authorized to draft an employment agreement memorializing the scope of services to be performed and compensation to be paid in connection with providing the services outlined herein in such final form as is acceptable to the Authority, as evidenced by the Chairman's signature thereon.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 03-2022

Date: January 11, 2022

APPOINTMENT OF EXECUTIVE DIRECTOR – JAMES ROTUNDO

3. That the foregoing appointment shall be and is hereby determined to be necessary for the efficient operations of the Authority.
4. Any and all resolutions, appointments and/or engagements inconsistent herewith shall, to the extent of their inconsistency, be and the same are hereby superseded, and this resolution shall serve as authorization to implement the terms hereof.
5. 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 public meeting held on January 11, 2022.

**DOUGLAS M. BERN, ESQ.,
ASSISTANT SECRETARY**

**MICHAEL KASPARIAN,
CHAIRMAN**

	Bonagura	Jordan	Kelahr	Lo Iacono	Ortega	Plumley	Kasparian
Offered							
Seconded							
Aye							
Nay							
Absent							
Abstain							
Recuse							

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 04-2022

Date: January 11, 2022

**APPOINTMENT OF ASSISTANT EXECUTIVE DIRECTOR
JOHN DANUBIO**

WHEREAS, the Authority serves as a body politic and corporate constituting a political subdivision of the State of New Jersey, existing under and by virtue of N.J.S.A. 40:14B-1 et.seq.; and

WHEREAS, pursuant to N.J.S.A. 40:14B-18, the Authority is authorized to appoint and employ full or part-time, inter alia, an Assistant Executive Director, as the Authority may determine necessary for its efficient operations, and shall determine those qualifications, terms of office, duties, compensation and enter contracts therefore, for periods not exceeding five (5) years, as it determines necessary; and

WHEREAS, by Resolution, dated June 8, 2005, the Authority established the position of Assistant Executive Director; and

WHEREAS, the Commissioners of the Authority consider John Danubio competent and qualified to perform the duties of the office of Assistant Executive Director of the Northwest Bergen County Utilities Authority; and

WHEREAS, John Danubio has assumed additional responsibilities of Human Resources Officer, Affirmative Action Officer, and Public Relations Officer/Spokesman; and

WHEREAS, the Authority has determined on the basis of the foregoing to appoint John Danubio as Assistant Executive Director of the Authority for a five (5) year term retroactive to June 24, 2021 and ending June 23, 2026. As of June 24, 2021, Mr. Danubio's annual salary shall be \$98,000.00., Effective January 1, 2022, Mr. Danubio's base salary will be \$105,000.00. Thereafter, Mr. Danubio's shall receive an annual cost of living increase of three (3%) percent added to the base compensation on each succeeding June 24th for each year of service as Assistant Executive Director; and

WHEREAS, the terms and conditions of the appointment herein shall be, and they are hereby subject to the availability and appropriation annually of sufficient funds as may be required to meet any extended obligation contained herein; and

WHEREAS, the Authority concludes that the appointment contemplated herein shall be and is hereby determined to be necessary for the efficient operations of the Authority.

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

1. John Danubio shall be and is hereby appointed to serve as Assistant Executive Director for a period of five (5) years, commencing retroactively June 24, 2021, until June 23, 2026. As of June 24, 2021, Mr. Danubio's annual salary shall be \$98,000.00., Effective January 1, 2022, Mr. Danubio's base salary will be \$105,000.00. Thereafter, Mr. Danubio's shall receive an annual cost of living increase of three (3%) percent added to the base compensation on each succeeding June 24th for each year of service as Assistant Executive

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 04-2022

Date: January 11, 2022

**APPOINTMENT OF ASSISTANT EXECUTIVE DIRECTOR
JOHN DANUBIO**

Director. Mr. Danubio shall also receive such leave and other benefits as are provided to other employees of the Authority consistent with and in accordance with the Authority's policies and procedures.

2. The Authority's attorney is hereby authorized to draft an employment agreement memorializing the scope of services to be performed and compensation to be paid in connection with providing the services outlined herein in such final form as is acceptable to the Authority, as evidenced by the Chairman's signature thereon.
3. That the foregoing appointment shall be and is hereby determined to be necessary for the efficient operations of the Authority.
4. Any and all resolutions, appointments and/or engagements inconsistent herewith shall, to the extent of their inconsistency, be and the same are hereby superseded, and this resolution shall serve as authorization to implement the terms hereof.
5. 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 public meeting held on January 11, 2022.

ALISON GORDON, SECRETARY

MICHAEL KASPARIAN, CHAIRMAN

Roll Call:

	Bonagura	Jordan	Kelaher	Lo Iacono	Ortega	Plumley	Kasparian
Offered							
Seconded							
Aye							
Nay							
Absent							
Abstain							

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 05-2022

Date: January 11, 2022

REGULAR EMPLOYMENT – CHRISTOPHER O’REILLY – PLANT OPERATOR

WHEREAS, by Resolution No. 60-2021 dated July 20, 2021, Christopher O’Reilly was hired by the Northwest Bergen County Utilities Authority to the position of Plant Operator subject to one hundred eighty (180) day probationary period; and

WHEREAS, Christopher O’Reilly successfully completed his probationary period on December 22, 2021; and

WHEREAS, it has been recommended Christopher O’Reilly be retained as a regular employee in the position of Plant Operator.

NOW, THEREFORE, BE IT

RESOLVED, by the Northwest Bergen County Utilities Authority’s Board of Commissioners that Christopher O’Reilly be retained as a regular employee in the position of Plant Operator effective December 23, 2021.

CHAIRMAN

SECRETARY

RECORDED VOTE:

	Bonagura	Jordan	Kelaher	Lo Iacono	Ortega	Plumley	Kasparian
Offered							
Seconded							
Aye							
Nay							
Absent							
Abstain							
Recuse							

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 06-2022

Date: January 11, 2022

**RESOLUTION OF THE NORTHWEST BERGEN COUNTY UTILITIES
AUTHORITY AUTHORIZING THE APPOINTMENT OF
AN ASSISTANT SECRETARY**

WHEREAS, the Northwest Bergen County Utilities Authority ("Authority") has determined the need to appoint an Assistant Secretary to the Board of Commissioners to assist with administrative matters; and

WHEREAS, Article 6, 'Other Assistants' Section of the Authority's By-Laws provide for the Authority's appointment, by Resolution, of an Assistant Secretary to the Board of Commissioners; and

WHEREAS, the role of the Assistant Secretary when needed, to maintain record book(s) in which the By-Laws, special rules of order, standing rules, and minutes are entered, with any amendments to these documents properly recorded, and have the current record book(s) on hand at every meeting; and

WHEREAS, the role of the Assistant Secretary when needed, to sign all certified copies of the acts of the Board of Commissioners unless otherwise specified in the By-Laws; and

WHEREAS, the Authority has determined that Douglas M. Bern, Esq. has the requisite qualifications and may be appointed an Assistant Secretary to the Board of Commissioners;

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

1. The aforesaid recitals are incorporated herein as though fully set forth at length.
2. The Authority hereby appoints Douglas M. Bern, Esq. as Assistant Secretary to the Board of Commissioners with the authority to carry out

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 06-2022

Date: January 11, 2022

**RESOLUTION OF THE NORTHWEST BERGEN COUNTY UTILITIES
AUTHORITY AUTHORIZING THE APPOINTMENT OF
AN ASSISTANT SECRETARY**

such duties of an Assistant Secretary as set forth in Article 6, 'Other Assistants' Section of the Authority's By-Laws.

3. This Resolution is effective immediately upon passage and may be renewed on an annual (one-year) basis.

4. The Assistant Secretary shall serve without compensation.

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 January 11, 2022.

Michael Kasparian, Chairman

Alison Gordon, Secretary

Recorded Vote:

	Bonagura	Jordan	Kelaheer	Lo Iacono	Ortega	Plumley	Kasparian
Offered							
Seconded							
Aye							
Nay							
Absent							
Abstain							
Recuse							

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 07-2022

Date: January 11, 2022

DESIGNATION OF THE PUBLIC AGENCY COMPLIANCE OFFICER FOR 2022

WHEREAS, the Law Against Discrimination, Public Law 1973, Chapter 127, requires affirmative action in the performance of contracts which receive funding from the State of New Jersey; and

WHEREAS, recent amendments to the regulation implementing the Law Against Discrimination require that every public agency annually designate an officer or employee to serve as the Public Agency Compliance Officer who shall be responsible for ensuring the agency's compliance with the applicable regulation and who shall perform liaison and assistance functions as may be requested by the Affirmative Action Office of the Department of the Treasury of the State of New Jersey; and

WHEREAS, the Northwest Bergen County Utilities Authority is a public agency as defined by the regulations.

NOW, THEREFORE, BE IT

RESOLVED, by the Commissioners of the Northwest Bergen County Utilities Authority that Robert Genetelli be and he is hereby designated as the Public Agency Compliance Officer for the period January 1, 2022 through December 31, 2022.

CHAIRMAN

SECRETARY

Recorded Vote:

	Bonagura	Jordan	Kelahr	Lo Iacono	Ortega	Plumley	Kasparian
Offered							
Seconded							
Aye							
Nay							
Absent							
Abstain							
Recuse							

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

NO. 08-2022

Date: January 11, 2022

**AWARD BID — CONTRACT NO. 291
SCHWING BIOSET PUMP REPLACEMENT**

WHEREAS, the Northwest Bergen County Utilities Authority (the "Authority") operates a wastewater treatment facility, located at 30 Wyckoff Avenue in the Borough of Waldwick, County of Bergen, State of New Jersey; and

WHEREAS on December 9, 2021, the Authority advertised for a one hundred eighty (180) day contract for Contract No. 291 — Schwing Bioset Pump Replacement; and

WHEREAS, on January 5, 2022, the date specified for the public opening and reading of the bids for Contract No. 291— Schwing Bioset Pump Replacement, three (3) bids were received; and

WHEREAS, Spectraserv Inc. contained in their bid a price of:

\$147,000.00 for the Schwing Bioset Pump Replacement

WHEREAS, the Authority's General Counsel has reviewed the bid of Spectraserv Inc. and has found same to be in legal conformance with the advertised specifications and bid requirements, and the Local Contract Law, N.J.S.A. 40A:11-1 *et seq.*; and

WHEREAS, the Authority's technical advisor has reviewed the bid of Spectraserv Inc. and has found same, in all technical aspects, to be in conformance with the advertised specifications and bid requirements, and as such has recommended that the Authority accept said bid submitted by Spectraserv Inc.; and

WHEREAS, it has been certified by the Authority's Certifying Financial Officer that there are funds available for the award of this contract to Spectraserv Inc.; and

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

1. The bid of Spectraserv located at 75 Jacobus Avenue, Kearny, New Jersey 07032, for Contract No. 291 —Schwing Bioset Pump Replacement and the same is hereby accepted at the cost of \$147,000.00 for the Schwing Bioset Pump Replacement for a period of one hundred eighty (180) days from the signing of the Contract.
2. In all respects relating to the performance of Contract No. 291 hereby awarded to Spectraserv Inc. is hereby directed to comply with the requirements of P.L. 1975,

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

NO. 08-2022

Date: January 11, 2022

**AWARD BID — CONTRACT NO. 291
SCHWING BIOSET PUMP REPLACEMENT**

Chapter 127, and all other applicable statutes and regulations dealing with anti-discrimination and/or equal opportunity in public contracts.

3. The Executive Director of the Authority shall be and hereby is authorized to execute on behalf of the Authority any such contract with Spectraserv, Inc.
4. Notice of the contract award shall be advertised in accordance with applicable law.

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 January 11, 2022.

Alison Gordon, Board Secretary

Michael Kasparian, Chairman

RECORDED VOTE:

	Bonagura	Jordan	Kelaheer	Lo Iacono	Ortega	Plumley	Kasparian
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: Contract No. 291 – Schwing Bioset Pump Replacement

VENDOR: Spectraserv, Inc.

AMOUNT: \$147,000

ACCOUNT NO.: 7000/6610

Date: January 11, 2022



James Rotundo, Certifying Finance Officer

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 09-2022

Date: January 11, 2022

**RESOLUTION AUTHORIZING THE AWARD OF A
CONTRACT TO KAMAN AUTOMATION / PHOENIX CONTACT ENGINEERING
SERVICES FOR LIFT STATION UPGRADE PROJECT RELATED TO
THE FIVE (5) REMOTE SITES AND THE WATER TREATMENT PLANT**

WHEREAS, the operation and maintenance of an effective and efficient wastewater treatment system is the responsibility of the Northwest Bergen County Utilities Authority (the "Authority") on behalf of its member communities and is essential to ensuring the health, safety and welfare of member communities who depend on such a system; and

WHEREAS, said provision of goods or services for the support or maintenance of proprietary equipment is exempt from public bidding by N.J.S.A. 40A:11-5(1)(i); and

WHEREAS, the Authority provides these essential services within the Authority's sewer district which is comprised of twelve (12) municipalities; and

WHEREAS, Kaman Automation / Phoenix Contact Engineering Services (hereinafter "Kaman/Phoenix") has proposed a proprietary upgrading of the Authority's polling and reporting platforms at five (5) remote sites and the water treatment plant.

WHEREAS, the operation and collection of maintenance data from remote lift systems is an essential requirement for a reliable reporting function for the Authority's water treatment plant; and

WHEREAS, the Authority provides these essential services within the Authority's sewer district to maintain a reliable wastewater treatment system; and

WHEREAS, the Authority's engineers have investigated the implementation of an assembly of mechanisms for gathering inputs including network planning and VPN tunnel designs; and

WHEREAS, there exists the need to engage the services of a specialized firm to provide the design of controller assemblies needed for the inputs, creation of a bill of material components necessary to support the design of the assemblies and the need to provide on-site support of the startup of the system and to train Authority personnel in managing the system; and

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 09-2022

Date: January 11, 2022

**RESOLUTION AUTHORIZING THE AWARD OF A
CONTRACT TO KAMAN AUTOMATION / PHOENIX CONTACT ENGINEERING
SERVICES FOR LIFT STATION UPGRADE PROJECT RELATED TO
THE FIVE (5) REMOTE SITES AND THE WATER TREATMENT PLANT**

WHEREAS, said design and assembly services are unique and proprietary and as such are recognized as "specialized" as defined in N.J.S.A. 40:11-2(39) and N.J.A.C. §5:34-91 as same may be only provided by a single vendor who is capable of meeting the Authority's needs; and

WHEREAS, the firm of Kaman Automation/Phoenix Contact with offices located at P.O. Box 4100, Harrisburg, Pennsylvania 17111-0100 has designed a proprietary system to provide ethernet connectivity to provide reliable polling and reporting of data for the Authority's water treatment plant and five (5) remote lift stations; and thus, constituting an extraordinary unspecifiable service which is unique to Kaman/Phoenix; and

WHEREAS, Kaman/Phoenix has submitted a proposal dated November 11, 2021, to the Authority to design and implement the ethernet reporting system at the wastewater plant and five (5) remote sites; and

WHEREAS, the cost to perform this work as set forth in Kaman/Phoenix's proposal is the sum \$119,900.00 with optional additional services should the Authority deem necessary; and

WHEREAS, the Authority's Certifying Finance Officer has certified that sufficient funds are available for said contract as evidenced by the Certification of Funds attached; and

NOW THEREFORE, BE IT RESOLVED by the Commissioners of the Northwest Bergen County Utility Authority that the the cost quoted by Kaman Automation/Phoenix Contact Engineering Services is deemed to be satisfactory; and

BE IT FURTHER RESOLVED, by the Commissioners of the Northwest Bergen County Utilities Authority that the issuance of a Purchase Order in the sum of \$119,900.00 to Kaman Automation/Phoenix Contact Engineering Services., is hereby approved, ratified, and confirmed, and payment of said sum to Kaman Automation/Phoenix Contact Engineering

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 09-2022

Date: January 11, 2022

RESOLUTION AUTHORIZING THE AWARD OF A
CONTRACT TO KAMAN AUTOMATION / PHOENIX CONTACT ENGINEERING
SERVICES FOR LIFT STATION UPGRADE PROJECT RELATED TO
THE FIVE (5) REMOTE SITES AND THE WATER TREATMENT PLANT

Services., in accordance with the payment schedule set forth in the proposal is hereby authorized and directed.

1. Kaman Automation/ Phoenix Contact Engineering Services shall be and is hereby appointed to perform Lift Station Upgrade Project for the Authority, pursuant to and consistent with the terms of the proposal submitted by Kaman/Phoenix to the Authority, for an amount not to exceed the sum of \$119,900.00 without further action by the Authority.

2. The Executive Director or his designee shall be and is hereby authorized to execute a proposal, similar in form and substance to the proposal on file at the Authority, by and between the Authority and Kaman/Phoenix memorializing the scope of services and hourly billing rates to be paid for such services as is acceptable to the Authority, as evidenced by the Executive Director's signature thereon.

3. The Executive Director or his designee of the Authority is authorized to execute such other documents and undertake such other tasks that are reasonably required to carry out and consummate the transactions contemplated by the attached Agreement; and

4. A copy of this Resolution, the proposal retaining Kaman/Phoenix as Consulting Engineer to the Authority and the Purchase Order pursuant to this Resolution, shall be placed on file, and made available for public inspection in the Office of the Executive Director upon execution by Kaman/Phoenix and the Authority.

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

BE IT FURTHER RESOLVED that this resolution shall take effect immediately; and

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 09-2022

Date: January 11, 2022

RESOLUTION AUTHORIZING THE AWARD OF A
CONTRACT TO KAMAN AUTOMATION / PHOENIX CONTACT ENGINEERING
SERVICES FOR LIFT STATION UPGRADE PROJECT RELATED TO
THE FIVE (5) REMOTE SITES AND THE WATER TREATMENT PLANT

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 January 11, 2022.

MICHAEL KASPARIAN,
CHAIRMAN

ALISON GORDON, SECRETARY

RECORDED VOTE:

	Bonagura	Jordan	Kelaheer	Lo Iacono	Ortega	Plumley	Kasparian
Offered							
Seconded							
Aye							
Nay							
Absent							
Abstain							

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: Phoenix Contact polling and reporting platform at 5 remote site and the WWTP

VENDOR: Kaman Automation

AMOUNT: \$119,900

ACCOUNT NO.: 7000/6610

Date: January 11, 2022



James Rotundo, Certifying Finance Officer

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 10-2022

Date: January 11, 2022

**AUTHORIZATION TO RENEW A SHARED SERVICES AGREEMENT WITH THE
BOROUGH OF WALDWICK**

WHEREAS, the State of New Jersey encourages local units to enter into agreements for the joint provision of municipal services; and

WHEREAS, the State of New Jersey authorizes entering into such agreements for shared services pursuant to NJSA 40A:65-1 et. seq.; and

WHEREAS, the Northwest Bergen County Utilities Authority (the “Authority”) and the Borough of Waldwick (the “Borough”) had entered into a Shared Services Agreement on January 1, 2020 with a termination date of December 31, 2021 for the Authority to 1) provide monitoring of the Borough’s three (3) waste water pump stations once per week on the Wednesday of each week 2) perform repairs, corrective actions as directed by the borough 3) Clean each of the pumping stations twice annually at no additional cost and 4) Support Waldwick catch basin cleaning activities when requested; and

WHEREAS, the Borough has adopted Resolution No. 2022-48 authorizing entering into a new shared services agreement with the Authority to receive the same services as previously provided; and

WHEREAS, the Authority desires to enter into this agreement with the Borough for a duration of two (2) years subject to the terms and conditions set forth in said agreement attached hereto.

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

1. The Authority agrees to enter into a Shared Services Agreement with the Borough of Waldwick for a duration of two (2) years to provide the services described in Paragraph 3 above; and
2. The Executive Director of the Authority be and is hereby authorized on behalf of the Authority to execute the Shared Services Agreement with the Borough of Waldwick annexed hereto and made a part thereof.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 10-2022

Date: January 11, 2022

**AUTHORIZATION TO RENEW A SHARED SERVICES AGREEMENT WITH THE
BOROUGH OF WALDWICK**

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 January 11, 2022.

CHAIRMAN

SECRETARY

Recorded Vote:

	Bonagura	Jordan	Kelaher	Lo Iacono	Ortega	Plumley	Kasparian
Offered							
Seconded							
Aye							
Nay							
Absent							
Abstain							
Recuse							

SHARED SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this 7th day of January, 2022 by and among:

THE BOROUGH OF WALDWICK, a Municipal Corporation of the State of New Jersey, in the County of Bergen, hereinafter referred to as "Waldwick" and the NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY, doing business at 30 Wyckoff Avenue, P.O. Box 255, Waldwick, New Jersey 07463, hereinafter referred to as "NBCUA".

WHEREAS, the State of New Jersey encourages local units to enter into agreements for the joint provision of services; and

WHEREAS, the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 *et. seq.*) promotes the broad use of shared services as a technique to reduce local expenses funded by property taxpayers; and

WHEREAS, the Uniform Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 *et. seq.*) allows for any local unit to enter into an agreement with any other local unit or units to provide or receive any services that each local unit participating in the agreement is empowered to provide or receive within its own jurisdiction; and

WHEREAS, Waldwick and the NBCUA have researched the feasibility of entering into an agreement under the authority of the Uniform Shared Services and Consolidation Act, whereby the NBCUA would provide to Waldwick, the services as outlined in paragraph 3 below; and

WHEREAS, Waldwick has adopted Resolution #2022-48, which authorizes Waldwick to enter into an agreement with the NBCUA, for the services outlined in Paragraph 3 below.

NOW, THEREFORE, this Agreement is entered into by and among the Borough of Waldwick and the NBCUA for the purpose of defining and specifying the obligations of the parties and the Borough of Waldwick and the NBCUA hereby agree as follows:

1. Pursuant to N.J.S.A. 40A:65-1 *et. seq.*, both Waldwick and the NBCUA shall adopt the appropriate Resolutions, which will formally authorize the entering into of this Agreement between the parties.
2. The duration of this Agreement shall be for a period of two (2) years following the commencement date. The commencement date shall be January 1, 2022.
3. The NBCUA shall provide the following services to Waldwick:
 - A. The NBCUA shall perform the monitoring of each of Waldwick's three wastewater pump stations once per week on the Wednesday of each week.
 - B. Perform repairs and corrective action as directed by the Borough.

- C. Clean each of the pumping stations twice annually at no additional cost. Waldwick to provide support staff and water connections required for such cleaning.
 - D. Support Waldwick catch basin cleaning activities when requested. Services to be provided billed according to contract labor rates.
4. The Borough of Waldwick will respond to all pump station alarms and will notify NBCUA if repairs and/or corrective actions are required. The Borough will keep record of all such response where repairs are not required and will provide copies of these records to NBCUA.
 5. In order to accomplish repairs and corrective action in a prompt manner, the Borough will maintain a reasonable inventory of spare pump parts. These spare parts may be stored at the Waldwick DPW or at the NBCUA facility to permit 7-day/24-hour accessibility.
 6. In consideration for the services to be rendered by the NBCUA to Waldwick, pursuant to Paragraph 3 above, the Borough of Waldwick shall pay the NBCUA four (4) equal installments of \$2,625.00 on or before March 1st, June 1st, September 1st, and December 1st of each year, for a total annual compensation of \$10,500.00. The rate of compensation paid by Waldwick to NBCUA for repairs, corrective actions and other requested activities will be \$90.27 per man-hour for business hours and \$112.82 per man-hour for non-business hours with an increase on January 1, 2023 consistent with the annual percent increase given to the collective bargaining unit, if any. A minimum of two (2) hours shall be billed by NBCUA for each request for services from Waldwick. The NBCUA shall provide the Borough of Waldwick with an invoice reflecting all time and work provided by its staff for repairs and response service during the previous month. Waldwick shall pay said invoices within 15 days of receipt.
 7. The parties agree to be bound by this Agreement for a minimum of twelve (12) months. Twelve (12) months following the commencement date, either party may terminate this Agreement by giving at least twelve (12) months' written notice to the other party.
 8. Each party to this Agreement represents to the other party thereto that the Officials executing this Agreement are fully authorized and empowered to do so and to bind the parties to the terms of this Agreement, pursuant to law.
 9. The parties recognize that the individuals who shall be designated as the Primary Contact Persons are the Licensed Sewer Operator and Superintendent of the NBCUA for the NBCUA and the Manager of the Borough's Public Works Department, for Waldwick. The Primary Contact individual for Waldwick shall be responsible for initiating all requests for repairs and corrective action to be carried out by NBCUA. The Primary Contact individuals shall be noticed on all issues of importance, including but not limited to, necessary repairs and corrective actions.

10. The Primary Contact persons shall jointly and cooperatively implement and complete a reporting form to memorialize and record all required and/or performed repairs, corrective actions, and responses for each pumping station.
11. The NBCUA will provide a certificate of insurance designating Waldwick as an additional insured, with the same limits and coverage as the NBCUA has in place with their current insurance program.
12. Waldwick assumes all liability for, and agrees to indemnify and hold the NBCUA and its agents, servants, employees, guests, licensees and invitees, harmless against any and all claims, losses, damages, injuries and expenses, arising out of, resulting from, or incurred in connection with any acts or omissions by Waldwick, its agents, servants or employees.
13. The effective date of this Agreement shall be January 1, 2022, and the expiration shall be December 31, 2023, unless the agreement is terminated pursuant to paragraph 7 above.
14. The NBCUA agrees to comply with all applicable federal, state, county and municipal laws, rules, and regulations.
15. The terms of this Agreement shall constitute the entire understanding between the parties and may only be amended by a written document executed by both parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals, this month, day and year first above written.

ATTEST:

BOROUGH OF WALDWICK

Alley Halvick

By: *Thomas A. Gordano*

Date: *1/7/2022*

ATTEST:

NORTHWEST BERGEN COUNTY
UTILITIES AUTHORITY

By: _____

Date: _____

**MAYOR AND COUNCIL
OF THE
BOROUGH OF WALDWICK
Bergen County, New Jersey**

**RESOLUTION NO. 2022-48
(Page 1 of 2)**

Authorize Shared Services Agreement with Northwest Bergen County Utilities Authority (NBCUA) for Pump Station Inspection Services 2022-2023

WHEREAS, the Uniform Shared Services Act, N.J.S.A. 40A:65 et seq., the Borough of Waldwick has a need to promote the broad use of shared services as a method to reduce local expenses funded by property taxpayers; and,

WHEREAS, the Uniform Shared Services Act allows for any local unit to enter into an agreement with any other local unit or units to provide or receive any services that each local unit participating in the agreement is empowered to provide or receive within its own jurisdiction; and,

WHEREAS, the Borough of Waldwick is in need of Pump Station Inspection Services of the wastewater pump stations for the years 2022 and 2023; and,

WHEREAS, the NBCUA will provide Pump Station Inspection Services of the wastewater pump stations for the Borough of Waldwick once per week on Wednesdays and perform repairs and correction action as directed by the Borough; clean each of the pumping stations twice annually at no additional costs with the Borough providing support staff and water connections required for cleaning; and support the Borough's catch basin cleaning activities when requested. The Borough is not obligated to order, accept or pay for services except when it orders them pursuant to a Shared Service Agreement; and,

WHEREAS, the Borough of Waldwick shall pay NBCUA four (4) equal installments of \$2,625.00 on or before March 1, June 1, September 1 and December 1 of each year, for a total of \$10,500.00. The rate of compensation paid for repairs, corrective actions and other requested activities will be \$90.27 per man-hour for business hours and \$112.82 per man-hour for non-business hours with an increase on January 1, 2023 consistent with the annual percentage given to collective bargaining unit, if any. A minimum of two (2) hours shall be billed by the NBCUA for each request for services.

NOW, THEREFORE, BE IT RESOLVED by the Municipal Council of the Borough of Waldwick that it does hereby authorize the execution of a Shared Services Agreement and payment for Pump Station Inspection Services with NBCUA, 30 Wyckoff Avenue at Authority Drive, Waldwick, NJ 07463 as detailed in the attached agreement and available for public inspection.

MAYOR AND COUNCIL
OF THE
BOROUGH OF WALDWICK
Bergen County, New Jersey

RESOLUTION NO. 2022-48
(Page 1 of 2)

Approved: Thomas A. Giordano
Thomas A. Giordano, Mayor

I hereby certify that the above Resolution
was adopted by the Mayor and Council
of the Borough of Waldwick at its Reorganization
Meeting of January 4, 2022.

Kelley Halewicz
Kelley Halewicz, RMC/CMC
Municipal Clerk

Council Member	Motion	Second	Ayes	Nays	Abstain	Absent
Bjork						X
Cericola				X		
Ritchie				X		
Schatz		X		X		
Sciolaro	X			X		
Sherman				X		
Mayor Giordano						