

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 19, 2023 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, at least 48 hours prior to the meeting.

Northwest Bergen County
Utilities Authority

April 10, 2023

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

AGENDA REGULAR MEETING April 19, 2023

1. Meeting called to Order
2. Open Public Meetings Act Statement
3. Roll Call
4. Swearing in of commissioners
 - a. Yogi Virk
 - b. John P. Biale
5. Chairman's Remarks
6. Approval of Minutes – Regular Meeting – March 15, 2023
7. Public Comments (any subject)
8. Consideration for approval of list of Resolutions attached dated April 19, 2023
9. 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
10. Report of Treasurer
11. Report of General Counsel
12. Report of Consulting Engineer
13. Report of Executive Director
14. Report of Authority Engineer
15. Report of Superintendent
16. Old Business
17. New Business
18. Public Comments (on subjects 4 through 16)
19. Adjournment

April 10, 2023

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTIONS

April 19, 2023

CONSENT AGENDA

- 36-2023 Approval of Payment of Vouchers, Payroll, Tax Deposits and Pensions and Benefits
- 37-2023 Certification of Audit for Year Ending December 31, 2022
- 38-2023 Accept Audit, Year Ending December 31, 2022
- 39-2023 Qualification of Architectural services
- 40-2023 Retention of RSC Architects for Architectural Services
- 41-2023 Approval of a TWA application for 359 Sicomac Avenue, Wyckoff
- 42-2023 Resolution Honoring Commissioner Michael Kasparian

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 36-2023

Date: April 19, 2023

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 2023 and Health Benefits and Dental Benefits transfers for April 2023; 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 April 19, 2023 be and they hereby are approved for payment from the proper accounts as follows:

ACCOUNT: Payroll Account
Net Payroll: \$189,353.80

ACCOUNT: Tax Deposit Account
Total: \$82,719.38

ACCOUNT: Health Benefits Contribution Employer
Total Transfer: \$141,330.61

ACCOUNT: Health Benefits Contribution Employee
Total: \$4,037.25

ACCOUNT: Dental Benefits
Total Transfer: \$3,762.94

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 36-2023

Date: April 19, 2023

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

ACCOUNT: PERS and Contributory Insurance

Total Transfer: \$29,360.28

ACCOUNT: Operating Account

Total: \$509,233.62

ACCOUNT: General Improvement Account

Total: \$216,014.00

CHAIRMAN

ASSISTANT-SECRETARY

RECORDED VOTE:

	Bonagura	Jordan	Kelaheer	Lo Iacono	Ortega	Soukas	Tombalakian	Kasparian
Offered								
Seconded								
Aye								
Nay								
Absent								
Abstain								
Recuse								

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 37-2023

Date: April 19, 2023

CERTIFICATION OF AUDIT, YEAR ENDING DECEMBER 31, 2022

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, 2022 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

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 37-2023

Date: April 19, 2023

CERTIFICATION OF AUDIT, YEAR ENDING DECEMBER 31, 2022

fiscal year ended December 31, 2022, 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.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON APRIL 19, 2023.

ASSISTANT SECRETARY

CHAIRMAN

RECORDED VOTE:

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

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 39-2023

Date: April 19, 2023

QUALIFICATIONS OF INDIVIDUALS/FIRMS FOR PROVISION OF ARCHITECTURAL SERVICES

WHEREAS, the Northwest Bergen County Utilities Authority (the “Authority”) has adopted the fair and open process pursuant to N.J.S.A. 19:44A-20.4 with respect to the retention of the following professional:

ARCHITECTURAL SERVICES

WHEREAS, the Authority issued a Request for Qualifications for such position and notice thereof was published on March 17, 2023; and

WHEREAS, the Authority received responses to the Request for Qualifications for the aforementioned position by the deadline date of April 17, 2023 from the following Individuals/Firms:

- RSC Architects – Hackensack, NJ
- Paradigm Architecture, Design & Consulting
- LAN Associates, Engineering, Planning, Architecture, Surveying, Inc.
- SABIR, RICHARDSON & WEISBERG ENGINEERING & ARCHITECTURE
- D&B Engineers and Architects of New Jersey, PC
- FC3 Architecture and Design, LLC
- Arcari and Iovino Architects, P.C.
- EI Associates, Architects & Engineers, PA
- Lothrop Associates
- PS&S

WHEREAS, the Authority convened to evaluate the Request for Qualifications; and

WHEREAS, the Authority structured a competitive procurement process that sought to assure that each person and/or firm was provided an equal opportunity to submit a Qualification Statement in response to the Statements for Request for Qualifications; and

WHEREAS, the Authority intended to qualify persons and/or firms that: (i) possessed the professional, financial and administrative capabilities to provide the proposed architectural services, and (ii) would agree to work under the compensation, terms and conditions determined by the Authority to provide the greatest benefit to the ratepayers of the Authority’s service area; and

WHEREAS, pursuant to Section 5 of the Authority’s Request for Qualifications, the Authority’s objective was to select an organization or individual that would provide high quality and cost effective services to the citizens served by the Authority; and

WHEREAS, pursuant to Section 5 of the Authority’s Request for Qualifications, the Authority applied its selection criteria and evaluated the proposals based upon the most advantageous submission, with the following factors being considered: (i) experience and reputation in the field; (ii) knowledge of the Authority and the subject matter addressed under the contract, (iii) availability to accommodate the required meetings of the Authority; (iv) other factors demonstrated to be in the best interest of the Authority; and (v) Ability to provide scope of services as described in Section 2 of the Request for Qualifications; and

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 39-2023

Date: April 19, 2023

QUALIFICATIONS OF INDIVIDUALS/FIRMS FOR PROVISION OF ARCHITECTURAL SERVICES

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

1. The Authority hereby designates the following individuals/firms as qualified to provide architectural services to the Authority:
 - RSC Architects – Hackensack, NJ
 - Paradigm Architecture, Design & Consulting
 - LAN Associates, Engineering, Planning, Architecture, Surveying, Inc.
 - SABIR, RICHARDSON & WEISBERG ENGINEERING & ARCHITECTURE
 - D&B Engineers and Architects of New Jersey, PC
 - FC3 Architecture and Design, LLC
 - Arcari and Iovino Architects, P.C.
 - EI Associates, Architects & Engineers, PA
 - Lothrop Associates
 - PS&S

2. This Resolution shall take effect immediately upon adoption.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 39-2023

Date: April 19, 2023

QUALIFICATIONS OF INDIVIDUALS/FIRMS FOR PROVISION OF ARCHITECTURAL SERVICES

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 19, 2023.

ASSISTANT SECRETARY

CHAIRMAN

Recorded Vote:

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

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 40-2023

Date: April 19, 2023

RETENTION OF ARCHITECT PURSUANT TO N.J.S.A. 19:44A-20.4

WHEREAS, the Northwest Bergen County Utilities Authority (the “Authority”) has adopted the fair and open process pursuant to N.J.S.A. 19:44A-20.7 with respect to the retention of the following professional:

ARCHITECT

WHEREAS, the Authority issued a Request for Qualifications for such position and notice thereof was published on March 17, 2023; and

WHEREAS, the Authority received responses to the Request for Qualifications for the aforementioned position by the deadline date of April 17, 2023; and

WHEREAS, the Authority convened to evaluate the Request for Qualifications; and

WHEREAS, the Authority structured a competitive procurement process that sought to assure that each person and/or firm was provided an equal opportunity to submit a Qualification Statement in response to the Statements for Request for Qualifications; and

WHEREAS, the Authority intended to qualify persons and/or firms that (i) possessed the professional, financial and administrative capabilities to provide the proposed architectural services, and (ii) would agree to work under the compensation, terms and conditions determined by the Authority to provide the greatest benefit to the ratepayers of the Authority’s service area; and

WHEREAS, by Resolution 39-2023 the Authority identified a number of Architectural Firms as qualified to perform Architectural Services required by the Authority; and

WHEREAS, the firm of RSC Architects (the “Firm”) was determined to be highly qualified and eminently capable of providing Architectural Services to the Authority; and

WHEREAS, the Authority has determined that it is in its best interest to retain the firm of RSC Architects to provide Architectural Services as set forth in this Resolution; and

WHEREAS, the services rendered on behalf of the Authority may include but are not limited to:

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 40-2023

Date: April 19, 2023

RETENTION OF ARCHITECT PURSUANT TO N.J.S.A. 19:44A-20.4

- Review documents of existing structures and land of proposed project areas.
- Evaluate condition of existing structures and land of proposed project areas.
- Provide a review of which walls in the existing area are load bearing.
- Create a schematic design for the construction of proposed projects.
- Provide a cost estimate of proposed projects.
- Provide a project schedule.

WHEREAS, services rendered on behalf of the Authority will be billed based upon the Firm's Hourly Billing Rates attached to this Resolution at a not-to-exceed cost of \$150,000 for the services described above; and

WHEREAS, the Authority's Certifying Finance Officer has certified that funds are available for the award of a professional services agreement with the Firm.

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

1. The Authority hereby retains RSC Architects to provide architectural services for the twelve month term commencing on the Resolution date.
2. The Authority shall enter into a professional services agreement for the aforementioned for execution and delivery by the Authority and the professional, with compensation to the professional at the Firm's Billing Rates, in an amount not to exceed \$150,000.
3. The Chairman or Vice-Chairman of the Authority is hereby authorized to execute the aforementioned professional services agreement on behalf of the Authority.
4. In the event that the Firm anticipates it will exceed the amount set forth above, it shall seek further authorization from the Authority at such time.
5. The Certifying Finance Officer's Certification of Available Funds shall be maintained on file at the Authority and made a part hereof.
6. Notice of the contract award shall be advertised in accordance with applicable law.
7. This Resolution shall take effect immediately upon adoption.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 40-2023

Date: April 19, 2023

RETENTION OF ARCHITECT PURSUANT TO N.J.S.A. 19:44A-20.4

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 19, 2023.

CHAIRMAN

ASSISTANT SECRETARY

RECORDED VOTE:

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

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 41-2023

Date: April 19, 2023

**RESOLUTION AUTHORIZING
THE NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY
TO APPROVE A SEWER CONNECTION APPLICATION WITH THE
TOWNSHIP OF WYCKOFF/MCNALLY DOOLITTLE ENGINEERING LLC
FOR THE 359 SICOMAC AVENUE, WYCKOFF, NEW JERSEY
SEWER EXTENSION**

WHEREAS, the Northwest Bergen County Utilities Authority (the “NBCUA”) has previously determined the need for and facilitated the construction of sanitary sewer lines within the Borough of Wyckoff (the “Borough”); and

WHEREAS, the NBCUA has previously resolved to construct sanitary sewer lines to assist in the collection and disposal of sanitary and other waste waters arising within the boundaries of the Borough of Wyckoff; and

WHEREAS, the NBCUA has received a Sewer Connection Application from the Township of Wyckoff/McNally Doolittle Engineering LLC regarding 359 Sicomac Avenue, Wyckoff, New Jersey (proposed three (3) single family residences with provisions for up to six (6) additional residences) who is desirous of collaborating with the Borough of Wyckoff for the connection to an existing Borough of Wyckoff sanitary sewer located at Terhune Terrace and Simomac Avenue. The proposed connections are currently served by cesspool/septic systems. The proposed connection/extension is designed to provide sanitary sewer service to a proposed three (3) single family residences development with provisions for up to six (6) additional residences. The proposed connection will involve constructing approximately 1,241 linear feet of 8-inch Ductile Iron Pipe (“DIP”) sewer main, five (5) manholes, and appurtenances to collect and dispose of sanitary and other wastewater arising within the boundaries of 359 Sicomac Avenue of the Borough of Wyckoff and to be received and serviced by the NBCUA. The application for this connection/extension projects an average daily flow of 7,110 Gallons Per Day (“GPD”). Based on this projection, ten (10) additional residential Equivalent Dwelling Unit (“EDU”) and twenty-five (25) additional non-residential EDUs will become tributary to the Authority from the Borough of Wyckoff, (“Project”); and

WHEREAS, the NBCUA Technical Advisor, Samuel N. Brewer submitted a memorandum on March 20, 2023, to the Interim Executive Director and NBCUA’s General Counsel indicating that the Authority currently has sufficient capacity to accept the additional flow from this Project and recommended the approval of the Sewer Connection Application by the Authority;

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 41-2023

Date: April 19, 2023

**RESOLUTION AUTHORIZING
THE NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY
TO APPROVE A SEWER CONNECTION APPLICATION WITH THE
TOWNSHIP OF WYCKOFF/MCNALLY DOOLITTLE ENGINEERING LLC
FOR THE 359 SICOMAC AVENUE, WYCKOFF, NEW JERSEY
SEWER EXTENSION**

NOW THEREFORE BE IT RESOLVED, that the NBCUA Chairman, Interim Executive Director and the NBCUA's General Counsel are authorized to prepare any and all documentation in order to facilitate the sewer connection to service 359 Sicomac Avenue with the Borough of Wyckoff and to report back to the NBCUA Commissioners on the status of same; and the NBCUA shall be responsible for ensuring the intended construction of sanitary sewer lines shall comply with all laws of the State of New Jersey Local Public Contracts Law, N.J.S.A 40A:11-1 et. seq., and all other provisions of the revised statutes of the State of New Jersey.

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

1. The Authority hereby authorizes the approval of the Sewer Connection Application submitted by McNally Doolittle Engineering LLC, subject to the following Authority requirements;
2. Construction in conformance with all applicable requirements of the Borough of Wyckoff, where applicable.
3. Inspection and approval of the installation of sewers and appurtenances by the Borough of Wyckoff, where applicable.
4. Observation and approval by the Authority of infiltration/exfiltration testing, with the Authority to receive two (2) days advanced notice prior to the testing of all newly constructed sewers.
5. Reimbursement to the Authority by the applicant for all engineering expenses incurred by the Authority for inspection and final testing of the sewers and appurtenances.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 41-2023

Date: April 19, 2023

**RESOLUTION AUTHORIZING
THE NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY
TO APPROVE A SEWER CONNECTION APPLICATION WITH THE
TOWNSHIP OF WYCKOFF/MCNALLY DOOLITTLE ENGINEERING LLC
FOR THE 359 SICOMAC AVENUE, WYCKOFF, NEW JERSEY
SEWER EXTENSION**

6. Payment to the Authority by the applicant for all Authority application fees, legal fees, and other application, administrative, technical, and other review expenses relating to the project.
7. Any manhole constructed or modified by reason of this project must be fitted with sewer guards.
8. Water conserving plumbing fixtures shall be installed in the building serviced by this connection.
9. Notification of the Authority when sanitary sewer construction commences.
10. Submission to the Authority for its approval, NJDEP form WQM-005, "Certification for Approval by Local Agency," when the construction of this connection is completed.
11. The Chairman, or his designee, be and hereby is authorized to execute any such documents in connection the Sewer Connection Application.
12. The Northwest Bergen County Utilities Authority shall be responsible for ensuring that all the construction of sanitary sewer lines comply with all laws of the State of New Jersey Local Public Contracts Law, N.J.S.A 40A:11-1 et. seq., and all other provisions of the revised statutes of the State of New Jersey.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 41-2023

Date: April 19, 2023

**RESOLUTION AUTHORIZING
THE NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY
TO APPROVE A SEWER CONNECTION APPLICATION WITH THE
TOWNSHIP OF WYCKOFF/MCNALLY DOOLITTLE ENGINEERING LLC
FOR THE 359 SICOMAC AVENUE, WYCKOFF, NEW JERSEY
SEWER EXTENSION**

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 April 19, 2023.

FRANK KELAHER, CHAIRMAN

DOUGLAS M. BERN, ESQ.
ASSISTANT SECRETARY

DATED: April 19, 2023

RECORDED VOTE:

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

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 42-2023

Date: April 19, 2023

RESOLUTION HONORING COMMISSIONER MICHAEL KASPARIAN

WHEREAS, Michael Kasparian has served as a Commissioner of The Northwest Bergen County Utilities Authority from 2003 to 2023; and

WHEREAS, by his dedication, thoughtful considerations, and judgment, he has contributed to the well being of the Authority, and has earned the gratitude of the citizens of Bergen County; and

WHEREAS, those who have been associated with him have enjoyed the benefits of his experience and leadership; and

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of The Northwest Bergen County Utilities Authority do hereby express their appreciation to Michael Kasparian for over 20 years of service to the public as a Commissioner.

I hereby certify the foregoing to be a true copy of the Resolution adopted by the Northwest Bergen County Utilities Authority at its meeting of April 19, 2023

CHAIRMAN

SECRETARY

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