

Northwest Bergen County Utilities Authority

PLEASE TAKE NOTICE, that in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq. and in consideration of Executive Order No. 103, issued by Governor Murphy on March 9, 2020 declaring a State of Emergency and a Public Health Emergency in the State of New Jersey, the Northwest Bergen County Utilities Authority does hereby notify the public that to protect the health, safety and welfare of our citizens while ensuring the continued functioning of government, the Northwest Bergen County Utilities Authority Work Session and Regular Meeting scheduled for Tuesday, July 21, 2020 at 7:00 p.m. at the offices of the Northwest Bergen County Utilities Authority located at 30 Wyckoff Avenue, Waldwick, New Jersey will be held via Zoom ONLY. Formal action may be taken at these meetings. The agendas will be placed on the Northwest Bergen County Utilities Authority website, nbcua.com, at least 48 hours prior to the meeting. Members of the public who wish to participate in the meeting may do so by going to [Zoom.us](https://zoom.us) and entering the meeting ID of 896 8935 3616 and following the passcode 588042 at 7:00 P.M. Individuals calling into this number will be able to fully participate in the meeting, including providing public comment. A non-public dial in number will be used if executive session is required.

Alison Gordon, Secretary
Northwest Bergen County
Utilities Authority

July 17, 2020

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

AGENDA REGULAR MEETING July 21, 2020

1. Meeting called to Order
2. Open Public Meetings Act Statement
3. Roll Call
4. Chairman's Remarks
5. Approval of Minutes – Regular Meeting – June 16, 2020
Special Meeting – June 16, 2020
6. Public Comments (any subject)
7. Consideration for approval list of Resolutions attached dated July 21, 2020
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
 - g. Safety and Security 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

July 17, 2020

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTIONS

July 21, 2020

CONSENT AGENDA

- 65-2020 Approval of Payment of Vouchers, Payroll, Tax Deposits and Pensions and Benefits
- 66-2020 Authorization for Payment of Bills for August 2020
- 67-2020 New Hire – Theodoros Perides, O&M Helper
- 68-2020 New Hire – Jason Paneque, O&M Helper
- 69-2020 Title Change – Melissa Oratio, Bookkeeper
- 70-2020 Resolution Authorizing a Sanitary Sewer Connection with the Borough of Oakland
- 71-2020 Award of Contract – Contract No. 288 – Aeration Tank Magnetic Flow Meter Replacement

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 65-2020

Date: July 21, 2020

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 June 2020 and Health Benefits and Dental Benefits transfers for July 2020; 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,

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 July 21, 2020 be and they hereby are approved for payment from the proper accounts as follows:

ACCOUNT: Payroll Account
Net Payroll: \$372,476.81

ACCOUNT: Tax Deposit Account
Total: \$156,236.82

ACCOUNT: Health Benefits Contribution Employer
Total Transfer: \$108,759.07

ACCOUNT: Health Benefits Contribution Employee
Total: \$4,624.30

ACCOUNT: Dental Benefits
Total Transfer: \$4,149.64

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 65-2020

Date: July 21, 2020

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

ACCOUNT: PERS and Contributory Insurance
Total Transfer: \$30,958.68

ACCOUNT: Operating Account
Total: \$236,570.96

ACCOUNT: General Improvement Account
Total: \$717,765.83

SECRETARY

CHAIRMAN

RECORDED VOTE:

	Bonagura	Duch	Jordan	Kelahr	Lo Iacono	Mongelli	Ortega	Plumley	Kasparian
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 66-2020

Date: July 21, 2020

AUTHORIZATION FOR PAYMENT OF BILLS FOR AUGUST 2020

WHEREAS, it has been determined by the Commissioners of the Northwest Bergen County Utilities Authority (the “Authority”) that no meetings of the Commissioners will be held during the month of August, 2020; and

WHEREAS, the Authority’s bills are approved for payment at its monthly meeting and the Authority has a need to provide for the consistent and regular payment of its bills for the month of August; and

WHEREAS, the Commissioners wish to provide a mechanism for the payment of August bills as set forth below.

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

1. The Executive Director and Administrative Assistant are directed to prepare the bill list (including but not necessarily limited to payroll, tax deposits, health benefits contributions, dental benefits, PERS and Contributory Insurance, operating account and general improvement account) in the ordinary course for payment and circulate such list to each Commissioner by August 7, 2020; and
2. Unless any Commissioner has an objection to a specific payment or requires further discussion on payment of a bill(s), then such bill(s) shall be excluded from payment and the Commissioners authorize payment of the remainder bills on or after August 14, 2020.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 66-2020

Date: July 21, 2020

AUTHORIZATION FOR PAYMENT OF BILLS FOR AUGUST 2020

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 July 21, 2020.

CHAIRMAN

SECRETARY

Recorded Vote:

	Bonagura	Duch	Jordan	Kelاهر	Lo Iacono	Mongelli	Ortega	Plumley	Kasparian
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 69-2020

Date: July 21, 2020

TITLE CHANGE – MELISSA ORATIO, BOOKKEEPER

WHEREAS, the Northwest Bergen County Utilities Authority (the “Authority”) has determined that there presently exists a need for a Bookkeeper; 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 Bookkeeper has been vacant since on or about June 29, 2020 due to the retirement of Marilyn Varsolona; and

WHEREAS, funds are allocated in the annual budget for the salary of the Bookkeeper position; and

WHEREAS, Ms. Melissa Oratio has served in the position of Office Secretary since January 6, 2014 and has performed the role in an exemplary manner; and

WHEREAS, the Commissioners of the Authority consider Melissa Oratio competent and qualified to perform the duties of the Bookkeeper of the Northwest Bergen County Utilities Authority; and

WHEREAS, the Authority has determined on the basis of the foregoing to transfer Ms. Oratio to the position of Bookkeeper effective June 29, 2020 at an annual salary of Sixty-Two thousand dollars (\$62,000); and

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

1. Ms. Melissa Oratio shall be and is hereby transferred by the Authority to the position of Bookkeeper effective June 29, 2020 as an employee at will and will be compensated at an annual salary of Sixty-Two Thousand Dollars (\$62,000).

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 69-2020

Date: July 21, 2020

TITLE CHANGE – MELISSA ORATIO, BOOKKEEPER

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 July 21, 2020.

CHAIRMAN

SECRETARY

Recorded Vote:

	Bonagura	Duch	Jordan	Kelاهر	Lo Iacono	Mongelli	Ortega	Plumley	Kasparian
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

NO. 70-2020

Date: July 21, 2020

**RESOLUTION AUTHORIZING A SANITARY SEWER CONNECTION
WITH THE BOROUGH OF OAKLAND**

WHEREAS, the Northwest Bergen County Utilities Authority (the "Authority") operates a wastewater treatment facility, located at 30 Wyckoff Avenue in the Borough of Waldwick, County of Bergen, State of New Jersey; and

WHEREAS, the Borough of Oakland, a municipal corporation of the State of New Jersey (hereinafter "Borough" or "Applicant") having its office at One Municipal Plaza, Oakland, New Jersey, has applied to the Northwest Bergen County Utilities Authority (the "Authority") to accept the sanitary sewage flows from three (3) existing treatment plants in the Borough of Oakland to an existing manhole on Franklin Avenue from which it will flow to the Authority's existing Franklin Lakes Pump Station, and thereafter to the Authority's sanitary sewer system; and

WHEREAS, the Authority Technical Advisor, Sam Brewer, has reviewed the application and determined that it complies with the Authority's rules and regulations and that there exists adequate conveyance capacity to transmit wastewater emanating from such locations to the Authority's collection system to the NBCUA Treatment Plant; and

NOW THEREFORE BE IT RESOLVED, by the Members of the Authority, that the Executive Director and/or his designee is authorized to execute the Applicant's Connection Application, subject to the following:

1. Satisfactory written commitment submitted to the Authority reflecting payment by the Borough to the Authority in the amount of \$802,417.56 as and for the connection fee to the Authority (based on current flow criteria); computed as follows: 47,700 gallons per day (gpd) or 281 additional EDU's.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

NO. 70-2020

Date: July 21, 2020

**RESOLUTION AUTHORIZING A SANITARY SEWER CONNECTION
WITH THE BOROUGH OF OAKLAND**

2. The recommendations as set forth in the engineering review by Sam Brewer dated July 16, 2020.
3. This approval is good for two (2) years from the date of issuance.

I hereby certify that this is a true copy of a Resolution adopted by the Commissioners of the Northwest Bergen County Utilities Authority on July 21, 2020.

MICHAEL KASPARIAN, CHAIRMAN

ALISON GORDON, SECRETARY

DATED: July 21, 2020

	Bonagura	Duch	Jordan	Kelaheer	Lo Iacono	Mongelli	Ortega	Plumley	Kasparian
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

NO. 71-2020

Date: July 21, 2020

**AWARD OF CONTRACT NO. 288
AERATION TANK MAGNETIC FLOW METER REPLACEMENT**

WHEREAS, the Northwest Bergen County Utilities Authority (the "Authority") operates a wastewater treatment facility, located at 30 Wyckoff Avenue in the Borough of Waldwick, County of Bergen, State of New Jersey; and

WHEREAS, the Authority advertised on June 13, 2020 for the Aeration Tank Magnetic Flow Meter Replacement; and

WHEREAS, on July 9, 2020, the date specified for the public opening and reading of the bids for the Aeration Tank Magnetic Flow Meter Replacement Contract No. 288, five (5) bids were received; and

WHEREAS, Iron Hill Construction, Inc. ("Iron Hill") contained in their bid a price of \$18,467.00 per tank for the Aeration Tank Magnetic Flow Meter Replacement; and

WHEREAS, the Authority's General Counsel has reviewed the bid of Iron Hill and has found same to be in legal conformance with the advertised specifications and bid requirements, and the Local Contract Law, N.J.S.A. 40A:11-1 et seq.; and

WHEREAS, the Authority's technical advisor has reviewed the bid of Iron Hill and has found same, in all technical aspects, to be in conformance with the advertised specifications and bid requirements, and as such has recommended that the Authority accept said bid submitted by Iron Hill; and

WHEREAS, it has been certified by the Authority's Certifying Financial Officer that there are funds available for the award of this contract to Iron Hill; 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. 71-2020

Date: July 21, 2020

**AWARD OF CONTRACT NO. 288
AERATION TANK MAGNETIC FLOW METER REPLACEMENT**

1. The bid of Iron Hill for Aeration Tank Magnetic Flow Meter Replacement in the amount of \$18,467.00 per tank is hereby accepted.
2. In all respects relating to the performance of the Aeration Tank Magnetic Flow Meter Replacement Contract No. 288 hereby awarded to Iron Hill, is hereby directed to comply with the requirements of P.L. 1975, Chapter 127, and all other applicable statutes and regulations dealing with anti-discrimination and/or equal opportunity in public contracts.
3. The Chairman or Vice-Chairman of the Authority shall be and hereby is authorized to execute on behalf of the Authority any such contract with Iron Hill.
4. Notice of the contract award shall be advertised in accordance with applicable law.

I hereby certify that this is a true copy of a Resolution adopted by the Commissioners of the Northwest Bergen County Utilities Authority on July 21, 2020.

MICHAEL KASPARIAN, CHAIRMAN

ALISON GORDON, SECRETARY

DATED: July 21, 2020

	Bonagura	Duch	Jordan	Kelاهر	Lo Iacono	Mongelli	Ortega	Plumley	Kasparian
Offered									
Seconded									
Aye									
Nay									
Absent									
Abstain									
Recuse									

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: Contract No. 288 – Aeration Tank Magnetic Flow Meter Replacement

VENDOR: Iron Hills Construction, Inc.

AMOUNT: \$18,467 per tank, Total Contract Cost: \$55,401

ACCOUNT NO.: 7000-6610

Date: July 21, 2020

James Rotundo, Certifying Finance Officer