



**MINUTES
REGULAR MEETING
April 16, 2014**

1. The Vice-Chairman called the meeting to order at 7:34pm.
2. The Vice-Chairman read the statement in compliance with C.231, PL 1975.
3. Roll Call: The following Commissioners were present: DePhillips, Gabbert, Kasparian, Kelaher, Plumley, and Salazer. The following Commissioners were absent: Commissioner DaPuzzo and Chairman Chewcaskie.
4. The salute to the Flag was led by the Vice-Chairman.
5. The Vice-Chairman had no remarks.
6. Approval of Minutes:

March 18, 2014 – Special Meeting – Public Hearing on issuance 2014 Bond Series & March 18, 2014 Regular Meeting: Commissioner Kelaher made a motion to accept the minutes as presented, Commissioner Salazer seconded the motion. All commissioners present voted to accept the minutes.

7. There were no public comments.
8. Consideration for approval list of Resolutions dated April 16, 2014.
 - a. Consent Resolution for Resolution No. 43-2014 through 48-2014 and Resolution No. 51-2014, were offered by Commissioner Kelaher and seconded by Commissioner DePhillips. All commissioners present voted in favor of Resolutions No. 43-2014 through 48-2014 and 51-2014.

Resolution No. 43-2014 Approval of vouchers, payroll and tax deposits and pensions and benefits transfers for March 2014 and Health and Dental Benefits for April 2014 as follows: Payroll Account: \$186,105.14; Tax Deposit Acct: \$90,014.78; Health Benefits Contribution-Employer:\$105,321.81; Health Benefits Contribution Employee: \$4,039.07; Dental Benefits: \$4,382.00; PERS and Contributory Insurance: \$28,245.44; DCRP-Employee (March): \$22.92; DCRP – Employer (March) - \$12.50; Operating Account: \$299,440.80; General Improvement Account: \$123,320.05; 2012 WWT Project Account \$670.02.

Resolution No. 44-2014 – Regular Employment – Anthony LoCascio, Vincent Morelli and John Stefancik: The probationary periods of the 3 individuals will be completed on April 23, 2014 and the Authority will be retaining LoCascio, Morelli and Stefancik as regular employees effective April 24, 2014 in the position of O&M helpers.

Resolution No. 45-2014 – Regular Employment – Administrative Assistant. Alison Gordon completed her probationary period on April 1, 2014 and is being retained as a regular employee effective April 2, 2014 in the position of Administrative Assistant.

Resolution No. 46-2014 – Regular Employment – Office Secretary. Melissa Oratio completed her probationary period on April 5, 2014 and is being retained as a regular employee effective April 6, 2014 in the position of Office Secretary at an annual salary of \$42,000.00.

Resolution No. 47-2014 – Adoption of the Employee Policies and Procedures Manual. The Authority has updated it's employee policies and procedures manual in order to comply with the changes required by the Municipal Excess Liability Joint Insurance Fund. This resolution is to adopt the updated version of the Policies and Procedures Manual dated April 2014.

Resolution No. 48-2014 – Resolution Authorizing the Purchase of Energy Generation Services for Public Use on an Online Auction Website. This resolution authorizes the Authority to participate in an online reverse auction for the purpose of purchasing electricity from third party suppliers for use by the Authority and the Executive director is authorized to execute the necessary Energy Sales Agreement. This measure should produce savings in electrical power costs.

Resolution No. 51-2014 – Regular Employment – Plant Operator. Joseph Oravetz completed his probationary period on April 2, 2014 and is being retained as a regular employee effective April 3, 2014 in the position of Plant Operator.

b. The following resolutions were voted on separately from the Consent Resolution:

Commissioner DePhillips stated he would be abstaining from voting on Resolution No. 49-2014.

Resolution No. 49-2014 was offered by Commissioner Gabbert and seconded by Commissioner Kasparian. The following Commissioners voted in favor of passing the resolution: Commissioner Gabbert, Kasparian, Kelaher, Plumley & Salazer. The following commissioner abstained: Commissioner DePhillips. The following Commissioners were absent: Commissioner DaPuzzo and Chairman Chewcaskie.

Resolution No. 49 – 2014 Resolution of the Northwest Bergen County Utilities Authority concerning the Review of Findings and recommendations of the Local Finance Board pursuant to NJSA 40A:5A-7 relating to the Hearings held by the Local Finance Board in Connection with the Issuance of the Authority’s not to exceed \$600,000 State Fiscal Year 2014 Utility System Subordinated Revenue Bonds, Series 2014. This resolution is for the acceptance of the findings and recommendations of the Local Finance Board and that each Commissioner has reviewed same.

Commissioner Kasparian stated he would be recusing himself from discussion and vote of Resolution No. 50-2014.

Resolution No. 50-2014 was offered by Commissioner Gabbert and seconded by Commissioner Salazer. The following Commissioners voted in favor of passing the resolution: Commissioner DePhillips, Gabbert, Kelaher, Plumley & Salazer. The following Commissioner recused himself from discussion of and voting on this resolution: Commissioner Kasparian. The following Commissioners were absent: Commissioner DaPuzzo and Chairman Chewcaskie.

Resolution No. 50-2014 – Resolution requesting New Jersey Department of Environmental Protection’s designation of Northwest Bergen County Utilities Authority as Wastewater Management Plan Planning Agency for the Borough of Oakland. The purpose of this resolution is to request the NJDEP to designate the Authority as the wastewater management planning agency for the entire Borough of Oakland.

9. Reports of Committees:
 - a. Finance Committee – Nothing further to report.
 - b. Personnel Committee – Nothing further to report.
 - c. Insurance Committee – Nothing further to report.
 - d. Operating Committee – Nothing further to report.
 - e. Building and Grounds – Nothing further to report.
10. Report of Treasurer – The Treasurer reported that approximately \$11.2 million has been invested in short term investments. The investments are as follows: approximately \$2 million at TD Bank with no interest in lieu of fees; approximately \$2.8 million at the Bank of New Jersey with an interest rate of .75%; approximately \$6.5 million at TD Bank with an interest rate of 0.1% interest.
11. Report of Counsel – Nothing further to report.

12. Report of Engineer – Mr. Henderson made mention of the Asset Management Plan that T&M Associates is currently preparing for the Authority and it should be completed within the next couple of months. The purpose of the Asset Management Plan is to judge the condition of aging infrastructure and assets and to analyze the anticipated life span and the potential repair costs in years to come for these infrastructures and assets.
13. Report of Executive Director – Mr. Hurwitz stated that the Authority has provided two tours of the facility recently for approximately 60 students taking Public Health courses from William Paterson University.
14. Report of Superintendent – Nothing further to report.
15. No Old business.
16. No New Business.
17. No public comments.
18. Adjournment. Motion to adjourn was made by Commissioner DePhillips and seconded by Commissioner Kelaher. All Commissioners present voted to adjourn the meeting at 7:46 pm.


Alison Gordon, Secretary