



**MINUTES
REGULAR MEETING
July 19, 2016**

1. The Meeting was called to order at 7:28pm.
2. The Chairman read the statement in compliance with C. 231, PL 1975.
3. Roll Call: The following Commissioners were present: Bonagura, Danubio, DaPuzzo, Gabbert, Kasparian, Kelaher, Plumley and Chairman Chewcaskie (left the meeting at 8:17pm). Commissioner DePhillips was absent.
4. Salute to the Flag was led by the Chairman.
5. The Chairman Remarks: There were no Chairman's Remarks.
6. Consideration for approval of minutes:
 - a. Regular Meeting – June 21, 2016: Commissioner Kelaher motioned to accept the minutes from the June 21, 2016 Regular Meeting, Commissioner Gabbert seconded the motion. The following Commissioners voted yes: Bonagura, Danubio, Gabbert Kasparian, Kelaher and Chairman Chewcaskie. The following Commissioners abstained: DaPuzzo and Plumley.

7. Public Comments:

Eric LaPorta, 3 Van Dam Place, Waldwick, NJ: Mr. LaPorta explained that he has been having problems with the odors emanating from the plant. On 4th of July weekend he was unable to sit outside due to the strong odors. The odors are particularly strong on weekends. He has called many agencies about what to do. He stated that there are odors after he sees outside septage trucks come to the plant to dump. Mr. LaPorta asked what the procedure should be for reporting odors. It's his understanding that residents are to call the police, then the police calls the Authority and the Authority sends someone from the plant to confirm the odor. Mr. LaPorta stated that he does not find it worth calling to complain about the odors so he did not report a complaint July 4th weekend. Furthermore, Mr. LaPorta expressed concerns about where the outside waste comes from because he had understood that the Authority only services Bergen County.

Chairman Chewcaskie informed Mr. LaPorta that he is following the correct procedure for reporting an odor complaint. He explained that the Authority can only react to reports of odors when we receive complaints. The Board reviews the odor complaints on a monthly basis at the Operating Committee Meeting. Since there was no complaint on July 4th

weekend for the odor, there is no way for the Authority to investigate it. He asked Mr. LaPorta to continue with the procedure that is in place for making odor complaints which is calling the Waldwick Police and then they will call the Authority and we will send someone out to investigate.

Chairman Chewcaskie asked Mr. Genetelli if the Authority receives outside septage and sludge on the weekends and if the procedure for handling the deliveries is the same on weekdays and weekends. Mr. Genetelli responded yes. Chairman Chewcaskie informed Mr. LaPorta that the outside septage and sludge actually helps the plant to run more efficiently because it increases flow and there is nothing that prevents this Authority from bringing in septage and sludge outside of Bergen County.

Because Mr. LaPorta believes the odors are worse on the weekends, Chairman Chewcaskie has asked Mr. Genetelli to look into how things are being handled on the weekends and see if procedurally everything is being done correctly. He asked again that Mr. LaPorta continue to follow the procedure in place for making odor complaints.

Commissioner Danubio stated as a resident of Waldwick he drives past the plant every day and that he agrees there are various odors in the region. He asked that the residents continue to follow the procedure for filing odor complaints and encourages them to do so because without a report the Authority cannot do anything.

Commissioner DaPuzzo added that the plant is currently only running at about 50% capacity. A lot of the complaints generate when the incinerator is down. We shut the incinerator down when there is not enough sludge to burn and then the sludge just sits and odors can occur. The outside sludge trucks actually help increase the flow, helping to keep the incinerator running. The Authority is also working on expansion to bring in more flow.

Councilwoman Deborah Dellavechia, 49 Lockwood Drive, Waldwick, NJ: Councilwoman Dellavechia stated she has smelt the odors generating from the plant, which at times are unbearable. She and others have concerns about the odors. She has advised people to follow the procedure that is in place for filing odor complaints but she feels that they become complacent because they don't see things being done so they don't bother calling. She expressed that the protocol currently in place for filing complaints is not working. She asked why the Authority doesn't increase it's the flow to keep the incinerator running if that is one of the reasons odors occur.

Chairman Chewcaskie explained that the Board is absolutely trying to increase flow to the plant because operating at greater capacity increases efficiency. The Authority has gone to great lengths to try to increase its customer base. Improvements are also being made to the facilities and most of the time they will have a positive impact on the odor problems.

Councilwoman Dellavechia asked whether there is any way to have someone sample the air every few days to try to create some correlation as to what is causing the odors. She also suggested that perhaps a neighbor to the plant could keep a log of the odors.

Mr. Hurwitz responded to her first suggestion that it would be difficult to carry out a plan such as that one because most of the time there is not an odor and it would serve no purpose to sample at a time when there is no odor.

Regarding Councilwoman Dellavechia's suggestion about the log, Chairman Chewcaskie stated that it wouldn't hurt, however the procedure for filing an odor complaint should still be followed because then the Authority can investigate the odors. If there is no call then the Authority can't do anything and can't send someone at the time of the odor. Councilwoman Dellavechia said that is great that the Authority sends someone whenever a complaint is called in.

Councilwoman Dellavechia pointed out that there have been 157 odor complaint calls since 2013. Commissioner DaPuzzo made note that some of these odors may be attributable to the compost facility in the area.

Frank Palladino, 18 Sycamore Drive, Waldwick, NJ during his comments said he will ask the mayor and council of Waldwick to validate that the compost at the composting facility is carried out every single day.

Commissioner Kasparian mentioned that this is a public facility and the Authority welcomes individuals to come take a tour of the plant. Perhaps a tour will help to identify where the odors are coming from.

Mr. Henderson added that the Authority is constantly working towards minimizing odors. There are projects currently underway and in the planning phases that will help to reduce odors. Continuously trying to optimize plant operations and efficiency helps to reduce the potential for odors.

Commissioner Kasparian added that the Authority is working to increase flows to the plant and working with member towns to try to expand. But the problem is no one wants to spend the money on the infrastructure so getting towns to expand their sewer systems is difficult.

Frank Palladino, 18 Sycamore Drive, Waldwick, NJ: Regarding the odor complaints, Mr. Palladino expressed to the Board that the evaluation of the data of the complaints such as the date, frequency and time of the calls is important for trying to determine a correlation amongst odor complaints. This could help to figure out what is causing the odors. Mr. Palladino agreed with Councilwoman Dellavechia that residents are becoming complacent with calling in odor complaints.

Regarding the Wyckoff expansion, Mr. Palladino asked if spending money on Wyckoff expansion is worth it if people are not connecting. The Board informed him that there are Wyckoff municipal lines that are not connected to but the Authority trunk lines are connected to and active.

Mr. Palladino inquired about the metals report that the Authority submits to the NJDEP. It was explained to him by Mr. Genetelli that this report is for the heavy metals in the sludge,

not in the water that is discharged into the brook. Mr. Genetelli informed him that the Authority is in compliance with the metals levels in the sludge.

8. Consideration for approval list of Resolutions dated July 19, 2016.

- a. The Commissioners voted on Resolution No. 58-2016 through 62-2016 and 66-2016 by Consent Resolution. Commissioner DaPuzzo offered the Consent Resolution and Commissioner Kasparian seconded. All present Commissioners voted yes.

Resolution No. 58-2016 – Approval of vouchers, payroll and tax deposits and pensions and benefits transfers for June 2016 and Health and Dental Benefits for July 2016 as follows: Payroll Account: \$206,432.24; Tax Deposit Acct: \$98,511.75; Health Benefits Contribution-Employer: \$113,366.33; Health Benefits Contribution Employee: \$9,452.22; Dental Benefits: \$4,131.61; PERS and Contributory Insurance: \$35,696.79; PERS and Contributory Insurance – 1st quarter 2016 RETRO - Administration: \$511.02; Operating Account: \$182,071.99; General Improvement Account: \$175,737.78; 2014 WWT Project Account: \$651.42; 2015 WWT Project Account: \$52,668.32.

Resolution No. 59-2016 – Cancellation of August Meetings: The Authority Commissioners will not be holding regular meetings in the month of August 2016. 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 5, 2016 for review. If there are any objections or bills that require discussion those will be pulled and the remainder of the bills will be paid on August 15, 2016.

Resolution No. 60-2016 – Authorization to enter into a Shared Services Agreement with the Borough of Franklin Lakes: The Authority and the Borough of Franklin Lakes wish to enter into a Shared Services agreement for the Authority to 1) act as the New Jersey Licensed Collected System Operator for the Borough 2) respond to any and all sewer collection emergencies 24 hours a day, 7 day a week 3) coordinate all third party repairs of the Collection System 4) when necessary, coordinate, participate and correspond to any and all NJDEP inspections and actions regarding the Borough of Franklin Lakes Sanitary Sewer System 5) coordinate with the Borough and NJDEP Hotline Calls and correspondence regarding the sanitary Collection System. The agreement is for a period of one (1) year. This resolution authorizes the Authority to enter into such agreement and for the Chairman or Vice-Chairman to execute.

Resolution No. 61-2016 – Certification of Audit: This Resolution certifies to the Local Finance Board that each Commissioner has personally reviewed the Annual Audit for Fiscal Year ended December 31, 2015 and specifically has reviewed the Section of the Audit report entitled "General Comments" and "Recommendations" and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

Resolution No. 62-2016 – Accept Audit: This Resolution accepts the 2015 Audit of the Northwest Bergen County Utilities Authority prepared by Ferraioli, Wielkotz, Cerullo & Cuva, PA.

Resolution 66-2016 – Resolution to amend fee of Instrumentation, Automation and Computer Systems Engineering Service Consultant: The Authority retained Engineered Solutions Corporation (ENSOCORP) as to provide professional services related to instrumentation, automation and computer systems engineering support in the design, maintenance and troubleshooting of control and SCADA systems for both the normal plant facilities and the Incinerator Emissions Upgrade Project on May 19, 2015. The original resolution states the compensation for ENSOCORP to be capped at \$50,000. ENSOCORP has advised the Authority that due to their ongoing work, the \$50,000 will be exceeded and has requested the Authority increase the not to exceed cost to \$85,000. This resolution amends the compensation to be paid to ENSOCORP to a not to exceed cost to \$85,000 and for the original resolution to remain in full force and effect.

- b. The following Resolution was tabled:

Resolution No. 65-2016 – Resolution determining certain details of not exceeding \$4,000,000 Northwest Bergen County Utilities Authority Utility System Revenue Refunding Bonds, 2016 Series A, and providing for the sale and delivery of such Bonds

(At this time Chairman Chewcaskie excused himself from the meeting and asked Vice-Chairman Kasparian to lead the duration of the meeting.)

9. Report of Committees:

- a. Finance Committee: The Audit for year ending December 31, 2015 had no findings or recommendations. One thing to note though is that the Audit reflects a new accounting standard, GASB 68, which requires the Authority to commit funds for pension liabilities.
- b. Personnel Committee: Nothing further to report.
- c. Insurance Committee: Nothing further to report.
- d. Operating Committee: Nothing further to report
- e. Strategic Plan Subcommittee: Commissioner Gabbert and Executive Director Hurwitz reported on the Wyckoff Task force meeting. The primary focus of the discussion was on the enforcement of a mandatory hookup ordinance. Currently, the township does not enforce their ordinance for connections to be made if a structure is within the required distance from a sewer line. It appears they only enforce it when a home is sold

and they require the new owner to connect. An area in the municipality has been identified where a line could be installed that would connect two municipal mains. If the Authority invests in such a project there will have to be mandatory connections made to the system and an analysis that shows the Authority will make its investment back. This type of approach could potentially become a model in other areas for expansion. The town needs to provide the Authority with a count of how many connections could be made initially and then how many potential connections such an installation could provide service to. Wyckoff needs to take the lead in regards to enforcing and/or strengthening their ordinance regarding hookups. Presently, there are lines in Wyckoff that not connected to or utilized.

- f. Building and Grounds Committee: Nothing further to report
 - g. Safety and Security Committee: Nothing further to report
 - h. Intellectual Technology Committee: Nothing further to report
10. Report of Treasurer: The monthly financial statement for period ending June 30, 2016 was distributed to the Board. Treasurer Sherer noted that the Authority is approximately \$800,000 above budget in revenue.

Investments: There is currently \$1 million being held at Bank of New Jersey at an interest rate of .50%. There is approximately \$3.4 million being held at Santander bank at an interest rate of .50%.

At 8:16pm the meeting was disrupted by the fire alarm system. The meeting was paused and the building vacated. The Board resumed the meeting at 8:26pm and entered Closed Session.

11. Closed Session: The Board went into closed session at 8:26pm. Commissioner DaPuzzo made the motion to go into closed session, Commissioner Kasparian seconded the motion. All present Commissioners voted yes to enter into closed session to discuss pending litigation, privileged attorney-client communication regarding contractual dispute and Litigation – Bassett v. NBCUA.

The Board came out of closed session at 8:57pm by a Motion from Commissioner DaPuzzo and second from Commissioner Danubio.

12. The following Resolutions were voted on after the conclusion of the Closed Session. Commissioner DaPuzzo offered Resolution No. 63-2016 and 64-2016. Commissioner Kelaher seconded. The following Commissioners voted yes: The following Commissioners voted yes: Bonagura, Danubio, DaPuzzo, Gabbert, Kasparian, Kelaher and Plumley. Chairman Chewcaskie was not present for the vote.

Resolution 63-2016 – Change Order No. 6 – Contract No. 268 – Incinerator Emissions Upgrade Project: The Contractor for Contract No. 268 – Incinerator Emissions Upgrade Project has requested certain changes to the Project which are

necessary to address labor and materials for additional work as outlined in the Change Order. The Authority's Engineer has recommended the Change Order be approved in a total cost of \$94,357.13 and an increase in contract time of 55 calendar days. This Resolution approves Change Order No. 6 for Contract No. 268.

Resolution 64-2016 – Change Order No. 7 – Contract No. 268 – Incinerator Emissions Upgrade Project: The Contractor for Contract No. 268 – Incinerator Emissions Upgrade Project has requested certain changes to the Project which are necessary to address labor and materials for additional work to perform requested modifications to the Mercury Adsorber PLC Panel. The Authority's Engineer has recommended the Change Order be approved in a total cost of \$15,986.66 and results in a zero calendar day increase of the contract time. This Resolution approves Change Order No. 7 for Contract No. 268.

13. Report of Counsel: Nothing further to report.

14. Report of Engineer:

Mr. Henderson reported that the emergency electrical upgrades that were being done at the Midland Park Pump Station were complete.

The Aeration Blower Project is going out to bid on July 22, 2016.

15. Report of Executive Director: Nothing further to report.

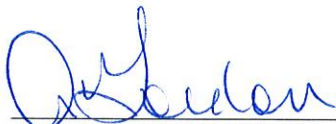
16. Report of Superintendent: Nothing further to report.

17. Old Business: No old business.

18. New Business: No new business.

19. Public Comments: No public comments.

20. Adjournment: Commissioner DaPuzzo made a motion to adjourn the Regular meeting at 9:00pm. Commissioner Bonagura seconded the motion. All present Commissioners voted in favor of ending the meeting at 9:00pm.



ALISON GORDON, SECRETARY