

# **NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

## **Northwest Bergen County Utilities Authority**

**PLEASE TAKE NOTICE** the Northwest Bergen County Utilities Authority does hereby notify the public that the Work Session and the Regular Meeting scheduled for Wednesday, April 16, 2025, at 7:00 p.m. will be held at the Authority's offices located at 30 Wyckoff Avenue, Waldwick, New Jersey. Formal action will be taken. The agendas will be placed on the Authority website, [nbcua.com](http://nbcua.com), at least 48 hours prior to the meeting.

Northwest Bergen County  
Utilities Authority

# **NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

## **AGENDA REGULAR MEETING April 16, 2025**

1. Meeting called to Order
2. Open Public Meetings Act Statement
3. Roll Call
4. Chairman's Remarks
5. Approval of Minutes
  - a. Regular Meeting – March 19, 2025
6. Public Comments (any subject)
7. Consideration for approval of list of Resolutions attached dated April 16, 2025
8. Report of Committees:
  - a. Finance Committee
  - b. Personnel Committee
  - c. Insurance Committee
  - d. Operating Committee
  - e. Strategic Plan Subcommittee
  - f. Buildings and Grounds Committee
9. Report of Treasurer
10. Report of General Counsel
11. Report of Consulting Engineer
12. Report of Executive Director
13. Report of Authority Engineer
14. Report of Superintendent
15. Old Business
16. New Business
17. Public Comments (on subjects 4 through 16)
18. Adjournment

# **NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

## **REGULAR MEETING**

**April 16, 2025**

### **RESOLUTIONS**

- 37-2025 Approval of Payment of Vouchers, Payroll, Tax Deposits and Pensions and Benefits
- 38-2025 Accept 2024 Audit
- 39-2025 Audit Corrective Action Plan
- 40-2025 Authorization to Renew a Shared Services Agreement with the Borough of Franklin Lakes
- 41-2025 Personnel Action
- 42-2025 Approval of Collective Bargaining Agreement With the Non-Supervisory Employees Group
- 43-2025 Approve Personnel Action

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 37-2025**

**Date: April 16, 2025**

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**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 March 2025 and Health Benefits and Dental Benefits transfers for April 2025; 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 listed on the attached reports and have found them to be in order.

**NOW, THEREFORE, BE IT 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 April 16, 2025

ACCOUNT: Payroll Account  
Net Payroll: \$304,331.16

ACCOUNT: Tax Deposit Account  
Total: \$134,031.13

ACCOUNT: Health Benefits Contribution Employer  
Total Transfer: \$157,748.94

ACCOUNT: Health Benefits Contribution Employee  
Total: \$5,112.63

ACCOUNT: Dental Benefits  
Total Transfer: \$3,768.06

ACCOUNT: PERS and Contributory Insurance  
Total Transfer: \$28,866.88

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 37-2025**

**Date: April 16, 2025**

---

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

ACCOUNT: Operating Account  
Total: \$682,870.17

ACCOUNT: General Improvement Account  
Total: \$323,920.95

ACCOUNT: Sewer Trust Account  
Total: \$81,027.16

**BE IT FURTHER RESOLVED** that the formal action(s) of the Commissioners of the Northwest Bergen County Utilities Authority embodied herein are expressly contingent upon and subject to N.J.S.A. 40:14B-14(b).

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FRANK KELAHER, CHAIRMAN

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 37-2025**

**Date: April 16, 2025**

---

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

**RECORDED VOTE:**

	Bonagura	Biale	Jordan	Lo Iacono	Ortega	Tombalakian	Virk	Kelaher	
Offered									
Second ed									
Aye									
Nay									
Absent									
Abstain									
Recuse									

I hereby certify that this is a true copy of a resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority April 16, 2025.

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DOUGLAS M. BERN, ESQ.  
ASSISTANT SECRETARY

DATE: April 16, 2025

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 38-2025**

**Date: April 16, 2025**

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**ACCEPT AUDIT**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local Authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2024 has been completed and filed with the Governing Body and the Director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Northwest Bergen County Utilities Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2024, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

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FRANK KELAHER, CHAIRMAN

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 38-2025**

**Date: April 16, 2025**

---

**ACCEPT AUDIT**

**RECORDED VOTE:**

	Bonagura	Biale	Jordan	Lo Iacono	Ortega	Tombalakian	Virk	Kelahe	
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

I hereby certify that this is a true copy of a resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority April 16, 2025.

---

DOUGLAS M. BERN, ESQ.  
ASSISTANT SECRETARY  
DATE: April 16, 2025



**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 38-2025**

**Date: April 16, 2025**

---

**ACCEPT AUDIT**

**LOCAL AUTHORITIES  
GROUP AFFIDAVIT FORM**

**PRESCRIBED BY  
THE NEW JERSEY LOCAL FINANCE BOARD**

**AUDIT REVIEW CERTIFICATE**

We, the members of the governing body of the Northwest Bergen County Utilities Authority, being of full age and being duly sworn according to law, upon our oath depose and say:

1. We are duly appointed members of the Northwest Bergen County Utilities Authority.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2024 and specifically the sections of the audit report entitled "General Comments" and "Recommendations".

(Print)

(Signature)

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Sworn to and subscribed before me

this \_\_\_\_\_ day of \_\_\_\_\_, 2025

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Notary Public of New Jersey

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 39-2025**

**Date: April 16, 2025**

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**2024 AUDIT CORRECTIVE ACTION PLAN CERTIFICATION**

WHEREAS, by Resolution the Commissioners of the Northwest Bergen County Utilities Authority have certified that they have received the 2024 annual audit and have personally reviewed the audit, and have specifically reviewed the sections of the annual audit report entitled “General Comments” and “Recommendations” in accordance with N.J.S.A. 40A: 5A-17; and

WHEREAS, the Audit includes Comments and Recommendations requiring action by the Authority; and

WHEREAS, N.J.A.C. 5:31-7.6(i) requires a “corrective action plan, in the form of a resolution, to be adopted by the members of the governing body with respect to Comments and Recommendations made in the audit, shall be filed forthwith the Division within 45 days of receipt of the annual audit”; and

WHEREAS, a corrective action plan addressing these Comments and Recommendations has been prepared by the Authority; and

WHEREAS, the Commissioners of the Authority have reviewed this 2024 Corrective Action Plan (attached hereto).

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

1. The Commissioners hereby approve and adopt the 2024 Corrective Action Plan.
2. The Secretary of the Authority is hereby directed to promptly submit to the Director of the Division of Local Government Services this Corrective Action Plan, accompanied by a certified true copy of this resolution.

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FRANK KELAHER, CHAIRMAN

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 39-2025**

**Date: April 16, 2025**

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**2024 AUDIT CORRECTIVE ACTION PLAN CERTIFICATION**

**RECORDED VOTE:**

	Bonagura	Biale	Jordan	Lo Iacono	Ortega	Tombalakian	Virk	Kelaher	
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

I hereby certify that this is a true copy of a resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority April 16, 2025.

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DOUGLAS M. BERN, ESQ.

ASSISTANT SECRETARY

DATE: April 16, 2025

Name of Authority: Northwest Bergen County Utilities Authority

County: Bergen

Audit Year Ending: December 31, 2024

Contact Person: John Danubio, Assistant Executive Director

Telephone Number: (201) 857-4594

**Finding 2024-01**

**Description:** The Authority has not updated the net pension obligation, pension-related deferred outflow, accounts payable-pension or pension-related deferred inflow accounts to a measurement date acceptable under current accounting standards.

**Corrective Action:** The Authority relies on an actuarial valuation that is provided by the State of New Jersey to update these accounts. At the time of the audit report release date, this valuation was not yet available. The Authority plans to update all future financial statements to comply with GASB No. 68 once this valuation is complete and has been made public by the State of New Jersey.

**Implementation:** Immediately.

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 40-2025**

**Date: April 16, 2025**

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**AUTHORIZATION TO RENEW A SHARED SERVICES AGREEMENT WITH THE  
BOROUGH OF FRANKLIN LAKES**

**WHEREAS**, the State of New Jersey encourages local units to enter into agreements for the joint provision of municipal services; and

**WHEREAS**, the State of New Jersey authorizes entering into such agreements for shared services pursuant to NJSA 40A:65-1 et. seq.; and

**WHEREAS**, the Northwest Bergen County Utilities Authority (the “Authority”) and the Borough of Franklin Lakes (the “Borough”) had entered into a Shared Services Agreement on June 1, 2024 for a duration of one (1) year with a termination date of May 31, 2025 for the Authority to act as the New Jersey Licensed Operator for the Borough; and

**WHEREAS**, the Borough has adopted its Resolution No. 131-25 authorizing entering into a new shared services agreement with the Authority to receive the same services as previously provided; and

**WHEREAS**, the Authority desires to enter into this agreement with the Borough for a duration of one (1) year subject to the terms and conditions set forth in said agreement.

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

1. The Authority shall enter into a Shared Services Agreement on June 1, 2025 with the Borough of Franklin Lakes for a duration of one (1) year to act as the New Jersey Licensed Sewer Operator for the Borough.

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

**RESOLUTION**

**No. 40-2025**

**Date: April 16, 2025**

**AUTHORIZATION TO RENEW A SHARED SERVICES AGREEMENT WITH THE  
BOROUGH OF FRANKLIN LAKES**

- 2. The Chairman of the Authority and the Executive Director be and are hereby authorized on behalf of the Authority to execute the Shared Services Agreement with the Borough of Franklin Lakes annexed hereto and made a part thereof.
- 3. That the formal action(s) of the Commissioners of the Northwest Bergen County Utilities Authority embodied herein are expressly contingent upon and subject to N.J.S.A. 40:14B-14(b).

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FRANK KELAHER, CHAIRMAN

**RECORDED VOTE:**

	Bonagura	Biale	Jordan	Lo Iacono	Ortega	Tombalakian	Virk	KelaHer	
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

I hereby certify that this is a true copy of a resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority April 16, 2025.

\_\_\_\_\_  
DOUGLAS M. BERN, ESQ.  
ASSISTANT SECRETARY

DATE: April 16, 2025

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 41-2025**

**Date: April 16, 2025**

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**APPROVE PERSONNEL ACTION**

**WHEREAS**, there presently exists the need for an Incinerator Operator in the Authority's Incineration Department; and

**WHEREAS**, it has been recommended by the Executive Director and Superintendent of the Northwest Bergen County Utilities Authority that Ryan Lynch be promoted to the position of Incinerator Operator effective April 27, 2025 subject to a one hundred eighty (180) day probationary period; and

**WHEREAS**, compensation shall be in accordance with the Authority's non-supervisory Collective Bargaining Unit; and

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

1. That Ryan Lynch be promoted to the position of Incinerator Operator effective April 27, 2025 subject to a one hundred eighty (180) day probationary period.
2. Compensation shall be in accordance with the Authority's non-supervisory Collective Bargaining Unit

**BE IT FURTHER RESOLVED** that the formal action(s) of the Commissioners of the Northwest Bergen County Utilities Authority embodied herein are expressly contingent upon and subject to N.J.S.A. 40:14B-14(b).

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FRANK KELAHER, CHAIRMAN

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 41-2025**

**Date: April 16, 2025**

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**APPROVE PERSONNEL ACTION**

**RECORDED VOTE:**

	Bonagura	Biale	Jordan	Lo Iacono	Ortega	Tombalakian	Virk	Kelاهر	
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

I hereby certify that this is a true copy of a resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority on April 16, 2025.

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DOUGLAS M. BERN, ESQ.  
ASSISTANT SECRETARY



**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 42-2025**

**April 16, 2025**

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**APPROVAL OF COLLECTIVE BARGAINING AGREEMENT WITH THE NON-SUPERVISORY EMPLOYEES GROUP**

**WHEREAS**, various non-supervisory employees of the Northwest Bergen County Utilities Authority (“Authority”) are organized into a collective bargaining unit known as the Northwest Bergen County Utilities Authority Non-Supervisory Employees Group (“Group”); and,

**WHEREAS**, the Authority and the Group have negotiated and agreed to the terms of a successor collective bargaining agreement for the period of January 1, 2024 through December 31, 2025 (“CBA”), covering various wages, hours of work and other terms and condition of employment, which requires execution by the appropriate Authority official; and,

**WHEREAS**, the Authority and the Group have previously ratified said CBA through the execution of a Memorandum of Agreement between the Authority and the Group; and,

**WHEREAS**, the Authority’s Executive Director and Labor Counsel have recommended the approval and execution of the CBA by the Authority.

**NOW, THEREFORE, BE IT RESOLVED** by the Authority’s Board of Commissioners that:

1. The aforesaid recitals are incorporated herein as though fully set forth at length.
2. The Authority’s Governing Body authorizes the Authority’s Executive Director and Board Secretary to execute the CBA between the Authority and the Group for the period of January 1, 2023 through December 31, 2025, a copy of which is annexed hereto and incorporated herein.
3. The Authority’s Executive Director is authorized to execute any and all such additional documents and undertake such other tasks that are reasonably required to execute the CBA on behalf of the Authority with the Group.

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

**RESOLUTION**

**No. 42-2025**

**April 16, 2025**

**APPROVAL OF COLLECTIVE BARGAINING AGREEMENT WITH THE NON-SUPERVISORY EMPLOYEES GROUP**

**BE IT FURTHER RESOLVED** that 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).

\_\_\_\_\_  
FRANK KELAHER, CHAIRMAN

**RECORDED VOTE:**

	Bonagura	Biale	Jordan	Lo Iacono	Ortega	Tombalakian	Virk	KelaHER	
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

I hereby certify that this is a true copy of a resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority on April 16, 2025.

\_\_\_\_\_  
DOUGLAS M. BERN, ESQ.  
ASSISTANT SECRETARY  
DATE: April 16, 2025

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 43-2025**

**Date: April 16, 2025**

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**APPROVE PERSONNEL ACTION**

**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 has recommended that for FY/CY 2025 the Non-Collective Bargaining Unit employees of the Authority shall be provided with a Three (3%) percent increase in base salary together with all benefits as provided to all bargaining unit employees effective January 1, 2025.

**NOW, THEREFORE, BE IT RESOLVED**, by the Commissioners of the Northwest Bergen County Utilities Authority that for FY/CY 2025 the following Non-Collective Bargaining Unit employees of the Authority shall be provided with a Three (3%) percent increase in base salary together with all benefits as provided to all bargaining unit employees effective January 1, 2025:

Brewer, Samuel  
Carroll, John  
Fabbriatore, Nicholas  
Frank, Brian  
Gascon, Jason  
Genetelli, Robert  
Kacmar, Russell  
O’Reilly, Christopher  
Oratio, Melissa  
Sheinfield, Michael  
Sullivan, Maureen  
Van Der Stad, Leonard

**NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY**

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**RESOLUTION**

**No. 43-2025**

**Date: April 16, 2025**

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**APPROVE PERSONNEL ACTION**

**BE IT FURTHER RESOLVED** that the formal action(s) of the Commissioners of the Northwest Bergen County Utilities Authority embodied herein are expressly contingent upon and subject to N.J.S.A. 40:14B-14(b).

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FRANK KELAHER, CHAIRMAN

**RECORDED VOTE:**

	Bonagura	Biale	Jordan	Lo Iacono	Ortega	Tombalakian	Virk	Kelaher	
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

I hereby certify that this is a true copy of a resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority on April 16, 2026.

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DOUGLAS M. BERN, ESQ.  
ASSISTANT SECRETARY  
DATE: APRIL 16, 2025