



**MINUTES
REGULAR MEETING
September 12, 2018**

1. The Meeting was called to order at 7:28pm.
2. The Secretary read the Open Public Meetings Act statement.
3. Roll Call: The following Commissioners were present: Duch, Kelaheer, Ortega, Plumley and Chairman Kasparian. The following Commissioners were absent: Bonagura, Chewcaskie, Lo Iacono, and Mongelli.

Commissioner Duch was sworn in at the Work Session.

Also present at the meeting was Executive Director James Rotundo, Superintendent Robert Genetelli, Board Secretary Alison Gordon, Authority Engineer Howard Hurwitz (via telephone), Authority General Counsel Douglas Bern, Esq. and Consulting Engineer Rosario Santos of T&M Associates. Treasurer Sherer was absent.

4. Salute to the Flag was led by the Chairman.
5. The Chairman Remarks: No remarks.
6. Consideration for approval of minutes:
 - a. Special Meeting – August 22, 2018: Commissioner Ortega motioned to accept the minutes from the August 22, 2018 Special Meeting, Chairman Kasparian seconded the motion. The motion carried. Commissioner Duch abstained.
7. Public Comments: No public present.
8. Consideration for approval list of Resolutions dated September 12, 2018.
 - a. The Commissioners voted by Consent Agenda for Resolution No. 97-2018 through 99-2018. Commissioner Kelaheer offered the Consent Agenda and Commissioner Duch seconded. All present Commissioners voted yes.

Resolution No. 97-2018 – Approval of vouchers, payroll and tax deposits and pensions and benefits transfers for August 2018 and Health and Dental Benefits for September 2018 as follows: Payroll Account: \$208,218.47; Tax Deposit Acct: \$89,336.56; Health Benefits Contribution-Employer: \$113,885.91; Health Benefits Contribution Employee: \$4,637.33; Dental Benefits: \$4,196.64; PERS and Contributory Insurance: \$32,439.86; DCRP – Employer: \$12.50; DCRP – Employee: \$26.00; Operating Account: \$298,937.75; General Improvement Account: \$40,102.37.

Resolution 98-2018 – Adoption of the Personnel Policies and Procedures Manual: This resolution adopts the updated Manual dated September 2018.

The Authority updated its Manual to be compliant with the New Jersey Municipal Excess Liability Joint Insurance Fund's Employment Practices Liability Program. The program requires an updated manual be adopted every two (2) years to remain eligible for lower deductibles.

Resolution 99-2018 – Resolution Authorizing the Northwest Bergen County Utilities Authority to Enter into a Right-of-Way Agreement with the Borough of Waldwick: This Resolution authorizes the Authority to enter into a right-of-way agreement with the Borough of Waldwick for access to install fiber optic lines on utility poles within the Borough.

Mr. Genetelli explained at the Work Session that the fiber optic cables will improve communication between the Authority and several of the Pump Stations which will help to improve response times to pump station alarms.

9. Report of Committees:

a. Strategic Planning:

Wyckoff Update: At the Work Session, Mr. Hurwitz advised the Board that the Authority is still awaiting approval from the NJDEP of the Treatment Works Application for the Knolls Section Sewer Improvements Project in the Township of Wyckoff.

Oakland Update: The Authority will attempt to have a draft agreement prepared that will define the terms and conditions for the Authority to accept flow from the Borough of Oakland. The Borough is still awaiting NJDEP approval of their revised Wastewater Management Plan.

10. Old Business: No old business.

11. New Business: No new business.

12. Public Comments: No public Comments.

13. Adjournment: The meeting adjourned at 7:31pm.



ALISON GORDON, SECRETARY