



**MINUTES  
REGULAR MEETING  
January 11, 2022**

1. The Meeting was called to order at 7:22pm.
2. The Secretary read the Open Public Meetings Act statement.
3. Roll Call: The following Commissioners were present via a web based conference call on Zoom: Bonagura, Jordan, Kelaher, Lo Iacono, Ortega and Plumley. Chairman Kasparian was absent.

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, Municipal Liaison John De Rienzo, General Counsel Douglas Bern, Esq. and Consulting Engineer Nick Rotonda.

4. Vice-Chairman Remarks: No remarks.
5. Appointment of Nominating Committee: Vice-Chairman Kelaher appointed Commissioner Bonagura to Chair and Commissioner Jordan to co-chair the nominating committee for the 2022 election of Chairman and Vice-Chairman at the February Reorganization meeting.
6. Consideration for approval of minutes:
  - a. Regular Meeting – December 14, 2021: Commissioner Ortega motioned to accept the minutes, Commissioner Kelaher seconded the motion. The motion carried. Commissioners Jordan and Bonagura abstained.
  - b. Special Meeting – December 14, 2021: Commissioner Ortega motioned to accept the minutes, Commissioner Lo Iacono seconded the motion. The motion carried. Commissioners Jordan and Bonagura abstained.
7. Public Comments: No public was present.
8. Consideration for approval list of Resolutions dated January 11, 2022.
  - a. The Commissioners voted by Consent Agenda for Resolution No. 02-2022 through 10-2022. Commissioner Jordan offered the Consent Agenda, Commissioner Bonagura seconded. All present Commissioners voted yes.

Resolution No. 02-2022 – Approval of vouchers, payroll and tax deposits and pensions and benefits transfers for December 2021 and Health and Dental Benefits for January 2022 as follows: Payroll Account: \$367,103.38; Tax Deposit Acct: \$152,555.11; Health Benefits Contribution-Employer: \$116,755.32; Health Benefits Contribution Employee: \$4,555.83; Dental Benefits: \$4,081.74; PERS and Contributory Insurance:

\$30,436.64; Operating Account: \$644,373.10; General Improvement Account: \$204,765.01.

Resolution No. 03-2022 – Appointment of Executive Director – James Rotundo: The Board of Commissioners consider Mr. Rotundo competent and qualified to perform the duties of the office of Executive Director. This Resolution re-appoints Mr. Rotundo as Executive Director of the Authority for a five (5) year term retroactive to September 1, 2021 and ending August 31, 2026. Retroactive to September 1, 2021, Mr. Rotundo's salary shall be \$160,000. Effective January 1, 2022 his compensation will be \$165,000. On each succeeding September 1<sup>st</sup> anniversary, an annual cost of living increase of 3% will be added to the annual base compensation during the term of this agreement. This Resolution further authorizes the Authority's attorney 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 in such final form as is acceptable to the Authority, as evidenced by the Chairman's signature thereon.

Resolution No. 04-2022 – Appointment of Assistant Executive Director – John Danubio: The Board of Commissioners consider Mr. Danubio competent and qualified to perform the duties of the office of Assistant Executive Director. This Resolution appoints 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 salary shall be \$98,000. Effective January 1, 2022 his compensation will be \$105,000. Thereafter, Mr. Danubio shall receive an annual cost of living increase of 3% added to the base compensation on each succeeding June 24<sup>th</sup> for each year of service as Assistant Executive Director. This Resolution further authorizes the Authority's attorney 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 in such final form as is acceptable to the Authority, as evidenced by the Chairman's signature thereon.

Resolution No. 05-2022 – Regular Employment – Christopher O'Reilly – Plant Operator: Christopher O'Reilly successfully completed his probationary period in the position of Plant Operator on December 22, 2021. This resolution retains him as a regular employee in this position.

Resolution No. 06-2022 – Resolution of the Northwest Bergen County Utilities Authority Authorizing the Appointment of an Assistant Secretary: The Resolution appoints Douglas M. Bern, Esq. as Assistant Secretary with the authority to carry out such duties of an Assistant Secretary as set forth in the Authority's By-Laws. The Assistant Secretary shall serve without compensation. This resolution is effective immediately upon passage and may be renewed on an annual (one-year) basis.

Resolution No. 07-2022 – Designation of Public Agency Compliance Officer for 2022: The resolution designates Robert Genetelli as the Public Agency Compliance Officer for the Authority for the year 2022.

Resolution No. 08-2022 – Award Bid – Contract No. 291 – Schwing Bioset Pump Replacement: The Authority received 3 bids on January 5, 2022 for Contract 291. The bid from Spectraserv, Inc. was \$147,000 for the Schwing Bioset Pump Replacement.

The bid was reviewed by the Authority's technical advisor and legal counsel and it was determined that Spectraserv is the lowest responsible bidder. This resolution awards Contract 291 to Spectraserv, Inc. and accepts their bid of \$147,000.

Resolution No. 09-2022 – 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: This Resolution accepts the Proposal of Kaman Automation/Phoenix Contact Engineering Services in the amount of \$119,900 for the proprietary upgrading of the Authority's polling and reporting platforms at five (5) remote sites and the water treatment plant. This resolution approves, ratifies and confirms the Authority to issue a Purchase Order in the amount of \$119,900. The Resolution also authorizes and directs payment of said sum to Kaman Automation/Phoenix Contact Engineering Services in accordance with the payment schedule set forth in the proposal.

Resolution No. 10-2022 – Authorization to Renew a Shared Services Agreement with the Borough of Waldwick: This resolution authorizes the Authority to enter into a shared services agreement with the Borough of Waldwick for a period of two (2) years commencing January 1, 2022 and ending December 31, 2023 to perform the following services: 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.

9. Report of Treasurer: There are no investments to report at this time. Treasurer Sherer briefly went over the monthly financial statement ending December 31, 2021.
10. Report of Executive Director: Mr. Rotundo thanked the Board for their confidence and their vote tonight.

Mr. Danubio thanked the Board for his reappointment and is looking forward to doing more work for the Authority in the future.

11. Old Business: No old business.
12. New Business: No new business.
13. Public Comments: No public present.
14. Adjournment: The meeting adjourned at 7:29pm.

  
ALISON GORDON, SECRETARY