

**PLAINFIELD MUNICIPAL UTILITIES AUTHORITY**

**Minutes of a Board of Commissioners Regular Meeting Minutes  
Tuesday, November 10, 2015**

**127 Roosevelt Avenue  
Plainfield, New Jersey**

**I. OPEN PUBLIC MEETINGS LAW (STATEMENT OF COMPLIANCE)**

Commissioner Tyndale, Chairman, 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 Carol Ann Brokaw  
Commissioner Jacinth Clayton-Hunt  
Commissioner Michelle Graham-Lyons  
Commissioner Henry V. Robinson  
Commissioner Charles W. Tyndale  
Alt. Commissioner Robin Bright

**Also Present**

Mr. Daniel Mejias, Executive Director  
Mr. Duane Young Chief Financial Officer  
Mr. Kevin Conti, Board Attorney  
Mrs. Roslyn Mathis, Recording Secretary  
Staff and Public

Alt. Commissioner Pedro Estevez                      absent

**IV. APPROVAL OF MINUTES – October 8, 2015 Committee Meeting Minutes; October 8, 2015 Executive Session Minutes; October 13, 2015 Regular Meeting Minutes; October 13, 2015 Executive Session Minutes; and October 27, 2015 Special Meeting Minutes.** Commissioner Brokaw moved that the minutes be approved as distributed, seconded by Commissioner Robinson. The motion carried, on a roll-call vote, with five members in favor and none opposed.

**RECORDED VOTE      October 8, 2015 Committee Meeting and Executive Session/  
October 13, 2015 Regular Meeting and Executive Session; and October 27, 2015 Special  
Meeting**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Carol Ann Brokaw	X				
Jacinth Clayton-Hunt	X				
Michelle Graham-Lyons	X				
Henry V. Robinson.	X				
Charles W. Tyndale	X				
<b><u>1<sup>st</sup> Alternate</u></b> Robin Bright				X	
<b><u>2<sup>nd</sup> Alternate</u></b> Pedro Estevez					X

#### V. COMMUNICATIONS

Executive Director Mejias stated that the PMUA is in receipt of a letter from the NJDEP regarding the Authority's Transfer Station's permit application renewal. NJDEP has determined PMUA's application to be administratively complete and, therefore, all conditions of the existing permit for the facility remain effective. He said that the Authority can continue to operate the facility as it has been.

#### VI. REPORT OF COMMITTEES

None.

#### VII. EXECUTIVE DIRECTOR'S REPORT

**Fire Damaged Trailer** – Executive Director Mejias stated that there was a fire where two trailers were damaged; he said that the insurance claim has been paid, the aluminum-body trailer that sustained the fire damage has been scrapped for the metal value, and a total amount of \$2,220 net proceeds was received by the Authority for the scrapped material for that trailer. Executive Director Mejias said that the two trailers the Authority had to purchase should be received by the end of next week.

**PC Scale** – Executive Director Mejias stated that this matter was discussed at the Committee Meeting. He indicated that Commissioner Brokaw had questions regarding the labor, and travel time expense. The amounts are in the Commissioners' packets. Executive Director Mejias said that it was \$4,120 and that the travel expenses were not to exceed \$3,000; Executive Director Mejias said that number was going to be broken down and spread over four years; he said that it would come to \$100 for the monthly cost.

**Shared Services** – Executive Director Mejias said that Sales and Public Information have been working on marketing schemes to attract local municipalities. He said that promotional and informational materials will be displayed at the League of Municipalities Conference. The Authority's goal is to meet with local municipalities to try to interest them regarding utilizing the PMUA's facility and to see if there is an opportunity for the Authority to venture out and assist other municipalities with their collection and recycling needs. Executive Director Mejias said that there was an opportunity that had come up with Garwood and the PMUA was invited to bid on it, but the Authority wasn't prepared to provide the services at this time. Garwood is looking to award a one-year contract so when the contract comes up for bid next year, PMUA will be prepared to submit a bid.

**Urgent Care Facility** – Executive Director Mejias said that there was a need for the Authority to change providers. In the past the Authority has used Complete Care in Scotch Plains, but are changing over to Doctors Express in South Plainfield. Executive Director Mejias said that the previous facility changed ownership and the Authority felt the services were not meeting the Authority's needs. Doctors Express has a track record of reviewing workman's comp cases, and their return to work time frame appears to be somewhat quicker than some other care facilities.

**Informational Outreach** – Executive Director Mejias stated that he had conversations with PMUA customers who had concerns and misunderstandings that weren't being addressed by the Authority's website. He indicated that taking those concerns into account, the Authority has been updating the website to try to help people have a better understanding of the services offered by the PMUA to address certain areas where there's confusion as to PMUA's responsibilities and the DPW's responsibilities are.

**My Waste App** – Executive Director Mejias stated that the Authority now has a My Waste App application that can be downloaded by residents by both the Apple and Droid platform. This app allows the resident to check what their service dates are, allows them to report any issues they may have; and it has a section for "how to" in terms of how to handle certain wastes. Executive Director Mejias said that there was an incident on Friday at the Transfer Station where they almost had a chemical fire; he said that muriatic acid was brought in by one of the users of the facility, which had a chemical reaction, and caused a lot of smoke requiring the HazMat and the local fire department to be called to contain the matter. The staff at the Transfer Station did an excellent job containing it quickly to make sure no damages occurred. No one was injured, although two individuals that were working in direct contact of the area were tested and treated. The My Waste App should help as another tool utilizing technology to get the word out to educate the Authority's customers and the community.

Commissioner Tyndale inquired if steps have been taken to mitigate that happening again going forward.

Executive Director Mejias replied yes, and that the inspections of the loads are going to be more vigorous going forward, with two employees working the floor at the Transfer Station who will be spot checking all of the loads. Anyone caught bringing in these materials will be asked to leave the property, and banned from using the facility.

**Street Sweeper** – Executive Director Mejias stated that in the last meeting the question was asked regarding the street sweeping areas and the misunderstanding of what was the PMUA’s responsibility and what was the responsibility of the DPW. In the discussion the misunderstanding concerned the machine sweeper, and it was made clear that was the DPW’s responsibility and needed to be addressed by the City. Executive Director Mejias said that he did increase the street sweeping service area to Leland Ave., between South Ave. and George St., as that has been identified as a commercial part of the business district.

**Chief Financial Officer** – Executive Director Mejias stated that there is a need to add the Chief Financial Officer as a signatory going forward and there is a resolution regarding this on the agenda.

Commissioner Tyndale welcomed Mr. Young.

Mr. Young thanked the Commissioner and said that it is good to be back.

Executive Director Mejias thanked Ms. Walcott for stepping up to the plate as Acting CFO for the last few months, and her graciousness and professionalism in accepting that responsibility was well appreciated.

Commissioner Graham-Lyons said to the Board that if they haven’t tried the My Waste App yet, that they should download it; she said that it really works.

Commissioner Tyndale stated that he would like to start a special committee to re-brand the Authority in the sense of changing the general perception of the PMUA. He would like the Executive Director to appoint someone from management information, someone from sales, and customer service, and he would like to meet once a month and the Commissioner would like to be included on the committee. He said that the Authority needs a re-branding to change its identity in a more pleasant and positive way, and he indicated that is in conjunction with what the Executive Director is trying to do.

Commissioner Brokaw said that it’s an excellent idea, but she felt that the Board should probably be more involved in creating an environment for the staff to be able to do that as opposed to the Board being directly involved only because she felt it creates issues when Commissioners actually work with the employees; she said that in some degree it could undermine the Executive staff. Commissioner Brokaw wasn’t saying the Board shouldn’t participate, but just in a different posture.

Commissioner Tyndale saw her point; he said that it could be a conflict.

Commissioner Brokaw stated that it should be understood that there is an Executive Director who staff reports to, and the Board is there to make sure he’s doing his job.

Commissioner Tyndale stated that they will discuss this in their working committee meeting going forward.

### A. Attorney's Report

Mr. Conti advised the Board that there isn't anything for the Attorney's report other than subjects that will be discussed in closed session.

Commissioner Tyndale inquired if there is a need to have an Executive Session.

Commissioner Brokaw responded yes, they need to have an Executive Session, but they should have the public hearing first.

The resolutions were presented before the public hearing.

Mr. Conti presented **resolution #111-2015 authorizing changes regarding the Authority's additional signatory**. Commissioner Brokaw moved that resolution 11-2015 be accepted as read, seconded by Commissioner Robinson. The motion carried, on a roll-call vote, with five members in favor and none opposed.

#### RECORDED VOTE

#### Resolution #111-2015 Additional Signatory

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Carol Ann Brokaw	X				
Jacinth Clayton-Hunt	X				
Michelle Graham-Lyons	X				
Henry V. Robinson.	X				
Charles W. Tyndale	X				
<b>1<sup>st</sup> Alternate</b> Robin Bright				X	
<b>2<sup>nd</sup> Alternate</b> Pedro Estevez					X

Mr. Conti presented **resolution #112-2015 approving official holiday schedule for Calendar Year 2016**. Commissioner Brokaw moved that resolution 112-2015 be accepted as read with the notation that it's the same number of holidays as last year, seconded by Mr. Robinson. The motion carried, on a roll-call vote, with five members in favor and none opposed.

**RECORDED VOTE****Resolution #112-2015 Holidays**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Carol Ann Brokaw	X				
Jacinth Clayton-Hunt	X				
Michelle Graham-Lyons	X				
Henry V. Robinson.	X				
Charles W. Tyndale	X				
<b><u>1<sup>st</sup> Alternate</u></b> Robin Bright				X	
<b><u>2<sup>nd</sup> Alternate</u></b> Pedro Estevez					X

Mr. Conti presented **resolution #113-2015 for bills list approval**. Commissioner Brokaw moved that resolution 113-2015 be accepted as read with the notation that it's understood the Executive staff is going to provide the Commissioners with vehicle and maintenance schedules for this year for the Authority's trucks by the end of this year, seconded by Commissioner Robinson. The motion carried, on a roll-call vote, with five members in favor and none opposed.

**RECORDED VOTE****Resolution #113-2015 Bills List**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Carol Ann Brokaw	X				
Jacinth Clayton-Hunt	X				
Michelle Graham-Lyons	X				
Henry V. Robinson.	X				
Charles W. Tyndale	X				
<b><u>1<sup>st</sup> Alternate</u></b> Robin Bright				X	
<b><u>2<sup>nd</sup> Alternate</u></b> Pedro Estevez					X

Mr. Conti presented **resolution #114-2015 regarding delayed introduction of 2016 budget**. Commissioner Tyndale inquired how much of a delay.

Mr. Young replied that they had a meeting with the Authority's financial advisors, and they are still talking about a tight time frame. He said that they are going to set up a meeting with the Finance Committee in December. Mr. Young indicated that the intent is to introduce the budget to the Board in early January, once the Finance Committee buys into it, submit it to the State early-January, he said that they require a 30-day window, he'll try to get any questions the State may have resolved as quickly as possible, and in February they will be able to adopt the budget. Mr. Young said that's the time frame and that's historically the time frame they have been in.

After discussion, Commissioner Brokaw moved that resolution 114-2015 be accepted as read, seconded by Commissioner Clayton-Hunt. The motion carried, on a roll-call vote, with five members in favor and none opposed.

**RECORDED VOTE                      Resolution #114-2015 Delay of Budget**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Carol Ann Brokaw	X				
Jacinth Clayton-Hunt	X				
Michelle Graham-Lyons	X				
Henry V. Robinson.	X				
Charles W. Tyndale	X				
<b><u>1<sup>st</sup> Alternate</u></b> Robin Bright				X	
<b><u>2<sup>nd</sup> Alternate</u></b> Pedro Estevez					X

Mr. Conti presented **resolution #115-2015 authorizing award of contract to PC Scale, Inc. for related tower services**, moved by Commissioner Robinson and seconded by Commissioner Brokaw. The motion carried, on a roll-call vote, with five members in favor and none opposed.

**RECORDED VOTE                      Resolution #115-2015 PC Scale**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Carol Ann Brokaw	X				
Jacinth Clayton-Hunt	X				
Michelle Graham-Lyons	X				
Henry V. Robinson.	X				
Charles W. Tyndale	X				
<b><u>1<sup>st</sup> Alternate</u></b> Robin Bright				X	
<b><u>2<sup>nd</sup> Alternate</u></b> Pedro Estevez					X

Commissioner Tyndale asked Mr. Mejias to give a description of the PC Scale services.

Executive Director Mejias stated that PC Scale is more of an industry-based software for solid waste and recycling collections, dispatching and routing and asset management for the solid waste equipment. The Authority is currently using Cartegraph, which is an asset management based software, but the Authority has been utilizing Cartegraph beyond its intended use.

The PC Scale system will allow the Authority to create routing for tracking efficiencies, allowing the Authority to cut back on some of the redundancies that exists with the billing process, and the amount of paper work that goes from department to department to get approvals; it is one unified system that all departments will be able to access. Because a large part of the Authority’s statutory mission involves solid waste and recycling, the PC Scale system is going to enable the Authority to better route and track solid waste tonnage.

Mr. Conti presented **resolution #116-2015 authorizing an increase in the execution of a contract with Snelling Staffing Services for an as needed staffing service.** Commissioner Brokaw moved that resolution 116-2015 be accepted as read, seconded by Commissioner Clayton-Hunt. The motion carried, on a roll-call vote, with five members in favor and none opposed.

**RECORDED VOTE**                      **Resolution #116-2015 Snelling Staffing Services**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Carol Ann Brokaw	X				
Jacinth Clayton-Hunt	X				
Michelle Graham-Lyons	X				
Henry V. Robinson.	X				
Charles W. Tyndale	X				
<b><u>1<sup>st</sup> Alternate</u></b> Robin Bright				X	
<b><u>2<sup>nd</sup> Alternate</u></b> Pedro Estevez					X

Mr. Conti presented **resolution #117-2015 awarding a contract to Eric M. Bernstein, LLC for conflict counseling services.** Commissioner Brokaw moved that resolution 117-2015 be accepted as read, seconded by Commissioner Clayton-Hunt. Commissioner Brokaw also said that she and Commissioner Clayton-Hunt did their due diligence in this selection; she said that they interviewed Mr. Eric Bernstein telephonically and determined who will serve as its chief contact, and they were satisfied with Mr. Phillip George and his qualifications as second chair, when they interviewed him in person in his office. The motion carried, on a roll-call vote, with five members in favor and none opposed.



**RECORDED VOTE****Resolution #117-2015 Conflict Attorney**

	<b>YES</b>	<b>NO</b>	<b>ABSTAIN</b>	<b>PRESENT NOT VOTING</b>	<b>NOT PRESENT</b>
Carol Ann Brokaw	X				
Jacinth Clayton-Hunt	X				
Michelle Graham-Lyons	X				
Henry V. Robinson.	X				
Charles W. Tyndale	X				
<b><u>1<sup>st</sup> Alternate</u></b> Robin Bright				X	
<b><u>2<sup>nd</sup> Alternate</u></b> Pedro Estevez					X

Commissioner Tyndale thanked the Commissioners who worked on the committees for the conflict counsel and the labor counsel.

Commissioner Tyndale congratulated Mr. Goode, who was present at the meeting, on winning his election.

### VIII. PUBLIC HEARING

Commissioner Tyndale invited anyone in the public who had a desire to address the Board to please stand, give their name and address, and they will be given three minutes.

Bernice Paglia, 124 E. Seventh St. She was hoping to see the September 9<sup>th</sup> minutes on the website; she said the minutes are always so excellent, it's like being there and she was hoping to see what she may have missed since she wasn't able to attend that meeting.

Ms. Paglia said that as far as the routes, she felt that being able to improve the routes would be really good because her window looks out on the dumpster area and she has often wondered if they deal with the same population week in and week out; she inquired why do they come at two in the morning and eleven in the morning. Ms. Paglia said it's like a clock; she said at a certain hour she hears those guys banging those cans. She said it would be a good idea to have a routine-for these routes; she said it would be more efficient in general.

To Commissioner Tyndale's inquiry where does she live, Ms. Paglia responded 124 E. 7<sup>th</sup>; she said that she lives in the six-family, there are two large multi-families and they all have the same dumpsters. She used to think it's early because of the summer heat, but sometimes on hot days they would still be there mid-morning.

Executive Director Mejias responded that one of the reasons for that is the Authority had some issues requiring it to double up on trucks. Some trucks were actually running two shifts and they had to adjust the work schedule to make sure everyone had their garbage removed. He apologized for the inconsistencies in the time; he said that is something they were working on in the improvement of the Authority's fleet and they should be able to do that relatively quickly.

Barry Goode, 35 Melrose Place. Mr. Goode said that over the years, and he said it's starting to get a little bit worse with the recycling pickups, he said that when they pick up the glass, it is sometimes broken and no one stops to pick it up; so, he said that it defeats the purpose to have the recycling picked up if some is going to fall out and be left in the street. Mr. Goode said that is becoming a problem, mainly on the west end; he said that he has seen it a lot on his street and on other streets too. Mr. Goode said driving down the street and having to drive over a bit of glass is not a good thing, especially in the summer with the children, who sometimes play directly in the street.

Executive Director Mejias responded that he appreciates the sharing of concerns. He said he will make sure that all trucks have brooms and shovels to pick that up, and in the days to come, the Authority's website will show how to properly handle the bins. The bins should be loaded in a fashion where they close properly because in driving through Plainfield every morning, Executive Director Mejias found that sometimes the containers are overloaded with bags and bottles, causing materials to fall out, but the Authority still has an obligation to clean it up and he will make sure that is addressed, and that he will make sure that brooms and shovels are utilized on all trucks.

Commissioner Tyndale said that seeing nothing further, they will close the public session.

Mr. Conti presented **resolution #118-2015 providing for an Executive Session to discuss matters of personnel, litigation and/or contracts**, moved by Commissioner Clayton-Hunt and seconded by Commissioner Brokaw. The motion carried, on a roll-call vote, with five members in favor and none opposed.

**RECORDED VOTE****Resolution #118-2015 Executive Session**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Carol Ann Brokaw	X				
Jacinth Clayton-Hunt	X				
Michelle Graham-Lyons	X				
Henry V. Robinson.	X				
Charles W. Tyndale	X				
<b><u>1<sup>st</sup> Alternate</u></b> Robin Bright				X	
<b><u>2<sup>nd</sup> Alternate</u></b> Pedro Estevez					X

The Board adjourned into Executive Session at 6:35 p.m.

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

Commissioner Tyndale summarized the Executive Session. He said that Executive Session was held to discuss a labor matter pertaining to payment calculations for one employee, and both the Authority and the union were in agreement as to the proper payment.

Commissioner Brokaw moved, seconded by Commissioner Clayton-Hunt and unanimously approved by the Board, to adjourn the meeting at 6:46 p.m.

Recorded by:

Roslyn P. Mathis, Recording Secretary




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**COMMISSIONER HENRY V. ROBINSON**  
**BOARD SECRETARY**

**SEAL**