

WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY

March 4, 2020

Reorganization Meeting and Regular Meeting

ANNOUNCEMENT – 6:20pm

Chairman Covelli, read the following announcement:

This is the Regular meeting of the Wanaque Valley Regional Sewerage Authority, Wednesday, March 4, 2020, 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 Mrs. Parrinello to lead the Authority in the Salute to the Flag.

Chairman Covelli asked for a roll call.

ROLL CALL

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

Also Present: John Eskilson – Interim Executive Director – WVRSA (via phone)
William Bailey, Esq. – Huntington Bailey, LLP
Giselle Diaz, P.E. – Boswell Engineering
Elizabeth Parrinello – Recording Secretary
Steve Wilson – Deputy Superintendent of Operations

Chairman Covelli stated he would like to turn the meeting over to Mr. Bailey, Esq. of Huntington Bailey the WVRSA's legal counsel, for the purpose of electing the offices of the Authority. Mr. Eskilson (via phone) stated that once the Chairman is elected then the meeting can be turned back over to the elected Chairman.

Commissioner Conlon made a motion for the following nominations:

NOMINATION AND ELECTION OF OFFICERS – see attached motion and resolutions

Chairman Appointment – Frank Covelli -Resolution #20-07
Vice-Chairman Appointment – Theodore Taukus - Resolution #20-08
Treasurer Appointment – Michael Levine - Resolution #20-09
Secretary Appointment – Herb Allen - Resolution #20-10
Assistant Secretary Appointment – Matthew Conlon Resolution #20-11

Commissioner Taukus second the nominations, Mr. Bailey asked if there were any other nominations, seeing and hearing none, Mr. Bailey asked for a roll call on the fore mentioned nominations.

The following motion was made:

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MOTION Moved by Mr. Conlon, 2nd by Mr. Taukus to accept the nominations made for Chairman, Vice-Chairman, Treasure, Secretary, and Assistant Secretary.

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

MOTION CARRIED

Mr. Bailey stated he would now turn the reorganization meeting over to Chairman Covelli

Chairman Covelli thanked the Board for his nomination, Chairman Covelli stated the Board will proceed to the Award of Professional service contracts, asking the board if they would like to vote individual or move as a block, with Chairman Covelli reading each resolution. The Board agreed to move as one motion. Chairman Covelli stated that Resolution 20-17 should be voted separately for the purpose all individual Board members can weigh in on the appointment.

AWARD OF PROFESSIONAL SERVICE CONTRACTS – see attached motion and resolutions

Contract for General Counsel Service – Resolution #20-12 – Huntington Bailey, LLP
Contract for Auditing Services – Resolution #20-13 – Wielkotz & Company
Contract for Engineering Services – Resolution #20-14 – Boswell Engineering
Contract for Risk Management Consulting – Resolution #20-15 – Skylands Risk Management, Inc
Contract for Bond Counsel Services – Resolution #20-16 – Hawkins, Delafield & Wood

Chairman Covelli asked for a motion on moving Resolutions 20-12 thru 20-16 all at once.

MOTION Moved by Mr. Taukus, 2nd by Mr. Conlon to accept the Award of Professional Service Contracts Resolutions 20-12 – 20-16
Chairman Covelli asked for all those in favor to signify so by stating Aye.

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

MOTION CARRIED

AWARD OF PROFESSIONAL SERVICE CONTRACT – Resolution #20-17

Resolution #20-17 awarding a contract for Licensed Operator Services, Chairman Covelli ask Mr. Eskilson for an explanation of the resolution. Mr. Eskilson state the Regional advertised an RFQ for a Licensed Operator Service company on December 27, 2019 with a submittal date of January 31, 2020, we received three (3) proposals, interviews were done with all three submittals. After the interview process and discussion, it is our recommendation that Chapman Environmental Services be awarding the contract. (Discussion Ensued)

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Mr. Eskilson stated that he had issues/concerns with some verbiage in the contract, which he stated will be addressed. Chairman Covelli stated that it is recommendation to appoint Chapman Environmental Services with the corrections Mr. Eskilson found, Chairman Covelli stated he would also like a provision added regarding the length of the contract. Chairman Covelli said we should contract Chapman Environmental Services for a one-year term, with a provision to extend the contract for two (2) – 1-year terms for a total of three (3). (Discussion Ensued)

Chairman Covelli asked for a motion on moving Resolutions 20-17.

MOTION Moved by Mr. Taukus, 2nd by Mr. Levine to accept the Award of Professional Service Contract to Chapman Environmental Services from April 1 2020 – March 31, 2021.

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

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

MOTION CARRIED

OTHER APPOINTMENTS – Resolutions #20-18 - #20-26

Resolution #20-18

Authorizing Contract with Civitas New Jersey, LLC for Interim Executive Director Services as Non-Fair and Open Contract - Resolution #20-18 -see attached motion and resolution

Resolution #20-19

Appointing John Eskilson of Civitas New Jersey, LLC for Interim Executive Director Services – Resolution #20-19 -see attached motion and resolution

NJUA-JIF Fund Commissioner and Alternate– Resolution #20-20 -see attached motion and resolution
BMED Fund Commissioner and Alternate– Resolution #20-21 -see attached motion and resolution
Liaison to the Borough of Wanaque – Resolution #20-22 -see attached motion and resolution
Liaison to the Borough of Ringwood – Resolution #20-23 -see attached motion and resolution
Liaison to the Township of West Milford – Resolution #20-24 -see attached motion and resolution
Certifying Officer – Resolution #20-25 -see attached motion and resolution
Open Public Records Act Custodian of Records–Resolution #20-26 -see attached motion & resolution

Chairman Covelli asked for a motion on moving Resolutions 20-18 thru 20-26 all at once.

MOTION Moved by Mr. Conlon, 2nd by Mr. Allen to accept Resolutions 20-18 thru 20-26
Chairman Covelli asked for all those in favor to signify so by stating Aye.

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

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MOTION CARRIED

COMMITTEE APPOINTMENTS – By Chairman (Finance, Personnel, Insurance, Safety, Long Range Planning) Chairman Covelli reviewed all the committees and the Commissioners who serve on the committees. Chairman Covelli stated if there were no objections Chairman Covelli stated that he would like to keep the Committees as they are, with a couple of changes.

MISCELLANEOUS RESOLUTIONS – See attached motions and resolutions #20-27 - #20--43

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

Designation Official Depositories and Signatories – Resolution #20-27

Designating Official Newspapers – Resolution #20-28

Establishing Meeting Dates of the WVRSA Board of Commissioners- Resolution #20-29

Adopting Miscellaneous Fees - Resolution #20-30

Adopting Various Rates - Resolution #31

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 #20-32

Adopting Defense and Indemnification Policy - Resolution #20-33 - **PULLED**

Approving Vehicle Use Policy - Resolution #20-34

Approving and Continuing Section 125 Plan - Resolution #20-35

Establishing Policy Relative to Emergency Purchases - Resolution #20-36

Establishing a Policy Regarding Payment of Bills – Resolution #20-37

Mr. Levine asked that Resolution #20-38 be pulled from the block vote. Chairman Covelli stated we will stop at Resolution #20-36.

Chairman Covelli asked for a motion on moving Resolutions 20-27 thru 20-36.

MOTION Moved by Mr. Conlon, 2nd by Mr. Taukus to accept Resolutions 20-27 – 20-36
Chairman Covelli asked for all those in favor to signify so by stating Aye.

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

MOTION CARRIED

Resolution #20-38 – Establishing a Policy Regarding Reimbursement of Commissioners

Chairman Covelli asked MR. Eskilson to give an explanation of the resolution, Mr. Eskilson explained the this would provide the Commissioners \$150.00 per attendance of each monthly meeting.

(Discussion continued)

Chairman Covelli asked for a motion Resolutions 20-38.

MOTION Moved by Mr. Taukus, 2nd by Mr. Allen to accept Resolutions 20-38

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

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Commissioners, Allen, Conlon, Taukus, and Covelli all stated Aye.
Commissioner Levine - Nay

MOTION CARRIED

Chairman Covelli asked for a motion on moving Resolutions 20-39 thru 20-43 all at once.

Documenting compliance with Certain Employment Practices of the Equal Employment Opportunities Commission (EEOC) – Resolution #20-39
Establishing the Position of Safety Officer and Appointing Michael Pierro - Resolution #20-40
Appointing Steven Wilson to the Position of Superintendent of Operations - Resolution #20-41
Authorizing the hiring of Gary Consantinacos as Plant Attendant – Resolution #20-42
Authorizing a Shared Service Agreement with the Borough of Wanaque for the services of a Qualified Purchasing Agent – Resolution #20-43

Chairman Covelli stated he would to move to Resolution #20-33 and would like MR. Eskilson and Mr. Bailey to review the policy, Chairman Covelli stated that the MEL has a policy which is a strong version and would wish to see the Authority adopt a strong policy.

Chairman Covelli asked for a motion on Resolutions 20-39 thru 20-43 being moved as a group,

MOTION Moved by Mr. Conlon, 2nd by Mr. Allen to accept Resolutions 20-39 thru 20-43
Chairman Covelli asked for all those in favor to signify so by stating Aye.

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

MOTION CARRIED

FINANCIAL

Adopting Cash Management Plan - Resolution #20-44

Mr. Eskilson give an explanation of Resolution #20-44

Chairman Covelli asked for a motion on Resolutions 20-44

MOTION Moved by Mr. Conlon, 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, Levine, Taukus, and Covelli all stated Aye.

Chairman Covelli stated that is now concludes the Reorganization portion of the March 5, 2020 meeting of the Wanaque Valley Regional Sewerage Authority.

Chairman Covelli stated we now will resume with Regular public portion of the March 5, 2020 meeting

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of the Wanaque Valley Regional Sewerage Authority.

REVIEW / APPROVAL OF MINUTES

January 22, 2020

Chairman Covelli stated that the Commissioners have copies of January 22, 2020 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. Levine, 2nd by Mr. Allen to approve and accept the meeting minutes of January 22, 2020.

Chairman Covelli asked for all those in favor to signify so by stating Aye.
Commissioner Conlon – Abstain – was absent – 01/29/2020

February 6, 2020 – Special Meeting

Chairman Covelli stated that the Commissioners have copies of February 6, 2020 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. Levine, 2nd by Mr. Allen to approve and accept the meeting minutes of February 6, 2020.

Chairman Covelli asked for all those in favor to signify so by stating Aye.
Commissioner Conlon – Abstain – was absent – 02/06/2020

CORRESPONDENCE LIST - none

REPORTS

INTERIM EXECUTIVE DIRECTOR – VIA TELEPHONE

Mr. Eskilson prepared a written report (copy attached), which was in the WVRSA meeting package for this meeting.

Mr. Eskilson stated that all indicators are in line where they should be, everything is within budget. Mr. Eskilson said he would like to note that the sludge production has increased consecutive for the last two months. We will continue to monitor this closely to see if it is a trend. We are continuing to be in touch with Wanaque Borough regarding the I & I issues.

ENGINEERING REPORT

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Ms. Diaz stated that we had spoken about the micro-screens which are at the end of their life, WVRSA will not be able to repair the micro-screens due to the parts are no longer available. Ms. Diaz stated that she is looking into the cost of new micro-screens which will be about \$500 thousand just for the micro-screens. (Discussion continued)

LEGAL REPORT

Mr. Bailey of Huntington Bailey, LLP, stated that he had nothing to report. Mr. Bailey thanked the board for the reappointment of Counsel to the Authority.

Chairman Covelli stated that he was at a safety practice meeting for the NJ Utility Authority which the Authority won an award for nine (9) years of loss time accident free status. Chairman Covelli asked Mr. Eskilson to commend the staff on behalf the Commissioners and NJUA.

PAYMENT OF BILLS

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

Resolution 20-45 - Accepting and Authorizing Payment of Bills Resolution #20-45

MOTION Moved by Mr. Levine, 2nd by Mr. Conlon to approve and accept Resolution #20-45 in the amount of \$185,471.38.

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

MOTION CARRIED

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, Levine, Taukus and Covelli all stated Aye

MOTION CARRIED

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NEW BUSINESS - None

ADJOURNMENT

Motion was made to adjourn the meeting.

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

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

MOTION CARRIED

The meeting was adjourned at 7:21PM

Minutes respectfully submitted by,

Elizabeth Parrinello

Elizabeth Parrinello, Recording Secretary

MOTION CARRIED
APPROVED 04-22-19 REGULAR MEETING

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