



**MINUTES
REGULAR MEETING
April 18, 2017**

1. The Meeting was called to order at 7:38pm.
2. The Vice-Chairman read the statement in compliance with C. 231, PL 1975.
3. Roll Call: The following Commissioners were present: Bonagura, Chewcaskie, Kelaher, Plumley and Chairman Kasparian. The following Commissioners were absent: Danubio, DePhillips and Gabbert.
4. Salute to the Flag was led by the Chairman.
5. The Chairman Remarks: None.
6. Consideration for approval of minutes:
 - a. Regular Meeting – March 21, 2017: Commissioner Kelaher motioned to accept the minutes from the March 21, 2017 Regular Meeting, Commissioner Chewcaskie seconded the motion. The following Commissioners voted yes: Chewcaskie, Kelaher and Chairman Kasparian. Commissioners Bonagura and Plumley abstained.
7. Public Comments:

Frank Palladino, 18 Sycamore Drive, Waldwick, NJ: Mr. Palladino inquired about the waste activated sludge thickener project. Mr. Henderson explained that there are two sources of sludge at the plant, one is the primary sludge tanks which settles very well by gravity and the other is the waste activated sludge in the aeration tanks which does not settle well by gravity. When these two sludges are mixed together and sent to the thickener, it becomes overloaded and the mix does not settle well. This project will provide a thickening unit designed specifically for the waste activated sludge. Then the two sludges combine when they are sent to the incinerator. This will improve the performance of the thickener and reduce the potential for odors from the plant.

Mr. Palladino asked if this is new technology and if the Authority has appropriated the funds for this project. Mr. Henderson explained that it has been around a while. But the Authority's plant was not originally designed with the two separate thickeners. The Authority has appropriated the funds for this project in its budget.

8. Consideration for approval list of Resolutions dated April 18, 2017.

The Commissioners voted on Resolution No. 32-2017 through 40-2017 by Consent Resolution. Commissioner Chewcaskie offered the Consent Resolution and Commissioner Bonagura seconded. All present Commissioners voted yes.

Resolution No. 32-2017 – Approval of vouchers, payroll and tax deposits and pensions and benefits transfers for March 2017 and Health and Dental Benefits for April 2017 as follows: Payroll Account: \$187,493.77; Tax Deposit Acct: \$93,120.98; Health Benefits Contribution-Employer: \$108,373.20; Health Benefits Contribution Employee: \$13,394.11; Dental Benefits: \$4,122.41; PERS and Contributory Insurance: \$32,932.75; DCRP – Employer: \$12.50; DCRP – Employee: \$22.92; Operating Account: \$279,928.92; General Improvement Account: \$83,083.30; 2015 WWT Project Account: \$34,966.02.

Resolution No. 33-2017 – 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, 2016 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. 34-2017 – Accept Audit: This Resolution accepts the 2016 Audit of the Northwest Bergen County Utilities Authority prepared by Ferraioli, Wielkotz, Cerullo & Cuva, PA.

Resolution No. 35-2017 – Appointment of Executive Director: Howard Hurwitz was appointed Executive Director by Resolution dated July 7, 2004 and said appointment was extended for an additional five years in 2009 and for an additional three years by Resolution on June 17, 2014. Mr. Hurwitz has fulfilled the duties and obligations of Executive Director of the Authority in an exemplary manner. The desire of the Commissioners is to have Mr. Hurwitz continue to serve as Executive Director. His Employment Agreement dated August 2, 2004 will be extended until July 31, 2018. Mr. Hurwitz will be paid an annual salary as determined by the Commissioners, together with fringe benefit, insurance, vacations, etc., as set forth in the Authority’s Policies and Procedures Manual.

Resolution No. 36-2017 – Appointment of Assistant to the Executive Director: James Rotundo has fulfilled the duties and obligations of Assistant to the Executive Director since December 13, 2010. By Resolution No. 71-2014 the Authority entered into an employment agreement with Mr. Rotundo to serve in the position of Assistant Executive Director. Mr. Rotundo has fulfilled the duties and obligations of Assistant Executive Director of the Authority in an exemplary manner. The desire of the Commissioners is to have Mr. Rotundo continue to serve as Assistant Executive Director for an additional 3 years. His Employment

Agreement dated August 1, 2014 will be extended until July 31, 2020. Mr. Rotundo will be paid an annual salary as determined by the Commissioners, together with fringe benefit, insurance, vacations, etc., as set forth in the Authority's Policies and Procedures Manual.

Resolution No. 37-2017 – Salary Adjustments for non-collective bargaining unit employees for 2017: The Personnel Committee has recommended that a salary increase be granted for 2017 to the non-collective bargaining unit employees. The salaries will be retro-active to January 1, 2017.

Resolution No. 38-2017 – Resolution amending an Agreement to provide engineering services with Chavond Barry Engineering Corp.: The Authority entered into a professional service agreement with Chavond Barry Engineering on October 21, 2014 for engineering services necessary for construction, administration and field inspection related to Contract No. 268 – Incinerator Emissions Upgrade Project. The original resolution and professional services agreement state the compensation for Chavond Barry to be capped at \$450,000.00 and by Resolution No. 54-2016 the Authority amended the compensation to \$650,000 on June 21, 2016. The compensation was further amended by Resolution 88-2016 to increase the cap from \$650,000 to \$789,911. Chavond Barry has advised the Authority that the \$789,911 will be exceeded and has requested the Authority increase the not to exceed cost to \$884,495 which is necessary for continued consulting, inspection and advisory services during the final phase of testing the mercury adsorber unit on the IDI Incinerator, as well as any remaining contract items that need to be completed by the Contractor. This resolution amends the professional services agreement to increase the not to exceed cost to \$884,495 and for the original resolution and agreement remain in full force and effect.

Resolution No. 39-2017 – Proposed Sanitary Sewer Extension – 458 Weisch Lane, Wyckoff, NJ: An application was submitted by Severiano Lisboa on behalf of the Township of Wyckoff for a proposed sanitary sewer extension which would provide sanitary sewer services to 2 existing single family homes. The project will contribute an average daily flow of 600 gallons per day, or 2 additional residential EDUs. This resolution approves this application subject to the fulfillment of certain terms and conditions by the Applicant.

Resolution No. 40-2017 – Proposed Sanitary Sewer Extension – Monroe Drive, Lot 20, Block 149, Mahwah, NJ: An application was submitted by Anthony Fasciano on behalf of the Township of Mahwah for a proposed sanitary sewer extension which would provide sanitary sewer services to 1 proposed single family home. The project will contribute an average daily flow of 300 gallons per day, or 1 additional residential EDU. This resolution approves this application subject to the fulfillment of certain terms and conditions by the Applicant.

9. Report of Committees:

- a. Finance Committee – Nothing further to report.
 - b. Personnel Committee – (Discussed during the Work Session) Contract negotiations: The Local 11 employees voted down the pending agreement. Additionally, a petition for decertification has been filed with PERC. At this time, the Authority will await response from PERC regarding the decertification before proceeding with any more negotiations.
 - c. Insurance Committee – Nothing further to report.
 - d. Operating Committee – (Discussed during the Work Session) Mahwah Odor Complaints: There was a meeting with the Township of Mahwah and the residents of Chapel Road. Mr. Hurwitz also attended the meeting. OdorHog™ filters were installed at the nearby School and no odors have been reported since the installation. At this stage, the hold harmless agreements are being prepared for the installation of OdorHog™ filters on the residents' homes. The Township is also looking into vendors to do the installation of the OdorHog™. Further, there have been no odor complaints received by the Authority since March.
 - e. Strategic Plan Subcommittee – (Discussed during the Work Session) Saddle River Expansion: There was discussion about the possibility of extending a line down West Allendale Avenue into the downtown commercial area of Saddle River. There is the potential for a lot of connections to be made to the system in this area.
 - f. Building and Grounds Committee -- Nothing further to report.
 - g. Safety and Security Committee – (Discussed during the Work Session) The Grant money has been approved for the initial phase of the security project. The bollards project will go to bid shortly.
10. Report of Treasurer – Short term investments – Approximately \$1.7 million is being held at Sussex Bank at a rate of 0.82%. Approximately \$2.2 million is being held at Sussex Bank at a rate of 0.80% and approximately \$1.9 million is being held at Santander Bank at 0.55%.

Financial Statement for March 31, 2017: The Authority's Operating Budget is currently under budget by approximately \$240,000 while revenues are up by approximately \$225,000, mainly attributed to sewer connection revenues.

11. Report of Counsel – Nothing further to report.

12. Report of Engineer – (Discussed during the Work Session)

Contract No. 273 – Wastewater Treatment Plant Improvements: This project will be going out to bid on Friday, April 21st with bids being received in May. It is expected this contract will be awarded at the July meeting. This project will separate the waste activated sludge from the primary sludge and improve the function of the thickener. These improvements will help further reduce the potential for odors. This project will take approximately 1 year to complete and the cost of the loan is approximately \$3 million.

Gravity Interceptor Study: Mr. Henderson discussed a proposed study to be conducted by T&M Associates of the Authority's gravity interceptors. The study would be conducted over 5 years and is projected to cost \$4 million. The study is currently accounted for in the Authority's 5 year capital budget plan. The purpose of the study is to assess the condition of the interceptors. The study will include a risk assessment, probability of failure, consequence of failure and prioritizing the interceptors in need of attention and what course of action to take such as installing liners. Many of the interceptors are reaching the end of their life expectancies. The Engineer has provided information showing when the interceptors were installed, what material they were made out of and what their life expectancy is. \$17 million is included the 5 year capital budget plan for interceptors that will require attention.

13. Report of Executive Director – Nothing further to report.
14. Report of Superintendent – Nothing further to report.
15. Old Business: No old business.
16. New Business: No new business.
17. Public Comments: No public Comments.
18. Adjournment: Commissioner Chewcaskie made a motion to adjourn the Regular meeting. The meeting adjourned at 7:54pm.


ALISON GORDON, SECRETARY