

WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY
February 23, 2022
Reorganization Meeting and Regular Meeting

ANNOUNCEMENT – 6:07pm

Chairman Covelli, read the following announcement:

This is the Regular meeting of the Wanaque Valley Regional Sewerage Authority, Wednesday, February 23, 2022, this meeting shall serve as both the Regular meeting and Re-organization meeting in accordance to the Open Public Meetings Act, Chapter 231, P.L. 1975 adequate notice as defined by Section 3D of Chapter 231, P.L. 1975, and has been posted on the WVRSA website. Copy of said notice will be filed with the minutes of this meeting.

SALUTE TO THE FLAG

Chairman Covelli asked Ms. Parrinello to lead the Authority in the Salute to the Flag.

Chairman Covelli asked for a roll call.

ROLL CALL

Commissioners Present: Herb Allen, Matthew Conlon, Michael Gerst, Michael Levine, Ted Taukus, Frank Covelli,

Also Present: John Eskilson – Interim Executive Director
William Bailey, Esq. – Huntington Bailey, LLP
Giselle Diaz, P.E. – Boswell Engineering
Elizabeth Parrinello – Recording Secretary
Michael Roeder – Chapman Environmental Services

Chairman Covelli asked Mr. Eskilson if the Board was approving minutes, Mr. Eskilson replied yes, Chairman Covelli stated he would like to move the minutes out of order and now asked if there is any old business and then conclude the meeting and turn it over to Mr. Eskilson.

Chairman Covelli asked for a motion to approve the January 26, 2022 minutes.

REVIEW / APPROVAL OF MINUTES

January 26, 2022

Chairman Covelli stated that the Commissioners have copies of January 26, 2022 minutes in their files and asked if they all have had time to review them. All stated yes.

The following motion was made:

MOTION Moved by Mr. Conlon, 2nd by Mr. Gerst to approve and accept the meeting minutes of January 26, 2022.

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

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Commissioners: Allen, Conlon, Gerst, Levine, Taukus, and Covelli all stated Aye

Chairman Covelli asked if there was any old business at this time. Seeing and hearing none.

Chairman Covelli stated that seeing no one from the public, Chairman Covelli asked for a motion to close the public portion, the following motion was made.

MOTION Moved by Mr. Conlon, 2nd by Mr. Levine to close the public portion.

Chairman Covelli asked for all those in favor to signify so by stating Aye.
Commissioners, Allen, Conlon, Gerst, Levine, Taukus and Covelli all stated Aye

MOTION CARRIED

Chairman Covelli stated he would like to turn the meeting over to Mr. Eskilson for the purpose of electing the officers of the Authority. Mr. Eskilson stated that the first order of business is to elect a Chairman, once elected then the meeting can be turn back over to the elected Chairman.

NOMINATION AND ELECTION OF OFFICERS

Commissioner Conlon nominated Frank Covelli for Chairman.

MOTION Moved by Mr. Levine, 2nd by Mr. Taukus to reappoint Frank Covelli as Chairman

Mr. Eskilson asked for all those in favor to signify so by stating Aye.

Commissioners, Allen, Conlon, Levine, Gerst, Taukus, all stated Aye.
Chairman Covelli abstained

MOTION CARRIED

Mr. Eskilson stated he now will turn the meeting back over to over to the re-elected Chairman.

Chairman Covelli stated he would like to do something different and request a nomination for two Vice-Chairman, each representing the Borough of Ringwood and the Township of West Milford. Chairman Covelli explained that each town would have equal representation, Chairman Covelli asked for a motion for two Vice-Chairman:

MOTION Moved by Mr. Levine, 2nd by Mr. Gerst to appoint Ted Taukus for Vice-Chairman representing the Borough of Ringwood and Mr. Conlon representing the Township of West Milford

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

Commissioners, Allen, Conlon, Gerst, Levine, Taukus, and Covelli all stated Aye.

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MOTION CARRIED

Chairman Covelli asked Mr. Bailey, Esq, Legal Counsel for the WVRSA and Mr. Eskilson if it be appropriate to asked for a motion to appoint the Treasurer, Secretary, Assistant Secretary in one motion, both Mr. Bailey and Mr. Eskilson stated that would be ok.

MOTION Moved by Mr. Conlon, 2nd by Mr. Allen to appoint Mr. Levine for Treasurer, Resolution #22-08

Chairman Covelli asked for all those in favor to signify so by stating Aye.
Commissioners, Allen, Conlon, Gerst, Levine, Taukus, and Covelli all stated Aye.

MOTION CARRIED

MOTION Moved by Mr. Taukus, 2nd by Mr. Gerst to appoint Mr. Conlon for Assistant Secretary, Resolution #22-10

Chairman Covelli asked for all those in favor to signify so by stating Aye.
Commissioners, Allen, Conlon, Gerst, Levine, Taukus, and Covelli all stated Aye.

Chairman Covelli asked Mr. Bailey if Mr. Conlon could serve as both a Vice-Chair and Assistant Secretary, Mr. Bailey stated yes.

NOMINATION AND ELECTION OF OFFICERS – see attached motion and resolutions

Chairman Appointment – Frank Covelli -Resolution #22-06
Vice-Chairman Appointment – Theodore Taukus, Borough of Ringwood - Resolution #22-07
Vice-Chairman Appointment – Matthew Conlon, Township of West Milford - Resolution #22-07
Treasurer Appointment – - Michael Levine - Resolution #22-08
Secretary Appointment – Herb Allen - Resolution #22-09
Assistant Secretary Appointment – Matthew Conlon Resolution #22-10

Chairman Covelli thanked the Board for his nomination, Chairman Covelli asked Mr. Eskilson if the Board can proceed to the appointment of Professional service contracts, asking the board if they would like to move as a block, with Chairman Covelli reading each resolution. The Board agreed to move as one motion.

AWARD OF PROFESSIONAL SERVICE CONTRACTS – see attached motion and resolutions

Contract for General Counsel Service – Resolution #22-11 – Huntington Bailey, LLP
Contract for Auditing Services – Resolution #22-12 – Wielkotz & Company
Contract for Engineering Services – Resolution #22-13 – Boswell Engineering
Contract for Risk Management Consulting – Resolution #22-14 – Skylands Risk Management, Inc
Contract for Bond Counsel Services – Resolution #22-15 – Hawkins, Delafield & Wood
Contract of Licensed Operator – Resolution #21-16 – Chapman Environmental Services

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Chairman Covelli asked for a motion on moving Resolutions 22-11 thru 22-16 Mr. Eskilson explained that all appointments for Professional Service Contract will be for a one-year term beginning March 1, 2022 and end February 28,2023.

MOTION Moved by Mr. Conlon 2nd by Mr. Levine to accept and Appoint Professional Service Contracts Resolutions 22-11 thru 22-16

Chairman Covelli asked for all those in favor to signify so by stating Aye.
Commissioners, Allen, Conlon, Gerst, Levine, Taukus, and Covelli all stated Aye.

MOTION CARRIED

Chairman Covelli stated for the record that WVRSA is required by law to issue a RFQ for engineering services, which will be advertised in the Record, Heald News, and Trends.

OTHER APPOINTMENTS – Resolutions #22-17 - #22-19 (Chairman Covelli read all Resolutions)

Resolution #22-17

Authorizing Contract with Chapman Environmental Services for Interim Executive Director Services as Non–Fair and Open Contract - Resolution #22-17 -see attached motion and resolution

Resolution #22-18

Appointing Michael Roeder of Chapman Environmental Services as Interim Executive Director – Resolution #22-18 -see attached motion and resolution

Resolution #22-19

Authorizing Contract with Civitas NJ for Administrative Consulting Services as Non–Fair and Open Contract - Resolution #22-17 -see attached motion and resolution

NJUA-JIF Fund Commissioner and Alternate– Resolution #22-20 -see attached motion and resolution

BMED Fund Commissioner and Alternate– Resolution #22-21 -see attached motion and resolution

Liaison to the Borough of Wanaque – Resolution #22-22 -see attached motion and resolution

Liaison to the Borough of Ringwood – Resolution #22-23 -see attached motion and resolution

Liaison to the Township of West Milford – Resolution #22-24 -see attached motion and resolution

Certifying Officer – Resolution #22-25 -see attached motion and resolution

Open Public Records Act Custodian of Records–Resolution #22-26 -see attached motion & resolution

Public Agency Compliance Officer – Resolution #22-27 – see attached motion and resolution

Chairman Covelli asked for a motion on moving Resolutions 22-20 thru 22-27 all at once.

MOTION Moved has a block by Mr. Levine, 2nd by Mr. Allen to accept Resolutions 22-20 - 22-27

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

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Commissioners, Allen, Conlon, Gerst, Levine, Taukus, and Covelli all stated Aye.

MOTION CARRIED

COMMITTEE APPOINTMENTS – Chairman Covelli stated Committee appointments probably will stay the same with more discussion at the March 23, 2022 public meeting.

Chairman Covelli stated under new business he will introduce a new Committee.

MISCELLANEOUS RESOLUTIONS – See attached motions and resolutions #22--28 - #22-39

Chairman Covelli requested that Mr. Eskilson give a brief explanation of each Resolution.

Designation Official Depositories and Signatories – Resolution #22-28

Designating Official Newspapers – Resolution #22-29

Establishing Meeting Dates of the WVRSA Board of Commissioners- Resolution #22-30

Adopting Miscellaneous Fees - Resolution #22-31

Adopting Various Rates - Resolution #22-32

Authorizing the Issuance of Purchase Orders in Compliance with N.J.S.A. 19:44A-20 et. Seq (Pay to Play Law) for Various Services - Resolution #22-33

Adopting Defense and Indemnification Policy - Resolution #22-34

Approving and Continuing Section 125 Plan - Resolution #22-35

Establishing Policy Relative to Emergency Purchases - Resolution #22-36

Establishing a Policy Regarding Payment of Bills – Resolution #22-37

Documenting compliance with Certain Employment Practices of the Equal Employment Opportunities Commission (EEOC) – Resolution #22-38

Authorizing a Shared Service Agreement with Borough of Wanaque for Qualified Purchasing Agent Services – Resolution #22-39

Chairman Covelli asked if there were any questions see and hearing none Chairman asked for a motion on moving Resolutions 22-28thru 22-39.

MOTION Moved by Mr. Taukus 2nd by Mr. Conon to accept Resolutions 22-28 – 22-39
Chairman Covelli asked for all those in favor to signify so by stating Aye.

Commissioners, Allen, Conlon, Gerst, Levine, Taukus, and Covelli all stated Aye.

MOTION CARRIED

See attached motions and resolutions #22--40 - #22-44

FINANCIAL

Adopting Cash Management Plan - Resolution #22-40

Mr. Eskilson give an explanation of Resolution #22-40

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Chairman Covelli asked for a motion on Resolutions 22-40

MOTION Moved by Mr. Conon, 2nd by Mr. Levine to Adopt Cash Management Plan
Chairman Covelli asked for all those in favor to signify so by stating Aye.

Commissioners, Allen, Conlon, Gerst, Levine, Taukus, and Covelli all stated Aye.

MOTION CARRIED

Resolution #22-41 – Amending the FY 2022 Budget

Mr. Eskilson gave an overview of the Amendment to the budget, asking did any Board member have any questions for him (Discussion continued).

MOTION Moved by Mr. Levine, 2nd by Mr. Conlon Amending the FY 2022 Budget
Chairman Covelli asked for all those in favor to signify so by stating Aye.

Commissioners, Allen, Conlon, Gerst, Levine, Taukus, and Covelli all stated Aye.

MOTION CARRIED

Resolution #22-42 – Bond Resolution Authorizing the Issuance of Subordinate Bonds Not Exceeding \$11,800,000 (Phase I Project)

Mr. Eskilson gave an explanation of the Bond Resolution Authorizing the Issuance of Subordinate Bonds Not Exceeding \$11,800,000 (Phase I Project) (Discussion ensued)

MOTION Moved by Mr. Levine, 2nd by Mr. Taukus Bond Resolution Authorizing the Issuance of Subordinate Bonds Not Exceeding \$11,800,000 (Phase I Project)

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

Commissioners, Allen, Conlon, Gerst, Levine, Taukus, and Covelli all stated Aye.

MOTION CARRIED

Chairman Covelli asked for a motion on Resolution 22-43 and 22-44

Resolution 22-43 – Appointing Elizabeth Parrinello as NJIB Authorized Representative

MOTION Moved by Mr. Conlon, 2nd by Mr. Allen - Appointing Elizabeth Parrinello as NJIB Authorized Representative

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

Commissioners, Allen, Conlon, Gerst, Levine, Taukus, and Covelli all stated Aye.

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Resolution 22-44– Authorizing Boswel Engineering to Perform Various Tasks Related to Phase I Capital Improvements.

MOTION Moved by Mr. Conlon, 2nd by Mr. Allen - Authorizing Boswel Engineering to Perform Various Tasks Related to Phase I Capital Improvements.

CORRESPONDENCE LIST - None

LEGAL REPORT

Mr. Bailey of Huntington Bailey, LLP, asked the Board if he may be taken out of order due to that he has another obligation, no one from the Board objected.

Mr. Bailey, stated that he had nothing to report.

Chairman Covelli request to have a By-Law meeting set-up before the March 23, 2022, Ms. Parrinello said she would set that up before the next meeting.

REPORTS

INTERIM EXECUTIVE DIRECTOR

Mr. Eskilson prepared a written report (copy attached), which was email to all Commissioners and Professionals.

Mr. Eskilson reported on the Audit Report there was mention that we didn't have our Asset Management Report updated, since then we have received the Asset Report. The report has been forward to Wielkotz & Co. and to Skylands Risk Management. The fixed asset report assures that we have proper insurance on our property values and all of the assets. (Discussion continued)

Mr. Eskilson stated he asked to Mr. Bailey which employees are considered a safety sensitive position, Mr. Bailey stated with the exception of Ms. Parrinello all other employees are consider a safety sensitive position. Mr. Eskilson stated that under the MEL insurance that all safety sensitive positions are required to participate in the random drug testing policy. (Discussed Ensued)

Mr. Eskilson stated regarding the Medical Review Officer, he was waiting to hear back from Valley Medical hopefully they will be able to filled that position.

ENGINEERING REPORT

Ms. Diaz stated that she will be getting together with Chapman ES to compile the collection system data, and once all that information is put together, Boswell and Chapman will be working on the planning and design portion of the project. The planning and design document must be done as part of the NJIT.

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LICENSED OPERATOR/CHAPMAN ENVIRONMENTAL SERVICES-Chapman Environmental Svcs

Mr. Roeder stated overall operations are going well. Mr. Roeder explained the Capacity Assurance Program which driven by flows, which we now have additional reporting to do.

Mr. Roeder reported that we received Pre-Draft Permit, which will probably go into effect this summer. We have issue with the copper and zinc which is going to be our biggest problem. Fixing the copper and zinc issue is going to be time consuming and costly. Mr. Roeder said that Chapman ES will put together a report and do a presentation with all the information for the Board.

Stating that we had some lost of electrical gear, Nibiker Electric came out inspected and cleaned all electrical gear. Mr. Roeder stated that they found no real issue, stating that the gear was well under control.

Mr. Roeder stated that the effluent flow meter is going to be pulled and sent out for calibration.

Shift Supervisor

Mr. Gormley repeated what that the plant is running well. Mr. Gormley stated that they have been preparing for the storm that is coming tonight.

PAYMENT OF BILLS

Chairman Covelli asked if any of Commissioners had any questions on vouchers, Mr. Levine stated all vouchers were in order.

Resolution 22-46 - Accepting and Authorizing Payment of Bills Resolution #22-46

MOTION Moved by Mr. Levine, 2nd by Mr. Allen to approve and accept Resolution #22-46 in the amount of \$ 243,843.70.

Chairman Covelli asked for all those in favor to signify so by stating Aye.
Commissioners, Allen, Conlon, Gerst, Levine, Taukus and Covelli all stated Aye

MOTION CARRIED

Chairman Covelli stated that seeing/hearing no one from the public Chairman Covelli asked for a motion to close the public portion, the following motion was made.

MOTION Moved by Mr. Conlon, 2nd by Mr. Allen to close the public portion.

Chairman Covelli asked for all those in favor to signify so by stating Aye.
Commissioners, Allen, Conlon, Gerst, Levine, and Covelli all stated Aye

MOTION CARRIED

ADJOURNMENT

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Motion was made to adjourn the meeting.

MOTION Moved by Mr. Taukus, 2nd by Mr. Gerst to adjourn this portion of the meeting.

Chairman Covelli asked for all those in favor to signify so by stating Aye. Commissioners, Allen, Conlon, Gerst. Levine, and Covelli all stated Aye

MOTION CARRIED

The meeting was adjourned at 7:05PM

Minutes respectfully submitted by,

Elizabeth Parrinello
 Elizabeth Parrinello, Recording Secretary

MOTION CARRIED
 APPROVED 03-23-22 REGULAR MEETING

Commission	Motion	Second	Ayes	Nays	Abstain	Absent
Allen			X			
Conlon	X		X			
Levine		X	X			
Gerst			X			
Taukus			X			
Covelli			X			