

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 located at 30 Wyckoff Avenue, Waldwick, New Jersey 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, April 20, 2021 at 7:00 p.m. will be held via Zoom ONLY. Formal action will be taken. 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 870 8289 2903 and followed by the passcode 233414 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

April 16, 2021

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

AGENDA REGULAR MEETING April 20, 2021

1. Meeting called to Order
2. Open Public Meetings Act Statement
3. Roll Call
4. Chairman's Remarks
5. Approval of Minutes – Regular Meeting – March 16, 2021
6. Public Comments (any subject)
7. Consideration for approval list of Resolutions attached dated April 20, 2021
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

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTIONS

April 20, 2021

CONSENT AGENDA

- 44-2021 Approval of Payment of Vouchers, Payroll, Tax Deposits and Pensions and Benefits
- 45-2021 Certification of Audit for Year Ending December 31, 2020
- 46-2021 Accept Audit, Year Ending December 31, 2020
- 47-2021 Resolution of the Governing Body of the Northwest Bergen County Utilities Authority Authorizing Emergency Spending to Manage and Transport Solids Inventory Following Malfunction of Niro Incinerator and Associated Systems
- 48-2021 Approval of Sanitary Sewer Extension – Hillside Avenue, Evers Street & Paul Court, Township of Wyckoff
- 49-2021 2020 Audit Corrective Action Plan Certification

Revised 4/20/2021

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 44-2021

Date: April 20, 2021

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 2021 and Health Benefits and Dental Benefits transfers for April 2021; 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 20, 2021 be and they hereby are approved for payment from the proper accounts as follows:

ACCOUNT: Payroll Account
Net Payroll: \$211,518.28

ACCOUNT: Tax Deposit Account
Total: \$95,066.29

ACCOUNT: Health Benefits Contribution Employer
Total Transfer: \$118,339.88

ACCOUNT: Health Benefits Contribution Employee
Total: \$4,707.61

ACCOUNT: Dental Benefits
Total Transfer: \$4,343.03

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 44-2021

Date: April 20, 2021

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

ACCOUNT: PERS and Contributory Insurance

Total Transfer: \$31,242.70

ACCOUNT: Operating Account

Total: \$484,261.76

ACCOUNT: General Improvement Account

Total: \$376,355.40

CHAIRMAN

SECRETARY

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. 45-2021

Date: April 20, 2021

CERTIFICATION OF AUDIT, YEAR ENDING DECEMBER 31, 2020

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, 2020 has been completed and filed with the Northwest Bergen County Utilities Authority 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**," "**Recommendations**," and "**Schedule of Findings and Questioned Costs**," and has evidenced that review 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**," "**Recommendations**," and "**Schedule of Findings and Questioned Costs**," 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, 2020, and specifically has reviewed the sections of the audit report entitled "**General Comments**," "**Recommendations**," and "**Schedule of Findings and Questioned Costs**," and has evidenced that review by group affidavit in the form prescribed by the Local Finance Board.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 45-2021

Date: April 20, 2021

CERTIFICATION OF AUDIT, YEAR ENDING DECEMBER 31, 2020

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 20, 2021

SECRETARY

CHAIRMAN

RECORDED VOTE:

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

**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/elected (cross out one) 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, 2020, and specifically the sections of the audit report entitled "**General Comments,**" "**Schedule of Findings and Questioned Costs,**" and "**Recommendations.**"

(PRINT NAME)

(SIGNATURE)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____

Sworn to and subscribed before me this _____ day of _____, 20 ____

Notary Public of New Jersey

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 47-2021

Date: April 20, 2021

RESOLUTION OF THE GOVERNING BODY OF THE NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY AUTHORIZING EMERGENCY SPENDING TO MANAGE AND TRANSPORT SOLIDS INVENTORY FOLLOWING MALFUNCTION OF NIRO INCINERATOR AND ASSOCIATED SYSTEMS

WHEREAS, on April 7, 2021, the Northwest Bergen County Utilities Authority ("Authority") experienced during NIRO Incinerator startup, a breach of the inlet piping above the venturi scrubber causing hot ash to exit the incinerator; and

WHEREAS, the venturi scrubber malfunctioned causing scrubber water to enter the heat exchanger; and

WHEREAS, the backup incinerator was offline for maintenance and not readily available; and

WHEREAS, the Authority's Superintendent has determined as a result of the malfunction that the Authority needs to manage solids inventory by means of transporting solids off-site for the purpose of maintaining operations; and

WHEREAS, the Authority's Superintendent has thus concluded that an emergency condition exists and recommended that transportation be secured to remove solids offsite to help maintain operations.

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

1. The aforesaid recitals are incorporated herein as though fully set forth at length.
2. The Authority is hereby authorized to immediately solicit quotes and award an emergency contract, pursuant to N.J.S.A. 40A:11-6 and N.J.A.C. 5:34-6.1, to perform the required repairs to the damaged sewage line.
3. The Authority's Superintendent and Executive Director determined in light of the emergency circumstance to utilize the services of Synagro (Epic Transportation) effective as of April 8, 2021, the date that the notice was sent to the purchasing agent.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 48-2021

Date: April 20, 2021

**PROPOSED SANITARY SEWER EXTENSION
HILLSIDE AVENUE, EVERS STREET, PAUL COURT
TOWNSHIP OF WYCKOFF, NEW JERSEY**

WHEREAS, an application has been made to the Northwest Bergen County Utilities Authority (hereinafter sometimes referred to as the “Authority”) by Conklin Associates on behalf of the Township of Wyckoff (hereinafter referred to as the “Applicant”) for approval of a proposed sanitary sewer extension to be located at Hillside Avenue, Evers Street and Paul Court in the Township of Wyckoff, New Jersey (hereinafter referred to as the “Project”); and

WHEREAS, the proposed Project is designed to provide sanitary sewer service to twenty-eight (28) single family dwellings; and

WHEREAS, finding that when completed, the projected average daily flow from the Project will be 8,400 gallons per day (gpd) and twenty-eight (28) additional residential EDUs will become tributary to the Authority’s system from the Township of Wyckoff; and

WHEREAS, the Authority’s technical advisor has reviewed the application, documents and drawings submitted in support thereof and, by memorandum dated April 16, 2021 has recommended that the Authority approve the Project, subject to fulfillment of certain terms and conditions.

NOW, THEREFORE, BE IT

RESOLVED, by the Commissioners of the Northwest Bergen County Utilities Authority, that the application made by Conklin Associates on behalf of the Township of Wyckoff for a sanitary sewer extension to be located at Hillside Avenue, Evers Street and Paul Court in the Township of Wyckoff, New Jersey be approved upon the condition that the Applicant, its principals, agents, successors or assigns fulfill the following terms and conditions:

1. The construction shall conform to all applicable requirements of the Township of Wyckoff, where applicable;
2. The installation of the sewers and appurtenances be inspected and approved by the Township of Wyckoff, where applicable;

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 48-2021

Date: April 20, 2021

**PROPOSED SANITARY SEWER EXTENSION
HILLSIDE AVENUE, EVERS STREET, PAUL COURT
TOWNSHIP OF WYCKOFF, NEW JERSEY**

3. That all newly constructed sewers be tested for infiltration and exfiltration and that such testing be observed and the results approved by an Authority engineer who has been provided with 2 days' notice of such testing;
4. That the Applicant pay for engineering expenses incurred by the Authority for all inspection and testing of the sewers and appurtenances;
5. That the Applicant pay for all Authority application fees, legal fees and other application, administrative, technical or any other expenses relating to review of the Project;
6. That any manholes constructed or modified by reason of this Project be fitted with sewer guards to prevent inflow. All manholes constructed must be installed with all required waterproofing measures, including exterior painting and pipe gasket interlock;
7. That water conserving plumbing fixtures be installed in all new building construction to be serviced by the Project;
8. That the Authority be notified by the Applicant or its designee prior to commencement of sanitary sewer installation;
9. That prior to placing this connection into service, the Applicant must submit to the Authority for approval NJDEP Form WQM-005; and
10. That the Applicant comply with the rules and regulations of the Authority and the New Jersey Department of Environmental Protection; and be it

FURTHER RESOLVED, that upon written assurance of fulfillment by the Applicant of the foregoing terms and conditions, the Authority Superintendent be and is herewith authorized on behalf of the Authority to execute such approvals of the Project as may be required by governmental agencies having jurisdiction thereover.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 48-2021

Date: April 20, 2021

**PROPOSED SANITARY SEWER EXTENSION
HILLSIDE AVENUE, EVERS STREET, PAUL COURT
TOWNSHIP OF WYCKOFF, NEW JERSEY**

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 20, 2021.

CHAIRMAN

SECRETARY

Recorded Vote:

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

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 49-2021

Date: April 20, 2021

2020 AUDIT CORRECTIVE ACTION PLAN CERTIFICATION

WHEREAS, by Resolution 45-2021 the Commissioners of the Northwest Bergen County Utilities Authority have certified that they have received the 2020 annual audit and have personally reviewed the audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments," "Recommendations," and "Schedule of Findings and Questioned Costs," 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 with 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 Executive Director of the Authority; and

WHEREAS, the Commissioners of the Authority have reviewed this 2020 Correction 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 2020 Audit 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 Correction Action Plan, accompanied by a certified true copy of this resolution.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 49-2021

Date: April 20, 2021

2020 AUDIT CORRECTIVE ACTION PLAN CERTIFICATION

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 20, 2021.

CHAIRMAN

SECRETARY

Roll Call:

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

CORRECTIVE ACTION

Name of Authority: Northwest Bergen County Utilities Authority

County: Bergen

Audit Year Ending: December 31, 2020

Contact Person: James Rotundo, Executive Director

Telephone Number: (201) 857-4574

Finding 2020-01

Description: The Authority has not updated the net other post-employment benefit obligation, 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 actuarial valuations that are provided by the State of New Jersey to update these accounts. At the time of the audit report release date, these valuations were not yet available. The Authority plans to update all future financial statements to comply with GASB No. 68 and 75 once these valuations are complete and have been made public by the State of New Jersey.

Implementation: Immediately.