

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 31-2025

Date: March 19, 2025

APPROVAL OF VOUCHERS, PAYROLL TRANSFERS, PAYROLL TAX DEPOSITS AND PENSIONS & BENEFITS TRANSFERS

WHEREAS, the Northwest Bergen County Utilities Authority has received vouchers in claim for payment of materials supplied and/or rendered; and

WHEREAS, the said vouchers have been reviewed and the amount indicated on each voucher has been determined to be due and owing; and

WHEREAS, the Northwest Bergen County Utilities Authority has made payroll transfers, payroll tax deposits and Pensions & Benefits transfers for the month of February 2025 and Health Benefits and Dental Benefits transfers for March 2025; and

WHEREAS, the Commissioners of the Authority have reviewed the vouchers, payroll transfers, payroll tax deposits, Pensions and Benefits, and Health and Dental Benefits transfers listed on the attached reports and have found them to be in order.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Northwest Bergen County Utilities Authority, that all vouchers, payroll transfers, payroll tax deposits, Pensions & Benefits and Health and Dental Benefits transfers listed and reports attached hereto, dated March 19, 2025

ACCOUNT: Payroll Account
Net Payroll: \$200,281.28

ACCOUNT: Tax Deposit Account
Total: \$91,595.22

ACCOUNT: Health Benefits Contribution Employer
Total Transfer: \$160,824.32

ACCOUNT: Health Benefits Contribution Employee
Total: \$4,671.21

ACCOUNT: Dental Benefits
Total Transfer: \$3,746.92

ACCOUNT: PERS and Contributory Insurance
Total Transfer: \$27,599.31

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APPROVAL OF VOUCHERS, PAYROLL TRANSFERS, PAYROLL TAX DEPOSITS AND PENSIONS & BENEFITS TRANSFERS

ACCOUNT: Operating Account
Total: \$401,519.40

ACCOUNT: General Improvement Account
Total: \$31,669.75


BE IT FURTHER RESOLVED that the formal action(s) of the Commissioners of the Northwest Bergen County Utilities Authority embodied herein are expressly contingent upon and subject to N.J.S.A. 40:14B-14(b).


 FRANK KELAHER, CHAIRMAN

RECORDED VOTE:

	Bonagura	Biale	Jordan	Lo Iacono	Ortega	Tombalakian	Virk	Kelaher
Offered						✓		
Seconded				✓				
Aye				✓	✓	✓	✓	✓
Nay								
Absent	✓	✓	✓					
Abstain								
Recuse								

I hereby certify that this is a true copy of a resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority March 19, 2025.


 DOUGLAS M. BERN, ESQ.
 ASSISTANT SECRETARY
 DATE: March 19, 2025

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 32-2025

Date: March 19, 2025

**ADOPTION OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL AND
EMPLOYEE HANDBOOK**

WHEREAS, it is the policy of the Northwest Bergen County Utilities Authority (hereinafter referred to as the “Authority”) to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, the New Jersey Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, this manual is intended to provide guidelines covering public service by Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Authority.

WHEREAS, the Authority has determined that there is a need for a policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Commissioners of the Northwest Bergen County Utilities Authority the following:

1. The Personnel Policies and Procedures Manual and Employee Handbook attached hereto is hereby adopted.
2. These personnel policies and procedures shall apply to all Authority officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 32-2025

Date: March 19, 2025

**ADOPTION OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL AND
EMPLOYEE HANDBOOK**

these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

3. This manual is intended to provide guidelines covering public service by Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Authority.
4. To the maximum extent permitted by law, employment practices for the Authority shall operate under the legal doctrine known as “employment at will.”
5. The Executive Director and all managerial/supervisory personnel are responsible for these employment practices. The Human Resources Officer and the Authority’s Labor Counsel shall assist the Executive Director in the implementation of the policies and procedures in this manual and the employee handbook.

BE IT FURTHER RESOLVED that the formal action(s) of the Commissioners of the Northwest Bergen County Utilities Authority embodied herein are expressly contingent upon and subject to N.J.S.A. 40:14B-14(b).


FRANK KELAHER, CHAIRMAN

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 32-2025

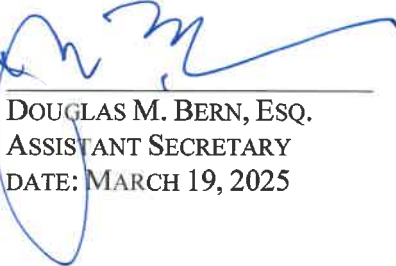
Date: March 19, 2025

**ADOPTION OF THE PERSONNEL POLICIES AND PROCEDURES MANUAL AND
EMPLOYEE HANDBOOK**

RECORDED VOTE:

	Bonagura	Biale	Jordan	Lo Iacono	Ortega	Tombalakian	Virk	Kelaher	
Offered						✓			
Seconded				✓					
Aye				✓	✓	✓	✓	✓	
Nay									
Absent	✓	✓	✓						
Abstain									
Recuse									

I hereby certify that this is a true copy of a resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority March 19, 2025.



DOUGLAS M. BERN, ESQ.
ASSISTANT SECRETARY
DATE: MARCH 19, 2025

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 33-2025

Date: March 19, 2025

RESOLUTION AUTHORIZING THE NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY TO APPROVE A SEWER CONNECTION APPLICATION FOR 521, 522 and 524 HELENA AVENUE, WYCKOFF, NEW JERSEY

WHEREAS, the Northwest Bergen County Utilities Authority (the “NBCUA”) has previously determined the need for and facilitated the construction of sanitary sewer lines within the Township of Wyckoff (the “Township”); and

WHEREAS, the NBCUA has previously resolved to construct sanitary sewer lines to assist in the collection and disposal of sanitary and other waste waters arising within the boundaries of the Township of Wyckoff; and

WHEREAS, the NBCUA has received a Sewer Connection Application from the Township of Wyckoff regarding 521, 522 and 524 Helena Avenue, Wyckoff, New Jersey [three (3) single family residences] who is desirous of collaborating with the Township of Wyckoff for the connection to an existing Township of Wyckoff sanitary sewer located Helena Avenue. The proposed connection/extension is designed to provide sanitary sewer service to three (3) existing single-family residences. The proposed connection will involve constructing approximately 198 linear feet of 8-inch PVC sewer main, one (1) manhole, and appurtenances to collect and dispose of sanitary and other wastewater arising within the boundaries of 521, 522 and 524 Helena Avenue of the Township of Wyckoff and to be received and serviced by the NBCUA. The application for this connection/extension projects an average daily increase in flow of 900 gallons per day (GPD). Based on this projection, three (3) additional residential equivalent dwelling unit (“EDU”) will become tributary to the Authority from the Township of Wyckoff, (“Project”); and

WHEREAS, the NBCUA Technical Advisor, Samuel N. Brewer submitted a memorandum on February 26, 2025, to the Executive Director and NBCUA’s General Counsel indicating that the Authority currently has sufficient capacity to accept the additional flow from this Project and recommended the approval of the Sewer Connection Application by the Authority;

NOW THEREFORE BE IT RESOLVED, that the NBCUA Chairman, Executive Director and the NBCUA’s General Counsel are authorized to prepare any and all documentation in order to facilitate the sewer connection to service 521, 522 and 524 Helena Avenue with the Township of Wyckoff and to report back to the NBCUA Commissioners on the status of same; and the NBCUA shall be responsible for ensuring the intended construction of sanitary sewer lines shall comply with all laws of the State of New Jersey Local Public Contracts Law, N.J.S.A 40A:11-1 et. seq., and all other provisions of the revised statutes of the State of New Jersey.

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Commissioners of the Northwest Bergen County Utilities Authority as follows:

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 33-2025

Date: March 19, 2025

RESOLUTION AUTHORIZING THE NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY TO APPROVE A SEWER CONNECTION APPLICATION FOR 521, 522 and 524 HELENA AVENUE, WYCKOFF, NEW JERSEY

1. The Authority hereby authorizes the approval of the Sewer Connection Application submitted by the Township of Wyckoff, subject to the following Authority requirements;
2. Construction in conformance with all applicable requirements of the Township of Wyckoff, where applicable.
3. Inspection and approval of the installation of sewers, appurtenances by the Township of Wyckoff, where applicable.
4. Observation and approval by the Authority of infiltration/exfiltration testing, with the Authority to receive two (2) days advanced notice prior to the testing of all newly constructed sewers.
5. Reimbursement to the Authority by the applicant for all engineering expenses incurred by the Authority for inspection and final testing of the sewers and appurtenances.
6. Payment to the Authority by the applicant for all Authority application fees, legal fees, and other application, administrative, technical, and other review expenses relating to the project.
7. Any manhole constructed or modified by reason of this project must be fitted with sewer guards.
8. Water conserving plumbing fixtures shall be installed in the building serviced by this connection.
9. Notification of the Authority when sanitary sewer construction commences.
10. Submission to the Authority for its approval, NJDEP form WQM-005, "Certification for Approval by Local Agency," when the construction of this connection is completed.
11. The Chairman, or his designee, be and hereby is authorized to execute any such documents in connection the Sewer Connection Application.
12. The Northwest Bergen County Utilities Authority shall be responsible for ensuring that all the construction of sanitary sewer lines comply with all laws of the State of New Jersey

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 33-2025

Date: March 19, 2025

RESOLUTION AUTHORIZING THE NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY TO APPROVE A SEWER CONNECTION APPLICATION FOR 521, 522 and 524 HELENA AVENUE, WYCKOFF, NEW JERSEY

Local Public Contracts Law, N.J.S.A 40A:11-1 et. seq., and all other provisions of the revised statutes of the State of New Jersey.


BE IT FURTHER RESOLVED that the formal action(s) of the Commissioners of the Northwest Bergen County Utilities Authority embodied herein are expressly contingent upon and subject to N.J.S.A. 40:14B-14(b).


 FRANK KELAHER, CHAIRMAN

RECORDED VOTE:

	Bonagura	Biale	Jordan	Lo Iacono	Ortega	Tombalakian	Virk	Kelaher	
Offered						✓			
Seconded				✓					
Aye				✓	✓	✓	✓	✓	
Nay									
Absent	✓	✓	✓						
Abstain									
Recuse									

I hereby certify that this is a true copy of a resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority March 19, 2025.


 DOUGLAS M. BERN, ESQ.
 ASSISTANT SECRETARY

DATE: March 19, 2025

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 34-2025

Date: March 19, 2025

**RESOLUTION AUTHORIZING
THE NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY
TO APPROVE THE SEWER CONNECTION/EXTENSION FOR PREMISES
LOCATED AT THE CEDAR HILL TREATMENT FACILITY,
RIDGEWOOD WATER
CEDAR HILL AVENUE, BLOCK 392 LOT 24,
TOWNSHIP OF WYCKOFF, NEW JERSEY**

WHEREAS, the Northwest Bergen County Utilities Authority (the "NBCUA") has previously determined the need for and facilitated the construction of sanitary sewer lines within the Township of Wyckoff (the "Township"); and

WHEREAS, the NBCUA has previously resolved to construct sanitary sewer lines to assist in the collection and disposal of sanitary and other waste waters arising within the boundaries of the Township of Wyckoff; and

WHEREAS, the NBCUA has received a Sewer Connection/Extension Application from Mr. Richard Calbi, Jr., PE, PP on behalf of Ridgewood Water regarding a proposed wastewater treatment facility for premises located at Cedar Hill Avenue, Wyckoff, New Jersey. They are desirous of collaborating with the Township of Wyckoff for a connection/extension to an existing Township of Wyckoff sanitary sewer manhole located at Glendale Road. The proposed connection/extension is designed to provide sewer service to the proposed Cedar Hill Treatment Facility for backwash residuals and rinse wastewater. The proposed connection will involve constructing approximately 1,859 linear feet of 4-inch HDPE force main, 1,146 linear feet of 8-inch PVC sewer pipe, eight (8) manholes and appurtenances to collect and dispose of sanitary and other wastewater arising within the boundaries of Cedar Hill Avenue in the Township of Wyckoff and to be received and serviced by the NBCUA. The application for this connection/extension projects an average daily increase in flow of 401 gallons per day (GPD). Based on this projection, three (3) additional non-residential equivalent dwelling unit ("EDU") will become tributary to the Authority from the Township of Wyckoff, ("Project"); and

WHEREAS, the NBCUA Technical Advisor, Samuel N. Brewer submitted a memorandum on March 12, 2025, to Robert Laux, Interim Executive Director and to NBCUA's General Counsel indicating that the Authority currently has sufficient capacity to accept the additional flow from this Project and recommended the approval of the Sewer Connection/Extension Application by the Authority;

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 34-2025

Date: March 19, 2025

**RESOLUTION AUTHORIZING
THE NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY
TO APPROVE THE SEWER CONNECTION/EXTENSION FOR PREMISES
LOCATED AT THE CEDAR HILL TREATMENT FACILITY,
RIDGEWOOD WATER
CEDAR HILL AVENUE, BLOCK 392 LOT 24,
TOWNSHIP OF WYCKOFF, NEW JERSEY**

NOW THEREFORE BE IT RESOLVED, that the NBCUA Chairman, Interim Executive Director and the NBCUA's General Counsel are authorized to prepare any and all documentation in order to facilitate the sewer connection to service the proposed wastewater treatment facility located at Cedar Hill Avenue in the Township of Wyckoff and to report back to the NBCUA Commissioners on the status of same; and the NBCUA shall be responsible for ensuring the intended construction of sanitary sewer lines shall comply with all laws of the State of New Jersey Local Public Contracts Law, N.J.S.A 40A:11-1 et. seq., and all other provisions of the revised statutes of the State of New Jersey.

NOW, THEREFORE, BE IT FURTHER RESOLVED, by the Commissioners of the Northwest Bergen County Utilities Authority as follows:

1. The Authority hereby authorizes the approval of the Sewer Connection Applications submitted by Mr. Richard Calbi, Jr., PE, PP on behalf of Ridgewood Water subject to the following Authority requirements:
2. Construction in conformance with all applicable requirements of the Township of Wyckoff, where applicable.
3. Inspection and approval of the installation of sewers and appurtenances by the Township of Wyckoff, where applicable.
4. Observation and approval by the Authority of infiltration/exfiltration testing, with the Authority to receive two (2) days advanced notice prior to the testing of all newly constructed sewers.
5. Reimbursement to the Authority by the applicant for all engineering expenses incurred by the Authority for inspection and final testing of the sewers and appurtenances.
6. Payment to the Authority by the applicant for all Authority application fees, legal fees, and other application, administrative, technical, and other review expenses relating to the project.

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 34-2025

Date: March 19, 2025

**RESOLUTION AUTHORIZING
THE NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY
TO APPROVE THE SEWER CONNECTION/EXTENSION FOR PREMISES
LOCATED AT THE CEDAR HILL TREATMENT FACILITY,
RIDGEWOOD WATER
CEDAR HILL AVENUE, BLOCK 392 LOT 24,
TOWNSHIP OF WYCKOFF, NEW JERSEY**

7. Any manhole constructed or modified by reason of this project must be fitted with sewer guards.
8. Water conserving plumbing fixtures shall be installed in the building serviced by this connection.
9. Notification of the Authority when sanitary sewer construction commences.
10. Submission to the Authority for its approval, NJDEP form WQM-005, "Certification for Approval by Local Agency," when the construction of this connection is completed.
11. The Chairman, or his designee, be and hereby is authorized to execute any such documents in connection the Sewer Connection Application.
12. The Northwest Bergen County Utilities Authority shall be responsible for ensuring that all the construction of sanitary sewer lines comply with all laws of the State of New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et. seq., and all other provisions of the revised statutes of the State of New Jersey.

BE IT FURTHER RESOLVED that the formal action(s) of the Commissioners of the Northwest Bergen County Utilities Authority embodied herein are expressly contingent upon and subject to N.J.S.A. 40:14B-14(b).


FRANK KELAHER, CHAIRMAN

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 34-2025

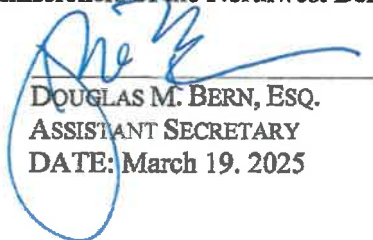
Date: March 19, 2025

RESOLUTION AUTHORIZING
THE NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY
TO APPROVE THE SEWER CONNECTION/EXTENSION FOR PREMISES
LOCATED AT THE CEDAR HILL TREATMENT FACILITY,
RIDGEWOOD WATER
CEDAR HILL AVENUE, BLOCK 392 LOT 24,
TOWNSHIP OF WYCKOFF, NEW JERSEY

RECORDED VOTE:

	Biale	Bonagura	Jordan	Lo Iacono	Ortega	Tombalakian	Virk	Kelaheer
Offered						✓		
Seconded				✓				
Aye				✓	✓	✓	✓	✓
Nay								
Absent	✓	✓	✓					
Abstain								
Recuse								

I hereby certify that this is a true copy of a resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority March 19, 2025.


DOUGLAS M. BERN, ESQ.
ASSISTANT SECRETARY
DATE: March 19, 2025

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 36-2025

Date: March 19, 2025

**RESOLUTION AWARDING A CONTRACT TO JOSEPH M. SANZARI INC. FOR
CONTRACT NO. 339 MANHOLE 50 REPLACEMENT**

WHEREAS, the Northwest Bergen County Utilities Authority “the Authority”, identified the need to replace Manhole 50, Located on Pulis Ave, Mahwah; and

WHEREAS, “the Authority” has prepare bid specifications and establish Contract No. 339 “the Contract”; and

WHEREAS, the Contract was advertised on the Bonfire e-procurement platform on February 10, 2025, and bids were received on March 13, 2025; and

WHEREAS, six responsive bids were received as reflected in the chart below; and

<u>Bidder</u>	<u>Base Bid</u>
Joseph M. Sanzari, Inc.	\$215,000.00
Colennelli Brothers Inc.	\$287,850.00
J. Fletcher Creamer & Sons Inc.	\$319,700.00
Underground Utilities Corp.	\$488,000.00
Coppola Service, Inc.	\$547,125.00
Water & Bugbee, Inc.	\$742,026.00

WHEREAS, Joseph M. Sanzari Inc., a corporation with business offices located at 100 W, Franklin Street, Hackensack, NJ 07601 is the lowest responsible bidders; and

WHEREAS, the Authority’s Engineer recommends the award, confirming that the bid of \$215,000.00 is fair and reasonable and in line with the expected costs; and

WHEREAS, funds have been certified as available for the purposes set forth in this resolution; and

NORTHWEST BERGEN COUNTY UTILITIES AUTHORITY

RESOLUTION

No. 36-2025

Date: March 19, 2025

**RESOLUTION AWARDING A CONTRACT TO JOSEPH M. SANZARI INC. FOR
CONTRACT NO. 339 MANHOLE 50 REPLACEMENT**

NOW THEREFORE BE IT RESOLVED; that the Board of Commissioners hereby award a contract to, Joseph M. Sanzari Inc., with offices located at 100 W, Franklin Street, Hackensack, NJ 07601, in the amount not to exceed two hundred fifteen thousand dollars (\$215,000.00) as delineated in Joseph M. Sanzari Inc's bid; and

BE IT FURTHER RESOLVED; that the Board of Commissioners direct Authority staff to take any and all action to effectuate the purpose of this resolution including but not limited to the preparation of and execution of a contract to be signed by either the Chairman, the Executive Director or designee; and

RESOLVED; the formal action(s) of the Commissioners of the Northwest Bergen County Utilities Authority embodied herein are expressly contingent upon and subject to the provisions of N.J.S.A. 40:14B-14(b); and


FRANK KELAHER, CHAIRMAN

RECORDED VOTE:

	Bonagura	Biale	Jordan	Lo Iacono	Ortega	Tombalakian	Virk	Kelaheer	
Offered						✓			
Seconded				✓					
Aye				✓	✓	✓	✓	✓	
Nay									
Absent	✓	✓	✓						
Abstain									
Recuse									

I hereby certify that this is a true copy of a resolution adopted by the Board of Commissioners of the Northwest Bergen County Utilities Authority March 19, 2025.



DOUGLAS M. BERN, ESQ.

ASSISTANT SECRETARY

DATE: March 19, 2025