



**MINUTES  
REGULAR MEETING  
December 12, 2017**

1. The Meeting was called to order at 7:33pm.
2. The Secretary read the statement in compliance with C. 231, PL 1975.
3. Roll Call: the following Commissioners were present: Bonagura, Danubio, DePhillips, Gabbert, Lo Iacono, Plumley and Chairman Kasparian. The following Commissioners were absent: Chewcaskie and Kelaher.

Also present were Board Secretary Alison Gordon, Executive Director Howard Hurwitz, Superintendent Robert Genetelli, Authority General Counsel Joseph Garcia, Esq. and Authority Consulting Engineer Nicholas Rotonda.

4. The Chairman Remarks: No Remarks.
5. Consideration for approval of minutes:
  - a. Regular Meeting – November 8, 2017: Commissioner Danubio motioned to approve the minutes from the November 8, 2017 Regular Meeting and was seconded by Commissioner Gabbert. The motion carried. Commissioner DePhillips abstained.
6. Public Comments: No Public Comments.
7. Consideration for approval list of Resolutions dated December 12, 2017.
  - a. The Commissioners voted on Resolution No. 77-2017 through 84-2017 and 86-2017 through 87-2017 by Consent Resolution. Commissioner Danubio offered the Consent Resolution and Chairman Kasparian seconded. All present Commissioners voted yes.

Resolution No. 77-2017 – Approval of vouchers, payroll and tax deposits and pensions and benefits transfers for November 2017 and Health and Dental Benefits for December 2017 as follows: Payroll Account: \$293,034.48; Tax Deposit Acct: \$140,792.80; Health Benefits Contribution-Employer: \$104,213.24; Health Benefits Contribution Employee: \$18,154.72; Dental Benefits – August: \$4,302.53; PERS and Contributory Insurance: \$33,829.47; DCRP – Employer: \$12.50; DCRP – Employee: \$22.92; Operating Account: \$458,540.26; General Improvement Account: \$928,624.91; 2015 WWT Project Account: \$2,280.

Resolution No. 78-2017 – Resolution Adopting Personnel Policies and Procedures: This Resolution adopts the Authority’s policies and procedures manual.

The manual was previously adopted at the November 2017 regular meeting which had been updated to integrate the Collective Bargaining Agreement which was approved at the September Meeting. This adoption of the manual incorporates revisions provided by the Authority’s Labor Counsel, Eric Bernstein & Associates.

Resolution No. 79-2017 – Regular Employment – Electrician: John Navea successfully completed his probationary period as of November 28, 2017. This Resolution retains John Navea as a regular employee in the position of electrician.

Resolution No. 80-2017 – Resolution of the Northwest Bergen County Utilities Authority approving the Consulting Engineer Project Report and Certificates of the Consulting Engineer and Accountant in Connection with various Sewer Improvements, including Improvements to the Authority’s Collection System Gravity Mains: This resolution approves the project report prepared by its consulting engineer and certificates prepared by its consulting engineer and auditor in connection with the referenced project.

Resolution 81-2017 – Approval of Change Order No. 2 for Contract No. 279 – Trunk Sewer West Lining: Two (2) items of the contract, “Police Traffic Directors Allowance” and “ 24 inch CIPP Lining” have been reduced to reflect actual field conditions as more particularly set forth in Change Order No. 2. The Authority’s engineer has prepared a change order and recommends it be approved. The net decrease of the project cost as a result of this change order is \$16,923.90. This resolution approves the change order.

Resolution 82-2017 – Resolution to Engage the Services of T&M Associates to Provide the Engineering Professional Services required for the Wastewater Pump Station Improvements Projects at the Darlington Pump Station, the Goffle Road Pump Station, the Ho-Ho-Kus Pump Station and the Midland Park Pump Station: The Authority requires the services of an engineer to undertake and complete necessary and essential professional engineering services in connection with the bidding, contract administration and resident inspection for the referenced 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 \$537,000. T&M Associates was appointed as the Authority’s 2017 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 83-2017 – Resolution to Engage the Services of T&M Associates to Provide the Engineering Professional Services required for the 2016 Wastewater Treatment Plant 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 the bidding, contract administration and resident inspection for the referenced 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 \$330,000. T&M Associates was appointed as the Authority’s 2017 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 84-2017 – Retention of Engineer for Ash Handling Improvements Pursuant to NJSA 19:44A-20.4.: The Authority operates a fluidized bed sludge incinerator which produces an inert ash which must be collected for disposal and the Authority desires to improve the overall ash handling process by reducing the amount of manual labor involved, thereby creating a safer and more efficient process. CP Professional Services submitted a proposal in the amount of \$14,850 for Phase 1 which is to identify dewatering alternatives. CP Professional Services was found to be highly qualified and eminently capable of providing such consulting engineer services. This resolution retains CP Professional Services as Consulting Engineer for Ash Handling Improvements, with a not to exceed compensation amount of \$14,850.

Resolution 86-2017 – Resolution of the Governing Body of the Northwest Bergen County Utilities Authority Authorizing Emergency Spending to Repair Damaged Sewage Pipe: The Authority discovered a section of sewage pipe that the Authority uses to service certain member municipalities has disintegrated. The Authority’s engineer has determined that there is a high risk of this sewage line collapsing if it is not repaired immediately and could threaten health, safety and welfare of the public. The Engineer has concluded that an emergency condition exists and recommended that this section of sewage line be repaired immediately. This Resolution authorizes the Authority to immediately solicit quotes and award an emergency contract pursuant to NJSA 40A:11-6 to perform the required repairs.

It was reported in the Work Session that 2 quotes were received for the Trunk Sewer East Interceptor Bypass Project from J. Fletcher Creamer & Son, Inc. and Montana Construction. T&M Associates recommends award of this emergency contract to J. Fletcher Creamer & Son at a cost of \$174,501.

Resolution No. 87-2017 – Resolution authorizing Executive Director to enter into a Professional Services Contract with Valley Medical Group regarding the coordination and conduct of Alcohol and Drug Testing Services: The Agreement will be effective from January 1, 2018 through December 31, 2018 at a fee as outlined in the fee schedule within the agreement.

8. Report of Committees:

- a. Operating Committee: It was reported during the Work Session that the anticipated advertisement date for the Pump Station Improvements Project is December 15, 2017 and the anticipated advertisement date for the Wastewater Treatment Plant Improvements Project is December 21, 2017.
- b. Strategic Plan Subcommittee – Oakland Expansion: During the Work Session it was reported that the NJDEP anticipates to advertise the Oakland Revised Wastewater Management Plan in the December 18, 2017 NJ Register for a 30 day public comment period.

Commissioner DePhillips reported to the Board that the Township of Wyckoff would like to have a meeting with the Authority to discuss sewer expansion into two neighborhoods in the Township.

- c. Safety and Security Committee – Executive Director Howard Hurwitz reported during the Work Session that the installation of the bollards has been completed.
- d. Report of Treasurer – Report given by Executive Director Howard Hurwitz – Short Term investments: Approximately \$8 million is being held by Santander Bank and Sussex Bank in short term investments earning between 0.80% - 0.90%. There is approximately \$4.6 million not invested at TD Bank in lieu of fees.
- e. Report of Executive Director – It was reported that Resolution 85-2017 – Authorization to enter into an Agreement with the County of Bergen, Department of Health Services would be tabled because the Agreement provided to the Authority did not include fees.

9. Old Business: No old business.

10. New Business: No new business.

11. Public Comments: No public comments.

12. Adjournment: Chairman Kasparian made a motion to adjourn the Regular meeting at 7:36pm and was seconded by Commissioner Gabbert.

  
ALISON GORDON, SECRETARY