

WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY  
FEBRUARY 27, 2013

REGULAR MEETING

MINUTES

Commissioner Covelli asked the Chairman if we could accelerate the meeting and ask the Executive Director to give his report.

Mr. White stated that he thinks we should do the vouchers at this time as both Commissioners Covelli and Clark have to leave soon.

CONSENT AGENDA

**VOUCHERS- Vouchers # 13430 – 13476**

Commissioner Covelli stated that he has some questions on the vouchers. He asked Mr. White, with regard to the vouchers pertaining to the alternate disposal sites, could he explained why some have different amounts. Commissioner Covelli asked if they were all charging the same amount. Mr. White stated that there are a few cents difference which equates out to about \$40.00 per 1000 gallons. Mr. White stated that the lowest cost is Passaic Valley Sewerage Commission, which was shut down during Hurricane Sandy, and highest is Somerset Raritan Valley and the second lowest cost we have is Two Bridges and Par-Troy. Commissioner Covelli asked Mr. White if he was working on securing these agreements. Mr. White stated yes. The Chairman asked Mr. White if he had a date as to when these agreements will be in place. Mr. White stated he's working on several of them right now, but that does not have a date specific for when they will all be completed.

Commissioner Covelli stated that there is an invoice for ice melt at the cost of \$840.00 and \$135 to transport it from Pennsylvania to the Authority. Commissioner Covelli asked if we could possibly buy it locally and avoid paying \$135.00 to truck it.

Commissioner Covelli stated that he has invoices were several chemicals such as Alum. He asked is it possible that this is something we could bulk order with Ringwood or someone else to get a better price. Mr. White informed Commissioner Covelli that that is purchased through the Morris County Co-op Plan.

Commissioner Covelli stated that he has a voucher for the fixing of bushings and bearings, from S & N Airflow; and Foley, Inc. Commissioner Covelli asked to those bills could be added to the FEMA request that we have in progress. Mr. White explained that the S & N is for the replacement of bearings & bushings on the floating aerators due to normal wear & tear. The Foley invoice is the service contract and one emergency repair where they were called up to service the HPS Generator. Commissioner Covelli asked if the emergency repair was a result of Sandy and did you submit it to FEMA. Mr. White stated that it was not a result of Sandy. For Sandy we submitted the generators and the running of the generators, not that emergency repair.

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**CONSENT AGENDA**

**VOUCHERS- Vouchers # 13430 – 13476**

Commissioner Covelli asked if we can still submit this voucher. Mr. White stated no we are already signed sealed and delivered and cannot add to it. Mr. White asked Commissioner Heck if he knew if we could reopen that submission. Commissioner Heck stated no - but he does know of some generator grants that are coming out soon.

Commissioner Covelli stated that he has no further questions on the Vouchers and that he has signed them all.

The Chairman asked Mr. Ferraioli for the Audit Report and Resolutions.

**REPORTS**

**Accounting**

**Audit Report & Resolution**

Mr. Ferraioli stated that the Audit went well and that there were two comments, which are basically annual comments. The first comment deals with the Authority designing and documenting a system of internal controls including, to the extent possible, separation of the accounting functions of recording transactions, reconciliation of accounts and custody of assets. The second comment recommends that the Authority take steps to restore its Operations & Maintenance Reserve Fund to the amount required in its Bond Agreement.

Mr. Ferraioli asked if anyone had any questions regarding the audit or the resolution. Mr. Ferraioli then asked for a Resolution approving the Audit and accepting the Comments and Recommendations of the Auditor.

**MOTION**

Moved by Scott Heck, 2<sup>nd</sup> by Andrew Bolduc to adopt a Resolution accepting the Audit Report by Title and by stating that each Board Member has personally reviewed the sections of the annual audit report entitled "General Comments and Recommendations" in accordance with N.J.S.A.40A:5A-17.

The Chairman asked for all those in favor to signify so by stating Aye.

Commissioners Bolduc, Clark, Covelli, Hadley, Heck and Moshman all stated Aye.

**MOTION CARRIED**

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**REPORTS**

**Accounting**

**Audit Report & Resolution**

Commissioner Covelli stated that he would like to thank Mr. Ferraioli and his staff for a usual outstanding job.

The Chairman asked Commissioner Clark and Commissioner Covelli it was time for them to leave. They both stated yes and at 7:15 they both left.

At this time Mr. Ferraioli stated that he was also leave and he asked Mr. White to have Mrs. Parrinello take care of the advertisement. Commissioner Hadley asked Mr. Ferraioli if he needed him to sign the Resolution document tonight. Mr. Ferraioli stated yes and proceeded to have Commissioner Hadley do so.

The Chairman stated, that returning to the Regular Agenda format; we skipped our Announcement Reading for the Regular Meeting, we have already had a Flag Salute and in lieu of a Roll Call, let the record reflect that everyone who was at the Reorganization Meeting and at the start of the Regular Meeting – let the record should now reflect that Commissioners Clark and Covelli had to leave.

**MINUTES**

**Regular Meeting Minutes – January 2013**

The Chairman asked – do the remaining members want to vote on those Minutes at this time or table them until the next meeting.

Commissioner Heck stated that he would like to have them Tabled until next meeting. The Chairman asked if everyone was an agreement to table the January 2013 minutes. The remaining Commissioners indicated they were in agreement.

The Chairman asked Mr. White for the Executive Director's Report.

**Executive Director**

**Updates – Flow/Operations/Revenue**

**Flow** – Mr. White reported that the flow was at averaging at 800,000 GPD, but he feels it has significantly increased throughout today due to heavy rains being experienced.

**Operations** - Mr. White reported that we are doing some supplemental pumping; however, the plants are running well. He stated that the Ringwood plants are running well.

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REPORTS

Executive Director Cont.

Revenue – Mr. White reported that the revenue has been very strong. He stated that we have a large number of trucks coming into the plant, that we are doing extremely well for the month of February.

UV Update – Mr. White stated that nothing new has transpired over the last month, with regard to the units that are in service. Mr. White stated that we have #4 running and we have the supplemental unit running outside in the Parshall Flume. Mr. White stated that Mr. Rossi of Boswell Engineering will have a report tonight about the surge protection and ground fault units that were installed on all four units.

FEMA/NJEIT

Mr. White reported that the FEMA Representative was here several times and that we signed, sealed and delivered our package to them. He stated that right now we are slated to receive a 75% of slightly over \$19,000.00. This reimbursement is for costing for generator usage, our manpower costs, and some food items that were purchased for Sandy. Commissioner Heck believes that it will be in approximately 9 months.

Mr. White stated that he has been contacted by representatives of NJEIT stating that they are anticipating Grant money coming out of Washington to the state of New Jersey. Mr. White stated that they are looking for proposed projects, to be funded under this Grant structure by this money. Mr. White stated that the questionnaire was to be filled out by this Authority on line. Mr. White stated that he filled it out. He stated that there was also requested a list of projects that could possibly be funded under such a program. Mr. White reported that he filled out those items on the questionnaire. He reported that basically he put our whole wish list on there, totaling approximately Three to Five Million Dollars' worth of work. Mr. White reported that everything has been submitted, we just have to sit back and wait to see if the money becomes available.

Personnel Issue

Mr. White reported that an employee that we hired six months ago as a plant operator, who has been a stellar employee and is doing extremely well, has received a successful six month performance evaluation. Mr. White stated that as of February 6, 2013 this employee has now been moved from the probationary employee status to non- probationary status. Mr. White stated that the change in this employee's status also comes with an increase in salary, as per the Personnel Policy Manual.

There was discussion on the validity of this report, with regard to RICE notification. The outcome of the discussion was that the following motion was moved.

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REPORTS

Personnel Issue Cont.

MOTION

Moved by Robert Hadley, 2<sup>nd</sup> by Scott Heck to adopt a Resolution authorizing an increase in the salary of the new plant operator from \$19.70 to \$21.10 due to his being moved from Probationary to Non-Probationary employee, as per the WVRSA Personnel Policy Manual.

The Chairman asked for all those in favor to signify so by stating Aye.  
Commissioners Bolduc, Hadley, Heck and Moshman all stated Aye.

MOTION CARRIED

At this point, Commissioner Hadley asked Mr. White if it was all right to continue endorsing checks as it seems that some of the checks do not have a third endorsement line. Mr. White stated that yes he should continue endorsing checks and that he would check with Mrs. Parrinello to see why there were only two lines. Mr. White stated that his report was completed.

The Chairman welcomed Mr. Rossi to the meeting and asked for the Engineering Report.

Engineering

Mr. Rossi reported that Mr. Kelly has written a letter to Mr. Robert Hamilton in response to an e-mail that he received from him, dated 2-21-13. He reported that they are setting up a meeting to discuss what we need him to do with regard to the Surge Protectors and the GFI units. Further, Mr. Kelly has informed Mr. Hamilton that after discussing this matter with Atty. Tosi, we concur that all information and costs of providing the testing of the ballasts should be provided by Jo-Gi Construction and will be discussed at the proposed meeting. Mr. Rossi stated that he received the UV report from Mr. White tonight and that he will deliver those reports to Mr. Kelly and go over them with him.

Mr. Rossi stated that his report was completed.

The Chairman asked Mr. Tosi for the Legal Report.

Legal

Mr. Tosi reported that a letter was sent to Jo-Gi Construction along with a copy of the invoice for the installation of the GFIs and Surge Protectors. Mr. Tosi stated that there is a meeting being set up to discuss the situation. Mr. Tosi reported that he has submitted a report to Mr. White on his employee investigation. Mr. Tosi stated that his report was completed.

OLD BUSINESS

The Chairman asked if there was anything to be discussed by this Board under Old Business. Upon hearing none he stated that he would move onto New Business.

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**NEW BUSINESS**

The Chairman asked if there is anything to be discussed by this Board under New business. Commissioner Heck asked Mr. White if he was getting a new recording system for the Authority. Mr. White stated yes. Commissioner heck commented, in order to assist Mrs. Maas, we should really try to talk one at a time to enable her to get all the comments written down. Commissioner Heck also suggested that we should tape the Closed Session Meeting for the same reason. Discussion followed regarding the legality of taping Closed Sessions.

The Chairman stated that he believes that it is not illegal to record Closed Session Meetings; that it is just a choice of each particular Board.

Commissioner Heck informed Mr. White if he called his office and spoke with his secretary, she would give him all the information necessary to acquire a new recording system.

Mr. Maas thanked Commissioner Heck for his consideration.

**PUBLIC PORTION**

The Chairman stated that as he sees no member of the public present, he asked for a motion to close the Public Portion.

**MOTION**

Moved by Scott Heck, 2<sup>nd</sup> by Robert Hadley to adopt a Resolution closing the Public Portion of this meeting.

The Chairman asked for all those in favor to signify so by stating Aye.

Commissioners Bolduc, Hadley, Heck and Moshman all stated Aye.

**MOTION CARRIED**

**CONSENT AGENDA – Vouchers – 13430 – 13476**

**MOTION**

Moved by Robert Hadley, 2<sup>nd</sup> by Scott Heck to adopt a Resolution accepting and approving the Consent Agenda as presented.

The Chairman asked for all those in favor to signify so by stating Aye.

Commissioners Bolduc, Hadley, Heck and Moshman all stated Aye.

**MOTION CARRIED**

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At this time the Chairman stated that he would entertain a motion to adjourn this meeting.

ADJOURN

MOTION

Moved by Robert Hadley, 2<sup>nd</sup> by Scott Heck to adopt a Resolution accepting and Approving the Consent Agenda as presented.

The Chairman asked for all those in favor to signify so by stating Aye.

Commissioners Bolduc, Hadley, Heck and Moshman all stated Aye.

MOTION CARRIED

The meeting was concluded at 7:35 p.m.

Minutes respectively submitted by,

*Margaret M. Maas*

Margaret M. Maas, Recording Secretary

**REORGANIZATION MEETING**  
**FEBRUARY 27, 2013**

**AGENDA**

**SALUTE TO FLAG**

**ANNOUNCEMENT**

This is the Reorganization Meeting of the Wanaque Valley Regional Sewerage Authority. Notice of this meeting was furnished to the Municipal Clerks of Ringwood, Wanaque and West Milford together with a request that an additional copy of Notice be posted in each Municipal Building. A copy of the notice was also sent to the North Jersey Herald News, the Record and the Trends and placed on the WVRSA website.

**ROLL CALL**

**NOMINATION AND ELECTION OF OFFICERS – RESOLUTION - #R1- 13 (GROUP)**

CHAIRMAN  
VICE-CHAIRMAN  
TREASURER  
SECRETARY  
ASSISTANT SECRETARY

**PROFESSIONAL SERVICES –**

GENERAL COUNSEL- **RESOLUTION - #R2-13**  
AUDITOR - **RESOLUTION - #R3-13**  
ENGINEER – **RESOLUTION - #R4-13**  
ENVIRONMENTAL CONSULTANT - **RESOLUTION - #R5-13**  
RISK MANAGEMENT CONSULTANT - **RESOLUTION - #R6-13**  
BOND COUNSEL- **RESOLUTION - #R7-13**

**APPOINTMENTS – RESOLUTION #R8-13 (GROUP)**

CERTIFYING OFFICER (Vouchers)  
RECORDING SECRETARY  
PUBLIC AGENCY COMPLIANCE OFFICER  
OPEN PUBLIC RECORDS ACT – RECORDS CUSTODIAN  
QUALIFIED PUBLIC PURCHASING AGENT  
NJUA-JIF – FUND COMMISSIONER AND ALTERNATE  
BMED – FUND COMMISSIONER AND ALTERNATE  
WEBMASTER –MS. KIM DEVORE NTE-\$1500.00 PER YEAR

**COMMITTEES - RESOLUTION #R9-13 (GROUP)**

FINANCIAL  
PERSONNEL  
INSURANCE  
SAFETY  
WANAQUE BOROUGH LIASON



**WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY  
REORGANIZATION MEETING MINUTES  
FEBRUARY 27, 2013**

The WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY conducted a Re-Organization Meeting which commenced at 6:00 p.m., in the Wanaque Valley Regional Sewerage Authority Administration Building, Wanaque, New Jersey with Chairman Robert Moshman presiding.

**ANNOUNCEMENT**

Mrs. Maas, Recording Secretary read the following announcement.

This is the Reorganization Meeting of the Wanaque Valley Regional Sewerage Authority. Notice of this meeting was furnished to the Municipal Clerks of Ringwood, Wanaque and West Milford; with a request that an additional copy of the Notice be posted in each Municipal Building. A copy of the notice was also sent to the North Jersey Herald News, the Record and the Trends and placed on the WWRSA website. A copy of the notice will be filed with the minutes of this meeting.

**SALUTE TO THE FLAG**

Chairman, Robert Moshman led the flag salute.

**ROLL CALL**

Mrs. Maas, recording secretary took Roll Call

Commissioners Present: Andrew Bolduc, Harry Clark, Frank Covelli, Robert Hadley, Scott Heck and Robert Moshman

Also Present: Lawrence G. Tosi, Esq., Lawrence G. Tosi, LLC  
Charles Ferraioli, Jr., Ferraioli, Wielkocz, Cerullo and Cuva  
Frank Rossi, P.E., Boswell Engineering  
Gregory White, Executive Director  
Margaret Maas, Recording Secretary

The Chairman stated that this is the Reorganization Meeting and that the Regular February Meeting will follow immediately upon the completion of this meeting.

**NOMINATIONS AND ELECTION OF OFFICERS**

The Chairman stated that we have the Nominations and Election of officers and asked what everyone's pleasure was.

Mr. White explained that certain groups we're going to be voted upon and recorded as a single group resolution. He stated that the first of the groups would be; Chairman, Vice-Chairman, Treasurer, Secretary and Assistant Secretary. Mr. White directed the Commissioners to the third page of the Agenda for the wording of the nominations.

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NOMINATION AND ELECTION OF OFFICERS #R1-13 Cont.

CHAIRMAN

The name of Robert Moshman was placed in nomination by Harry Clark, 2<sup>nd</sup> by Robert Hadley and Mr. Hadley stated that he would like to make a motion to close and confirm the nomination of Robert Moshman as Chairman.

Chairman Moshman asked for all those in favor to signify so by saying Aye.

Commissioners Bolduc, Clark, Covelli, Hadley, Heck and Moshman all stated Aye.

VICE-CHAIRMAN

The name of Frank Covelli was placed in nomination by Harry Clark, 2<sup>nd</sup> by Scott Heck and Mr. Heck stated that he would like to make a motion to close and confirm the nomination of Frank Covelli as Vice-Chairman.

Chairman Moshman asked for all those in favor to signify so by saying Aye.

Commissioners Bolduc, Clark, Covelli, Hadley, Heck and Moshman all stated Aye.

TREASURER

The name of Andrew Bolduc was placed in nomination by Harry Clark, 2<sup>nd</sup> by Frank Covelli and Mr. Covelli stated that he would like to make a motion to close and confirm the nomination of Andrew Bolduc as Treasurer.

Chairman Moshman asked for all those in favor to signify so by saying Aye.

Commissioners Bolduc, Clark, Covelli, Hadley, Heck and Moshman all stated Aye.

SECRETARY

The name of Robert Hadley was placed in nomination by Harry Clark, 2<sup>nd</sup> by Scott Heck and Mr. Heck stated that he would like to make a motion to close and confirm the nomination of Robert Hadley as Secretary.

Chairman Moshman asked for all those in favor to signify so by saying Aye.

Commissioners Bolduc, Clark, Covelli, Hadley, Heck and Moshman all stated Aye.

ASSISTANT SECRETARY

The name of Scott Heck was placed in nomination by Harry Clark, 2<sup>nd</sup> by Frank Covelli and Mr. Covelli stated that he would like to make a motion to close and confirm the nomination of Scott Heck as Assistant Secretary.

Chairman Moshman asked for all those in favor to signify so by saying Aye.

Commissioners Bolduc, Clark, Covelli, Hadley, Heck and Moshman all stated Aye.

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REORGANIZATION MEETING  
PROFESSIONAL SERVICES

WHEREAS, UNDER THE New Jersey Public Contract Law, N.J.S.A. 40a:11-5(1) the Authority is authorized to award professional service contracts without public bidding; and

WHEREAS, the Authority has solicited by publication proposals to fill the positions of General Counsel, Authority Auditor, Authority Engineer, Environmental Consultant, Risk Management Consultant and Bond Counsel; and

WHEREAS, the Authority has received proposals for each position and has determined to award such contracts on a Fair and Open basis considering the criteria set forth in the public Solicitation, together with other factors considered to be in the best interest of the Authority:

At this time the Chairman asked for nominations for the position of General Counsel to the Authority.

Commissioner Harry Clark stated that the Finance Committee met and there was some discussion on where we should go with this. He would like to nominate Lawrence G. Tosi Esq., of Lawrence G. Tosi, LLC as General Counsel. The nomination was 2<sup>nd</sup> by Andrew Bolduc. The Chairman asked if there were any of the nominations. Commissioner Robert Hadley stated that he would like to nominate the firm of Williams, Caliri, Miller & Otley as General Counsel.

Commissioner Heck asked the Chairman if there would it be appropriate to have discussion regarding the professional's prior to us voting. The Chairman asked Commissioner Heck if he would like to table the nominations of the professionals and go into Closed Session for private discussion. Commissioner Heck stated that he would like to table the nomination at this time and go into Closed Session for discussion.

Commissioner Clark asked if we could table the General Counsel nomination and continue through the other nominations for Professionals and then go into Closed Session. The Chairman asked if the Commissioners wanted to discuss all the professionals or just a General Counsel nomination. Commissioner Heck stated that he thinks the Board should discuss all the Professionals as a group in Closed Session.

The Chairman stated that he would now move on to Appointments. He stated that this will be a Group Resolution.

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**APPOINTMENTS**

**RESOLUTION R8-13**

Chairman Moshman stated that we now have the appointments of: Certifying Officer, Recording Secretary, Public Agency Compliance Officer, Open Public Records Act – Records Custodian, Qualified Public Purchasing Agent, NJUA-JIF Fund Commissioner and Alternate, BMED-Fund Commissioner and Alternate. The Chairman asked Mr. White if he would read off the list of names of those currently in those positions.

Mr. White stated:

As Certifying Officer – Gregory White  
As Recording Secretary – Margaret M. Maas  
As Public Agency Compliance Officer – Gregory White  
As Open Public Records Act - Records Custodian – Gregory White  
As Qualified Public Purchasing Agent – Thomas Carroll, Wanaque Borough Administrator  
As NJUA\_JIF Fund Commissioner - Frank Covelli – as Alternate – Gregory White  
As BMED – Fund Commissioner Gregory White – as Alternate – Frank Covelli  
As WVRS Webmaster –Kim De Vore at a salary not to exceed \$1,500.00 per year.

**MOTION**

Moved by Harry Clark, 2<sup>nd</sup> by Andrew Bolduc to adopt Resolution -# R8-13 appointing the previously read list of appointees to the Authority.  
The Chairman stated that he would like to make a motion to close and confirm.  
The Chairman asked for all those in favor to signify so by stating Aye.  
Commissioners Bolduc, Clark, Covelli, Hadley, Heck and Moshman all stated Aye

**MOTION CARRIED**

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**COMMITTEES APPOINTMENTS**

**RESOLUTION # R9-13**

Mr. White stated that this item, which is Committee's Appointments, is usually at the discretion of the Chairman. The Chairman stated that we suggested that we keep all the committee's as they stand; unless there is someone that wishes to change their appointment. Discussion ensued and the outcome was that all Committee Appointments remain as they are for the coming year.

**MOTION**

Moved by Harry Clark, 2<sup>nd</sup> By Robert Hadley to adopt Resolution -# R9-13 authorizing retaining all Committees Appointments as they currently are.

The Chairman asked for all those in favor to signify so by stating Aye.

Commissioners Bolduc, Clark, Covelli, Hadley, Heck and Moshman all stated Aye

**MOTION CARRIED**

**DEPOSITORIES AND SIGNATORIES**

**RESOLUTION #R10-13 (GROUP)**

Mr. White stated next item is Depositories and Signatories, which authorizes the individual Banks for our accounts and the signatories required for each account.

**REVOLVING ACCOUNT O & M BILLS**

The WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY designates the Valley National Bank as a depository for the Wanaque Valley Regional Sewerage Authority. The signatures of three of the following officers /members are required, one (1) of which must be a live signature: Authority Chairman, Vice Chairman, Finance Committee Chairman, any Finance Committee Member, Authority Treasurer, Authority Secretary and Executive Director.

**PAYROLL ACCOUNT**

The WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY designates the Lakeland State Bank as a depository for the Wanaque Valley Regional Sewerage Authority. The signatures of three of the following officers /members are required, one (1) of which must be a live signature: Authority Chairman, Vice Chairman, Finance Committee Chairman, any Finance Committee Member, Authority Treasurer, Authority Secretary and Executive Director

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DEPOSITORIES AND SIGNATORIES  
RESOLUTION #R10-13 (GROUP)

**UNEMPLOYMENT TRUST FUND**

The WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY designates the Lakeland State Bank as a depository for the Wanaque Valley Regional Sewerage Authority. The signatures of three of the following officers /members are required, one (1) of which must be a live signature: Authority Chairman, Vice Chairman, Finance Committee Chairman, any Finance Committee Member, Authority Treasurer, Authority Secretary and Executive Director.

**DEPOSITORY ACCOUNT**

The WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY designates the Lakeland State Bank as a depository for the Wanaque Valley Regional Sewerage Authority. The signatures of three of the following officers /members are required, one (1) of which must be a live signature: Authority Chairman, Vice Chairman, Finance Committee Chairman, any Finance Committee Member, Authority Treasurer, Authority Secretary and Executive Director.

**CASH MANAGEMENT FUND**

The WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY designates Bank of New York Mellon a depository for the Wanaque Valley Regional Sewerage Authority. The signatures of three of the following officers /members are required, one (1) of which must be a live signature: Authority Chairman, Vice Chairman, Finance Committee Chairman, any Finance Committee Member, Authority Treasurer, Authority Secretary and Executive Director.

MOTION

Moved by Harry Clark, 2<sup>nd</sup> By Robert Hadley to adopt Resolution -# **R10-13** authorizing the above stated Banks for our accounts and the signatories required for each account.

The Chairman asked for all those in favor to signify so by stating Aye.  
Commissioners Bolduc, Clark, Covelli, Hadley, Heck and Moshman all stated Aye

MOTION CARRIED

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CASH MANAGEMENT PLAN  
RESOLUTION # R11-13

Mr. White stated that we need to approve the Cash Management Plan , which is a separate plan that was developed by Mr. Ferraioli several years ago and is reapproved on an annual basis. Mr. White stated that a copy of the plan attached.

MOTION Moved by Harry Clark, 2<sup>nd</sup> by Frank Covelli to adopt a Resolution #R11-13 reapproving the Cash Management Plan as developed by Mr. Ferraioli. The Chairman asked for all those in favor to signify so by stating Aye. Commissioners Bolduc, Clark, Covelli, Hadley, Heck and Moshman all stated Aye.

MOTION CARRIED

SUNSHINE LAW RESOLUTION  
RESOLUTION # R12-13 (Group)

WHEREAS, the "Open Public Meeting Law", P.L.c231, has been enacted by the State Legislature effective January 19, 1976, and

WHEREAS, the Wanaque Valley Regional Sewerage Authority is desirous of continuing to keep the public informed of its activities and to comply with the requirements of the aforesaid Act:

NOW, THEREFORE, The Authority wishes to adopt **Resolution #R12-13**

1. In accordance with Section 1 of the Act, the Wanaque Valley Regional Sewerage Authority Hereby announces that it shall hold regularly scheduled monthly meetings on the 4<sup>th</sup> Wednesday, at 6:00 PM in each month in accordance with the following schedule, due consideration being given to legal holidays.

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**SUNSHINE LAW RESOLUTION**  
**RESOLUTION # R12-13 (Group)**

2. The regular below listed meetings will be held at the William M. Gramlich Administration Building, 101 Warren Hagstrom Boulevard, Wanaque, New Jersey and will commence at 6 P. M. prevailing time.

MARCH 27, 2013

APRIL 24, 2013

MAY 22, 2013

JUNE 26, 2013

JULY 24, 2013

AUGUST 28, 2013

SEPTEMBER 25, 2013

OCTOBER 23, 2013

NOVEMBER 20, 2013

DECEMBER 18, 2013

JANUARY 22, 2014

3. In accordance with Section 3 of the Act; the newspaper to which all notices required by the aforesaid Act of all are to be sent to shall be the Record, the Herald News and the Suburban Trends it was also indicated that the Record would be the official newspaper for publishing legal advertisements.
4. The public places at which all notices shall be posted shall be the bulletin boards situated in the Municipal Buildings of the Borough of Wanaque, the Borough of Ringwood, the Township of West Milford and the Wanaque Valley Regional Sewerage Authority Administration Building as well as the WVRSA website.
5. A copy of this annual notice and any other notices required by the Act shall be filed with the respective Clerks of the Borough of Wanaque, The Borough of Ringwood, the township of West Milford and the West Milford Municipal Utilities Authority. ALL NOTICES shall be placed on the WVRSA website as well.



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**SUNSHINE LAW RESOLUTION**

**RESOLUTION # R12-13 (Group) Cont.**

6. The sum of Twenty-five dollars (\$25.00) shall be fixed as a fee for the upcoming year to be paid the regularly scheduled meetings as set forth above.
7. The following schedule of fees is hereby adopted as being fair and reasonable for seeking copies of official documents and records of the Authority under the so-called New Jersey Right –To – Know law; as adopted by the New Jersey Legislature on November 9, 2010.  
Letter size page or smaller \$0.05 per page  
Legal size page or larger \$0.07 per page.

**APPROVAL OF CERTIFIED LAB FEE'S AND LIQUID WASTE DISPOSAL RATES**

The Authority wishes to adopt Resolution #R 12-13 approving NJDEP Certified Lab Fee's and Liquid Waste Disposal Rates of the Wanaque Valley Regional Sewerage Authority.  
(Copy available at the Wanaque Valley Regional Sewer Authority office)

**TITLE 59 RESOLUTION – EMPLOYEE INDEMNIFICATION**

The Authority wishes to adopt Resolution #R12-13 adopting Title 59 Resolution – Employee – Indemnification (Copy attached)

**SECTION 125 PLAN CONTINUANCE**

The Authority wishes to adopt Resolution #R12-13 adopting the continuance of the offering of a Section 125 plan With respect to mandatory employee health benefits contributions.

**MOTION**

Moved Harry Clark, 2<sup>nd</sup> by Andrew Bolduc to adopt Resolution #R12-13 Approving the Sunshine Law Resolutions, including Approval of Certified Lab Fee's and Liquid Waste Disposal Rates, Title 59 Resolution - Employee Indemnification, Section 125 Plan Continuance and Vehicle Use Policy. The Chairman asked for all those in favor to signify so by stating Aye. Commissioners Bolduc, Clark, Covelli, Hadley, Heck and Moshman all stated Aye.

**MOTION CARRIED**

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DESIGNATING SIGNATORIE'S

RESOLUTION #R13-13

HIGHLAND STATE BANK – CERTIFICATE OF DEPOSIT – BANK OF NEW YORK MELLON AS  
TRUSTEE FOR WVRSA – WVRSA BOND RESERVE FUND – CERTIFICATE OF DEPOSIT #2224/1  
CERTIFICATE OF DEPOSIT #2489/1

Be it resolved, the following persons are designated as signatories for and authorized to open any deposit or share account(s) in the name of the Corporation and also endorse checks and orders for the payment of money or otherwise withdraw or the transfer of funds on deposit with Highland State Bank:

ROBERT MOSHMAN, CHAIRMAN

GREGORY WHITE, EXECUTIVE DIRECTOR

ELIZABETH K. PARRINELLO, SECRETARY

This authorization is for a period of one year commencing on this date.

NOTE: Elizabeth K. Parrinello is not authorized to endorse checks.

MOTION Moved by Harry Clark, 2<sup>nd</sup> by Robert Hadley to adopt Resolution #R13-13 designating Robert Moshman, Chairman, Gregory White, Executive Director, and Elizabeth K. Parrinello, Secretary as authorized Signatories for the Highland State Bank – Certificate of Deposit – Bank of New York Mellon as Trustee for WVRSA – WVRSA Bond Reserve Fund – Certificate of Deposit #2224/1 and Certificate of Deposit # 2489/1.  
On Roll Call Commissioners Bolduc, Clark, Covelli, Hadley, Heck and Moshman all voted Aye.

MOTION CARRIED

Adopted this 27<sup>th</sup> day of February, 2013  
and certified to be a true copy of the original.

MARGARET M. MAAS, RECORDING SECRETARY

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DESIGNATING SIGNATORIE'S

RESOLUTION #R14-13

LAKELAND STATE BANK – WVRSA SAVINGS ACCOUNT – UNEMPLOYMENT TRUST FUND #93003912

– WVRSA PAYROLL ACCOUNT #533000905 - WVRSA DEPOSITORY ACCOUNT #534019776

VALLEY NATIONAL BANK – O & m REVOLVING ACCOUNT #720116201

CERTIFICATE OF DEPOSIT #2489/1

Be it resolved, the following persons are designated as signatories for and authorized to open any deposit or share account(s) in the name of the Corporation and also endorse checks and orders for the payment of money or otherwise withdraw or the transfer of funds on deposit with Lakeland State Bank and Valley National Bank.

ROBERT MOSHMAN, CHAIRMAN

GREGORY WHITE, EXECUTIVE DIRECTOR

ELIZABETH K. PARRINELLO, SECRETARY

This authorization is for a period of one year commencing on this date.

NOTE: Elizabeth K. Parrinello is not authorized to endorse checks.

MOTION Moved by Harry Clark, 2<sup>nd</sup> by Robert Hadley to adopt Resolution #R14-13 designating Robert Moshman, Chairman, Gregory White, Executive Director, and Elizabeth K. Parrinello, Secretary as authorized Signatories for the Highland State Bank – Certificate of Deposit – Bank of New York Mellon as Trustee for WVRSA – WVRSA Bond Reserve Fund – Certificate of Deposit #2224/1 and Certificate of Deposit # 2489/1.  
On Roll Call Commissioners Bolduc, Clark, Covelli, Hadley, Heck and Moshman all voted Aye.

MOTION CARRIED

Adopted this 27<sup>th</sup> day of February, 2013  
And certified to be a true copy of the original.

MARGARET M. MAAS, RECORDING SECRETARY  
February 27, 2013

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DESIGNATING SIGNATORIE'S

RESOLUTION #R15-13

BANK OF NEW YORK MELLON – WVRSA BOND RESERVE FUND #377770 - WVRSA BOND SERVICE –  
# 377771 – WVRSA CONSTRUCTION #377772 – WVRSA GENERAL ACCOUNT #377775 - WVRSA O &  
M SUB #377777 - WVRSA RENEWAL & REPLACEMENT #377778 – WVRSA REVENUE #377779

Be it resolved, the following persons are designated as signatories for and authorized to open any deposit or share account(s) in the name of the Corporation and also endorse checks and orders for the payment of money or otherwise withdraw or the transfer of funds on deposit with Bank of New York Mellon.

ANDREW BOLDUC, COMMISSIONER  
HARRY CLARK, COMMISSIONER  
FRANK COVELLI, COMMISSIONER  
ROBERT HADLEY, COMMISSIONER  
SCOTT HECK, COMMISSIONER  
ROBERT MOSHMAN, CHAIRMAN  
GREGORY WHITE, EXECUTIVE DIRECTOR  
ELIZABETH K. PARRINELLO, SECRETARY

This authorization is for a period of one year commencing on this date.

NOTE: Elizabeth K. Parrinello is not authorized to endorse checks.

MOTION Moved by Harry Clark, 2<sup>nd</sup> by Robert Hadley to adopt Resolution #R15-13 designating Robert Moshman, Chairman, Gregory White, Executive Director, and Elizabeth K. Parrinello, Secretary as authorized Signatories for the WVRSA Accounts # 377770, #377771, #377772, #377775, #377777, #377778, #377779 at Bank of New York Mellon. On Roll Call Commissioners Bolduc, Clark, Covelli, Hadley, Heck and Moshman all voted Aye.

MOTION CARRIED

Adopted this 27<sup>th</sup> day of February, 2013  
and certified to be a true copy of the original.

MARGARET M. MAAS, RECORDING SECRETARY  
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**REAFFIRMATION OF WVRSA PERSONNEL POLICY AND PROCEDURES MANUAL  
RESOLUTION #R16-13**

Commissioner Covelli stated that before we go into Closed Session he would like to move a Resolution Reaffirming the WVRSA Personnel Policy and Procedures Manual. He stated that this has been discussed several times and he would now like make that motion.

**MOTION** Moved by Frank Covelli, 2<sup>nd</sup> by Scott Heck to adopt Resolution #16-13 reaffirming the WVRSA Policy and Procedures Manual and Employee Handbook, which was re-written in April of 2012, in its entirety.

The Chairman asked for all those in favor to signify so by stating Aye.

Commissioners Bolduc, Clark, Covelli, Hadley, Heck and Moshman all stated Aye.

**MOTION CARRIED**

**CLOSED SESSION**

The Chairman stated that now that we have completed the Reorganization Agenda; he would entertain a motion to go into Closed Session, to discuss the Professional Nominations and Contract Negotiations.

**MOTION** Moved by Harry Clark, 2<sup>nd</sup> by Robert Hadley to adopt Resolution #R17-13 to go into Closed Session to discuss the Professional Nominations and Contract Negotiations.

The Chairman asked for all those in favor to signify so by stating Aye.

Commissioners Bolduc, Clark, Covelli, Hadley, Heck and Moshman all stated Aye.

**MOTION CARRIED**

Closed Session commenced at 6:35 p.m. and was concluded at 7:07 p.m. with the following motion.

**MOTION** Moved by Harry Clark, 2<sup>nd</sup> by Frank Covelli to adopt Resolution #R18-13 to return to Open Session.

The Chairman asked for all those in favor to signify so by stating Aye.

Commissioners Bolduc, Clark, Covelli, Hadley, Heck and Moshman all stated Aye.

**MOTION CARRIED**

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Upon returning to Open Session Commissioner Covelli stated that he would like to make a Motion to Table all of the Professional Services Appointments until the next Regular Meeting, which will be on March 27, 2013. He would also like to announce that the Finance Committee may be having a meeting on that issue prior to the next meeting. He added that the motion would also authorize all of the existing professionals serve as holdovers until such time as new professionals shall be qualified.

**MOTION** Moved by Frank Covelli, 2<sup>nd</sup> by Scott Heck to adopt a Resolution #R19-13 to Table all of the Professional Services Appointments until the next Regular Meeting, March 27, 2013 and further authorize all of the existing professionals serve as holdovers until such time as new professionals shall be qualified.

The Chairman asked for all those in favor to signify so by stating Aye.

Commissioners Bolduc, Clark, Covelli, Hadley, Heck and Moshman all stated Aye.

**MOTION CARRIED**

**ADJOURN**

The Chairman stated that he would entertain a motion to adjourn this Reorganization Meeting.

**MOTION** Moved by Harry Clark, 2<sup>nd</sup> by Robert Hadley to adopt Resolution #R20-13 adjourning the the Reorganization Meeting.

The Chairman asked for all those in favor to signify so by stating Aye.

Commissioners Bolduc, Clark, Covelli, Hadley, Heck and Moshman all stated Aye.

**MOTION CARRIED**

The meeting was adjourned at 7:09 p.m.

Minutes respectively submitted by,



Margaret M. Maas, Recording Secretary