



**MINUTES
REGULAR MEETING
December 8, 2020**

1. The Meeting was called to order at 7:31pm.
2. The Secretary read the Open Public Meetings Act statement.
3. Roll Call: The following Commissioners were present via a web based conference call on Zoom: Bonagura, Kelaher, Mongelli, Plumley, Ortega, and Chairman Kasparian. Commissioners Duch, Jordan and Lo Iacono were absent.

Also present on the conference call were Board Secretary Alison Gordon, Executive Director James Rotundo, Assistant Executive Director John Danubio, Treasurer Todd Sherer, Authority Engineer Howard Hurwitz, Superintendent Robert Genetelli, Municipal Liaison John De Rienzo, General Counsel Douglas Bern, Esq., Authority Auditor Robert McNinch and Consulting Engineer Nicholas Rotonda.

4. Chairman Remarks: No remarks.
5. Consideration for approval of minutes:
 - a. Regular Meeting – October 20, 2020: Commissioner Kelaher motioned to accept the minutes, Chairman Kasparian seconded the motion. The motion carried. Commissioner Plumley abstained.
 - b. Regular Meeting – October 20, 2020: Commissioner Ortega motioned to accept the minutes, Commissioner Kelaher seconded the motion. The motion carried. Commissioner Plumley abstained.
6. Public Comments: Councilman David May of Mahwah: Councilman May attended the meeting requesting information on a manhole inspection that was performed in August at Chapel Road and when a report can be expected on same. Consulting Engineer Mr. Rotonda advised him T&M Associates has reviewed the information from the inspection, however the report has not been finalized. Mr. Rotonda anticipates to discuss the inspection and their findings with the Authority in January.

Executive Director Rotundo did inform Mr. May however, that preliminary discussions on the findings of the inspection do not really show any issues with the manhole. Further, the Authority does not believe there is anything wrong with the line causing the odors. If the municipality believes it is the sewer line, then it is the municipality's responsibility to install a new line, not the Authority's. Mr. May stated he has been waiting for the findings and the data and would like to get to the bottom of what is causing odors in the area of Chapel Road.

Authority Engineer Hurwitz advised that the homes on Chapel Road where charcoal canisters were installed to mitigate the odors have been serviced to replace the charcoal and for some homes removed completely at the request of the homeowners.

Chairman Kasparian asked if there have been recent reports of odors in the area. Mr. May said he would have to speak with the Engineer to find out if there have been any recent complaints. He would like to get to the bottom of what is causing the odors and read the report and findings. Chairman Kasparian advised a report will be provided in the next 4 to 5 weeks.

7. Consideration for approval list of Resolutions dated December 8, 2020.

- a. The Commissioners voted by Consent Agenda for Resolution No. 92-2020 through 95-2020 and 97-2020 through 101-2020. Commissioner Mongelli offered the Consent Agenda and Chairman Kasparian seconded. All present Commissioners voted yes.

Resolution No. 92-2020 – Approval of vouchers, payroll and tax deposits and pensions and benefits transfers for October and November 2020 and Health and Dental Benefits for November and December 2020 as follows: Payroll Account, October: \$210,370.38; Payroll Account, November: \$440,834.55; Tax Deposit Acct, October: \$88,862.30; Tax Deposit Acct, November: \$178,660.57; Health Benefits Contribution-Employer, November: \$119,626.11; Health Benefits Contribution-Employer, December: \$114,875.00; Health Benefits Contribution Employee, November: \$4,722.72; Health Benefits Contribution Employee, December: \$4,554.89; Dental Benefits, November: \$4,346.62; Dental Benefits, December: \$4,235.02; PERS and Contributory Insurance, October: \$30,920.17; PERS and Contributory Insurance, November: \$31,064.89; Operating Account, October: \$303,065.29; Operating Account, November: \$180,399.71; General Improvement Account, October: \$260,194.93; General Improvement Account, November: \$236,271.75.

Resolution No. 93-2020 – Authorization to renew a Shared Services Agreement with the Borough of Saddle River: This resolution authorizes the Authority to enter into a shared services agreement with the Borough of Saddle River for a period of one (1) year commencing January 1, 2021 to act as the Borough's New Jersey Licensed Operator and to provide weekly monitoring to the Borough's one (1) wastewater pump station and to perform repairs, corrective actions and respond to pump station alarms during business and non-business hours.

Resolution No. 94-2020 – Authorization to renew a Shared Services Agreement with the Borough of Westwood: This resolution authorizes the Authority to enter into a shared services agreement with the Borough of Westwood to provide the services of monthly monitoring of their three (3) pump stations, to perform repairs, corrective actions and respond to pump station alarms during business and non-business hours and to provide the services of licensed sewer operator to the borough for a period of two (2) years commencing January 1, 2021.

Resolution No. 95-2020 – Authorization to renew a Professional Services Contract with Valley Medical Group regarding the coordination and conducting of Alcohol and Drug Testing Services: The Agreement will be effective from January 1, 2021 through December 31, 2021 at a fee as outlined in the fee schedule within the agreement.

Resolution 97-2020 – Resolution Authorizing a Release Agreement with Gjoko Petrovski: This resolution authorizes execution of a release agreement between the Authority and the homeowner of 615 Reservoir Drive, Franklin Lakes, NJ which will permit the homeowner to enter into a temporary agreement with North Haledon Sewerage Collection System and the Passaic County Sewer Authority to accept sewage flow from their property. Because Franklin Lakes is in the Authority's service area, this agreement shall be temporary for the property to connect to PCSA's system until such a time as sewer service is provided to the district by the Authority, at which time the homeowners will agree to connect to the Authority's sewer line.

Resolution No. 98-2020 – Resolution of the Northwest Bergen County Utilities Authority Authorizing Emergency Spending to Repair Damaged Sewage Pipe: The Authority discovered a collapsed section of sanitary sewage pipe that serves as the main discharge line for the Authority's Ho-Ho-Kus Pump Station septage receiving and sludge handling. The Authority's engineer has determined that an emergency repair of 400 feet of line was required, together with a by-pass pumping system to maintain the sewerage flow to the Authority's Plant. The collapse and failure of this sewage line threatens the health, safety and welfare of the public. The Engineer has concluded that an emergency condition exists and recommended that this section of sewage line be repaired immediately. This Resolution authorizes the Authority to immediately solicit quotes and award an emergency contract pursuant to NJSA 40A:11-6 to perform the required repairs.

Resolution No. 99-2020 – Resolution to Engage the Services of T&M Associates to Provide the Engineering Professional Services Required for the Interceptor System Rehabilitation Project (S340700-19): The Authority requires the services of an engineer to undertake and complete necessary and essential professional engineering services in connection with the assessment and development of improvements to various sections of the Authority's existing interceptor system. T&M Associates has proposed to provide these services at a cost of \$100,000. T&M Associates was appointed as the Authority's 2020 Consulting Engineer via an RFQ process. This resolution authorizes the Executive Director to execute an Agreement with T&M Associates to provide Engineering and Professional services for this project. The Executive Director is authorized to execute such other documents and undertake such other tasks that are reasonably required to carry out and consummate the transactions contemplated by the Agreement. This award will be published in the Authority's official newspaper as required by law.

Resolution No. 100-2020 – Authorization to Amend the Not-To-Exceed Amount of a Professional Services Agreement with RSC Architects: The Authority previously retained RSC Architects to provide architectural services with a not to exceed cost of \$25,000. After review of their proposal, the Authority finds it to be in the best interest to increase the not to exceed amount to the firm to \$27,825 for the Pre-Design and Schematic Design portions of the proposals. This Resolution authorizes the Authority to amend the not to exceed cost of the Professional Services Agreement with RSC Architects to \$27,825.

Resolution No. 101-2020 – Authorization to renew a Shared Services Agreement with the Borough of Emerson: This resolution authorizes the Authority to enter into a shared services agreement with the Borough of Emerson to provide the services of monthly monitoring of their two (2) pump stations; to perform repairs, corrective actions and respond to pump station alarms during business and non-business hours and the semi-annual cleaning of the two (2) wastewater pump stations utilizing a sewer jet vac truck for a period of two (2) years commencing January 1, 2021.

- b. The Authority voted on Resolution 96-2020 separately from the consent agenda. Commissioner Mongelli offered the Resolution, Commissioner Kelaher seconded. The following Commissioners voted yes: Bonagura, Kelaher, Mongelli, Plumley, and Chairman Kasparian. Commissioner Ortega abstained.

Resolution 96-2020 – Authorization to renew a Shared Services Agreement with the County of Bergen, Department of Health Services for Participation in the Employee Assistance Program: The Authority previously entered into a Shared Services Agreement with the County of Bergen, Department of Health Services for participation in the Employee Assistance Program. This Resolution authorizes the renewal of a Shared Services Agreement for 2021 for the Authority's participation in the Employee Assistance Program.

8. Report of Treasurer: There is approximately \$12 million in short term investments earning interest ranging from .35% to .5%. A monthly financial statement ending October 31 & November 30, 2020 were distributed to the Board.
9. Regarding the Chapel Road Odors, Commissioner Kelaher asked if the Board of Education in Mahwah addressed the issues identified at the school from previous smoke tests that were conducted. The school said the identified leaks were fixed. Mr. Genetelli said since the installation of carbon filters at the school, there have been no odor complaints from the school.

Mr. Genetelli advised there have been occasional odor complaints but they haven't been consistent, primarily being complaints of odors in their homes. However, since the charcoal filters have been removed from some of the homes, there have been no complaints. Superintendent Genetelli noted the odor control system at the pump station has been offline for upgrades and there have been no complaints of odors since the system has been offline.

Mr. Genetelli provided the Board with some insight as to how the manhole that was inspected functions. Based on preliminary findings, the lining of the manhole is deteriorating and will need to be fixed but otherwise looks good. In January, T&M Associates will further discuss the findings of the manhole and determine the best course of action. The Authority anticipates to combine the repairs of multiple manholes into one project as part of our asset management program.

Treasurer Sherer advised the Board the Township of Mahwah is getting a new administrator in January and recommended the Authority reach out to him to discuss this matter.

10. Old Business: No old business.
11. New Business: No new business.
12. Public Comments: No public comments.
13. Adjournment: The meeting adjourned at 8:02pm.


ALISON GORDON, SECRETARY