



**MINUTES  
REGULAR MEETING  
July 19, 2022**

1. The Meeting was called to order at 7:38pm.
2. The Secretary read the Open Public Meetings Act statement.
3. Roll Call: The following Commissioners were present in the offices of the Authority: Jordan (via Zoom), Kelaher, Ortega, Plumley and Chairman Kasparian. Commissioners Lo Iacono and Bonagura were absent.

Also present in the offices of the Authority or via a web based conference call were Board Secretary Alison Gordon, Interim Executive Director Robert Laux, Esq., Assistant Executive Director John Danubio, Treasurer Todd Sherer, Superintendent Robert Genetelli, Authority Engineer Howard Hurwitz, General Counsel Douglas Bern, Esq., and Consulting Engineer Nicholas Rotonda.

4. Chairman Remarks: No remarks.
5. Consideration for approval of minutes:
  - a. Regular Meeting – June 21, 2022: Commissioner Ortega motioned to accept the minutes, Chairman Kasparian seconded the motion. The motion carried.
6. Public Comments: No public was present.
7. Consideration for approval list of Resolutions dated July 19, 2022.
  - a. The Commissioners voted by Consent Agenda for Resolution No. 75-2022 through 78-2022 and 80-2022 through 84-2022. Commissioner Ortega offered the Consent Agenda, Commissioner Kelaher seconded. All present Commissioners voted yes.

Resolution No. 75-2022 – Approval of vouchers, payroll and tax deposits and pensions and benefits transfers for June 2022 and Health and Dental Benefits for July 2022 as follows: Payroll Account: \$223,779.52; Tax Deposit Acct: \$93,480.03; Health Benefits Contribution-Employer: \$120,078.44; Health Benefits Contribution Employee: \$4,354.13; Dental Benefits: \$3,931.93; PERS and Contributory Insurance: \$31,574.06; Operating Account: \$434,565.27; General Improvement Account: \$733,184.60.

Resolution No. 76-2022 – Authorization for Payment of Bills for August 2022: The Authority Commissioners will not be holding regular meetings in the month of August 2022. The Authority's bills are approved for payment at the monthly meetings and this resolution authorizes the Executive Director and Administrative Assistant to prepare the August bill list for circulation to the Commissioners by August 8, 2022 for review. If there are any objections or bills that require discussion those will be held and the remainder of the bills will be paid on August 12, 2022.

Resolution 77-2022 – Creation and Approval of New Position – Community & Government Relations Manager: The Authority has determined the need to establish the position of Community & Government Relations Manager to perform duties including, but not limited to, those set forth in the job description appended to the Resolution. The Authority does hereby create the position of Community & Government Relations Manager and the table of organization for the Authority shall be and is hereby amended accordingly. The amount of compensation for the position of Community & Government Relations Manager shall be and is hereby set within the range of \$65,000.00 to \$95,000.00 per annum.

Resolution No. 78-2022 – Resolution of the Governing Body of the Northwest Bergen County Utilities Authority Authorizing Trade Stipend Payments to Certain Employees of the Authority’s Non-Supervisory Employees Group: Article 23 of the Collective Bargaining Agreement (CBA) provides that all employees who qualify for a license in skilled trades be eligible for an incentive payment, 5 CBA employees are eligible for such incentive. This resolution authorizes these incentive payments to be made on July 1, 2022 for the employees listed within the Resolution.

Resolution No. 80-2022 – Authorization to Increase the Not to Exceed Cost to T&M Associates for Engineering Services related to the Interior Alterations of the Service Building: The Authority previously engaged the services of T&M Associates to provide consulting engineering for the referenced project with compensation to be capped at \$13,575. By Resolution 79-2021 dated September 21, 2022 the Authority increased the not to exceed cost to \$63,275. The Firm has submitted a request for an additional \$9,200 due to full-time project monitoring/final clearance air sampling for the project. This resolution accepts the proposal and increases the not to exceed cost of engineering services provided by T&M related to this project to \$72,475.

Resolution 81-2022 – Authorization of Signors for TD Bank Accounts: This Resolution authorizes the Chairman, Vice-Chairman, Executive Director, Assistant Executive Director and Board Secretary to conduct routine business with TD Bank including exercising all the powers listed in the Resolution, opening all deposit or share accounts in the name of the Authority, endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the Bank.

Resolution 82-2022 – Authorization to Enter into a Shared Services Agreement with the Bergen County Utilities Authority for Qualifying Purchasing Agent Services: The Authority, requires the services of a Qualified Purchasing Agent (“QPA”). The Authority and the Bergen County Utilities Authority (the “BCUA”) have discussed the benefits of the parties entering into a shared services agreement and wish to enter into same, pursuant to which the BCUA will allow the Authority to utilize Gerald Reiner, a certified QPA, who serves as the BCUA’s QPA, to serve as the Authority’s QPA and to provide QPA Services to the Authority on an as needed basis during the time period of August 1, 2022 through and including December 31, 2022, as is authorized by N.J.S.A. 40A:11-9(a). The Authority agrees to enter into the Shared Services Agreement with the BCUA for the duration and on the terms and conditions as are set forth in said Agreement for the providing of Qualified Purchasing Agent Services by the BCUA to and on behalf of the Authority on an as needed basis. This Resolution

authorizes the Chairman and/or the General Legal Counsel of the Authority to execute said Agreement with the BCUA, a copy of which shall remain on file at the Authority in the office of the Executive Director.

Resolution No. 83-2022 – Authorization to Approve Change Order No. 4 to the Interior Alterations at the Service Building Project: The Authority entered into a Contract for this project with Billy Contracting & Restoration, Inc. on March 17, 2022 in amount of \$874,000. Billy Contracting has submitted a Change Order in the amount of \$11,660.00 related to Asbestos removal in 1<sup>st</sup> Floor Offices and Server Data Room and is more particularly set forth in the change order. This resolution approves the change order and increases the total contract cost to \$914,520.

Resolution 84-2022 – New Hire – Michael Sheinfield as Community & Government Relations Manager: The Authority has determined that there presently exists a need for a Community & Government Relations Manager and same position was created by Resolution No. 77-2022. Mr. Michael Sheinfield has applied for the position and the Authority has determined that Mr. Michael Sheinfield is competent, qualified and experienced to perform this job. The Authority has determined on the basis of the foregoing to hire Mr. Sheinfield as the Community & Government Relations Manager at an annual salary of ninety thousand dollars (\$90,000) starting August 1, 2022 subject to a 180 day probationary period.

- b. Resolution 79-2022 was voted on separately from the Consent agenda. Commissioner Kelaher offered the Resolution, Commissioner Ortega seconded. The following Commissioners voted yes: Jordan, Kelaher, Ortega and Plumley. Chairman Kasparian recused his vote.

Resolution 79-2022 – Resolution Authorizing the Northwest Bergen County Utilities Authority to Approve a Sewer Connection Application with Saddle River Urban Renewal, LLC for the Choctau Trail and East Allendale Road, Saddle River, New Jersey Sewer Connection: The Authority received a Sewer Connection Application from Saddle River Renewal, LLC for the referenced property. The Authority's technical advisor has reviewed the application and recommends the approval of the Application. The Superintendent is authorized to prepare any and all documentation in order to facilitate the sewer connection to service the property. This resolution approves the sewer connection application subject to the requirements outlined in the Resolution.

- c. Motion 22-02: Chairman Kasparian offered the motion, Commissioner Kelaher seconded. All present Commissioners voted yes. The Motion carried.

Motion 22-02: This motion grants an unpaid leave of absence for Scott Nye, O&M Helper beginning June 27, 2022 for a period not exceeding ninety (90) days.

8. Report of Treasurer: There is approximately \$11.4 million in short term investments earning interest of 0.5%. Treasurer Sherer reviewed the monthly financial statement for the month ending June 30, 2022 which was distributed to the Board.
9. Old Business: No old business.

10. New Business:

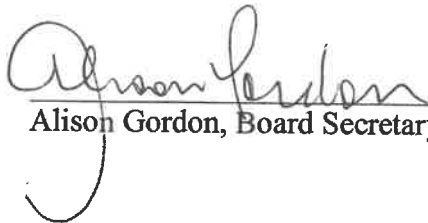
Chairman Kasparian would like to revisit and discuss the possibility and feasibility of diverting flow from nearby towns within the BCUA's service area to the Authority being that our facility is only operating at approximately 50% capacity. Mr. Laux agreed this is something they can revisit. He believes from an engineering and technical standpoint that it can likely occur however, the biggest hurdle with this would be the regulations concerning matters such as the Wastewater Management Plans' of both Authorities, watershed regulations, established billing formulas, etc.

Mr. Genetelli added that if the Authority were to consider taking in more flow and increasing capacity, then the Authority would need to address some of its infrastructure within the facility such as the clarifiers which are rectangular. Circular clarifiers are much more efficient as they disperse water velocity more evenly. However, this is a very costly improvement. Mr. Laux suggested this could be a long term infrastructure improvement project to consider.

Mr. Laux mentioned he would like to explore the possibility of generating sludge cake at the BCUA to bring to the Authority once the sludge cake receiving facility is built. On this topic, Mr. Danubio advised the Board he and Mr. Genetelli visited Ocean County Utilities Authority on July 18<sup>th</sup> to see their cake receiving facility as it is similar to the conceptual design the Authority has for its facility.

11. Public Comments: No public present.

12. Adjournment: The meeting adjourned at 7:56pm.

  
Alison Gordon, Board Secretary