

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 54-2018

Date: May 15, 2018

APPROVAL OF VOUCHERS, PAYROLL TRANSFERS, PAYROLL TAX DEPOSITS AND PENSIONS & BENEFITS TRANSFERS

WHEREAS, the Northwest Bergen County Utilities Authority has received vouchers in claim for payment of materials supplied and/or rendered; and

WHEREAS, the said vouchers have been reviewed and the amount indicated on each voucher has been determined to be due and owing; and

WHEREAS, the Northwest Bergen County Utilities Authority has made payroll transfers, payroll tax deposits and Pensions & Benefits transfers for the month of April 2018 and Health Benefits and Dental Benefits transfers for May 2018; and

WHEREAS, the Commissioners of the Authority have reviewed the vouchers, payroll transfers, payroll tax deposits, Pensions and Benefits, and Health and Dental Benefits transfers listing on the attached reports and have found them to be in order.

NOW, THEREFORE, BE IT RESOLVED,

RESOLVED, by the Commissioners of the Northwest Bergen County Utilities Authority, that all vouchers, payroll transfers, payroll tax deposits, Pensions & Benefits and Health and Dental Benefits transfers listed and reports attached hereto, dated May 15, 2018 be and they hereby are approved for payment from the proper accounts as follows:

ACCOUNT: Payroll Account
Net Payroll: \$240,688.82

ACCOUNT: Tax Deposit Account
Total: \$104,585.24

ACCOUNT: Health Benefits Contribution Employer
Total Transfer: \$93,439.38

ACCOUNT: Health Benefits Contribution Employee
Total: \$22,284.01

ACCOUNT: Dental Benefits
Total Transfer: \$4,113.41

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

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No. 54-2018

Date: May 15, 2018

APPROVAL OF VOUCHERS, PAYROLL TRANSFERS, PAYROLL TAX DEPOSITS AND PENSIONS & BENEFITS TRANSFERS

ACCOUNT: PERS and Contributory Insurance
 Total Transfer: \$32,730.29

ACCOUNT: Defined Contribution Retirement Program – Employer
 Total Transfer: \$12.50

ACCOUNT: Defined Contribution Retirement Program – Employee
 Total Transfer: \$26.00

ACCOUNT: Operating Account
 Total: \$411,885.85

ACCOUNT: General Improvement Account
 Total: \$268,174.33


 SECRETARY


 CHAIRMAN

	Bonagura	Chewcaskie	Danubio	Gabbert	Kelاهر	Lo Iacono	Plumley	Kasparian
Offered		✓						
Seconded			✓					
Aye	✓	✓	✓	✓			✓	✓
Nay								
Absent					✓	✓		
Abstain								

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

NO. 55-2018

Date: May 15, 2018

AUTHORIZATION TO ADJUST CONNECTION FEE

WHEREAS, after a public hearing on December 6, 2006, as set forth in the Resolution adopted on said date, the Northwest Bergen County Utilities Authority (the "Authority") determined that it would be in the best interest of the public and the local government units it serves to institute a connection fee program in the manner prescribed by N.J.S.A. 40:14B-23, and to adopt the necessary amendments to the Authority's Rules, Regulations and Standards required to implement the connection fee program; and

WHEREAS, at the hearing on May 16, 2017, the Authority determined that the cost of the connection fee for the year 2017 would be \$5,208 per service unit as calculated in the 2017 Sewer Connection Fee Rate Study prepared by Ferraioli, Wielkotz, Cerullo & Cuva, PA; and

WHEREAS, the firm of Ferraioli, Wielkotz, Cerullo & Cuva, PA, the auditor for the Authority, has prepared a report entitled "2018 Sewer Connection Fee Rate Study Update" for the Authority, with the assistance of the Authority staff, on the proper amount for a connection fee payable by an individual or party making a new connection to the System for the year 2018, in accordance with the formula set forth in N.J.S.A. 40:14B-22, for the privilege of making the connection ("2018 Sewer Connection Fee Rate Study Update"); and

WHEREAS, on May 15, 2018, in accordance with the requirements of N.J.S.A. 40:14B-22, the Authority conducted a public hearing on the proposed adjustment of the connection fee prescribed by N.J.S.A. 40:14B-23; and

WHEREAS, the Authority, having considered, at the public hearing held on May 15, 2018: (i) 2018 Sewer Connection Fee Rate Study Update; and (ii) the statements of those attending the public hearing; and has determined that it would be in the best interest of the Authority to adopt an adjustment to the connection fee charge implemented for the year 2018; and

WHEREAS, the Authority has determined that the cost of the connection fee will be \$5,763 per service unit as calculated in the 2018 Sewer Connection Fee Rate Study Update.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Northwest Bergen County Utilities Authority, as follows:

1. The Authority hereby establishes an adjustment to the connection fee of \$5,763 per service unit as calculated in the 2018 Sewer Connection Fee Rate Study Update, effective as of the date of this Resolution, May 15, 2018, until amended.
2. The Executive Director is hereby authorized to take any and all steps necessary for the implementation of the adjustment of the connection fee.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

NO. 55-2018

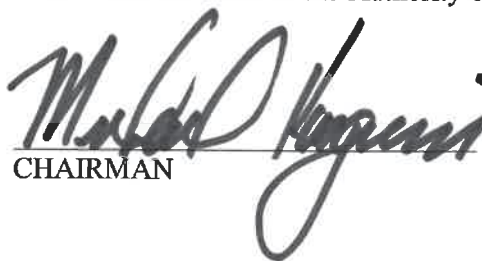
Date: May 15, 2018

AUTHORIZATION TO ADJUST CONNECTION FEE

3. The formal action(s) of the Commissioners of the Northwest Bergen County Utilities Authority embodied herein are expressly contingent upon and subject to the provisions of N.J.S.A. 40:14B-14(b).

IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Northwest Bergen County Utilities Authority upon a roll call vote of all Commissioners of the Authority eligible to vote at a public meeting held on May 15, 2018.


SECRETARY


CHAIRMAN

	Bonagura	Chewcaskie	Danubio	Gabbert	Kelahr	Lo Iacono	Plumley	Kasparian
Offered			✓					
Seconded		✓						
Aye	✓	✓	✓	✓			✓	✓
Nay								
Absent					✓	✓		
Abstain								
Recuse								

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 56-2018

Date: May 15, 2018

NEW HIRE – OPERATIONS SUPERVISOR – NICHOLAS J. FABBRICATORE

WHEREAS, the Northwest Bergen County Utilities Authority (the “Authority”) has determined that there presently exists a need for an Operations Supervisor; and

WHEREAS, N.J.S.A. 40:14B-1 provides, *inter alia*, that the Authority may “appoint and employ, such other agents and employees as it may require and determine their duties and compensation”; and

WHEREAS, the position of Operations Supervisor has been vacant since on or about January 3, 2018; and

WHEREAS, the Northwest Bergen County Utilities Authority has allocated funds in the annual budget for the salary of the Operations Supervisor position; and

WHEREAS, the position of Operations Supervisor shall report to the Superintendent of the Authority; and

WHEREAS, Mr. Nicholas J. Fabbriatore has applied for the position of Operations Supervisor; and

WHEREAS, the Authority has determined that Mr. Fabbriatore is competent, qualified and experienced to perform this job and therefore desires to offer the position of Operations Supervisor to Mr. Nicholas Fabbriatore; and

WHEREAS, the Authority has determined on the basis of the foregoing to hire Mr. Fabbriatore as the Operations Supervisor effective May 14, 2018 at an annual salary of ninety thousand dollars (\$90,000); and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Northwest Bergen County Utilities Authority the following:

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 56-2018

Date: May 15, 2018

NEW HIRE – OPERATIONS SUPERVISOR – NICHOLAS J. FABBRICATORE

1. Mr. Nicholas J. Fabbriatore shall be and is hereby hired by the Authority as the Operations Supervisor effective May 14, 2018 to perform all those services, duties and responsibilities set forth in the Job Description – “Operations Supervisor.”
2. Mr. Nicholas J. Fabbriatore shall be an employee at will and will be compensated at an annual salary of Ninety Thousand Dollars (\$90,000).
3. As a condition of employment, Mr. Fabbriatore is required to obtain a valid Sanitary Grade 4 New Jersey Department of Environmental Protection Operating License within 2.5 years of his initial employment date with the Authority. Failure to obtain such license may result in forfeiture of employment.

IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Northwest Bergen County Utilities Authority upon a roll call vote of all Commissioners of the Authority eligible to vote at a public meeting held on May 15, 2018.


SECRETARY


CHAIRMAN

	Bonagura	Chewcaskie	Danubio	Gabbert	Kelaher	Lo Iacono	Plumley	Kasparian
Offered		✓						
Seconded			✓					
Aye	✓	✓	✓	✓			✓	✓
Nay								
Absent					✓	✓		
Abstain								

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

Job Description: *Operations Supervisor, Management Level*

Summary

The Operations Supervisor will provide leadership and supervision in the activities of the Wastewater Treatment Department. The Operations Supervisor will oversee and manage all personnel associated with operations of any and all wastewater treatment plant owned or contracted operated by the Authority. The Operations Supervisor will be responsible for all administrative functions of the department including, but not limited to, the assignment, supervision and review of all work, payroll, requisitioning equipment, parts and outside vendors, obtaining quotes for supplies and equipment and any other duties necessary for the proper and efficient operation of the department.

Duties and Responsibilities

Overall responsibilities include direct control of Wastewater Department in accordance with all Authority regulations, standards, and procedures. The position will report directly to the Superintendent.

Qualifications:

- High school diploma or GED supplemented by vocational/technical training in wastewater and water treatment plant operations and collection systems.
- Five (5) years supervisory experience involving wastewater treatment plant operations and equipment maintenance or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess and maintain a valid driver's license with acceptable driving record in the State of New Jersey.
- Must possess or prove experience in purchasing and budgeting procedures.
- Must possess New Jersey State Sanitary System License Level 3 (S3) or higher.

Knowledge:

- Principles and practices of wastewater treatment plant operations.
- Principles and practices of sludge incineration.
- Operating principles of valves, pumps and motors.
- Principles and methods of bacteriological and chemical wastewater analyses.
- Effects and problems of industrial waste in wastewater treatment processes.
- Safety principles and practices.
- Applicable Federal, State and local laws, codes and regulations.
- Principles of supervision, training and performance evaluation.
- Functions and organization of municipal government.
- Budgeting procedures and techniques

Ability To:

- Direct the operations of wastewater treatment plant facilities.
- Diagnose operating problems and direct effective correction procedures.
- Supervise, train and evaluate assigned staff.
- Prepare required reports and maintain complete record keeping procedures.
- Establish and maintain effective sample procedures of plant operations and effluent.
- Ensure the proper chemical testing procedures performed by operations staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Use a personal computer including word processing and spreadsheet applications.
- Work in a wastewater treatment environment; exposure to noise, dust, grease, smoke, fumes, gases, and potentially hazardous chemicals; work in or with wastewater.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 57-2018

Date: May 15, 2018

APPROVAL OF CREATION OF NEW POSITION, ASSISTANT COLLECTION SYSTEM SUPERVISOR AND HIRE OF EDWIN WALKER

WHEREAS, the Northwest Bergen County Utilities Authority (the “Authority”) has determined that there presently exists the need to create a new position entitled “Assistant Collection System Supervisor”; and

WHEREAS, N.J.S.A. 40:14B-1 provides, *inter alia*, that the Authority may “appoint and employ, such other agents and employees as it may require and determine their duties and compensation”; and

WHEREAS, the Assistant Collection System Supervisor shall be responsible for assisting the Collection System Supervisor in the performance of the day to day activities of the collection system, contract operations and TV/Sewer Jetting responsibilities; and

WHEREAS, the Assistant Collection System Supervisor will help oversee and manage all personnel associated with operations of the Collection System; and

WHEREAS, the Assistant Collection System Supervisor will assist in all administrative functions of the department including, but not limited to, the assignment, supervision and review of all work, payroll, requisitioning equipment and parts, obtaining quotes for supplies and equipment and any other duty necessary for the proper and efficient operation of the department; and

WHEREAS, the Assistant Collection System Supervisor shall report to the Collection System Supervisor; and

WHEREAS, Mr. Edwin Walker has applied for the position of the Assistant Collection System Supervisor; and

WHEREAS, the Authority has determined that Mr. Walker is competent, qualified and experienced to perform this job and therefore desires to offer the position of the Assistant Collection System Supervisor to Mr. Edwin Walker; and

WHEREAS, the Authority has determined on the basis of the foregoing to hire Mr. Walker as the Assistant Collection System Supervisor effective May 29, 2018 at an annual salary of seventy four thousand dollars (\$74,000); and

WHEREAS, there are sufficient funds available in the Authority budget for this new position.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 57-2018

Date: May 15, 2018

APPROVAL OF CREATION OF NEW POSITION, ASSISTANT COLLECTION SYSTEM SUPERVISOR AND HIRE OF EDWIN WALKER

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Northwest Bergen County Utilities Authority as follows:

1. Mr. Edwin Walker shall be and is hereby hired by the Authority as the Assistant Collection System Supervisor effective May 29, 2018 to perform all those services, duties and responsibilities set forth in the Job Description – “Assistant Collection System Supervisor.”
2. Mr. Walker shall be an employee at will and will be compensated at an annual salary of Seventy-Four Thousand Dollars (\$74,000).
3. As a condition of employment, Mr. Edwin Walker is required to obtain a valid Collection System Grade 4 New Jersey Department of Environmental Protection Operating License within 2.5 years of his initial employment date with the Authority. Failure to obtain such license may result in forfeiture of employment.

IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Northwest Bergen County Utilities Authority upon a roll call vote of all Commissioners of the Authority eligible to vote at a public meeting held on May 15, 2018.


SECRETARY


CHAIRMAN

	Bonagura	Chewcaskie	Danubio	Gabbert	Kelaheer	Lo Iacono	Plumley	Kasparian
Offered		✓						
Seconded			✓					
Aye	✓	✓	✓	✓			✓	✓
Nay								
Absent					✓	✓		
Abstain								

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

Job Description: *Assistant Collection System Supervisor, Management Level*

Summary

The Assistant Collection System Supervisor will assist the Collection System Supervisor in the performance of day to day activities of the collection system, contract operations and TV/Sewer Jetting responsibilities. The Assistant Collection System Supervisor will help oversee and manage all personnel associated with operations of the Collection System. The Assistant Collection System Supervisor will assist in all administrative functions of the department including, but not limited to, the assignment, supervision and review of all work, payroll, requisitioning equipment and parts, obtaining quotes for supplies and equipment and any other duty necessary for the proper and efficient operation of the department.

Duties and Responsibilities

Assist in all overall responsibilities including, but not limited to, direct day to day supervision of the Collection System department and operation and maintenance of all pump stations, sewer lines, TV inspection equipment, sewer jetting and vacuuming, metering pits in accordance with all Authority regulations, standards, and procedures. The position will report directly to the Collection System Supervisor.

Qualifications:

- High school diploma or GED supplemented by vocational/technical training in wastewater and water treatment plant operations and collection systems.
- Two (2) years supervisory experience involving collection system operations and equipment maintenance or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess and maintain a valid driver's license with acceptable driving record in the State of New Jersey.
- Must possess or prove experience in purchasing and budgeting procedures.
- New Jersey State Collection System License Level C2 or higher.

Knowledge:

- Principles and practices of collection system and wastewater treatment plant operations.
- Operating principles of valves, pumps and motors.
- Principles and methods of maintaining sanitary sewer lines including force mains and gravity sewers.
- Effects and problems of industrial waste in wastewater treatment processes.
- Safety principles and practices.
- Applicable Federal, State and local laws, codes and regulations.
- Principles of supervision, training and performance evaluation.

- Functions and organization of municipal government.
- Budgeting procedures and techniques

Ability To:

- Direct the operations of collection system, including the operation of pump stations, force mains, gravity sewers, sewer jettors, TV inspection equipment.
- Diagnose operating problems and direct effective correction procedures.
- Supervise, train and evaluate assigned staff.
- Prepare required reports and maintain complete record keeping procedures.
- Establish and maintain effective sample procedures of raw wastewater, if necessary.
- Ensure the proper chemical testing procedures performed by operations staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Use a personal computer including word processing and spreadsheet applications.
- Work in a wastewater treatment environment; exposure to noise, dust, grease, smoke, fumes, gases, and potentially hazardous chemicals; work in or with wastewater.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 58-2018

Date: May 15, 2018

**SALARY ADJUSTMENTS FOR NON-COLLECTIVE BARGAINING UNIT
EMPLOYEES FOR 2018**

WHEREAS, the Northwest Bergen County Utilities Authority (the “Authority”) is a public body corporate and politic of the State of New Jersey incorporated pursuant to N.J.S.A.40:14B-1 et seq., and

WHEREAS, pursuant to N.J.S.A.40:14B-18, the Authority may appoint and employ managerial personnel, professional employees, secretaries and other personnel as it may determine are necessary for its efficient operations and may determine their duties and compensation; and

WHEREAS, the Executive Director prepared salary recommendations for the non-collective bargaining unit employees; and

WHEREAS, it has recommended that a salary increase be granted for 2018 to the non-collective bargaining unit employees, which salary and resulting salary levels are set forth in the 2018 Salary Schedule attached hereto as Exhibit A; and

WHEREAS, it is further recommended that the aforesaid salary increases for the non-collective bargaining unit employees be retro-active to January 1, 2018.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Northwest Bergen County Utilities Authority as follows:

1. The salary increases set forth in Exhibit A attached hereto be and hereby are granted for the year 2018 to the non-collective bargaining unit employees.
2. The said salary increases, be retro-active to January 1, 2018.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 58-2018

Date: May 15, 2018

**SALARY ADJUSTMENTS FOR NON-COLLECTIVE BARGAINING UNIT
EMPLOYEES FOR 2018**

IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Northwest Bergen County Utilities Authority upon a roll call vote of all Commissioners of the Authority eligible to vote at a regular meeting held on May 15, 2018.


SECRETARY


CHAIRMAN

	Bonagura	Chewcaskie	Danubio	Gabbert	Kelaheer	Lo Iacono	Plumley	Kasparian
Offered		✓						
Seconded			✓					
Aye	✓	✓	✓	✓			✓	✓
Nay								
Absent					✓	✓		
Abstain								

Exhibit A

Employee Name	Job Title	Annual Salary, 1/1/2018	Proposed 2018 Increase, \$	Proposed 2018 Salary, \$
Agugliaro, Andrew	IT Technical Advisor/Incinerator Supervisor	\$80,000	\$5,000	\$85,000
Brewer, Samuel	Technical Advisor	\$78,809	\$2,000	\$80,809
DeRienzo, John	Municipal Liaison	\$70,000	\$1,750	\$71,750
DiPaola, Angelo	Collections Supervisor	\$100,986	\$2,000	\$102,986
Eletto, William	Maintenance Supervisor	\$91,428	\$2,400	\$93,828
Genetelli, Robert	Superintendent	\$145,000	\$2,900	\$147,900
Gordon, Alison	Administrative Assistant	\$78,000	\$1,950	\$79,950
Hurwitz, Howard	Executive Director	\$155,000	\$0	\$155,000
Kacmar, Russell	Laboratory Supervisor	\$94,369	\$2,400	\$96,769
Lerch, Alex	Electrical Supervisor	\$88,230	\$2,400	\$90,630
LiGregni, Noel	Secretary	\$52,000	\$1,300	\$53,300
Oratio, Melissa	Secretary	\$50,000	\$1,300	\$51,300
Rotundo, James	Assistant Executive Director	\$97,000	\$1,940	\$98,940
Varsolona, Marilyn	Bookkeeper/Accountant	\$70,000	\$1,750	\$71,750

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 59-2018

Date: May 15, 2018

**AUTHORIZATION TO ENTER INTO A SHARED SERVICES AGREEMENT WITH THE
TOWNSHIP OF WYCKOFF**

WHEREAS, the Uniform Shared Services and Consolidation Act, N.J.S.A. 40A:65-1 et seq., authorizes the Northwest Bergen County Utilities Authority (hereinafter referred to as the “NBCUA”) to enter into a Shared Services Agreement with the Township of Wyckoff (hereinafter referred to as the “Municipality”); and

WHEREAS, the NBCUA and the Municipality have negotiated a Shared Services Agreement providing inter alia, for the joint provision of resources to provide for the design and construction of the Knolls Section Sewer Improvement Project which is a benefit to both the NBCUA and the Municipality; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Northwest Bergen County Utilities Authority, that the Shared Services Agreement be approved; and

BE IT FURTHER RESOLVED, that the NBCUA hereby authorizes its entry into the attached Shared Services Agreement between the NBCUA and the Municipality and the NBCUA authorizes the NBCUA Chairman and the NBCUA Secretary to execute the Agreement and related documents as may, in the judgment of the NBCUA Counsel, be necessary, advisable and in the best interest of the NBCUA in furtherance of the Agreement; and

BE IT FURTHER RESOLVED, that the Shared Services Agreement shall be filed and open for public inspection at the administrative offices of the NBCUA.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 59-2018

Date: May 15, 2018

AUTHORIZATION TO ENTER INTO A SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF WYCKOFF

IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Northwest Bergen County Utilities Authority upon a roll call vote of all Commissioners of the Authority eligible to vote at a regular meeting held on May 15, 2018.


SECRETARY


CHAIRMAN

	Bonagura	Chewcaskie	Danubio	Gabbert	Kelاهر	Lo Iacono	Plumley	Kasparian
Offered		✓						
Seconded			✓					
Aye	✓	✓	✓	✓			✓	✓
Nay								
Absent					✓	✓		
Abstain								

AGREEMENT FOR AN EXTENSION OF SANITARY SEWER SYSTEM

THIS AGREEMENT, made this 1st day of May, 2018 between the Township of Wyckoff (hereinafter "the Municipality"), a municipal corporation of the State of New Jersey maintaining offices in Scott Plaza, Wyckoff, New Jersey, and the **NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY** (hereinafter the "NBCUA" or the "Authority") maintaining offices at 30 Wyckoff Avenue, Authority Drive, Waldwick, New Jersey.

WITNESSETH:

WHEREAS, the Uniformed Shared Services and Consolidation Act (N.J.S.A. 40A:65-1 et seq.) promotes the broad use of shared services as a technique to reduce local expenses funded by property taxes; and

WHEREAS, the Municipality has an interest in expanding sanitary sewer services for the benefit of the residents of the Municipality; and

WHEREAS, the NBCUA shares the Municipality's interest in expanding sewer service to the residents of its member municipalities and the NBCUA has the capacity to receive and treat sewage from additional users; and

WHEREAS, the NBCUA and the Municipality previously entered into a Service Agreement providing, inter alia, for an annual service charge for sewer service provided to the Municipality by the NBCUA (the "Service Agreement"); and

WHEREAS, the NBCUA has agreed to construct sewer extension improvements within the Township of Wyckoff, consistent with plans prepared by Boswell Engineering which are incorporated herein and made a part hereof by reference; and

WHEREAS, the Municipality has agreed to make a monetary contribution towards the construction expenses of the project as detailed below since the Municipality will benefit from the extension as a result of the sanitary sewer system trunk line being extended to residents who currently do not have access to sewers; and

WHEREAS, the within agreement has been duly authorized by appropriate resolutions of the Municipality and the NBCUA.

NOW AND THEREFORE IT IS AGREED by and between the Parties as follows:

1. The NBCUA shall conduct and complete a sewer trunk extension construction project (the "Project") as depicted on the plans prepared by Boswell Engineering (the "Boswell Plans" or "Plans"), dated _____ and last revised _____. The improvement as shown on the referenced Plans, which are incorporated herein, will connect the Municipality's existing sanitary sewer line located in the Township of Wyckoff within Block 346, Lot 36 and extend such line to Wyckoff Avenue through a fifteen (15') foot wide easement to be located within the existing Lots 36, 9.01 and 9.02 of Block 346. Such new sanitary sewer trunk line will extend within Wyckoff Avenue in a northwesterly direction and connect to the existing inactive sanitary sewer line contained within Brownstone Court. The NBCUA shall be responsible for the construction of the project and the costs associated with the project. The Municipality shall maintain ownership of the Brownstone Court sanitary sewer line.

2. The Municipality's monetary contribution toward the cost of the Project shall be \$80,000.00. The Municipality shall pay to the NBCUA \$40,000.00 at the time NBCUA makes its TWA application in connection with the Project. The remaining balance of \$40,000.00 shall

be paid by the Municipality to the NBCUA at the time that notice to proceed is provided by the NBCUA to the project construction contractor.

3. In addition to the monetary contribution in Paragraph 2 above, the Municipality shall guaranty to the NBCUA, twenty (20) sewer capitalization recapture fees within seven (7) years from the completion of the improvements. The guaranteed twenty (20) new capitalization recapture fees must be generated by properties that have the ability to connect to the sewer system as a result of the Project constructed by the NBCUA pursuant to the Boswell Plans. Such properties include but shall not be limited to those adjacent to the sewer line contained within Brownstone Court which will be activated as a result of the Project. Therefore, other units which connect to the existing active system in other areas of the Municipality within such 7 year period, will not be counted toward satisfaction of the guaranteed twenty (20) new connection fees. Said capitalization recapture fees shall not be subject to the municipal service fee set forth in Article 11.3. of the Service Agreement.

4. Since the Municipality is guarantying the twenty (20) sewer capitalization recapture fees to the NBCUA, the Municipality shall have the option to collect the Authority sewer capitalization recapture fee directly from such users (users that satisfy the obligation pursuant to this agreement) and timely pay same directly to the NBCUA or allow the users to pay the fee directly to the NBCUA at the time the connection is activated. The Parties agree that the current county sewer connection fee is \$5,208.00. With respect to the twenty (20) guaranteed capitalization recapture fees, the Parties agree that the Authority sewer capitalization recapture fee will be frozen at the rate in existence as of the date of this agreement, for a period of seven (7) years. Therefore, the capitalization recapture fees paid by the Municipality pursuant to the guaranty within this Agreement shall be paid at the rate that exists as of the date of this

Agreement, if timely paid within seven (7) years from the date of the Agreement. If such Authority sewer capitalization recapture fees are paid after such seven (7) year period, said fees will be paid at the rate of the county sewer capitalization recapture fee in effect at that time. In the event the twenty (20) user connections are not yet subscribed for, the Municipality will have the option of paying the balance of the twenty (20) guaranteed capitalization recapture fees at any time prior to the expiration of the seven-year period at the frozen rate. This will satisfy the Municipalities obligation pursuant to the guarantee regardless if twenty (20) actual new users connect to the expanded sewer system area.

5. The easements through Block 346, Lots 36, 9.01 and 9.02, necessary to connect the sewer trunk extension to the County easement contained within Wyckoff Avenue shall be provided in favor of NBCUA at no charge to NBCUA.

6. The capitalization recapture fee freeze as articulated in paragraph 4 above, shall be limited to the twenty (20) fees guaranteed pursuant to this agreement. Therefore, the twenty-first (21st) connection to the system as expanded pursuant to this project and all additional connections thereafter shall be subject to the county sewer capitalization connection fee in place at such time.

7. The extension and improvements to be constructed pursuant to the Boswell Plans, connecting the Municipality's existing sanitary sewer line within Lot 36, Block 346 to the Municipality's existing inactive sewer line at Brownstone court shall be owned by the NBCUA and therefore the NBCUA shall be responsible for future maintenance and repairs of such improvements.

8. The NBCUA improvements pursuant to the Boswell Plans (the project) shall include lateral connections and clean-outs to abut the individual lots directly adjacent to the sewer extension.

9. The Municipality shall be responsible for the traffic control plan and the costs of necessary traffic officers associated with the construction in Wyckoff Ave..

10. The Municipality shall be responsible for the restoration of the disturbed area within Block 346 Lot 36 (Wyckoff Community Park) and the easement area through existing Block 346 Lots 9.01 and 9.01 resulting from the construction of the project, with topsoil and seed.

11. Each Party will maintain and operate insurance coverages through the joint insurance fund or other source in connection with workers' compensation, automobile liability, general liability and other coverage. The NBCUA shall ensure that the Municipality is named as additional insured with respect to the work performed pursuant to the Project and approved Plans.

12. Nothing herein shall be construed to render the Municipality or any of its officers, employees, or representatives liable for any charges, costs or debts, material, labor, or other expenses incurred in the making of the improvements of the project, nor for any damage or money losses due to personal injury or property damage arising out of the acts or conduct of the NBCUA, its agents, servants or representatives or contractors in connection with the project.

13. Nothing herein shall be construed to render NBCUA or any of its officers, employees, or representatives liable for any damage or money losses due to personal injury or property damage arising out of the acts or conduct of the Municipality, its agents, servants or representatives in connection with the project.

14. No change or modification of this agreement shall be valid unless the same shall be in writing signed by all parties hereto.

15. This agreement shall be governed by and construed in accordance with the laws of the State of New Jersey.

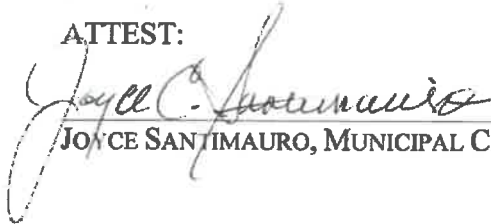
16. This agreement may be executed in one or more counter parts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

17. This agreement sets forth the entire understanding of the parties hereto with respect to the transactions contemplated herein, and supersedes all prior negotiations, representations, or discussions, whether written or oral.

18. The recitals set forth above are incorporated into the body of this agreement as if set forth at length herein.

IN WITNESS WHEREOF, the parties hereto have executed this agreement the day and year first above written.

ATTEST:


JOYCE SANTIMAURO, MUNICIPAL CLERK

TOWNSHIP OF WYCKOFF

By:


BRIAN D. SCANLAN, MAYOR

ATTEST:

, SECRETARY

NORTHWEST BERGEN COUNTY
UTILITIES AUTHORITY

By:

MICHAEL KASPORIAN, CHAIR

TOWNSHIP OF WYCKOFF
COUNTY OF BERGEN
STATE OF NEW JERSEY
RESOLUTION #18-171

INTRODUCED: *Shanley*

SECONDED: *Boonstra*

MEETING DATE: May 1, 2018

REFERENCE: Authorize Shared Service
with the NBCUA

VOTE: BOONSTRA MADIGAN RUBENSTEIN SCANLAN SHANLEY

WHEREAS, the Township Committee searches for opportunities to extend the public sanitary sewer system for possible future sewer main extensions; and,

WHEREAS, a subcommittee of the Township Committee has been meeting with representatives of the Northwest Bergen County Utilities Authority (NBCUA) to explore a joint effort to make more sewerage opportunities available; and,

WHEREAS, after careful review and study, the Township Committee and its Staff believes the shared service agreement which will extend the sewer trunk line onto Wyckoff Avenue provides the maximum possibility for future sewerage of the Knolls while making connection into the sanitary sewer system for twenty-four (24) homes.

NOW, THEREFORE, BE IT RESOLVED, by the Township Committee of the Township of Wyckoff, County of Bergen, State of New Jersey that the attached shared service agreement dated May 1, 2018 with the NBCUA is hereby authorized and the Mayor and Municipal Clerk are authorized to sign the shared service agreement.

CERTIFICATION

I, JOYCE C. SANTIMAURO, MUNICIPAL CLERK OF THE TOWNSHIP OF WYCKOFF, CERTIFY THE ABOVE TO BE A TRUE AND EXACT COPY OF A RESOLUTION ADOPTED BY THE TOWNSHIP COMMITTEE ON MAY 1, 2018.

Joyce C Santimauro

JOYCE C. SANTIMAURO
MUNICIPAL CLERK

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 60-2018

Date: May 15, 2018

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY
NJEIFP LOAN NO. S340700-NEW**

WHEREAS, the Northwest Bergen County Utilities Authority intends to file a loan application with the New Jersey Department of Environmental Protection and the New Jersey Infrastructure Bank for the Authority's Interceptor System Rehabilitation Project:

The proposed project includes assessment of the Authority's existing interceptor system based on the criticality of each system component. The existing interceptor mains and manholes are being internally investigated and/or televised to identify potential defect areas and evaluate their feasibility for rehabilitation or repair based on the quantity of flow through the defect, accessibility to the defect and expected life span. Based on the system evaluation, interceptor mains and manholes selected will be rehabilitated or repaired either using chemical grouting, internal coating systems, Cured-In-Place Pipe (CIPP) lining, sliplining, spiral wound pipe and/or replaced using trenchless or conventional methods.

NOW, THEREFORE BE IT RESOLVED, that Howard Hurwitz, Executive Director, be authorized to act as the Authorized Representative to represent the Authority in all matters relating to the project undertaken pursuant to the above referenced New Jersey Environmental Infrastructure Loan to be executed with the New Jersey Department of Environmental Protection and the New Jersey Infrastructure Bank. The Authorized Representative may be contacted at:

Northwest Bergen County Utilities Authority
30 Wyckoff Avenue at Authority Drive
Waldwick, NJ 07463-0255
(201) 447-2660

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 60-2018

Date: May 15, 2018

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY
NJEIFP LOAN NO. S340700-NEW**

I do hereby certify that the foregoing is a correct and true copy of a Resolution adopted by Northwest Bergen County Utilities Authority at a meeting duly held on the following date: Tuesday, May 15, 2018.


SECRETARY


CHAIRMAN

	Bonagura	Chewcaskie	Danubio	Gabbert	Kelaher	Lo Iacono	Plumley	Kasparian
Offered		✓						
Seconded			✓					
Aye	✓	✓	✓	✓			✓	✓
Nay								
Absent					✓	✓		
Abstain								

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 61-2018

Date: May 15, 2018

**AUTHORIZATION TO AWARD CONTRACT NO. 272 – WASTEWATER PUMP
STATION IMPROVEMENTS**

WHEREAS, upon advertisement and pursuant to specifications, the Authority solicited bid proposals in connection with Contract No. 272 – Wastewater Pump Station Improvements; and

WHEREAS, the bid proposals were received by the Authority on May 8, 2018; and

WHEREAS, one (1) bid was received from Spectraserv, Inc. in the amount of \$4,912,850; and

WHEREAS, the Authority's Consulting Engineer and General Counsel have reviewed the bid proposal and determined that Spectraserv, Inc. has submitted all of the required documents and are found to be the lowest responsible bidder; and

WHEREAS, it has been recommended by the Authority's Engineer and General Counsel that Contract No. 272 be awarded to Spectraserv, Inc. subject to approval from the New Jersey Environmental Protection.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of Northwest Bergen County Utilities Authority the following:

1. Contract No. 272 – Wastewater Pump Station Improvements be awarded to Spectraserv, Inc. holding offices at 75 Jacobus Avenue, Kearny, New Jersey 07032 in the amount of \$4,912,850.
2. The award of Contract No. 272 to Spectraserv, Inc. is contingent upon and subject to the receipt of closing and funding of a project loan from the New Jersey Infrastructure Bank, which loan is the source of funds for the Wastewater Pump Station Improvements.
3. The formal action(s) of the Commissioners of the Northwest Bergen County Utilities Authority embodied herein are expressly contingent upon and subject to the provisions of N.J.S.A. 40:14B-14(b).

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 61-2018

Date: May 15, 2018

AUTHORIZATION TO AWARD CONTRACT NO. 272 – WASTEWATER PUMP STATION IMPROVEMENTS

4. The Chairman or Vice-Chairman of the Authority shall be and hereby is authorized to execute any such contract on behalf of the Authority.

IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Northwest Bergen County Utilities Authority upon a roll call vote of all Commissioners of the Authority eligible to vote at a regular meeting held on May 15, 2018.


SECRETARY


CHAIRMAN

	Bonagura	Chewcaskie	Danubio	Gabbert	Kelahr	Lo Iacono	Plumley	Kasparian
Offered		✓						
Seconded			✓					
Aye	✓	✓	✓	✓			✓	✓
Nay								
Absent					✓	✓		
Abstain								

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 62-2018

Date: May 15, 2018

**AUTHORIZATION TO AWARD CONTRACT NO. 273 – 2016 WASTEWATER
TREATMENT PLANT IMPROVEMENTS**

WHEREAS, upon advertisement and pursuant to specifications, the Authority solicited bid proposals in connection with Contract No. 273 – 2016 Wastewater Treatment Plant Improvements; and

WHEREAS, the bid proposals were received by the Authority on May 1, 2018; and

WHEREAS, the bids received were as follows:

Rapid Pump and Meter Service Co. Inc.	\$3,232,450.00
Spectraserv, Inc.	\$3,245,000.00
Iron Hills Construction, Inc.	\$3,494,576.00
Northeast Remsco Construction, Inc.	\$5,900,000.00

WHEREAS, the Authority's Consulting Engineer and General Counsel have reviewed the bid proposals and determined that Rapid Pump and Meter Service Co., Inc. has submitted all of the required documents and are found to be the lowest responsible bidder; and

WHEREAS, it has been recommended by the Authority's Engineer and General Counsel that Contract No. 273 be awarded to Rapid Pump and Meter Service Co., Inc. subject to approval from the New Jersey Environmental Protection.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of Northwest Bergen County Utilities Authority the following:

1. Contract No. 273 – 2016 Wastewater Treatment Plant Improvements be awarded to Rapid Pump and Meter Co., Inc. located at 285 Straight Street, PO Box AY, Paterson, New Jersey in the amount of \$3,232,450.00
2. The award of Contract No. 273 to Rapid Pump and Meter Service, Co., Inc. is contingent upon and subject to the receipt of closing and funding of a project loan from the New Jersey Infrastructure Bank, which loan is the source of funds for the 2016 Wastewater Treatment Plant Improvements.
3. The formal action(s) of the Commissioners of the Northwest Bergen County Utilities Authority embodied herein are expressly contingent upon and subject to the provisions of N.J.S.A. 40:14B-14(b).
4. The Chairman or Vice-Chairman of the Authority shall be and hereby is authorized to execute any such contract on behalf of the Authority.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 62-2018

Date: May 15, 2018

**AUTHORIZATION TO AWARD CONTRACT NO. 273 – 2016 WASTEWATER
TREATMENT PLANT IMPROVEMENTS**

IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Northwest Bergen County Utilities Authority upon a roll call vote of all Commissioners of the Authority eligible to vote at a regular meeting held on May 15, 2018.


SECRETARY


CHAIRMAN

	Bonagura	Chewcaskie	Danubio	Gabbert	Kelaher	Lo Iacono	Plumley	Kasparian
Offered		✓						
Seconded			✓					
Aye	✓	✓	✓	✓			✓	✓
Nay								
Absent					✓	✓		
Abstain								

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 63-2018

Date: May 15, 2018

AUTHORIZATION FOR CONTINUED RETENTION OF CP PROFESSIONAL SERVICES FOR ASH HANDLING IMPROVEMENTS

WHEREAS, the Northwest Bergen County Utilities Authority (the "Authority") previously retained the firm of CP Professional Services as engineer for ash handling improvements by Resolution 84-2017; and

WHEREAS, CP Professional Services previously provided the Authority with a proposal and has since completed Phase 1 of said proposal which was to identify dewatering alternatives and has provided the Authority with a report on same; and

WHEREAS, CP Professional Services provided the Authority with an updated proposal to perform work related to Phase 2 – Pilot Study of Selected Alternative at a cost not to exceed \$24,800; and

WHEREAS, the firm of CP Professional Services was determined to be highly qualified and eminently capable of providing Consulting Engineering Services to the Authority by Resolution No. 16-2018; and

WHEREAS, the Authority's Certifying Finance Officer has certified that funds are available for CP Professional Services to perform Phase 2 of the proposal.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Northwest Bergen County Utilities Authority:

1. The Authority hereby authorizes CP Professional Services to perform the services described as Phase 2 in the attached proposal as a not to exceed cost of \$24,800.
2. The Certifying Finance Officer's Certification of Available Funds shall be maintained on file at the Authority and made a part hereof.
3. If CP Professional Services anticipates it will exceed the amount set forth above, it shall seek further authorization from the Authority at such time.
4. Notice of this award shall be advertised in accordance with applicable law.
5. This Resolution shall take effect immediately upon adoption.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

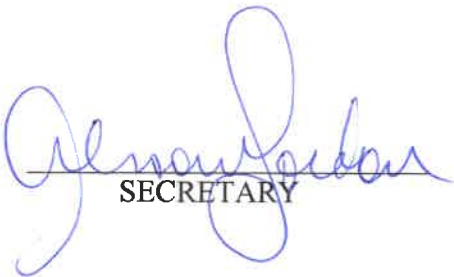
RESOLUTION

No. 63-2018

Date: May 15, 2018

AUTHORIZATION FOR CONTINUED RETENTION OF CP PROFESSIONAL SERVICES FOR ASH HANDLING IMPROVEMENTS

IT IS HEREBY CERTIFIED that this is a true copy of a Resolution adopted by the Northwest Bergen County Utilities Authority upon a roll call vote of all Commissioners of the Authority eligible to vote at a regular meeting held on May 15, 2018.


SECRETARY


CHAIRMAN

	Bonagura	Chewcaskie	Danubio	Gabbert	Kelaher	Lo Iacono	Plumley	Kasparian
Offered		✓						
Seconded			✓					
Aye	✓	✓	✓	✓			✓	✓
Nay								
Absent					✓	✓		
Abstain								

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

CERTIFICATION OF AVAILABILITY OF FUNDS

I hereby certify to the Board of Commissioners of the Northwest Bergen County Utilities Authority that sufficient funds are available for payment of the following:

CONTRACT: Professional Services – Ash Handling Improvements

VENDOR: CP Professional Services

AMOUNT: \$24,800

ACCOUNT NO.: 2100-4030

Date: 5/15/2018


James Rotundo, Certifying Finance Officer



35 Sparta Avenue
Sparta, New Jersey 07871
Phone (973) 300-9003
Fax (973) 300-4003
www.cppsc.com

April 4, 2018

Howard Hurwitz
Executive Director
Northwest Bergen County Utilities Authority
30 Wyckoff Avenue at Authority Drive
P.O. Box 255
Waldwick, NJ 07463

Re: Proposal for Professional Engineering Services
Ash Handling Improvements - Pilot Testing Phase
Waldwick, Bergen County New Jersey

CP Proposal No. 18-029

Dear Mr. Hurwitz:

CP Engineers, LLC (CP) is pleased to provide this **updated** Proposal for professional engineering services to continue consideration of alternatives for improvements to the handling of ash from the Authority's sludge incinerator. We thank you for this opportunity to submit this proposal and for allowing CP to continue to provide our services to you.

Background and Approach

As part of the overall wastewater treatment process, the Authority operates a fluidized bed sludge incinerator. Primary and secondary sludge is settled in the gravity thickeners, pumped to one of two belt filter presses for further dewatering, and then conveyed to the incinerator where all organic materials are destroyed. The resultant inert ash is removed from the incinerator exhaust via a wet scrubber. The ash and water mixture is discharged to one of two ash lagoons for dewatering. While the ash lagoon provides some degree dewatering, additional manual dewatering using portable pumps is required. From that point, ash is moved via mobile equipment from the lagoon to an ash drying pad. Once on the pad, the ash is normally spread multiple times to enhance drying. Finally, the ash is loaded onto trucks for disposal at a solid waste landfill.

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. Added benefits could be to produce a drier end product which would reduce disposal costs.

CP's recently completed Task 1, which included: site investigations and discussions with Authority staff; review of the ash handling process, data collection, and analysis thereof; consideration of potential means for handling and dewatering of the ash; preliminary analysis of the alternatives and consultation with commercial equipment vendors; cost estimating; and preparation of a letter report.

This proposal has been updated to include Task 2 services, which will provide for the on-site pilot testing of the Cyclone Degritter/Grit Classifier combination, as selected by the Authority. The base cost of this Proposal includes pilot testing of this equipment only. Additional equipment may be tested, at additional cost, upon authorization by the Authority.

Scope of Services

CP proposes the following Scope of Services:

1. Evaluation of Equipment Alternatives - **COMPLETE**
2. Pilot Study of Selected Alternative
 - a. Coordinate with Authority Staff and develop an approved pilot testing plan.
 - b. Coordinate with the equipment vendor regarding equipment sizing, setup, piping arrangements, testing protocols, documentation, etc.
 - c. Manage pilot testing process.
 - d. Provide technical staff to monitor and document equipment mobilization, setup, startup and initial testing, operation, modifications to maximize effectiveness and efficiency, sampling, and demobilization.
 - e. Analyze the field data.
 - f. Meet with Authority staff to review data and discuss operational issues.
 - g. Update the total estimated project cost provided in the Task 1 Report.
 - h. Prepare letter report documenting the results of the pilot study.
3. Design of Selected Alternative
 - a. Initiate design drawing and specification based upon the selected alternative.
 - b. Provide the Authority and meet to discuss 30% and 90% design submission for review of the general design basis.
 - c. Advance the design to the 90% design stage based upon 30% comments.
 - d. Completion of 100% design plans and contract specifications based on 90% review comments.
 - e. Prepare a complete set of Bid Documents (detailed design drawings and specifications) suitable for solicitation of bids. Bid drawings will include site plan, equipment layout, necessary electrical and standard special construction details.
4. Bidding and Construction Services
 - a. Bid Phase
 - i. Provide one electronic set and 20 paper sets of the Construction Documents.
 - ii. Attendance at the Pre-Bid Meeting.
 - iii. Prepare addenda as necessary and submit to NBCUA.
 - iv. Review of bids, conduct qualification and experience reviews, and recommend award of Contract.
 - b. Pre – Construction Services

- i. Review and comment on or approve Contractor's construction progress schedule, schedule of shop drawings, warranty and sample submittal schedules, and the contract schedule of values and cost breakdowns.
 - ii. Attend the preconstruction meeting.
 - iii. Review and comment on or approve proposed subcontractors, materials and equipment to be utilized by Contractor.
 - c. General Construction Services
 - i. Provided a detailed review of shop drawings and submissions; issues comments on and/or approval of all submissions.
 - ii. Review and analyze material test results for compliance with contract acceptance values.
 - iii. Review all product warranties, supplier certificates, and laboratory test results to determine conformance with Contract Documents.
 - iv. Review and comment on Contractor's proposed sequence of construction to ensure the best interest of the Client are met.
 - v. Review and comment on Contractor's proposed method for maintaining facilities and site access during construction.
 - vi. Prepare Final Record Drawings which reflect actual construction under the contract, based on Contractor's as-built drawings.
 - vii. Coordinate with the NJDEP and other regulatory agencies, as necessary, during construction.
 - d. Resident Engineering and Construction Oversight Services
 - i. Provide Resident Engineer and inspectors as required to properly observe all activities associated with the construction. Due to the nature of the construction and the long-lead time for the equipment, this proposal assumes that only part-time resident engineering services are required.
 - ii. Conduct construction progress meetings, prepare and distribute minutes of meetings.
 - iii. Prepare monthly status reports for presentation to the Client.
 - iv. Attend meetings and site visits by regulatory agencies.
 - v. Review and comment on or approve updated submissions of the Contractor's construction progress schedule.
 - vi. Review and comment on all requests by Contractor.
 - vii. Prepare daily inspection reports and maintain a filing system for all reports.
 - viii. Coordinate and resolve unacceptable work with the Contractor and Authority, as allowed for in the Contract Documents.
 - ix. Review and certify periodic estimates for payment and provide recommendations for payment.
 - x. Witness all field tests.
 - xi. Coordinate issuance of all required project change orders, assist in determining the value of the change in work and the negotiating of the associated changes in contract time and costs, and certification of change order.
 - xii. Provide all required recommendations, inspections, reports and



- certifications associated with the Contract general conditions; e.g. partial utilization, substantial completion, final acceptance, suspension or termination of work, dispute resolution.
- xiii. Certify to Client that Contractor has completed the work in accordance with the Contract Documents.
- e. Startup and Commissioning Services
 - i. Witness all startup and testing procedures to assure conformance with the Contract Documents.
 - ii. Participate in training of EOWC Staff on the operation and maintenance of all equipment. CP will remain available to EOWC Staff should questions related to training come up after training is complete.
 - iii. Assist in the troubleshooting and resolution of startup issues.
 - f. Operations and Maintenance Manual
 - i. Review Contractor-prepared Operation and Maintenance (O&M) Manual, prepared in accordance with NJDEP requirements.

Clarification

This proposal assumes the following:

1. The base cost of this Proposal includes pilot testing of the Cyclone Degritter/Grit Classifier combination equipment only. Additional equipment may be tested, at additional cost, upon authorization by the Authority.
2. Since the proposed equipment is not a change in the wastewater stream process, it is assumed at this time a NJDEP Treatments Works Application is not necessary.
3. NJDEP Land Use Regulation Permitting for Wetlands, Flood Hazard, etc. is not included in the above scope of work.
4. Existing updated electronic site plan drawings will be provided for use during the design phase and an updated site survey is not necessary at this time.
5. Coordination or permitting with local authorities (County or Town) is not included.

Cost

Based on the foregoing, CP proposes to perform this work on a Lump Sum basis, at the amount listed below. Billing will be monthly based on actual percent complete and in accordance with our Standard Terms and Conditions, as previously approved by the Authority.

Task 1 -	COMPLETED
Task 2 -	\$24,800
Task 3 -	TBD
Task 4: -	TBD

Tasks 3 and 4 are to be determined based upon the results of Tasks 2 at which point a clear project scope can be identified. It is understood that the Authority may determine that none of the solutions



recommended at the conclusion of Task 2 is in their best interest and that Tasks 3 and 4 will not be authorized.

Schedule

CP is prepared to begin work immediately upon your authorization.

Authorization

If this proposal meets with your approval, kindly return a signed copy of this proposal, or a resolution incorporating this proposal by reference, as your notice to proceed.

Please feel free to call us with any questions or comments.

Very truly yours,
CP ENGINEERS, LLC

A handwritten signature in blue ink, appearing to read 'S. Donati', written over a horizontal line.

Stephen Donati, P.E.
Vice President

Accepted this _____ day of _____, 2018

By (Signature): _____

By (Printed): _____

Title: _____