



**MINUTES
REORGANIZATION MEETING
February 19, 2019**

1. The Meeting was called to order at 7:32pm.
2. The Secretary read the Open Public Meetings Act Statement.
3. Roll Call: The following Commissioners were present: Bonagura, Chewcaskie, Duch, Kelaher, Lo Iacono, Mongelli, Ortega, and Chairman Kasparian. Commissioner Plumley was absent.

Also present were Board Secretary Alison Gordon, Executive Director James Rotundo, Authority Engineer Howard Hurwitz, Superintendent Robert Genetelli, General Counsel Douglas Bern, Esq. and Consulting Engineer Nicholas Rotonda. Treasurer Sherer was absent.

4. Salute to the Flag was led by the Chairman.
5. Election of Officers:
 - a. Michael Kasparian was elected as Chairman and Frank Kelaher as Vice-Chairman of the Board for 2019.
6. Chairman's Remarks: Chairman Kasparian thanked the Board for his appointment as Chair of the Board.
7. Consideration for approval of minutes:
 - a. Regular & Special Meetings – January 8, 2019: Commissioner Kelaher motioned to accept the minutes from the January 8, 2019 Regular and Special Meetings. Commissioner Chewcaskie seconded the motion. The motion carried.
8. Public Comments: No Public Comments.
9. Consideration for approval list of Resolutions dated February 19, 2019.
 - a. The Commissioners voted on Resolution No. 07-2019 through 30-2019, less 24-2019 by Consent Resolution. Commissioner Chewcaskie offered the Consent Resolution and Chairman Kasparian seconded. All present Commissioners voted yes.

Resolution No. 07-2019 – Approval of vouchers, payroll and tax deposits and pensions and benefits transfers for January 2019 and Health and Dental Benefits for February 2019 as follows: Payroll Account: \$351,233.66; Tax Deposit Acct: \$155,765.72; Health Benefits Contribution-Employer: \$113,736.88; Health Benefits Contribution Employee: \$4,481.59; Dental Benefits: \$4,186.24; PERS and Contributory Insurance: \$32,365.91; Operating Account: \$415,254.91; General Improvement Account: \$37,412.23.

Resolution No. 08-2019 – 2019 Schedule of Meetings: This resolution sets the meeting dates for the year 2019.

Resolution No. 09-2019 – Official Newspapers for 2019: This resolution designates the Record, Ridgewood News and Herald News as official newspapers for the Authority for 2019.

Resolution No. 10-2019 – Designation of Bank Depositories for 2019: The following banks have been designated as depositories for the Year 2019: TD Bank, Allendale, NJ; Bank of New York Mellon, Woodland Park, NJ; Bank of New Jersey, Haworth, NJ; Santander Bank, Short Hills, NJ; SB One Bank, Oradell, NJ.

Resolution No. 11-2019 – Resolution authorizing contracts with certain approved State Contract Vendors for Contracting Units pursuant to NJSA 40A:11-12a: This Resolution authorizes the purchasing agent to purchase certain goods and services from those approved New Jersey State Contract Vendors as indicated by attachment to the Resolution.

Resolution No. 12-2019 – Regular Employment – Walter Stefancik – Plant Operator: Walter Stefancik successfully completed his probationary period in the position of Plant Operator on January 26, 2019. This resolution retains him as a regular employee in this position.

Resolution No. 13-2019 – Award Bid – Contract No. 286 – Disposal of Incinerator Ash: The Authority received 4 bids on February 14, 2019 for Contract 286. The bids were as follows: Waste Management of New Jersey, Inc.: \$114.00 per ton for existing and future incinerator ash; Environmental Protection & Improvement Company, LLC: \$116.25 per ton of existing and future incinerator ash; Spectraserv, Inc.: \$116.48 per ton of existing and future incinerator ash; Russell Reid Waste Management: \$150.00 per ton of existing and future incinerator ash. The bids were reviewed by the Authority's technical advisor and legal counsel and it was determined that Waste Management of NJ is the lowest responsible bidder. This resolution awards Contract 286 to Waste Management of NJ for a rate of \$114.00 per ton of existing and future incinerator ash for a period of 2 years.

Resolution No. 14-2019 – Authorization to enter into a Shared Services Agreement with the Borough of Allendale: This resolution authorizes the Authority to enter into a shared services agreement with the Borough of Allendale for a period of one (1) year commencing January 1, 2019 and ending December 31, 2019 for the following services: 1) act as the Borough's New Jersey Licensed Operator 2) respond to sanitary sewer collection emergencies 24 hours a day, 7 days a week 3) coordinate all third party repairs of the collections system 4) coordinate, participate and correspond to any and all NJDEP inspections and actions regarding the sanitary sewer collection system 5) coordinate with the Borough any NJDEP hotline calls and correspondence regarding the sanitary collection system 6) upon request, coordinate and conduct a manhole inspection program and 7) upon request, can conduct New Jersey State Certified Backflow Preventer tests.

Resolution No. 15-2019 – Proposed Sanitary Sewer Extension – 301 Sicomac Avenue, Block 433, Lot 51 & 52.01, Township of Wyckoff, New Jersey: Christian Health Care Center submitted an application for approval of a proposed sanitary sewer extension to be located at 301 Sicomac Avenue in Wyckoff. The project proposes to provide sanitary sewer service to a senior living apartment community consisting of 95 one bedroom units and 104 two bedroom units and when completed will generate an average daily flow of 28,130 gallons per day and 199 additional residential EDUs will become tributary to the Authority’s system from Wyckoff. The Authority’s Technical Advisor has reviewed the application and recommends the Authority approve the Project. The extension is hereby approved upon the condition of fulfillment of the terms and conditions outlined in the Resolution.

Resolution No. 16-2019 – A Resolution Consenting to the Proposed Northeast Water Quality Management (WQM) Plan and Northwest Bergen County Utilities Authority Wastewater Management (WMP) Plan Amendment: The NJDEP publicly noticed in the New Jersey Register on February 4, 2019 a proposed Northeast Water Quality Management Plan and Northwest Bergen County Utilities Authority Wastewater Management Plan Amendment for the Rizzi-Fasciano Development, Block 149, Lot 20, Mahwah prepared by Schwanewede/Hals Engineering. This Resolution provides consent by the Authority to the amendment of the Northeast WQM & NBCUA WMP.

Resolution No. 17-2019 – Approving Change Order No. 1 for the Knolls Section Sanitary Sewer System Project: There was the addition of items 12S for change in elevations to clear a 12” water main and 13S for an unknown manhole found resulting in the need for additional piping, manhole modification and matting to protect the field as more particularly set forth in Change Order No. 1. The Authority’s consulting engineer, Boswell Engineering, has prepared the change order and recommends same be approved by the Authority. The Authority approves Item No. 13S in the amount of \$18,141. The Executive Director is hereby authorized to negotiate the cost for Item No. 12S and further authorized to approve 12S upon completion of said negotiation; however, in no event shall the cost exceed \$21,500.

The matter of the Change Order was discussed at the Work Session. Initially, the Board had intended to approve the Change Order, in part, approving only item 13S for \$18,141. However, in an effort to not delay the project, the Board has discussed and determined it in the best interest of the Authority to proceed in the manner described in the above description of Resolution No. 17-2019.

Resolution No. 18-2019 – Qualifications of individuals/firms for the provision of legal services. The Authority issued a Request for qualifications for legal services on January 11, 2019. Two (2) responses were received on January 29, 2019. The following firms/individuals were found to be qualified to provide legal services to the Authority: Eric M. Bernstein and Associates, LLC; Meyerson, Fox, Mancinelli & Conte, PA.

Resolution No. 19-2019 – Qualification of individuals/firms for the provision of engineering services. The Authority issued a Request for qualifications for engineering services on January 11, 2019. Twelve (12) responses were received on January 29, 2019. The following ten (10) firms/individuals were found to be qualified to provide engineering services to the Authority: Boswell Engineering; CME Associates; T&M

Associates; Tighe & Bond; CP Professional Services; Suburban Consulting Engineers; Engineered Solutions Corporation; Neglia Engineering Associates; Alaimo Group; PS&S.

Resolution No. 20-2019 – Qualification of individuals/firms for the provision of auditing services. The Authority issued a Request for qualifications for the position of Auditor on January 11, 2019. One (1) response was received on January 29, 2019. The following firm was found to be qualified to provide auditing services to the Authority: Ferraioli, Wielkotz, Cerullo & Cuva, PA.

Resolution No. 21-2019 – Qualifications of individuals/firms for the provision of bond counsel services. The Authority issued a Request for qualifications for bond counsel services on January 11, 2019. Five (5) responses were received on January 29, 2019. The following firms were found to be qualified to provide bond counsel services to the Authority: Gibbons, PC; Waters, McPherson, McNeill; Winne, Banta, Basralian & Kahn, PC; Parker McCay, PA; Wilentz, Goldman & Spitzer, PA.

Resolution No. 22-2019 – Qualifications of individuals/firms for the provision of risk management services: The Authority issued a Request for qualifications for risk management services on January 11, 2019. Four (4) responses were received on January 29, 2019. The following two (2) firms were found to be qualified to provide risk management services to the Authority: Alamo Insurance Group; Arthur Caughlan and Gerard Quinn, A Division of Nelson-Patterson and Conklin & Kraft.

Resolution No. 23-2019 – Retention of Auditor for 2019 pursuant to NJSA 19:44A-20.4: The firm of Ferraioli, Wielkotz, Cerullo & Cuva, PA was found to be highly qualified and eminently capable of providing auditing services to the Authority. This Resolution retains Ferraioli, Wielkotz, Cerullo & Cuva, PA as Auditor for the year 2019 with a not to exceed compensation amount of \$76,000.

Resolution No. 25-2019 – Retention of Labor Counsel pursuant to N.J.S.A. 19:44A-20.4. Eric M. Bernstein & Associates, LLC was found to be highly qualified and eminently capable of providing labor counsel services. This resolution retains Eric M. Bernstein & Associates, LLC as Labor Counsel for 2019, with a not to exceed compensation amount of \$15,000.

Resolution No. 26-2019 – Retention of Bond Counsel pursuant to N.J.S.A. 19:44A-20.4. Gibbons, PC was found to be highly qualified and eminently capable of providing bond counsel services. This resolution retains Gibbons, PC as Bond Counsel for 2019, with a not to exceed compensation amount of \$75,000.

Resolution No. 27-2019 – Retention of Risk Manager pursuant to N.J.S.A. 19:44A-20.4: Alamo Insurance Group, Inc. was found to be highly qualified and eminently capable of providing risk management services. This resolution retains Alamo Insurance Group, Inc. as Risk Manager for 2019, at a rate of 3% of the NJUAJIF Annual Premium Assessment.

Resolution No. 28-2019 – Retention of Authority Engineer pursuant to N.J.S.A. 19:44A-20.4. T&M Associates was found to be highly qualified and eminently capable

of providing consulting engineer services. This resolution retains T&M Associates as the Authority Engineer for 2019, with a not to exceed compensation amount of \$120,000.

Resolution No. 29-2019 – Retention of Engineer for 2019 for Instrumentation, Automation and Computer Systems pursuant to NJSA 19:44A-20.4: Engineered Solutions Corporation was found to be highly qualified and eminently capable of providing consulting engineer services. This resolution retains Engineered Solutions Corporation as Consulting Engineer to provide engineered services related to Instrumentation, Automation and Computer Systems in 2019, with a not to exceed compensation amount of \$60,000.

Resolution No. 30-2019 – Retention of Authority Engineer for Service Charges pursuant to N.J.S.A. 19:44A-20.4. Paul Malmrose of Tighe & Bond, Inc. was determined to be highly qualified and capable of providing consulting engineering services to the Authority. This resolution retains Paul Malmrose of Tighe & Bond as the engineer for 2020 service charges with a not to exceed compensation of \$46,900.

- b. Tabled Resolution: Resolution No. 24-2019 – Retention of General Counsel for 2019 pursuant to N.J.S.A. 19:44A-20.4. Commissioner Chewcaskie motioned to table Resolution No. 24-2019, Commissioner Kelaher seconded. All present Commissioners voted yes.
- c. Commissioner Chewcaskie offered Motion 19-01, Chairman Kasparian seconded the motion. All Commissioners voted yes.

Motion 19-01 – Motion to authorize Executive Director James Rotundo and Authority Engineer Howard Hurwitz to attend the Association of Environmental Authorities' Utility Management Conference in Atlantic City, New Jersey on March 12-13, 2019.

10. Report of Committees:

- a. Strategic planning subcommittee: Wyckoff: There is a meeting scheduled for Friday, February 22nd with the Township of Wyckoff to discuss the Change Order matter as well as to discuss expansion into the Knolls Area now that the Wyckoff Avenue sewer extension is underway.

11. Report of Treasurer (report given by Executive Director Rotundo at the Work Session) – Short term investments – Approximately \$10 million is being held at SB One Bank and Santander Bank at an interest rate ranging from 1.63% to 1.95%.

During the Work Session, Executive Director Rotundo reported the Authority has been approached by banking institutions to be our primary depository. Mr. Rotundo will meet with banks and report back to the Board.

12. Old Business: The Authority's public relations consultant, Tim McEntyre, was in attendance at the meeting and provided the Board with copies of a draft brochure for the Authority's 50th anniversary. Distribution of the brochure is still to be determined.

13. New Business: Commissioner Mongelli asked how it's beneficial to a municipality for the Authority to operate their system for them. Superintendent Genetelli responded there is great savings in overhead costs, i.e. salaries, benefits, etc. There is also savings from an operational standpoint because the Authority is better equipped to handle problems that may arise with a system. Commissioner Mongelli asked if the Authority works with the County to get the word out about the cost saving benefits to municipalities. Superintendent Genetelli advised that the Authority does work with the County and the Authority's municipal liaison meets with municipalities as well to promote the services the Authority has to offer. The Authority performs many services for the surrounding communities, in and out of the Authority's service area, such as licensed operator services, pump station inspections, sanitary sewer cleaning and TV inspection services.

Chairman Kasparian added that he is meeting with the Mayor of Ridgewood to discuss their sewer system and invited Commissioner Mongelli to attend the meeting.

14. Public Comments: No public comments.
15. Adjournment: The meeting adjourned at 7:52pm.


ALISON GORDON, SECRETARY