

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

NOTICE

REGULAR MEETING

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, Regular Meeting and Special Meeting scheduled for Tuesday, October 20, 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 and entering the meeting ID of 865 6668 7561 and followed by the passcode **853195** at 7:00 P.M. Members of the public may also access the meeting by dialing in at 1-646-558-8656, and then following the prompts to input the meeting ID and passcode. Phone service provider rates may apply. 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

October 16, 2020

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

AGENDA REGULAR MEETING October 20, 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 – September 15, 2020
6. Public Comments (any subject)
7. Consideration for approval list of Resolutions attached dated October 20, 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

October 16, 2020

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTIONS

October 20, 2020

CONSENT AGENDA

- 84-2020 Approval of Payment of Vouchers, Payroll, Tax Deposits and Pensions and Benefits
- 85-2020 Amendment to the 2020 Authority Capital Budget
- 86-2020 New Hire – Gerard McNerney, Jr., Plant Operator
- 87-2020 Authorization to enter into Shared Services Agreements related to Sanitary Sewer Cleaning and CCTV Inspection Services
- 88-2020 Qualification of Individuals/Firms for Provision of Architectural Services
- 89-2020 Retention of Architect Pursuant to N.J.S.A. 19:44A-20.4
- 90-2020 Authorization for Payment of Bills for November 2020

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 84-2020

Date: October 20, 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 September 2020 and Health Benefits and Dental Benefits transfers for October 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 October 20, 2020 be and they hereby are approved for payment from the proper accounts as follows:

ACCOUNT: Payroll Account
Net Payroll: \$208,406.81

ACCOUNT: Tax Deposit Account
Total: \$88,458.90

ACCOUNT: Health Benefits Contribution Employer
Total Transfer: \$118,544.12

ACCOUNT: Health Benefits Contribution Employee
Total: \$4,528.04

ACCOUNT: Dental Benefits
Total Transfer: \$4,299.43

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 84-2020

Date: October 20, 2020

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

ACCOUNT: PERS and Contributory Insurance
Total Transfer: \$30,475.52

ACCOUNT: Operating Account
Total: \$358,239.59

ACCOUNT: General Improvement Account
Total: \$299,490.34

SECRETARY

CHAIRMAN

RECORDED VOTE:

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

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 85-2020

Date: October 20, 2020

AMENDMENT TO THE 2020 AUTHORITY CAPITAL BUDGET

WHEREAS, the Northwest Bergen County Utilities Authority’s 2020 Capital Budget was adopted on the 12th day of December 2019; and

WHEREAS, N.J.A.C. 5:31-2.8 provides that all amendments to the Authority’s Capital Budget shall be approved and adopted by resolution of the Authority, passed by not less than a majority of the full membership; and

WHEREAS, the Authority’s Administration has reviewed the status of its 2020 capital projects and determined that an amendment is required to reduce and reallocate the overall 2020 Capital Budget to projects of greater priority to the Authority and Authority’s sewer system; and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Northwest Bergen County Utilities Authority the following amendments be made to the Capital Budget of the Northwest Bergen County Utilities Authority for its year ending December 31, 2020:

<u>Funding Source</u>	<u>From</u>	<u>To</u>
Unrestricted Net Position Utilized	\$ 560,000	\$ 310,000
Renewal & Replacement Reserve	\$ 781,000	\$ 770,000
Debt Authorization	\$ 4,550,000	\$ 3,730,000
Capital Grants	\$ -	\$ -
Other Sources	\$ -	\$ -
Total Funding Source:	\$ 5,891,000	\$ 4,810,000
<u>Annual Budget Appropriation</u>		
Wastewater Pump Station Improv.	\$ 3,600,000	\$ 2,600,000
Wastewater Treatment Plant Improv.	\$ 950,000	\$ 950,000
Incinerator Repairs	\$ 50,000	\$ -
Collection System Gravity Main Repairs	\$ -	\$ -
Collection System Expansion	\$ -	\$ -
Pump Station PLC Replacement	\$ 120,000	\$ 60,000
Upgrade Operating Building Interior	\$ 150,000	\$ -
Refinish Superintendent's Office	\$ 50,000	\$ 50,000
Replace Aeration Tank Flow Meters & Valves	\$ 200,000	\$ 155,000
Fiber Optic Pump Station Installations	\$ 186,000	\$ 100,000
Complete RAS Pump VFD Installations on Final Tanks	\$ 75,000	\$ 75,000
Purchase Trailer-Mounted Boom Lift/Scissor Lift	\$ 55,000	\$ 55,000
Pump Replacement at HHK & GRPS (2 pumps)	\$ 80,000	\$ 80,000
Upgrade Pump Station Lighting Including Wet Wells	\$ 60,000	\$ -
Replace Old Body Truckbeds w/ Utility Beds on 3 trucks	\$ 40,000	\$ 40,000
Thickener Scrubber Upgrade to Fully Automated & Winterize	\$ 30,000	\$ -
Replace Plant Water Pumps VFDs, Upgrade transformers	\$ 30,000	\$ 30,000
Upgrade Polymer Room Electrical Cabinets, Automate Polymer System	\$ 50,000	\$ 25,000
Replace Federal Electrical Sub-Panels left throughout Plant	\$ 75,000	\$ -
Upgrade and replace PLCs and CSS in Primary Building, Simplify Wiring	\$ 90,000	\$ -
Aeration Blower Replacement & Waste Activated Sludge	\$ -	\$ 180,000
Purchase New Vehicles	\$ -	\$ 410,000
	\$ 5,891,000	\$ 4,810,000

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 85-2020

Date: October 20, 2020

AMENDMENT TO THE 2020 AUTHORITY CAPITAL BUDGET

BE IT FURTHER RESOLVED that two (2) certified copies of this resolution be filed with the Director of the Division of Local Government Services for certification of the Authority budget so amended.

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 October 20, 2020.

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. 88-2020

Date: October 20, 2020

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 October 2, 2020; and

WHEREAS, the Authority received responses to the Request for Qualifications for the aforementioned position by the deadline date of October 14, 2020 from the following Individuals/Firms:

- LAN Associates – Midland Park, NJ
- Stonewater Architecture, LLC – Colonia, NJ
- RSC Architects – Hackensack, NJ
- Settembrino Architects – Red Bank, NJ
- PS&S, LLC – Warren, NJ
- DMR Architects – Hasbrouck Heights, NJ
- ThinkForm Design Architects, LLC – Hopewell, NJ
- Environetics Group Architects, PC – Englewood Cliffs, NJ

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. 88-2020

Date: October 20, 2020

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:
 - LAN Associates – Midland Park, NJ
 - Stonewater Architecture, LLC – Colonia, NJ
 - RSC Architects – Hackensack, NJ
 - Settembrino Architects – Red Bank, NJ
 - PS&S, LLC – Warren, NJ
 - DMR Architects – Hasbrouck Heights, NJ
 - ThinkForm Design Architects, LLC – Hopewell, NJ
 - Environetics Group Architects, PC – Englewood Cliffs, NJ

2. This Resolution shall take effect immediately upon adoption.

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 October 20, 2020.

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. 89-2020

Date: October 20, 2020

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 **October 2, 2020**; and

WHEREAS, the Authority received responses to the Request for Qualifications for the aforementioned position by the deadline date of **October 14, 2020**; 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 88-2020** 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. 89-2020

Date: October 20, 2020

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 \$25,000 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 commencing on the date of this resolution through December 31, 2021.
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 **\$25,000**.
3. 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.
4. The Certifying Finance Officer's Certification of Available Funds shall be maintained on file at the Authority and made a part hereof.
5. Notice of the contract award shall be advertised in accordance with applicable law.
6. This Resolution shall take effect immediately upon adoption.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 89-2020

Date: October 20, 2020

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 October 20, 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. 90-2020

Date: October 20, 2020

AUTHORIZATION FOR PAYMENT OF BILLS FOR NOVEMBER 2020

WHEREAS, it has been determined by the Commissioners of the Northwest Bergen County Utilities Authority (the “Authority”) that the Work Session and public meeting scheduled for November 10, 2020 may be canceled; 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 November; and

WHEREAS, the Commissioners wish to provide a mechanism for the payment of November 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 November 5, 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 November 11, 2020.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 90-2020

Date: October 20, 2020

AUTHORIZATION FOR PAYMENT OF BILLS FOR NOVEMBER 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 October 20, 2020.

CHAIRMAN

SECRETARY

Recorded Vote:

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