



**MINUTES
REGULAR MEETING
November 8, 2017**

1. The Meeting was called to order at 7:30pm.
2. The Secretary read the statement in compliance with C. 231, PL 1975.
3. Roll Call: The following Commissioners were present: Bonagura, Danubio, Gabbert, Kelaher, Lo Iacono, Plumley and Chairman Kasparian. The following Commissioners were absent: Chewcaskie and DePhillips.

Also present were Board Secretary Alison Gordon, Executive Director Howard Hurwitz, Municipal Liaison John DeRienzo, Superintendent Robert Genetelli, and Authority General Counsel Joseph Garcia, Esq.,

4. Salute to the Flag was led by the Chairman.
5. The Chairman Remarks: No Remarks.
6. Consideration for approval of minutes:
 - a. Regular and Special Meetings – October 17, 2017: Commissioner Danubio motioned to approve the minutes from the October 17, 2017 Regular and Special Meetings and was seconded by Commissioner Gabbert. The motion carried.
7. Public Comments: No Public Comments.
8. Consideration for approval list of Resolutions dated November 8, 2017.
 - a. The Commissioners voted on Resolution No. 68-2017 through 75-2017 by Consent Resolution. Commissioner Danubio offered the Consent Resolution and Commissioner Lo Iacono seconded. All present Commissioners voted yes.

Resolution No. 68-2017 – Approval of vouchers, payroll and tax deposits and pensions and benefits transfers for October 2017 and Health and Dental Benefits for November 2017 as follows: Payroll Account: \$249,353.08; Tax Deposit Acct: \$114,716.38; Health Benefits Contribution-Employer: \$104,453.09; Health Benefits Contribution Employee: \$17,914.87; Dental Benefits – August: \$4,302.53; PERS and Contributory Insurance: \$31,940.18; DCRP – Employer: \$12.50; DCRP – Employee: \$22.92; Operating Account: \$344,850.88; General Improvement Account: \$607,656.53; 2015 WWT Project Account: \$1,132.22.

Resolution No. 69-2017 – Resolution Adopting Personnel Policies and Procedures: This Resolution adopts the Authority’s policies and procedures manual which has been updated to integrate the Collective Bargaining Agreement which was approved at the September Meeting.

Resolution No. 70-2017 – Resolution Providing for the Declaration of Official Intent Under Treasury Regulation Section 1.150-2 to Reimburse Prior Expenditures Related to Various Sewer System Improvements: The Authority intends to issue project debt obligations in the maximum principal amount of \$6,000,000 that will be used to finance various sewer improvements, including improvements to the collection system gravity mains. The Authority desires to preserve its rights to treat an allocation of proceeds of the Project Debt Obligations to the reimbursement of Project Costs paid by the Authority prior to the issuance of the Project Debt Obligations as an expenditure for such project costs to be reimbursed for the purposes of Sections 103 and 141-150 of the Internal Revenue Code of 1986, as amended. This Resolution is the Authority’s declaration of official intent to reimburse itself for expenditure of Project Costs by the Authority paid prior to the issuance of the Project Dent Obligations with the proceeds of the Project Debt Obligations.

During the Work Session, Executive Director Hurwitz reported that the Authority met with officials from the Bergen County Improvement Authority to discuss various financing options for repairs and rehabilitation of deteriorating and broken pipes within the Authority’s system. The Authority’s Bond Counsel was present at the meeting and recommended that the Authority pass Resolution 70-2017. The Authority is going to pursue financing through the BCIA.

Resolution No. 71-2017 – Resolution amending an agreement with T&M Associates to provide engineering services: The Authority retained T&M Associates as consulting engineer to provide general engineering services on February 21, 2017. The original resolution and professional services agreement state the compensation for the Engineering Firm to be capped at \$90,000. The Engineering firm has notified the Authority that they will exceed their budget for general engineering services due to various tasks and has requested the Authority increase the not to exceed cost by \$95,000 for this additional work making their new budget \$185,000. This resolution amends the professional services agreement to increase the not to exceed cost to \$185,000 and for the original resolution and agreement remain in full force and effect.

Resolution No. 72-2017 – Resolution amending an agreement with Tighe & Bond to provide engineering services: The Authority retained Tighe & Bond as consulting engineer for the calculation of the 2018 Service Charges on February 21, 2017. The original resolution and professional services agreement state the compensation for the Engineering Firm to be capped at \$42,400. The Engineering

firm has notified the Authority that they will exceed their budget due to additional engineering services related to the calculation of the 2018 Service Charges and has requested the Authority increase the not to exceed cost by \$2,500 for this additional work making their new budget \$44,900. This resolution amends the professional services agreement to increase the not to exceed cost to \$44,900 and for the original resolution and agreement remain in full force and effect.

Resolution No. 73-2017 – Proposed Sanitary Sewer Extension – 70 Peterson Place, Mahwah, NJ: An application was submitted by Salim Bagdadi, Peterson Place, LLC for a proposed sanitary sewer extension which would provide sanitary sewer services to 5 proposed single family dwellings. The projected average daily flow for this project is 1,500 gallons per day and 5 additional residential EDUs will become tributary to the Authority's system from the Township of Mahwah. This resolution approves this application subject to the fulfillment of certain terms and conditions by the Applicant.

Resolution No. 74-2017 – Authorization to enter into a Shared Services Agreement with the Borough of Allendale: This resolution authorizes the Authority to enter into a shared services agreement with the Borough of Allendale for a period of one (1) year commencing January 1, 2018 and ending December 31, 2018 for the following services: 1) act as the Borough's New Jersey Licensed Operator 2) respond to sanitary sewer collection emergencies 24 hours a day, 7 days a week 3) coordinate all third party repairs of the collections system 4) coordinate, participate and correspond to any and all NJDEP inspections and actions regarding the sanitary sewer collection system 5) coordinate with the Borough any NJDEP hotline calls and correspondence regarding the sanitary collection system 6) upon request, coordinate and conduct a manhole inspection program and 7) upon request, can conduct New Jersey State Certified Backflow Preventer tests.

Resolution No. 75-2017 – Resolution of the Governing Body of the Northwest Bergen County Utilities Authority Authorizing Salary Adjustments for Certain Non-Collective Bargaining Employees: The Executive Director has prepared salary recommendations for certain non-collective bargaining unit employees as more specifically outlined in Exhibit A of the resolution. The salary increases shall be retroactive to July 1, 2017 for all employees listed in Exhibit A with the exception of the Executive Director. The salary increase of the Executive Director shall be retroactive to January 1, 2017.

9. Report of Committees:

- a. Finance Committee – During the Work Session Executive Director Hurwitz reported on the short term investments: Approximately \$5.25 million is being held at Santander Bank at a rate of 0.80%. Approximately \$680,000 is being held at Sussex Bank at a rate of 0.85% and approximately \$3 million is being held at Sussex Bank at 0.90%.

Commissioner Gabbert reported on the monthly financial statement ending October 31, 2017: Revenues are approximately \$570,000 above budget while expenses are under budget by approximately \$500,000.

- b. **Operating Committee: Capital Projects:** The Authority is still awaiting approval from the NJDEP for the WWTP Improvements and the Pump Station Improvements Projects. It is anticipated that the approvals will be issued shortly.
- c. **Strategic Plan Subcommittee – Oakland Expansion:** It is anticipated that the NJDEP will give approval to Oakland's revised wastewater management plan and the plan will be published shortly for public comment. The Authority is awaiting maps from Boswell Engineering for their plans on the location of sewer infrastructure within the Borough.
- d. **Safety and Security Committee – Contract No. 274 – Wastewater Treatment Plant Security Improvements:** Underground interferences were discovered during the digging for the installation of the bollards. The bollards will be repositioned and protective guard railing will be used in lieu of bollards in some areas.
- e. **Old Business:** No old business.
- f. **New Business:** No new business.
- g. **Public Comments:** No public comments.
- h. **Adjournment:** Commissioner Danubio made a motion to adjourn the Regular meeting at 7:33pm and was seconded by Chairman Kasparian.


ALISON GORDON, SECRETARY