



**MINUTES  
REGULAR MEETING  
April 21, 2020**

1. The Meeting was called to order at 7:17pm.
2. The Secretary read the Open Public Meetings Act statement.
3. Roll Call: The following Commissioners were present via telephone conference call on Zoom: Bonagura, Duch, Jordan, Kelaher, Lo Iacono, Mongelli, Ortega, Plumley and Chairman Kasparian.

Also present on the conference call were Board Secretary Alison Gordon, Executive Director James Rotundo, Assistant Executive Director John Danubio, Treasurer Todd Sherer, Authority Engineer Howard Hurwitz, Superintendent Robert Genetelli, General Counsel Douglas Bern, Esq., Consulting Engineer Nicholas Rotonda and Auditor Robert McNinch.

4. Chairman Remarks: Chairman Kasparian thanked the staff for the great job they are doing during this difficult time. He asked Executive Director Rotundo if the Authority had given consideration to the possibility of food delivery for employees, to which Mr. Rotundo advised that he did not believe now is the appropriate time due to the Authority's current safety procedures. However, he did say that at a later point in time, he would like to discuss doing something to show appreciation to the employees. They agreed there would be discussion later regarding this matter.
5. Consideration for approval of minutes:
  - a. Regular Meeting – March 17, 2020: Commissioner Duch motioned to accept the minutes, Commissioner Jordan seconded the motion. Commissioner Mongelli abstained. The motion carried.
6. Public Comments: No public present.
7. Consideration for approval list of Resolutions dated April 21, 2020.
  - a. The Commissioners voted by Consent Agenda for Resolution No. 54-2020 through 57-2020. Commissioner Duch offered the Consent Agenda and Commissioner Jordan seconded. All present Commissioners voted yes.

Resolution No. 54-2020 – Approval of vouchers, payroll and tax deposits and pensions and benefits transfers for March 2020 and Health and Dental Benefits for April 2020 as follows: Payroll Account: \$200,316.67; Tax Deposit Acct: \$89,531.99; Health Benefits Contribution-Employer: \$106,529.52; Health Benefits Contribution Employee: \$4,544.13; Dental Benefits: \$4,142.59; PERS and

Contributory Insurance: \$30,611.16; Operating Account: \$579,601.68; General Improvement Account: \$206,675.99.

Resolution No. 55-2020 – Certification of Audit: This Resolution certifies to the Local Finance Board that each Commissioner has personally reviewed the Annual Audit for Fiscal Year ended December 31, 2019 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.

Resolution No. 56-2020 – Accept Audit: This Resolution accepts the 2019 Audit of the Northwest Bergen County Utilities Authority prepared by Wielkotz & Company, LLC.

Resolution No. 57-2020 – Proposed Sanitary Sewer Extension – 570 Route 17 North, Borough of Upper Saddle River, New Jersey: Housing Development Corporation of Bergen County submitted an application for approval of a proposed sanitary sewer extension to be located at 570 Route 17 North in the Borough of Upper Saddle River. The project proposes to provide sanitary sewer service to a four story affordable housing structure consisting of 70 residential housing units, and when completed will generate an average daily flow of 8,535 gallons per day and 70 additional residential EDUs will become tributary to the Authority’s system from Upper Saddle River. The Authority’s Technical Advisor has reviewed the application and recommends the Authority approve the Project. The extension is hereby approved upon the condition of fulfillment of the terms and conditions outlined in the Resolution.

8. Report of Treasurer: A financial statement was provided to the Board for the end of 2019 and for the first quarter of 2020. He advised the Board that expenses are over budget right now because there were committed expenses that carried from the previous year into 2020.
9. Report of Consulting Engineer: Mr. Rotonda advised the Board during the Work Session that at the present time construction projects have been halted.
10. Report of Executive Director: Mr. Rotundo stated he is proud of the Authority staff for the great job they are doing during these difficult times. The staff has had great communication, everybody is working hard and he thanks the staff for this.

Commissioner Mongelli raised the idea again of doing something to show appreciation to the Authority’s staff now. There was agreement that right now is not the time and there will be discussions later regarding what the Authority can do to show appreciation to the employees for their hard work during this time.

11. Report of Superintendent: Mr. Genetelli advised the Board that as of May 1, 2020, the Authority’s plant workforce will be down by 5 employees due to retirements and resignations and it would be difficult for the Authority to run this facility with any less

employees. During Commissioner Kelaher's report of Personnel at the Work Session, he noted that the Authority was interviewing potential candidates to fill these open positions, however this has been halted given the current circumstances. Further, Commissioner Kelaher during his earlier report commended the Authority staff for keeping the plant running well and keeping employees safe during this time.

12. Old Business: Commissioner Plumley asked if the matter of whether the Authority has the hardware to set employees up with the ability to work from home was looked into. She was advised the Authority is not pursuing this right now and will consider this for the future.
13. New Business: No new business.
14. Public Comments: No public present.
15. Adjournment: The meeting adjourned at 7:36pm.



ALISON GORDON, SECRETARY