



**MINUTES
REGULAR MEETING
November 10, 2015**

1. The Meeting was called to order at 7:25pm.
2. The Chairman read the statement in compliance with C. 231, PL 1975.
3. Roll Call: The following Commissioners were present: Bonagura, Gabbert, Kasparian, Plumley, Salazer and Chairman Chewcaskie. Commissioners DaPuzzo, DePhillips and Kelaher were absent.
4. Salute to the Flag was led by the Chairman.
5. Chairman's remarks: The Chairman had no remarks.
6. Consideration for approval of minutes:
 - a. Regular Meeting – October 20, 2015: Commissioner Kasparian motioned to accept the minutes of the October 20, 2015 Regular Meeting, Commissioner Gabbert seconded the motion. All present Commissioners voted in favor of accepting the minutes.
 - b. Special Meeting – October 20, 2015: Commissioner Kasparian motioned to accept the minutes of the October 20, 2015 Special Meeting, Commissioner Gabbert seconded the motion. All present Commissioners voted in favor of accepting the minutes.
7. Public Comments: There were no public comments.
8. Closed Session: The Board went into closed session at 7:28pm. Commissioner Gabbert made the motion to go into closed session, Commissioner Kasparian seconded the motion. All present Commissioners voted in favor of entering closed session to discuss potential litigation – Contract No. 266 – Midland Park and Goffle Road Pump Station Upgrades.

The Board adjourned from Closed Session and continued with the Regular Meeting at 7:32pm.
9. Consideration for approval list of Resolutions dated November 10, 2015.
 - a. The Commissioners voted on Resolution No. 89-2015 through 97-2015 by Consent Resolution. Commissioner Kasparian offered the Consent Resolution and Commissioner Gabbert seconded. All present Commissioners voted yes.

Resolution No. 89-2015 – Approval of vouchers, payroll and tax deposits and pensions and benefits transfers for October 2015 and Health and Dental Benefits for November 2015 as follows: Payroll Account: \$197,177.04; Tax Deposit Acct: \$90,951.53; Health Benefits Contribution-Employer: \$109,599.09; Health Benefits Contribution Employee: \$9,131.89; Dental Benefits: \$4,199.80; PERS and Contributory Insurance: \$30,203.07; Operating Account: \$285,591.30; General Improvement Account: \$76,892.62; 2014 WWT Project Account: \$8,278.43; 2015 WWT Project Account: \$387,076.49.

Resolution No. 90-2015 – Authorization to enter into a Shared Services Agreement with the Borough of Midland Park: This resolution authorizes the Authority to enter into a shared services agreement with the Borough of Midland Park for a period of one (1) year to act as the Borough's New Jersey Licensed Operator.

Resolution No. 91-2015 – Authorization to enter into an Agreement with the County of Bergen, Department of Health Services: This Resolution authorizes the Authority to enter into an agreement with the County of Bergen, Department of Health Services (BCDHS) for the BCDHS to be the Authority's Bloodborne Pathogen Compliance Coordinator and Trainer for a period of 2 years from Jan. 1, 2016 to Dec. 31, 2017 at a rate of \$18.00 per employee. This resolution authorizes the Executive Director to sign and execute the agreement.

Resolution No. 92-2015 – Proposed Sanitary Sewer Extension – D&R Waldwick, LLC, 41 West Prospect Street, Block 129, Lot 7, Borough of Waldwick, New Jersey: An application was submitted by D&R Waldwick, LLC for approval of a proposed sanitary sewer extension which would provide sanitary sewer services to a multi-use development consisting of 111 apartment units and 1,076 square feet of retail space. The project will contribute an average daily flow of 19,293 gallons per day, or 88 additional non-residential EDUs. This resolution approves this application subject to the fulfillment of certain terms and conditions by the Applicant

Resolution No. 93-2015 – Resolution of the Governing Body of the Northwest Bergen County Utilities Authority authorizing salary adjustments to specific employees for additional duties: The Authority's Superintendent, Robert Genetelli, has served at the Authority's Qualified Purchasing Agent (QPA) since 2010 and the Authority's Assistant Executive Director, James Rotundo, has been performing the duties of a Human Resources Officer. The Authority finds it appropriate to compensate these individuals for performing these additional duties. The resolution authorizes the increase of Robert Genetelli's salary from \$126,017 to \$132,017 effective January 1, 2016 and increases James Rotundo's salary from \$79,201 to \$84,201 effective January 1, 2016. These employees will no longer receive annual stipends for performing the duties of QPA and Human Resources Officer and these salary increases shall remain in effect so long as they continue to perform these additional duties.

Resolution No. 94-2015 – Resolution to engage the services of T&M Associates to provide the Engineering Professional Services required for the Aeration and Waste Sludge Pump Improvements Project at the Authority’s Wastewater Treatment Plant: The Authority requires the services of an engineer to undertake and complete necessary and essential professional engineering services in connection with contract administration and resident inspection for the aeration and waste sludge pumping improvements project which will be funded with loan assistance from the NJEIFP and the NJEIT. T&M Associates has proposed to provide these services at a cost of \$170,000. T&M Associates was appointed as the Authority’s 2015 Consulting Engineer via an RFQ process. This resolution authorizes the Chairman to execute an Agreement with T&M Associates to provide Engineering and Professional services for this project. The Executive Director 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 Agreement. This award will be published in the Authority’s official newspaper as required by law.

Resolution No. 95-2015 – Resolution of the Governing Body of the Northwest Bergen County Utilities Authority authorizing the Purchase of Sludge Feed Pump Replacement Parts from Schwing Bioset, Inc.: The Authority utilizes pumps manufactured by Schwing Bioset, Inc. to feed sludge filter cake to the Authority’s Incinerator. One of the pumps is in need of repair and the parts can only be purchased from Schwing Bioset, which is the exclusive distributor of original spare parts used on its sludge pumping systems. Schwing Bioset has offered to provide the necessary parts for \$65,580.29. The replacement parts the Authority requires to repair the sludge feed pump are specialized, qualitative, and proprietary in nature and can only be produced by Schwing Bioset. The replacement parts required by the Authority to repair its damaged sludge feed pump qualify as “extraordinary unspecifiable services” under the Local Public Contracts Laws. Extraordinary unspecifiable services are exempt from public advertisement and public bidding requirements. The Authority’s Executive Director has executed the Standard Certification Declaration for an Extraordinary Unspecifiable Service. This resolution authorizes the Authority to enter into an agreement with Schwing Bioset. The Authority’s executive director or his designee is authorized to execute any such documents. Notice of this award will be published in the Authority’s official newspaper.

Resolution No. 96-2015 – Resolution adopting Northwest Bergen County Utilities Authority’s 2015 Strategic Plan: The Commissioners determined they should update the Authority’s Strategic Plan. This Resolution adopts the Strategic Plan that has been prepared and reviewed by the Commissioners and has been found to express the Goals, Objectives and Strategies of the Authority. The intention of the Commissioners is to prepare and approve a series of Implementation Plans to achieve the goals, objectives and strategies of the Authority.

Resolution No. 97-2015 – Approving Change Order No. 1 (Final) for Contract No. 262 – Primary Clarifier Sludge Collector Rehabilitation: The Authority’s Engineer has determined that Change Order No. 1 is necessary to reflect reductions in the actual construction quantities of certain items as described in the Change Order. The Authority’s Engineer has recommended the Change Order be approved in a total decrease cost of \$238,174.27. This Resolution approves Change Order No. 1 (Final) for Contract No. 262.

10. Public Comments: No public comments.

11. Report 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. Strategic Planning Subcommittee – Nothing further to Report
- f. Building and Grounds – Nothing further to Report
- g. Safety and Security Committee – Nothing further to Report
- h. Intellectual Technology – Nothing further to Report.

12. Report of Treasurer – Short term investments – Approximately \$1.3 million is being held at TD Bank in lieu of fees. \$3.5 million is being held at Bank of New Jersey at a rate of 0.75%. Approximately \$3.35 million is being held at Sussex Bank and Santander Bank at a rate of .35%. Approximately \$1.1 million is being held at Santander Bank at a Rate of .3% Approximately \$1.1 million is being held at TD Bank at 0.10%.

There was a question regarding Toll Bros. and the status of their sewer connection. Mr. Hurwitz explained that we have provided them with a multi-year payment plan, however we have not heard back.

Commissioner Kasparian asked if there has been any word from the DCA regarding the 2016 Budget. Mr. Hurwitz informed the Board that the DCA reached out with a few questions. The questions were looking for clarification on a couple of items, nothing substantive. Our auditing firm responded to the questions and sent responses to the DCA.

13. Report of Counsel – Nothing further to Report.

14. Report of Engineer – Nothing further to Report.

15. Report of Executive Director – Nothing further to Report.
16. Report of Superintendent – Nothing further to Report.
17. Old Business: No old business.
18. New Business: The Board had a brief discussion regarding the paperless initiative. The current file sharing service the board is using is OneDrive. However there seems to be issues with the OneDrive application on iPads. The Board will look into other file sharing systems to find an application that works well and is compatible with Android and Apple software.
19. Public Comments: No public comments.
20. Adjournment: Commissioner Kasparian made a motion to adjourn the Regular meeting at 7:46pm, Commissioner Gabbert seconded the motion. All present Commissioners were in favor of ending the meeting at 7:46pm.


ALISON GORDON, SECRETARY