

PLAINFIELD MUNICIPAL UTILITIES AUTHORITY

**Minutes of the Board of Commissioners Regular Meeting
Tuesday, January 12, 2016**

**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 – December 8, 2015, Rescheduled Committee Meeting Minutes; December 15, 2015 Rescheduled Regular Meeting Minutes; and December 15, 2015 Executive Session Minutes.

Commissioner Robinson moved, seconded by Commissioner Graham-Lyons, approval of the minutes. The motion carried, on a roll-call vote, with five members in favor and none opposed.

**RECORDED VOTE December 8, 2015 Rescheduled Committee Meeting Minutes;
December 15, 2015 Rescheduled Regular Meeting Minutes; and December 15, 2015
Executive Session Minutes**

	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				
<u>1st Alternate</u> Robin Bright				X	
<u>2nd Alternate</u> Pedro Estevez					X

V. COMMUNICATIONS

Mr. Mejias stated that he received a letter from the DEP regarding a compliance inspection that was done at the Transfer Station on November 2, 2015, and the PMUA was found to be in 100 percent compliance. He said that he had a copy of the report if the Commissioners would like to review it to see exactly what DEP was looking for in the inspection.

VI. REPORT OF COMMITTEES

Finance Committee – Mr. Young reported that at the last meeting of the Committee they went over the details of the budget and it was reiterated that the Board didn't want any increase in the rates for solid waste or sewer, and they are in compliance with that in the 2016 budget. Commissioner Brokaw stated that subsequent to the committee meeting, she and Commissioner Graham-Lyons met with respect to the audit, and it was agreed that Lerch, Vinci & Higgins would do the audit again this year.

Mr. Young indicated that it is important to note there hasn't been an increase in the rates in the past five or six years; he said there have been some decreases; however, it is unrealistic to believe the Authority can continue to maintain stable rates with no increases since there are expenses that increase in businesses by some percentage annually.

Mr. Young stated that the Authority is constantly evaluating different things to see how they can continue to cut costs and increase revenue.

Mr. Mejias added that it is the goal of the PMUA to increase their shared services to offset the operating costs of the Authority, which will hopefully stabilize and lower the rates. He said that he had a meeting tomorrow with a local town that's interested in utilizing the Authority's Transfer Station, and he will report the results of that meeting to the Commissioners.

Personnel Committee – Mr. Mejias said that there had not been any meeting with the Personnel Committee.

Buildings & Operations Committee – Mr. Mejias said that there was discussion regarding reviving some of the Authority's fleet. He indicated that it was determined that the Authority's inspection small pickup trucks are getting up in mileage, and the Authority is in the process of determining whether or not it is beneficial to continue to put the funds into these vehicles or retiring them and getting new ones. He said that the Authority is also considering alternative fuels vehicles such as hybrids or electric vehicles as another part of the roll-out with the PMUA's image going forward, and being mindful to be responsible in making these decisions.

VII. EXECUTIVE DIRECTOR'S REPORT

Mr. Mejias stated there was an issue with E-waste, where the program that was set aside ran out of funding. He said he has been in contact with Union County because they oversee the program and they informed him they have a verbal commitment with MRM, which is the recycler's management company. Mr. Mejias said that they basically hold the manufacturer's responsible for picking up the cost to recycle these materials, and right now what they are hoping to do is to see if they could get this funding going again. He stated that, at a minimum, the Authority will be able to collect a list of what is considered covered materials accepted free of charge. He said the materials include TV's, monitors, lap tops, E-readers, and tablets, which are a few of the items they will accept free of charge. Mr. Mejias said that, for any other items, the Authority is going to have to go to a fee base and, until they understand what the program will be in detail, the Authority would not be able to determine what the cost would be. Until the Authority receives further information from them implementing exactly what the program would be, the PMUA is unable to accept the E-waste because there is no place to store the materials as of January 1, 2016. The Authority is hoping to have a definitive answer by the first week in February, but the markets that they have been researching on their own it's looking like \$.30 a pound at cost to remove these items, which equates to \$600.00 per ton. Based upon the amount of material the Authority took in during 2015, that would cost the PMUA about \$90,000.00, and it couldn't absorb that cost and it would have to pass the costs on.

Commissioner Tyndale inquired based on the Authority's operating parameters, are they able to turn people away from dumping off materials.

Mr. Mejias responded they would if the Authority doesn't have a way of disposing of it. He said that usually when someone purchases a new TV in the store, the store will take back the old one, but the Authority is not able to accept it in mass quantity at this time.

Mr. Mejias stated that the Authority has been assessing the maintenance cost regarding the upgrade of the fleet to decide whether or not it makes sense to put any more money into the vehicles considering their age, and mileage; he said that the budget does have provisions to start upgrading the Authority's fleet.

Commissioner Tyndale inquired if it would be a purchase or a lease and Mr. Mejias replied that they haven't decided that yet.

Mr. Mejias said that a new organizational chart has been prepared and it was given to the Commissioners. There haven't been that many changes with the exception of the consolidation of the Dispatch Department, which has been rolled into the Customer Service Department, allowing the Authority to address more of the phone coverage up to certain times of the day and certain times of the year when the phone call volumes get heavy. He said that there is Customer Service training being implemented to have a better experience for the customers when they call for services.

Mr. Mejias reported that the way the phone service has been looped from extension to extension; the issue of phone calls not being answered has been addressed.

Mr. Mejias indicated that, prior to him becoming the Executive Director; the Authority had a position control that said that there was a freeze on hiring unless a position became available. He said that has become necessary if the Authority is to continue to try to control costs and to adhere to this budget that is already tight.

The 2015 sewer report reveals the Sewer Department managed to flush out 27.44 total miles of the Authority's 110 miles of sewer lines and 18 miles of the line was televised, which was an ongoing preventative maintenance program to ensure their infrastructure was in proper operating condition. In 2015, 101 sewer calls were made, but only three pertained to the PMUA; Mr. Mejias said that the rest turned out to be sewer main line blockages, which the Authority is not responsible for. Mr. Mejias complemented the Authority's Sewer Department for a job well done.

Mr. Mejias said that the Public Information Department initiated a "Helping Hands Program" where PMUA staff collected 177 pairs of children's gloves and distributed them to Plainfield children out of the Authority's Front Street location. He said that was well received, and it was something to show the Authority's participation within the community.

Commissioner Tyndale commended the staff on the newsletter, the revitalization article; he thought it was very timely done and it highlighted the Authority on moving the Plainfield revitalization program.

Mr. Mejias said that the 20th Anniversary journal the Commissioners received last week was a draft, and it was sent to get the Board's opinions and comments. While he thought it was well written, there is always room for improvement. The consensus was that they need to expand a little bit more to make it a little bit more visual of the actual lengths that the members past and present of the Authority went through to make the Authority what it is today, and they are going to hold off rolling that out at this time.

Mr. Mejias said that on-going projects, there is the appointment to PARSA.

Commissioner Brokaw advised the Board that Mr. Mitchell should be asked to come to the meeting to bring them up to speed.

A. Attorney's Report

There will be an Executive Session after the Public Hearing.

B. Administration Resolution

Mr. Conti presented **resolution #1-2016 authorizing the purchase of electricity supply services for public use on an online auction website, EMEX, LLC Custom Pricing Analysis**; Commissioner Brokaw moved that resolution #1-2016 be accepted as presented, seconded by Commissioner Robinson. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE

Resolution #1-2016 EMEX, LLC Custom Pricing Analysis

	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				
<u>1st Alternate</u> Robin Bright				X	
<u>2nd Alternate</u> Pedro Estevez					X

C. Finance Resolutions

Mr. Conti presented **resolution #2-1016 approval of the bills list**. Commissioner Brokaw moved that resolution #2-2016 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 #2-2016 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				
<u>1st Alternate</u> Robin Bright				X	
<u>2nd Alternate</u> Pedro Estevez					X

Mr. Conti presented **resolution #3-2016 authorizing the introduction of the CY 2016 Sanitary Sewer Budget**, moved by Commissioner Robinson and seconded by Commissioner Graham-Lyons, approval of the resolution. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE**Resolution #3-2016 Introduction of CY 2016 Sanitary Sewer 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				
<u>1st Alternate</u> Robin Bright				X	
<u>2nd Alternate</u> Pedro Estevez					X

Mr. Conti presented **resolution #4-2016 authorizing the introduction of the CY 2016 Solid Waste Budget**. Commissioner Clayton-Hunt moved that resolution #4-2016 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 #4-2016 Introduction of the CY 2016 Solid Waste 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				
<u>1st Alternate</u> Robin Bright				X	
<u>2nd Alternate</u> Pedro Estevez					X

D. Purchasing Department Resolution

Mr. Conti presented **resolution #5-2016 authorizing the award of a contract for Tire Purchase Services with L & C Tire Services, Inc.** Commissioner Brokaw moved that resolution #5-2016 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 #5-2016 L & C Tire Services, Inc.**

	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				
<u>1st Alternate</u> Robin Bright				X	
<u>2nd Alternate</u> Pedro Estevez					X

VIII PUBLIC HEARING

Commissioner Tyndale said that at this time they have come to the Public Hearing section of the meeting; any member of the public who wishes to address the Board please stand, give your name and address, and you will be given three minutes.

Bernice Paglia, 124 E. 7th St., Plainfield. Ms. Paglia said that if they are telling the story of the history of the PMUA for over 20 years, she said that one chapter that would be very interesting was the response to Hurricane Sandy. Ms. Paglia said that she happened to live next door to one of the staging areas where they cooperated with the City Public Works and they brought in these huge trees. She said that she has some images, and it was quite a challenge, and probably one of the biggest ones the Authority faced; so if there is any room for that story, she said that they may be interested in what she has.

Commissioner Tyndale inquired if she would be willing to part with some of her images.

Ms. Paglia replied sure; tell her where to send them.

With no other responses to the Chairman's invitation to participate in the Public Hearing, Commissioner Tyndale said the Board will now adjourn into Executive Session.

Mr. Conti presented **resolution #6-2016 authorizing Executive Session to discuss personnel, litigation and/or contract matters**. Commissioner Brokaw moved that resolution #6-2016 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 #6-2016 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				
<u>1st Alternate</u> Robin Bright				X	
<u>2nd Alternate</u> 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 6:59 p.m.

Commissioner Tyndale summarized the Executive Session. He said that the Board discussed the present and upcoming union agreement to be further discussed between the union and the Executive staff, the evaluation process for the professional services, and the different committees, and the makeup of the upcoming Board and its re-organization to be held in February.

Commissioner Brokaw moved, seconded by Commissioner Robinson and unanimously approved by the Board, to adjourn the meeting at 7:00 p.m.

Recorded by:

Roslyn Mathis, Recording Secretary

COMMISSIONER HENRY V. ROBINSON
BOARD SECRETARY

SEAL