

## NORTH JERSEY DISTRICT WATER SUPPLY COMMISSION

### PUBLIC COMMISSION MEETING

WEDNESDAY, OCTOBER 25, 2017

The monthly Public Meeting of the Commission was called to order by Chairman Charles P. Shotmeyer on Wednesday, October 25, 2017 at 9:10 a.m., One F.A. Orechio Drive, Wanaque, New Jersey.

Chairman Charles P. Shotmeyer and Commissioners Alan S. Ashkinaze, Donald C. Kuser, Howard L. Burrell and Robert C. Garofalo were recorded present. Also present were Todd R. Caliguire, Executive Director; Joseph E. Stroin, Jr., Chief Operating Officer; William Schaffner, Chief Financial Officer and John Wyciskala, Esq., Commission Counsel from the law firm of Inglesino, Webster, Wyciskala & Taylor, LLC. Vice Chairman Carmen A. Orechio and Commissioner Jerome P. Amedeo were absent. Tyler Yingling, Associate Counsel of the Governor's Authority Unit participated via teleconference.

Chairman Shotmeyer asked everyone to stand and recite the Pledge of Allegiance.

Pursuant to the requirements of N.J.S.A. 10:4-6, et seq., Commission Secretary Kim Diamond acknowledged compliance with the statute in the affidavit attached to and made a part of these minutes. Commission Secretary Diamond advised that the provisions of the Open Public Meetings Act have been complied with as to the posting of notice in a public place reserved for such announcement and transmittal to the mass media for publication.

Commission Secretary Kim Diamond read the following resolution:

**WHEREAS**, *Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and*

**WHEREAS**, *the public body is of the opinion that such circumstances recently exist.*

**NOW, THEREFORE, BE IT RESOLVED**, *by the Commissioners of the North Jersey District Water Supply Commission of the State of New Jersey as follows:*

1. *The public shall be excluded from discussions of the hereinafter-specified subject matters; the general natures of the subject matters to be discussed are Personnel, Pending Litigation and Contracts;*
2. *It is anticipated at this time that the above stated subject matters will be ratified during the Public Meeting to follow or as soon thereafter as the reason for discussing the matters in the Executive Conference no longer exists.*
3. *This Resolution shall take effect immediately.*

Commissioner Ashkinaze offered a motion to adopt the resolution regarding Section 8, Chapter 231, P.L. 1975 of the Open Public Meetings Act; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer and Commissioners Ashkinaze, Kuser, Burrell and Garofalo voting in the affirmative. The Public Meeting was recessed at 9:12 a.m.

Chairman Shotmeyer reconvened the Public Meeting at 9:45 a.m. Also in attendance was Mr. Doug Ruccione a resident from Ringwood, New Jersey.

Chairman Shotmeyer welcomed Mr. Ruccione and invited him to address the Board with any comments he might have. Mr. Ruccione asked the Board members about the Ringwood Superfund Site and whether the Board was aware of the potential danger to the Commission's Wanaque Reservoir from the site. Chairman Shotmeyer responded that the Board was very aware of the conditions at the site, and the potential threat to the reservoir, and was

utilizing the Commission's engineering consultant to evaluate the actions being taken by the federal Environmental Protection Agency and whether they were sufficient to protect the reservoir.

## **PUBLIC COMMISSION BUSINESS**

### **ACTION REQUIRED:**

Commissioner Ashkinaze offered a motion to approve the Public Commission Meeting Minutes of September 27, 2017; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer and Commissioners Ashkinaze, Kuser, Burrell and Garofalo voting in the affirmative.

Commissioner Ashkinaze offered a motion to approve the Public Work Session Minutes of September 27, 2017; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer and Commissioners Ashkinaze, Kuser, Burrell and Garofalo voting in the affirmative.

Commissioner Ashkinaze offered a motion to approve the Special Meeting Minutes of October 5, 2017; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer and Commissioners Ashkinaze, Kuser, Burrell and Garofalo voting in the affirmative.

Commissioner Ashkinaze offered a motion to approve the Purchase Requisitions over \$5000 Report for October 2017 in the amount of 177,975.00 seconded by Commissioner Kuser and unanimously approved with Chairman Shotmeyer and Commissioners Ashkinaze, Kuser, Burrell and Garofalo voting in the affirmative.

### **UNFINISHED BUSINESS:**

None

### **NEW BUSINESS:**

#### **Commission Invoices:**

- a. **Invoice #1096-11 from Stone Hill Construction for Contract #1096 – Clarifier System Rehabilitation in Basins 5 & 6 in the amount of \$314,255.65**  
Paul Serillo, Director of Facilities and Michael Dox, Plant Electrical Engineer approved invoice 3(a) for payment.
- b. **Invoice #20192 from Landscape Materials, Inc. for Contract #1089A – Removal of Residuals in the amount of \$20,608.00**  
David Kirkham, Director of Residuals Treatment Operations and Douglas Delorie, Manager approved invoice 3(b) for payment.
- c. **Invoice #2007-04 from Allied Construction Group, Inc. for Contract #2007 – PAC Construction in the amount of \$19,600.00**  
Maria Alliegro, Director of Engineering and Chris Clamser, Project Engineer approved invoice 3(c) for payment.
- d. **Invoice #2009-03 from Allied Construction Group, Inc. for Contract #2009 – Wash Water Pump Modifications in the amount of \$9,800.00**  
Maria Alliegro, Director of Engineering and Chris Clamser, Project Engineer approved invoice 3(d) for payment.
- e. **Invoice #2002 from All County Irrigation for Contract #2007 – Installation of an Irrigation System in the amount of \$89,775.00**  
Robert Barone, Manager of GFM and Robert Malone, Assistant Manager of GFM approved invoice 3(e) for payment.
- f. **Invoice #13651 from Alpine Painting & Sandblasting for Contract #2020 – Surge Tank Painting & Rehabilitation in the amount of \$610,142.25**

Maria Alliegro, Director of Engineering and Chris Clamser, Project Engineer approved invoice 3(f) for payment.

**g. Invoice #256536 from Premier Utility Services for Contract #1013 – Underground Locating in the amount of \$366.80**

Maria Alliegro, Director of Engineering and James Stachura, Project Engineer approved invoice 3(g) for payment.

**h. Various Invoices from BNY Mellon – W/N/P Revenue Refunding Bonds in the amount of \$3,850.00**

William Schaffner, Chief Financial Officer approved invoice 3(h) for payment.

**i. Various Invoices from Wilmington Trust – NJEIT Bonds Series 2006-1 & 2 in the amount of \$4,000.00**

William Schaffner, Chief Financial Officer approved invoice 3(i) for payment.

**j. Invoice #425102 from Maser Consulting P.A. for Contract #1099 – Professional Land & Dam Surveying in the amount of \$3,075.00**

Maria Alliegro, Director of Engineering and James Stachura, Project Engineer approved invoice 3(j) for payment.

**k. Invoice #20795 from Public Strategies Impact LLC for Community/Media Relations Consulting in the amount of \$4,250.00**

Todd R. Caliguire, Executive Director approved invoice 3(k) for payment.

**l. Invoice #0857868 from Arcadis US, Inc. for Contract #1044 – Asset Condition Assessment in the amount of \$66,552.94**

Maria Alliegro, Director of Engineering and Les Malytskyy, Engineering Project Manager approved invoice 3(l) for payment.

**m. Invoice #WBXB2200-999-PN-16 from Jacobs Engineering Group, Inc. for Contract #1090 – General Consulting Engineering Services – Year 2 – in the amount of \$5,780.00**

Maria Alliegro, Director of Engineering and Les Malytskyy, Engineering Project Manager approved invoice 3(m) for payment.

**n. Various Invoices from Jacobs Engineering Group, Inc. for Contract #1090 – General Consulting Engineering Services – Year 2 – 4<sup>th</sup> Set of Invoices in the amount of \$16,602.76**

Maria Alliegro, Director of Engineering, Chris Clamser, Project Engineer, James Stachura, Project Engineer, Les Malytskyy, Engineering Project Manager and Ron Farr, Project Manager approved invoice 3(n) for payment.

Commissioner Ashkinaze offered a motion to approve invoices 3(a) through 3(n); seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer and Commissioners Ashkinaze, Kuser, Burrell and Garofalo voting in the affirmative.

**Resolution – Authorizing the Award and Execution of a Contract for the Supply and Introduction of Walleye into the Commission's Wanaque Reservoir**

Commission Secretary Kim Diamond read the following resolution:

**RESOLUTION OF THE NORTH JERSEY DISTRICT WATER SUPPLY  
COMMISSION AUTHORIZING THE AWARD AND EXECUTION OF A  
CONTRACT FOR THE SUPPLY AND INTRODUCTION OF WALLEYE INTO  
THE COMMISSION'S WANAQUE RESERVOIR**

**WHEREAS**, the North Jersey District Water Supply Commission ("Commission") is a public body corporate duly organized and existing under and by virtue of the laws of the State of New Jersey, exercising public and essential governmental functions and providing for the public health and welfare, and is engaged in developing raw water sources, storing water and distributing a reliable supply of potable water to its participating municipalities; and

**WHEREAS**, the Commission undertook an assessment of fish, zooplankton, and algal populations in the Wanaque Reservoir in 2013 and 2015; and

**WHEREAS**, as a result of said assessments, the Commission determined that it was necessary to periodically restock the Wanaque Reservoir with walleye; and

**WHEREAS**, the introduction of walleye help reduce planktivorous fish populations within the Wanaque Reservoir that can create an unbalanced food web and allow excessive algal blooms; and

**WHEREAS**, pursuant to N.J.A.C. 7:25-6.26, the Commission is required to obtain fish from a fish culture facility that has been pre-approved by the New Jersey Department of Environmental Protection (“NJDEP”); and

**WHEREAS**, there are only four (4) NJDEP-approved fish culture facilities in the New York/New Jersey metropolitan area that currently have a supply of walleye; and

**WHEREAS**, in October 2017, the Commission solicited all four (4) NJDEP-approved fish culture facilities and requested a pricing proposal for the supply and introduction of 7,500 walleye into the Commission’s Wanaque Reservoir; and

**WHEREAS**, in response to the Commission’s solicitation, two quotations were received as follows: (i) Mid-Atlantic Stocking, LLC (“Mid-Atlantic”) in the amount of \$13,500.00 and (ii) Frey’s Fish Pond in the amount of \$13,550.00; and

**WHEREAS**, on the basis of the foregoing, the Commission has determined that Mid-Atlantic constitutes the lowest, qualified and responsible proposer for the supply and introduction of 7,500 walleye into the Commission’s Wanaque Reservoir; and

**WHEREAS**, the Commission has determined that the not-to-exceed price proposed by Mid-Atlantic is reasonable; and

**WHEREAS**, the Commission desires to retain Mid-Atlantic for the supply and introduction of walleye into the Wanaque Reservoir in accordance with applicable State law and its pricing proposal; and

**WHEREAS**, the award of this contract is necessary for the Commission’s efficient water treatment operations, the protection of the Commission’s water supply facilities, and the health, safety and welfare of the public; and

**WHEREAS**, the Chief Financial Officer of the Commission has certified that the funds will be available for this contract

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the North Jersey District Water Supply Commission that a contract be awarded to Mid-Atlantic as the lowest, qualified and responsible proposer in accordance with the Commission’s enabling legislation and applicable state law, for a lump sum amount not to exceed \$13,500.00, for the supply and introduction of 7,500 walleye into the Commission’s Wanaque Reservoir; and

**BE IT FURTHER RESOLVED** that the Executive Director and General Counsel are hereby authorized to prepare a contract with Mid-Atlantic for the supply and introduction of walleye into the Commission’s Wanaque Reservoir; and

**BE IT FURTHER RESOLVED** that the Chairman or Vice Chairman of the Commission is hereby authorized to execute such a contract and the Secretary of the Commission is authorized to attest to the signature of either the Chairman or Vice Chairman; and

**BE IT FURTHER RESOLVED** that a copy of this resolution and the contract shall be maintained in the Office of the Executive Director and made available for public inspection.

Commissioner Ashkinaze offered a motion to adopt the resolution authorizing the award and execution of a contract for the supply and introduction of walleye into the Commission’s Wanaque Reservoir; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer and Commissioners Ashkinaze, Kuser, Burrell and Garofalo voting in the affirmative.

**Resolution – Authorizing the Award and Execution of a Contract for the Supply and Introduction of Hybrid Striped Bass into the Commission’s Wanaque Reservoir**

Commission Secretary Kim Diamond read the following resolution:

**RESOLUTION OF THE NORTH JERSEY DISTRICT WATER  
SUPPLY COMMISSION AUTHORIZING THE AWARD AND EXECUTION**

**OF A CONTRACT FOR THE SUPPLY AND INTRODUCTION OF HYBRID  
STRIPED BASS INTO THE COMMISSION’S WANAQUE RESERVOIR**

**WHEREAS**, the North Jersey District Water Supply Commission (“Commission”) is a public body corporate duly organized and existing under and by virtue of the laws of the State of New Jersey, exercising public and essential governmental functions and providing for the public health and welfare, and is engaged in developing raw water sources, storing water and distributing a reliable supply of potable water to its participating municipalities; and

**WHEREAS**, the Commission undertook an assessment of fish, zooplankton, and algal populations in the Wanaque Reservoir in 2013 and 2015; and

**WHEREAS**, as a result of said assessments, the Commission has determined that it is necessary to restock the Wanaque Reservoir with hybrid striped bass; and

**WHEREAS**, the introduction of hybrid striped bass help reduce planktivorous fish populations within the Wanaque Reservoir that can create an unbalanced food web and allow excessive algal blooms; and

**WHEREAS**, pursuant to N.J.A.C. 7:25-6.26, the Commission is required to obtain fish from a fish culture facility that has been pre-approved by the New Jersey Department of Environmental Protection (“NJDEP”); and

**WHEREAS**, there are only two (2) NJDEP-approved fish culture facilities in the New York/New Jersey metropolitan area that currently have a supply of hybrid striped bass; and

**WHEREAS**, in October 2017, the Commission solicited both NJDEP-approved fish culture facilities and requested a cost pricing proposal for the supply and introduction of 4,600 hybrid striped bass into the Commission’s Wanaque Reservoir; and

**WHEREAS**, in response to the Commission’s solicitation, only one NJDEP-approved fish culture facility, Frey’s Fish Pond (“Frey”), provided a quotation in the not-to-exceed amount of \$27,650.00; and

**WHEREAS**, the Commission has determined that this price is reasonable; and

**WHEREAS**, the Commission has determined that Frey constitutes the only qualified and responsible proposer for the supply and introduction of hybrid striped bass into the Commission’s Wanaque Reservoir in accordance with the Commission’s enabling legislation and applicable State law; and

**WHEREAS**, the Commission desires to retain Frey for the supply and introduction of hybrid striped bass into the Commission’s Wanaque Reservoir in accordance with applicable State law and its cost pricing proposal; and

**WHEREAS**, the award of this contract is necessary for the Commission’s efficient water treatment operations, the protection of the Commission’s water supply facilities, and the health, safety and welfare of the public; and

**WHEREAS**, the Chief Financial Officer of the Commission has certified that the funds will be available for this contract.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the North Jersey District Water Supply Commission that a contract be awarded to Frey as the only qualified and responsible proposer in accordance with the Commission’s enabling legislation and applicable State law, for a lump sum amount not to exceed \$27,650.00, for the supply and introduction of 4,600 hybrid striped bass into the Commission’s Wanaque Reservoir; and

**BE IT FURTHER RESOLVED** that the Executive Director and General Counsel are hereby authorized to prepare a contract with Frey for the supply and introduction of hybrid striped bass into the Commission’s Wanaque Reservoir; and

**BE IT FURTHER RESOLVED** that the Chairman or Vice Chairman of the Commission is hereby authorized to execute such a contract and the Secretary of the Commission is authorized to attest to the signature of either the Chairman or Vice Chairman; and

**BE IT FURTHER RESOLVED** that a copy of this resolution and the contract shall be maintained in the Office of the Executive Director and made available for public inspection.

Commissioner Burrell offered a motion to adopt the resolution authorizing the award and execution of a contract for the supply and introduction of hybrid striped bass into the Commission's Wanaque Reservoir; seconded by Commissioner Ashkinaze and unanimously approved with Chairman Shotmeyer and Commissioners Ashkinaze, Kuser, Burrell and Garofalo voting in the affirmative.

**Resolution – Authorizing a one-Year Extension of Contracts #1072, #1073, #1074, #1075, #1076, #1077, #1078, #179 and #1080 for the Furnishing and Delivery of Various Chemicals**

Commission Secretary Kim Diamond read the following resolution:

**RESOLUTION OF THE NORTH JERSEY DISTRICT WATER SUPPLY  
COMMISSION AUTHORIZING A ONE-YEAR EXTENSION OF CONTRACTS  
#1072, #1073, #1074, #1075, #1076, #1077,  
#1078, #1079, and #1080 FOR THE FURNISHING AND  
DELIVERY OF VARIOUS CHEMICALS**

**WHEREAS**, the North Jersey District Water Supply Commission ("Commission") is a public body corporate duly organized and existing under and by virtue of the laws of the State of New Jersey, exercising public and essential governmental functions and providing for the public health and welfare, and is engaged in developing raw water sources, storing water and distributing a reliable supply of potable water to its participating municipalities; and

**WHEREAS**, the Commission had previously determined that there was a need to procure various chemicals to be used in the treatment and provision of potable water at the Treatment Plant and/or the Residuals Treatment Facility (the "Services"); and

**WHEREAS**, in 2015 and 2016, the Commission publicly advertised and solicited bids for the Services, received proposals, and awarded contracts for an initial two-year term, with the option of renewing said contracts for up to two consecutive, one-year terms, as follows (the "Contracts"):

- Contract #1072 with Polydyne, Inc. for anionic polymer at the price of \$6.15 per gallon;
- Contract #1073 with Polydyne, Inc. for cationic polymer at the price of \$1.37 per pound;
- Contract #1074 with Polydyne, Inc. for liquid polymer at the price of \$4.70, \$4.71, \$4.67, or \$4.66 per gallon, depending on product formulation;
- Contract #1075 with Greer Lime Company for hydrated lime at the price of \$181.20 per ton;
- Contract #1076 with USALCO Baltimore Plant, LLC for liquid alum at the price of \$158.52 per ton;
- Contract #1077 with Carus Corporation for liquid non-zinc orthophosphate at the price of \$524.00 per wet ton;
- Contract #1078 with USALCO Baltimore Plant, LLC for polyaluminum chloride at the price of \$261.60 per ton;
- Contract #1079 with Carus Corporation for potassium permanganate at the price of \$6,380.00 per ton;
- Contract #1080 with JCI Jones Chemicals for sodium hypochlorite at the price of \$0.617 per gallon; and

**WHEREAS**, it is necessary to procure the Services for an additional year; and

**WHEREAS**, the Commission finds that the aforementioned vendors have provided the Services in an effective and satisfactory manner over the initial term of the Contracts, and desires to extend the Contracts for an additional one-year period upon the same terms and conditions set forth in each Contract; and

**WHEREAS**, the award of this one-year extension of the Contracts is necessary for the Commission's efficient water treatment operations, the protection of the Commission's water supply facilities, and the health, safety and welfare of the public; and

**WHEREAS**, the Chief Financial Officer of the Commission has certified that the funds will be available for these contract extensions.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the North Jersey District Water Supply Commission that Contracts #1072, #1073, #1074, #1075, #1076, #1077, #1078, #1079, and #1080 for the furnishing and delivery of various chemicals, be and are hereby extended for one additional year upon the same terms and conditions set forth in the original Contracts; and

**BE IT FURTHER RESOLVED** that the Executive Director and General Counsel are hereby authorized to prepare one-year extensions of Contracts #1072, #1073, #1074, #1075, #1076, #1077, #1078, #1079, and #1080, upon the same terms and conditions of the original contracts; and

**BE IT FURTHER RESOLVED** that the Chairman or Vice Chairman of the Commission is hereby authorized to execute such extensions to Contracts #1072, #1073, #1074, #1075, #1076, #1077, #1078, #1079, and #1080 and the Secretary of the Commission is authorized to attest to the signature of either the Chairman or the Vice Chairman.

**BE IT FURTHER RESOLVED** that a copy of this resolution shall be maintained in the Office of the Executive Director and made available for public inspection.

Commissioner Ashkinaze offered a motion to adopt the resolution authorizing a one-year extension of Contracts #1072, #1073, #1074, #1075, #1076, #1077, #1078, #1079 and #1080 for the furnishing and delivery of various chemicals; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer and Commissioners Ashkinaze, Kuser, Burrell and Garofalo voting in the affirmative.

**Resolution – Authorizing the Award and Execution of a Contract for Comprehensive Human Resource Services Under a National Cooperative Purchasing Agreement**

Commission Secretary Kim Diamond read the following resolution:

**RESOLUTION OF THE NORTH JERSEY DISTRICT WATER SUPPLY  
COMMISSION AUTHORIZING THE AWARD AND EXECUTION OF A  
CONTRACT FOR COMPREHENSIVE HUMAN RESOURCE SERVICES  
UNDER A NATIONAL COOPERATIVE PURCHASING AGREEMENT**

**WHEREAS**, the North Jersey District Water Supply Commission (“Commission”) is a public body corporate duly organized and existing under and by virtue of the laws of the State of New Jersey, exercising public and essential governmental functions and providing for the public health and welfare, and is engaged in developing raw water sources, storing water and distributing a reliable supply of potable water to its participating municipalities; and

**WHEREAS**, the Commission has determined there is a need to retain the services of a qualified firm to provide comprehensive human resource services (the “Services”); and

**WHEREAS**, the Commission is empowered by law to appoint and employ professionals, technical advisors and experts as the Commission may determine to be necessary for its efficient operation; and

**WHEREAS**, N.J.S.A. 52:34-6.2 authorizes contracting units, including the Commission, to make purchases and contract for services through the use of nationally-recognized and accepted cooperative purchasing agreements that have been developed utilizing a competitive bidding process by another contracting unit within the State of New Jersey, or within any other state, when available; and

**WHEREAS**, by resolution adopted on about March 25, 2015, the Commission authorized its Executive Director to join, on behalf of the Commission, any nationally-recognized and accepted cooperative that have been developed utilizing a competitive bidding process by another contracting unit within the State, or within any other state, in accordance with the provisions set forth in N.J.S.A. 52:34-5.2, et seq., and any other applicable law or governmental regulation; and

**WHEREAS**, on or about October 18, 2017, the Commission joined the National Intergovernmental Purchasing Alliance (“IPA”), a nationally-recognized and accepted purchasing cooperative utilized by contracting units in the State; and

**WHEREAS**, the Commission has reviewed the contracts available through the IPA and determined that the use of IPA Contract #R151901 with ADP, LLC (“ADP”) for the Services would save the

Commission time and expenses associated with a separate procurement and, moreover, would result in financial savings for the Commission as a result of the favorable pricing offered through the IPA; and

**WHEREAS**, ADP is the exclusive provider of the Services under IPA Contract #R151901; and

**WHEREAS**, the Commission has reviewed the supporting documentation for IPA Contract #R151901 and confirmed that the same was awarded via a competitive bidding process including public advertisement and request for proposals; and

**WHEREAS**, the Commission has determined that ADP possesses the requisite expertise and skilled personnel required to perform the Services in accordance with IPA Contract #R151901; and

**WHEREAS**, the Commission currently utilizes ADP for payroll services and web access to its human resource tools for an annual not-to-exceed cost of \$49,700.00; and

**WHEREAS**, the annual not-to-exceed cost for the Services, inclusive of the existing payroll and web access services provided by ADP, is \$93,910.80 and the Commission has determined that the price is reasonable; and

**WHEREAS**, on the basis of the foregoing, the Commission has determined that it is cost-efficient and appropriate to award a contract to ADP to perform the Services for a one-year term as authorized under Contract #R151901; and

**WHEREAS**, the award of this contract is necessary for the Commission's efficient water treatment operations, the protection of the Commission's water supply facilities, and the health, safety and welfare of the public; and

**WHEREAS**, the Chief Financial Officer of the Commission has certified that the funds will be available for this contract.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the North Jersey District Water Supply Commission that a one-year contract be awarded to ADP in accordance with the Commission's enabling legislation, applicable State law, and IPA Contract #R151901 for the performance of the Services, for a total-not-to exceed amount of \$93,910.80 inclusive of ADP's existing payroll and web access services; and

**BE IT FURTHER RESOLVED** that a Notice of Award of the Commission's intent to award this contract be published in accordance with applicable law and comment period on this matter; and

**BE IT FURTHER RESOLVED** that the Executive Director and General Counsel are hereby authorized to prepare a contract for the performance of the Services, incorporating the requirements of IPA Contract #R151901, applicable State law, and ADP's proposal; and

**BE IT FURTHER RESOLVED** that the Chairman or Vice Chairman of the Commission is hereby authorized to execute such an agreement and the Secretary of the Commission is authorized to attest to the signature of either the Chairman or Vice Chairman; and

**BE IT FURTHER RESOLVED** that a copy of this resolution and the contract shall be maintained in the Office of the Executive Director and made available for public inspection.

Commissioner Burrell offered a motion to adopt the resolution authorizing the award and execution of a contract for comprehensive human resource services under a National Cooperative Purchasing Agreement; seconded by Commissioner Ashkinaze and unanimously approved with Chairman Shotmeyer and Commissioners Ashkinaze, Kuser, Burrell and Garofalo voting in the affirmative.

#### **Resolution – Authorizing an Amendment to the Employee Handbook**

Commission Secretary Kim Diamond read the following resolution:

#### **RESOLUTION OF THE NORTH JERSEY DISTRICT WATER SUPPLY COMMISSION AUTHORIZING AN AMENDMENT TO THE EMPLOYEE HANDBOOK**

**WHEREAS**, the North Jersey District Water Supply Commission ("Commission") is a public body corporate duly organized and existing under and by virtue of the laws of the State of New Jersey, exercising public and essential governmental functions and providing for the public health and welfare, and is engaged



in developing raw water sources, storing water and distributing a reliable supply of potable water to its participating municipalities; and

**WHEREAS**, the Commission previously promulgated and adopted an Employee Handbook, which sets forth general information regarding working conditions, employee benefits, and some of the Commission's personnel policies and procedures; and

**WHEREAS**, the Commission may, in its discretion and at any time, modify, amend, change or eliminate policies contained within the Employee Handbook; and

**WHEREAS**, the Commission has determined that it is advisable to amend its Employee Handbook to revise the policy with respect to the federal Family Medical Leave Act and New Jersey Family Leave.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the North Jersey District Water Supply Commission that the Employee Handbook is hereby amended, effective January 1, 2018, as follows:

1. On page 61 of the Employee Handbook, the sentence which currently reads "The NJDWSC will calculate the 12-month FMLA 'leave year' on a calendar year basis" shall be replaced with the following sentence – "The NJDWSC will calculate the 12-month FMLA 'leave year' as the 'rolling' 12-month period measured backward from the date an employee uses any FMLA leave."
2. On page 66 of the Employee Handbook, the sentence which currently reads "The NJDWSC will measure the 24-month period on a calendar year basis" shall be replaced with the following sentence – "The NJDWSC will calculate the 24-month period as the 'rolling' 24-month period measured backward from the date an employee uses any NJFLA leave."; and

**BE IT FURTHER RESOLVED** that notice of this amendment shall be provided in writing to all employees on or before November 1, 2017; and

**BE IT FURTHER RESOLVED** that a copy of this resolution shall be maintained in the Office of the Executive Director and made available for public inspection.

Commissioner Burrell offered a motion to adopt the resolution authorizing an amendment to the Employee Handbook; seconded by Commissioner Ashkinaze and unanimously approved with Chairman Shotmeyer and Commissioners Ashkinaze, Kuser, Burrell and Garofalo voting in the affirmative.

**Wanaque North Operating Account:**

Upon Chief Financial Officer Schaffner's certification of the attached bills and payroll transfers as being proper and accurate, Commissioner Ashkinaze offered a motion to approve the Wanaque North Operating Account in the amount of \$4,231,499.48; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer and Commissioners Ashkinaze, Kuser, Burrell and Garofalo voting in the affirmative.

**Wanaque South Operating Account:**

Upon Chief Financial Officer Schaffner's certification of the attached bills and payroll transfers as being proper and accurate, Commissioner Ashkinaze offered a motion to approve the Wanaque South Operating Account in the amount of \$682,902.99; seconded by Commissioner Kuser and unanimously approved with Chairman Shotmeyer and Commissioners Ashkinaze, Kuser, Burrell and Garofalo voting in the affirmative.

**Wanaque South Joint Venture Operating Account:**

Upon Chief Financial Officer Schaffner's certification of the attached bills and payroll transfers as being proper and accurate, Commissioner Ashkinaze offered a motion to approve the Wanaque South Joint Venture Operating Account in the amount of \$793,773.61; seconded by Commissioner Burrell and unanimously approved with Chairman Shotmeyer and Commissioners Ashkinaze, Kuser, Burrell and Garofalo voting in the affirmative.

There being no further business, Commissioner Kuser offered a motion to adjourn the meeting at 10:10 a.m.; seconded by Commissioner Ashkinaze and unanimously approved with

**PUBLIC COMMISSION MEETING**

**OCTOBER 25, 2017**

Chairman Shotmeyer and Commissioners Ashkinaze, Kuser, Burrell and Garofalo voting in the affirmative.

Respectfully submitted,

Kim Diamond  
Commission Secretary