

PLAINFIELD MUNICIPAL UTILITIES AUTHORITY

**Minutes of a Board of Commissioners Regular Meeting
Tuesday, October 11, 2011**

**127 Roosevelt Avenue
Plainfield, New Jersey**

I. OPEN PUBLIC MEETINGS LAW (STATEMENT OF COMPLIANCE)

Commissioner Mitchell, Chairperson, called the meeting to order at 6:00 p.m. by reading the Statement of Compliance.

II. SALUTE TO THE FLAG

The Pledge of Allegiance was said by all.

III ROLL CALL

Present

Commissioner Harold Mitchell
Commissioner Carol Ann Brokaw
Commissioner Tracey Brown
Commissioner Alex Toliver @ 6:02 pm
Alt. Commissioner Eugene Dudley

Also Present

Mr. Duane Young, Executive Director
Mrs. Lana Carden, Manager of Human Resources
Ms. Leslie London, Board Attorney
Mrs. Roslyn Mathis, Board Secretary
Mr. Jonathan Williams, Attorney UCUA
Staff and Public

Mr. James Perry, Chief Financial Officer-absent

(Commissioner Toliver arrived here at 6:02 p.m.)

Ms. London had a resolution to go into Executive Session. It's **resolution #70-2011** to discuss a proposed amendment to the Municipal Waste Disposal Agreement between the PMUA and the UCUA. Commissioner Brokaw moved, seconded by Alt. Commissioner Dudley, approval of the resolution. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE**Resolution #70-2011 Executive Session**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Carol Ann Brokaw	X				
Rev. Tracey Brown	X				
Harold Mitchell	X				
Alex Toliver	X				
<u>Alternate</u> Eugene Dudley	X				

The meeting adjourned into Executive Session at 6:03 p.m.

The Board returned to the public session of the meeting at 6:45 p.m.

Commissioner Brokaw summarized the discussion held in Executive Session. She said that during the Executive Session the Commissioners were privileged to have Jonathan Williams, Counsel for the UCUA to be with them to explain some of the terms and conditions with respect to the proposed amendment to their existing Agreement with UCUA for garbage flow to the Rahway facility. During the course of that conversation the Commissioners raised a number of issues concerning the stability of Covanta as well as raised questions concerning their existing contract and how it would be amended by the proposed changes that the DEP recommends. As a result of that the Commissioners agreed to have their Counsel review additional documents in terms of due diligence to be assured when they vote in November with respect to whether or not they will approve the amendment they will be secure in their decision whether to accept it or reject it.

V. APPROVAL OF MINUTES (9/13/2011 Regular Scheduled Meeting Minutes)

Commissioner Brokaw moved the minutes of 9/13/2011 be approved as distributed, seconded by Commissioner Toliver. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE**9/13/2011 Regular Scheduled Meeting Minutes**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Carol Ann Brokaw	X				
Rev. Tracey Brown	X				
Harold Mitchell	X				
Alex Toliver	X				
<u>Alternate</u> Eugene Dudley	X				

VI. APPROVAL OF MINUTES (9/20/2011 Special Meeting Minutes)

Commissioner Brokaw moved that the minutes of September 20, 2011 be approved as submitted, seconded by Alt. Commissioner Dudley. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE 9/20/2011 Special Meeting Minutes

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Carol Ann Brokaw	X				
Rev. Tracey Brown	X				
Harold Mitchell	X				
Alex Toliver	X				
<u>Alternate</u> Eugene Dudley	X				

VII. COMMUNICATIONS

Mr. Young stated they received a letter from Stillman Gardens, specifically addressed to Steve Dessino, regarding the assistance they were provided by the PMUA with equipment to analyze and look at their system and educate them as well. The Vice President Curtis G. Keller of Stillman Gardens sent the letter congratulating the Authority and Mr. Young wanted to have Steve and his crew to be acknowledged and recognized for the work they did out there.

Commissioner Mitchell also acknowledged Alt. Commissioner Dudley for attending a block meeting over there with them and Alt. Commissioner Dudley responded that he initiated the action.

VIII. REPORT OF COMMITTEES

None.

IX. EXECUTIVE DIRECTOR'S REPORT

Mr. Young stated that they had the very difficult task within the past week and a half to do their layoffs. They have a different organizational chart. They laid off 15 people in an effort to stabilize their rates going into the new year. This was difficult, but it was necessary to prevent an increase in rates. They went through the first phase and they are working on a new organizational chart.

They are in the process of preparing the Authority's budget. They will be bringing a balanced budget to the Board next month for approval that would indicate the hard work that was done that will show they will not have a rate increase going into the new year.

Mr. Young attended the PARSA meeting last Thursday. He met all of the Board members there. He expressed an interest in terms of being able to talk to them in more detail to see if there was anything they could do to assist the Authority further in costs and expenses. He felt the PMUA needs to explore whatever is available to them.

Commissioner Mitchell wanted the record to be clear that the Commissioners voted on reorganization not a layoff.

Commissioner Brown asked what the difference was. Commissioner Mitchell replied reorganization of the agency and it was determined by the administration who they were going to layoff.

A. Attorney's Report

None.

B. Finance Report and Bills List Approval

Mr. Young stated, in the absence of Mr. Perry, that the Finance Report, the bills list, the aging, all of the reports had been discussed in detail at the Committee Meeting; if there were any additional questions, he would answer them at this time. They also discussed that they are on target in terms of the Corrective Action Plan as outlined in the 2010 Audit, they are working on them and they anticipate a lot of those findings should be cleared up.

Ms. London presented **resolution #71-2011 authorizing the payment of bills.** Alt. Commissioner Dudley moved, seconded by Commissioner Brown, approval of the resolution. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE

Resolution #71-2011 Payment of Bills

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Carol Ann Brokaw	X				
Rev. Tracey Brown	X				
Harold Mitchell	X				
Alex Toliver	X				
<u>Alternate</u> Eugene Dudley	X				

C. Resolution Authorizing the Award & Execution of a Contract for Rental of Heavy Equipment & Machinery

Mr. Young asked Ms. Hamlin to give the Board some background on this resolution.

Ms. Hamlin stated that they opened bids on Friday, September 30, 2011 for heavy equipment & machinery rental. They only received one bid; 12 bid packages were sent out. The bid was received from Jesco, Inc., South Plainfield, and it is the recommendation of the Purchasing Agent the contract is awarded to Jesco. It's a two-year contract and the total amount for each year would be not to exceed \$72,500.

Ms. London presented **resolution #72-2011 authorizing the award of a contract for heavy equipment and machinery to Jesco, Inc.** Commissioner Brokaw moved, seconded by Commissioner Toliver, approval of the resolution. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE Resolution #72-2011 Contract for Heavy Equipment & Machinery Rental to Jesco, Inc.

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Carol Ann Brokaw	X				
Rev. Tracey Brown	X				
Harold Mitchell	X				
Alex Toliver	X				
<u>Alternate</u> Eugene Dudley	X				

D. Resolution Authorizing the Award & Execution of a Contract for Tire Purchase Services

Mr. Young stated they went out to bid for tire purchases and asked Ms. Hamlin to elaborate.

Ms. Hamlin stated that bids were opened on Friday, September 30, 2011 for tire purchase services; 13 bid packages were sent out and they received three proposals. It is recommended the contract is awarded to Service Tire Truck Center, Budd Lake, N.J. for a two-year period, not to exceed \$60,000 per year. The other two companies, Custom Bandag and F & S Tire Corp., in their bid proposals they only could guarantee the figures for six months and that is not what the bid proposal asked for; they asked for an amount for two years.

Ms. London presented **resolution #73-2011 authorizing the award of a contract for tire purchase services to Service Tire Truck Center.** Commissioner Toliver moved, seconded by Alt. Commissioner Dudley, approval of the resolution. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE**Resolution #73-2011 Contract for Tire Purchase Services to Service
Tire Truck Center**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Carol Ann Brokaw	X				
Rev. Tracey Brown	X				
Harold Mitchell	X				
Alex Toliver	X				
<u>Alternate</u> Eugene Dudley	X				

**E. Resolution Authorizing the Award & Execution of a Contract to certain
Vendors for Printing Services**

Ms. Hamlin stated that bids were opened on Friday, September 30, 2011 for printing services; three bids were received, 17 bid packages were distributed to various vendors. It is the recommendation of the Purchasing Agent that the contract be awarded to two of those companies; one to MGL Forms – Systems, LLC, New Providence for quarterly bills & notices; and the second to Express Printing, Linden, for general printing services. Both would be for two years with a total not to exceed amount for both companies of \$29,500. The third bid was not considered because the company manipulated the bid proposal. Ms. London presented **resolution #74-2011 for printing services**. Commissioner Toliver moved, seconded by Alt. Commissioner Dudley, approval of the resolution. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE**Resolution #74-2011 for Printing Services**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Carol Ann Brokaw	X				
Rev. Tracey Brown	X				
Harold Mitchell	X				
Alex Toliver	X				
<u>Alternate</u> Eugene Dudley	X				

F. Resolution Agreement to Renew Membership in the New Jersey Utility Authorities Joint Insurance Fund

Mr. Young stated that the New Jersey Utility Authorities Joint Insurance Fund is the broker that provides for their liability, Board of Directors insurance and workers comp. They have consistently been able to get the Authority the best rates and they want to renew the membership with them to continue to reap the benefits of this large fund.

Ms. London presented **resolution #75-2011 authorizing the renewal of membership in the New Jersey Utility Authorities Joint Insurance Fund.** Alt. Commissioner Dudley moved, seconded by Commissioner Brown, approval of the resolution. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE Resolution #75-2011 Renewal of N.J. Utilities Authorities Joint Insurance Fund

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Carol Ann Brokaw	X				
Rev. Tracey Brown	X				
Harold Mitchell	X				
Alex Toliver	X				
<u>Alternate</u> Eugene Dudley	X				

X. UNFINISHED BUSINESS

None.

XI. NEW BUSINESS

None.

XII. PUBLIC HEARING

Commissioner Mitchell said they have now come to the portion of the meeting where the public is allowed to speak. If anyone from the public would like to have something to say, please stand, give your name and address and make your comments. Seeing no one present wishing to speak, Commissioner Mitchell called for a motion to adjourn. Commissioner Toliver moved, seconded by Alt. Commissioner Dudley and unanimously approved by the Board, to adjourn the meeting at 7:05 p.m.

Recorded by:

Roslyn P. Mathis, Board Secretary