



**NORTHWEST BERGEN COUNTY
UTILITIES AUTHORITY**

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**MINUTES
REGULAR MEETING
September 20, 2016**

1. The Meeting was called to order at 7:19pm.
2. The Chairman read the statement in compliance with C. 231, PL 1975.
3. Roll Call: The following Commissioners were present: Bonagura, DePhillips, Gabbert, Kelaher, Plumley and Chairman Chewcaskie. Commissioners Danubio, DaPuzzo and Kasparian were 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 – July 19, 2016: Commissioner Kelaher motioned to accept the minutes from the July 19, 2016 Regular Meeting, Commissioner Bonagura seconded the motion. The following Commissioners voted yes: Bonagura, Gabbert, Kelaher, Plumley and Chairman Chewcaskie. Commissioner DePhillips abstained.
7. Public Comments: No public comments.
8. Consideration for approval list of Resolutions dated September 20, 2016.
 - a. The Commissioners voted on Resolution No. 67-2016 through 77-2016 by Consent Resolution. Commissioner Kelaher offered the Consent Resolution and Commissioner Gabbert seconded. All present Commissioners voted yes.

Resolution No. 67-2016 – Approval of vouchers, payroll and tax deposits and pensions and benefits transfers for July and August 2016 and Health and Dental Benefits for August 2016 as follows: Payroll Account JULY: \$207,082.65; Tax Deposit Acct JULY: \$98,606.48; Health Benefits Contribution-Employer AUGUST: \$108,137.24; Health Benefits Contribution Employee AUGUST: \$13,369.17; Dental Benefits AUGUST: \$4,056.73; PERS and Contributory Insurance JULY: \$30,477.97; Operating Account JULY: \$464,702.59; General Improvement Account JULY: \$97,552.35; 2014 WWT Project Account JULY: \$1,039.97; 2015 WWT Project Account JULY: \$68,953.37. Payroll Account AUGUST: \$300,675.42; Tax Deposit Acct AUGUST: \$139,032.97; PERS and Contributory Insurance AUGUST: \$32,358.02; Operating Account AUGUST:

\$263,521.32; General Improvement Account AUGUST: \$18,038.38; 2015 WWT Project Account AUGUST: \$137,613.60.

Resolution No. 68-2016 – Resolution Adopting Personnel Policies and Procedures: The Authority has updated its policies and procedures manual in order to comply with the certain changes required by the Municipal Excess Liability Joint Insurance Fund. This resolution is to adopt the updated version of the Policies and Procedures Manual dated September 2016.

Resolution No. 69-2016 – Regular Employment – Alexander Lerch – Electrical Supervisor: Alexander Lerch was promoted to the position of Electrical Supervisor by Resolution No. 49-2016. His probationary period ended August 20, 2016. He has successfully completed his probationary period and this Resolution retains him as a regular employee retroactive to May 23, 2016.

Resolution No. 70-2016 – Resolution Authorizing the Northwest Bergen County Utilities Authority's Management to Take Action Necessary to Secure \$150,000 Security Initiative Grant: The Authority has been selected to receive \$150,000 from the Urban Areas Security Initiative (UASI) Local Share Grant Program. This resolution authorizes the Executive Director and/or his designee to execute the Grant Agreement and required documents and for the Authority to return these items to the OHSP Grants Management Bureau by October 14, 2016.

Resolution No. 71-2016 – Authorization to Award Contract No. 271 – Aeration Blower Replacement and Waste Sludge System Upgrade: The Authority received bid proposals on August 31, 2016 for Contract No. 271. The three (3) low bidders were as follows: Coppola Services, Inc. - \$1,649,165.00, Allied Construction Group - \$1,711,000.00 and Rapid Pump and Meter Service Co. - \$1,817,953.00. Coppola Services is the lowest responsible bidder. Contract 271 is awarded to Coppola Services in the amount of \$1,649,165.00 contingent upon and subject to the receipt of closing and funding of a project loan from the NJEIT which is the source of funds for Contract 271.

Resolution No. 72-2016 – Approving Change Order No. 3 for Contract No. 266 – Goffle Road & Midland Park Pump Station Improvements: The Contractor for Contract No. 266 has indicated certain changes to the Project which are related to the bypass connection modification due to a conflict with fiber optic and high water table. The Authority's Engineer has recommended the Change Order be approved which will result in a decrease of \$4,080.00 for the cost of the project. This Resolution approves Change Order No. 3 for Contract No. 266.

Resolution No. 73-2016 – Award of Contract - Polymer: The Authority received one (1) bid for the delivery of liquid grade organic polymer on September 7, 2016. The bid received was from Polydyne, Inc. in the amount of \$0.105 per pound. This resolution awards the contract for Polymer to Polydyne, Inc. at a price of \$0.105 per pound for a period of two (2) years.

Resolution No. 74-2016 – Proposed Sanitary Sewer Extension – Franklin Lakes Supportive Housing Urban Renewal, LLC, 720 McCoy Road, Block 1406 Lot 2 & Block 1408 Lot 1, Borough of Franklin Lakes, NJ: An application was submitted by the Franklin Lakes Supportive Housing Urban Renewal, LLC for a proposed sanitary sewer extension which would provide sanitary sewer services to 40 single bedroom units spread over five (5) buildings. The project will contribute an average daily flow of 6,000 gallons per day, or 40 additional residential EDUs. This resolution approves this application subject to the fulfillment of certain terms and conditions by the Applicant and contingent upon the submission of form WQM-006 with Engineer's seal affixed and the municipality resolution authorizing endorsement of the Application.

Resolution No. 75-2016 – Resolution Authorizing the Authority to enter into an Agreement to Participate in the New Jersey Motor Vehicle Commission's Limited Online Access Program: The New Jersey Motor Vehicle Commissioner makes, maintains or keeps on file, certain driver license, vehicle and vessel records of individuals licensed and vehicles and vessels register in the State. The Commission has established a Limited Online Access Program to provide certain information contained in the database to businesses and public entities that demonstrate a beneficial interest in and legitimate business use of the Database information. The Authority submitted an application to participate in the Online Program. The Application was approved for access to "Driver History Abstracts/5 Year Display (AB). This Resolution authorizes the Authority to enter into this agreement, complete a Technology Audit Questionnaire and make a \$150.00 deposit to the Commission. The Resolution also authorizes the Executive Director and/or his designee to execute any such documents required to participate in the program.

Resolution No. 76-2016 – Resolution of the Northwest Bergen County Utilities Authority approving the Consulting Engineer Project Report and Certificates of the Consulting Engineer and Accountant in Connection with various Sewer Improvements, including Replacement of Existing Aeration Blower and Replacement of Existing Waste Activated Sludge Pumps: This resolution approves the project report prepared by its consulting engineer and certificates prepared by its consulting engineer and auditor in connection with the construction of various sewer improvements, including replacement of existing aeration blower and replacement of existing waste activated sludge pumps.

Resolution No. 77-2016 – Authorization to enter into a Shared Services Agreement with the Borough of Dumont: This resolution authorizes the Authority to enter into a shared services agreement with the borough of Dumont to provide the services of monthly monitoring of their five (5) pump stations for a period of two (2) years.

- b. The Resolution No. 65-2016 was voted on separately. Commissioner Kelaher made a motion to pass Resolution No. 65-2016 and Commissioner Gabbert seconded the motion. The following Commissioners voted yes: Bonagura, Gabbert, Kelaher,

Plumley and Chairman Chewcaskie. Commissioner DePhillips recused himself from voting on Resolution No. 65-2016.

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

9. Report of Committees:

- a. Finance Committee: Nothing further to report.
- 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: In the Work Session, Mr. Hurwitz indicated that the Township of Wyckoff had asked Doug Bern, Esq. to look into how the tax law would affect appraised values of properties. The Wyckoff DPW was asked to provide a list of units that would be impacted by the optional proposal.

Commissioner DePhillips spoke with the Mayor of Wyckoff. The Township is still interested in having discussions on sewer expansion. Mr. Hurwitz said he will contact the Township Administrator, Bob Shannon, to set up another meeting with the Task Force.

- f. Building and Grounds Committee: Nothing further to report
 - g. Safety and Security Committee: During the Work Session the Board discussed the Security project and the \$150,000 grant. The grant earmarks funds for certain components of the project: \$50,000 for cameras, \$50,000 for fencing and \$50,000 for access and needs to be spent in a 3 year period. Mr. Henderson is going to put a plan together and a recommendation regarding the security project. Currently, this project is in for approval with the NJEIT for 2017. However, after the grant funds it may not be worth taking a loan out to fund the project and perhaps using Authority monies to fund the project may be more feasible. This issue will be discussed further on how to proceed.
 - h. Intellectual Technology Committee: Nothing further to report
10. Report of Treasurer: Investments: Approximately \$3.6 million is invested with Bank of New Jersey at a rate of 0.50%; approximately \$3.4 million is invested with Santander at a rate of 0.50%; approximately \$400,000 is invested with Sussex bank at a rate of 0.40%.

Financial Statement: There are positive variances in the August 31, 2016 financial statement. Operating Revenues are up from where they should be at this point in time.

11. Report of Counsel: Nothing further to report.
12. Report of Engineer: It was noted in the Work Session that the pumps for Contract No. 266 have finally been received by the Contractor on the project.
13. Report of Executive Director: During the Work Session Mr. Hurwitz indicated that the Risk Manager is going to speak with the NJUAIJF regarding the appeal process for the claim for the Midland Park Sewer Line Collapse. The insurance carrier denied coverage for damage to our property, only granting \$10,000.
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. Closed Session: The Board went into closed session at 7:26pm. Commissioner DePhillips made the motion to go into closed session, Commissioner Gabbert seconded the motion. All present Commissioners voted yes to enter into closed session to discuss pending litigation, privileged attorney-client communication regarding contractual dispute.

The Board came out of closed session at 7:37pm by a Motion from Commissioner DePhillips and second from Commissioner Bonagura.
19. Adjournment: Commissioner Kelaher made a motion to adjourn the Regular meeting at 7:37pm. Commissioner Gabbert seconded the motion. All present Commissioners voted in favor of ending the meeting at 7:37pm.



ALISON GORDON, SECRETARY