



PASSAIC VALLEY WATER COMMISSION

1525 MAIN AVENUE • P.O. BOX 230
CLIFTON, NEW JERSEY 07011 • (973) 340-4300
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COMMISSIONERS

Rigoberto Sanchez, President, Passaic
Gerald Friend, Vice President, Clifton
Carmen Depadua, Treasurer, Paterson
Ruby N. Cotton, Secretary, Paterson
Joseph Kolodziej, Commissioner, Clifton
Jefferey Levine, Commissioner, Paterson
Ronald Van Rensalier, Commissioner, Passaic

June 21, 2022

TO: Hon. Ruby N. Cotton
Hon. Carmen Depadua
Hon. Gerald Friend
Hon. Joseph Kolodziej
Hon. Jeffrey Levine
Hon. Rigo Sanchez
Hon. Ronald VanRensalier
Yaacov Brisman
James Mueller

The Record – Passaic County Edition,
c/o The Editor
North Jersey Herald News,
c/o The Editor
Hon. Sonya Gordon, RMC,
City of Paterson
Hon. Amada Curling, RMC.
City of Passaic
Hon. Nancy Ferrigno, RMC,
City of Clifton

PASSAIC VALLEY WATER COMMISSION MEETING

JUNE 22, 2022

AGENDA

ORDER OF BUSINESS:

9:30 a.m. Public Meeting called to order


Roll Call & Compliance with N.J.S.A. 10:4-6 et seq.
Open Public Meetings Act
Pledge of Allegiance

Report of the Executive Director
Report of the Comptroller

Thereafter, Resolution to enter Executive Conference;

Reconvene Public Session as soon thereafter as possible.

Location: 1525 Main Avenue
Clifton, N.J. 07011


Jim Mueller
Executive Director

/cv

cc: Y. Brisman
Y. Weiss

COPY POSTED: 6/20/22
(CLIFTON)

Administrative Secretary
Louis Amodio

Executive Director
James Mueller

General Counsel
Yaacov Brisman

PASSAIC VALLEY WATER COMMISSION
JUNE 22, 2022

**Roll Call & Compliance with N.J.S.A. 10:4-6 et seq. Open Public Meetings Act;
Salute to the Flag – Pledge of Allegiance**

- 1.** Public Comments
- 2.** **Committee Reports:**
 - a) Finance
 - b) Personnel
 - c) Special Projects
- 3.** **Executive Director's Report:**
 - a) Jim Mueller - Executive Director
- 4.** **Comptroller's Report:**
 - a) Miscellaneous Financial Reports
 - b) 2022 Adopted Budget Resolution – Fiscal Year January 01, 2022 to December 31, 2022

RESOLUTION ON ENTERING EXECUTIVE CONFERENCE

A. **LAW:**

- a) **Resolution approving Indemnification and Hold Harmless Agreement with Mott MacDonald for Inspection of PVWC Assets.**

B. **PERSONNEL:**

1. **Increment**

- a. **Lana Frazier**
Current Title: Public Works Inspector
Current Range: \$45,000.00 - \$87,566.13
Current Salary: \$71,612.50
Proposed Salary: \$74,271.43 (1 Increment)
Proposed Range: No Change

2. **Promotions**

- b. **Kevin McKay as Provisional Carpenter (as per CSC Desk Audit)**
Current Title: Carpenter's Helper
Current Range: \$55,848.00 - \$67,160.35
Current Salary: \$67,165.07
Proposed Salary: \$70,233.09 (1 Increment)
Proposed Range: \$54,995.20 - \$85,573.23

- c. **Jose Diaz as Provisional Water Repairer 3 (as per Grievance Settlement)**
Current Title: Water Repairer 2
Current Range: \$17,472.00 - \$71,079.12
Current Salary: \$69,280.80
Proposed Salary: \$73,234.00 (1 Increment)
Proposed Range: \$60,000.00 - \$93,000.00

3. **New Title**

- d. **Assistant Supervisor of Customer Service**
Proposed Range: \$38,000.00 – \$86,539.86

4. **New Hires**

- e. **Maximo Vasquez as Pump Station Attendant**
Proposed Salary: \$38,000.00
Proposed Range: \$38,000.00 - \$65,258.28
- f. **Charles Aiazzone as Pump Station Attendant**
Proposed Salary: \$38,000.00
Proposed Range: \$38,000.00 - \$65,258.28
- g. **Sherri Burgess as Water Sample Collector**
Proposed Salary: \$45,000.00
Proposed Range: \$18,636.80 - \$65,278.58
- h. **Christopher Polanco as Laborer 1**
Proposed Salary: \$38,000.00
Proposed Range: \$38,000.00 - \$65,258.28
- i. **Niccole Carroll as Laborer 1**
Proposed Salary: \$38,000.00
Proposed Range: \$38,000.00 - \$65,258.28
- j. **Dante Guerriero as Laborer 1**
Proposed Salary: \$38,000.00
Proposed Range: \$38,000.00 - \$65,258.28

5. **Director Positions**

- k. **Director, Environmental Health and Safety**
Proposed Salary: \$180,000.00
Proposed Range: \$75,000.00 - \$180,000.00
- l. **Director Laboratory and Water Quality**
Proposed Salary: \$140,000.00
Proposed Range: \$75,000.00 - \$166,035.09
- m. **Assistant Director, Organizational Development and Human Resources**
Proposed Salary: \$138,000.00
Proposed Range: \$75,000.00 - \$158,000.00

6. Discussion

- Tuition Reimbursement Policy – a detailed draft of the reimbursement policy was reviewed at the June 16, 2022 Personnel Committee meeting. The Committee provided comments to simplify the structure and focus on equity in terms of financial support. An updated draft will be reviewed at the July 2022 Personnel Committee meeting.
- Non-aligned vacation policy – for discussion in Executive Session.
- Co-op program – Passaic Valley Water Commission has many career opportunities for skilled trades and would benefit by having a formal cooperative education program in partnership with high schools to pipeline prospective candidates into the PVWC workforce. Cooperative education is offered through a School to Careers program by high schools like Passaic County Technical Institute (PCTI), Bergen County Technical Schools (BCTS) and other local high schools with technical learning tracks.

Proposed Resolutions:

- **Resolution #1:** The Board authorizes the Executive Director to make an offer to the top candidate in the Director, Laboratory and Water Quality search not to exceed an annual salary of \$140,000 with a maximum range for the position of \$166,035.09. Upon acceptance of the PVWC offer, the top candidate will be onboarded by PVWC.
- **Resolution #2:** The Board authorizes the Executive Director to make an offer to the top candidate in the Director, Environmental Health and Safety search not to exceed an annual salary of \$180,000 which will be the top of range for the position. Upon acceptance of the PVWC offer, the top candidate will be onboarded by PVWC.
- **Resolution #3:** Luis D. Rodriguez will be promoted to the title of Assistant Director, Organizational Development and Human Resources (ODHR) at a salary of \$138,000 with a maximum range of \$158,000.
- **Resolution #4:** Passaic Valley Water Commission is authorized to partner with high schools in our area to provide work-based learning activities with on-the-job training and technical instruction through the school's cooperative education program. To be eligible for enrollment, students must be entering the 12th grade and at least 16 years of age. They must also be completing the second year of their current career and technical education program. Students will be paid at a rate of \$14.50/hr.

RECONVENE PUBLIC MEETING

5. CONSENT AGENDA:

- a) Minutes of the Passaic Valley Water Commission *in camera* session, and Regular Public Meetings held April 27, 2022.

6. RESOLUTIONS:

- a) **Resolution No. 22-063 Amendment for Authorizing a Shared Services Agreement with Brick Township Municipal Utilities Authority for Analytical Laboratory Services**
Amendment to the existing Shared Services Agreement with Brick Township Municipal Utilities Authority for procurement of additional analytical laboratory services for TOCS, DOCs, Chlorides, Fluorides, Sulfates, Bromides, Nitrates, Nitrites and Orthophosphates for an additional \$114,000.00, not to exceed \$612,400.00 over the 2-year agreement.
- b) **Resolution No. 22-064 2-Year Extension of Contract No. 20-B-25 "Maintenance of HVAC Equipment and Systems"**
Award a 2-year extension to Contract No. 20-B-25 "Maintenance of HVAC Equipment and Systems" to Victory Air Services, dba Powers Service Co. in the amount not to exceed \$264,350.00. Allow contractor to continue performing preventative maintenance and repairs of HVAC equipment and systems throughout PVWC's facilities under same terms and conditions of the existing contract.
- c) **Resolution No. 22-065 Award Contract No. 22-B-10 Entitled "Roadway Pavement Restoration"**
Award Contract No. 22-B-10 Entitled "Roadway Pavement Restoration" to DLS Contracting, Inc. in the amount not to exceed \$1,838,375.00 over 2 years. Perform bituminous pavement restoration work throughout the Commission's service areas that are associated with distribution-system related work performed by PVWC's employees.
- d) **Resolution No. 22-066 Award Contract No. 22-B-14 Entitled "Emergency Water Main Repairs"**
Award Contract No. 22-B-14 Entitled "Emergency Water Main Repairs" to J. Fletcher Creamer & Son, Inc. in the amount not to exceed \$4,108,513.00 over 2 years. Perform emergency repairs to water mains up to 51-Inch diameter, service line installation, line stopping and insertion valve installation including all final restoration work and traffic control.
- e) **Resolution No. 22-067 Budget Amendment of PVWC's Emergency Services Contract for Contract No. 20-B-37 Entitled "Emergency Water Main Repairs"**
Change Order #1 to PVWC's Emergency Services Contract, Contract No. 20-B-37 Entitled "Emergency Water Main Repairs" to Montana Construction for an increase of up to \$930,131.27, with a total contract amount not to exceed \$4,599,565.27. This change order covers the high quantity of water main breaks which occurred during the winter months into spring including a couple of complex repairs made to large diameter transmission mains.
- f) **Resolution No. 22-068 Change Order No. 1 - Budget Amendment of Professional Services for Project No. 16-P-64 Entitled "Professional Services for New Street Reservoir Water Storage and Pumping Facilities, Design, Permitting and Construction Administration"**
Change Order No. 1 for Project No. 16-P-64 Entitled "Professional Services for New Street Reservoir Water Storage and Pumping Facilities, Design, Permitting and Construction Administration" to Arcadis for an increase of up to \$157,000, with a total contract amount not to exceed \$2,266,620.00. This change order will cover out-of-scope work which includes assisting the PVWC with the development of the Reservoir Management Plan as required by the NJDEP and conducting feasibility studies for the continued utilization of the Great Notch Reservoir property for storage and for the evaluation of additional alternative storage options within PVWC's distribution system.

- g) Resolution No.22-069 Authorizing an Indemnification and Hold Harmless Agreement with Mott MacDonald**
Passaic Valley Water Commission to enter into an Indemnification and Hold Harmless Agreement with Mott MacDonald, LLC for Mott MacDonald, LLC to use safety equipment and tools, owned by PVWC, to conduct inspection activities at the Little Falls Water Treatment Plant.
- h) Resolution No. 22-070 Contract Extension for Professional Services (or Extraordinary Unspecifiable Services) Solicited Through the Fair and Open Process, Year 2021, for Legal and Related Services**
Award a one (1) year extension to various Contracts for Legal and Related Services.
- i) Resolution No. 22-071 Request to Advertise A Request for Qualifications (Under the Non-Fair and Open Process) for Various On-Call Projects**
Request permission to prepare and advertise a Request for Qualifications (Under the Non-Fair and Open Process) for various on-call projects to be utilized by the Engineering and Information Technology Departments.
- 7. NEW BUSINESS:**
Summary of Disbursements & Payrolls thru June 22, 2022, in the Amount of \$6,240,562.78 Certified by Treasurer Depadua and Comptroller Weiss.
- 8. Recommendations from Executive Conference**
- 9. GOOD & WELFARE**
- 10. ADJOURNMENT**