

PLAINFIELD MUNICIPAL UTILITIES AUTHORITY

**Minutes of the Board of Commissioners Regular Meeting
Tuesday, May 10, 2016**

**127 Roosevelt Avenue
Plainfield, New Jersey**

I. OPEN PUBLIC MEETINGS LAW (STATEMENT OF COMPLIANCE)

Commissioner Graham-Lyons, Vice 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 Robin Bright
Commissioner Carol Ann Brokaw
Commissioner Michelle Graham-Lyons

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

Commissioner Henry V. Robinson absent
Commissioner Charles W. Tyndale absent
Alt. Commissioner Pedro Estevez absent

IV. APPROVAL OF MINUTES – April 14, 2016 Rescheduled Regular Meeting Minutes, and April 14, 2016 Executive Session Minutes

Commissioner Brokaw moved that the April 14, 2016 Rescheduled Regular Meeting Minutes and the April 14, 2016 Executive Session Minutes be accepted as distributed, seconded by Commissioner Bright. The motion carried, on a roll-call vote, with three members in favor and none opposed.

RECORDED VOTE**April 14, 2016 Rescheduled Regular Meeting Minutes and
April 14, 2016 Executive Session Minutes**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Carol Ann Brokaw	X				
Michelle Graham-Lyons	X				
Henry V. Robinson					X
Charles W. Tyndale					X
<u>Alternate</u> Pedro Estevez					X
<u>Alternate</u>					

V. COMMUNICATIONS

Mr. Mejias reported that PMUA was in receipt of a letter from a resident who didn't understand the language in the Authority's Rules and Regulations regarding how the calculations were done concerning sanitary sewer services. He stated that a review was done with the Authority's engineers and it was found that there were no inconsistencies in the calculation of the usage or the language in the Rules and Regulations. A response was sent back to the homeowner.

V. REPORT OF COMMITTEES

- Finance Committee

Mr. Young reported that the Finance Committee met via a conference call with two Committee members, and the Executive Director; the status of the audit was summarized, and Commissioner Graham-Lyons put together a synopsis of the conference call regarding the affect of the new pension regulations on the Authority's financial statement, and that information was distributed to the Board members.

- Personnel Committee

Mr. Mejias reported that the Personnel Committee met to discuss a few topics: one issue concerned the training of the Authority's fleet staff in an attempt to hold employees accountable, and to be aware of the duties required of them, and upon completion of the training there is a signoff authorization form acknowledging the employees' understanding of what is expected.

The Committee also discussed the training of supervisors. The Joint Insurance Fund held a free training session for the supervisory staff to deal with conflict resolution, etc., and a couple of Authority's newly-appointed supervisors were sent for training.

The Authority received an update on two lawsuits, which would be discussed in Executive Session.

Mr. Mejias said that there was discussion regarding the certification of supervisors involving substance abuse and the use of alcohol; he stated that while it is not a problem at the Authority, he wanted to make sure all of the managers and supervisors have the proper certifications should there be a need.

He reported that there was discussion regarding the bi-weekly department meetings that are being held: the supervisors and managers are implementing this process by conducting meetings, keeping minutes and reporting back to him.

- Buildings & Operations Committee

The Committee met and discussed the parking situation here at headquarters; he said that communication was sent to the Authority's neighbors regarding the use of the PMUA's parking lot by visitors to their establishment who have been parking in the Authority's parking lot. Mr. Mejias said that a prospective bidder was late because he couldn't find a parking spot. Mr. Mejias said that communication was received from their neighbor stating that a sign was put up in their lobby saying if they park in the PMUA parking lot they have to move their car. Mr. Mejias said that the Authority is going to seek to contract with a towing company to have the proper signage put up notifying the citizens that anyone parking in the Authority's lot who is not handling business with the PMUA is subject to be towed.

The Committee also discussed having fire drills at all of the Authority's locations, and they will practice evacuation routes. He said that there is a fire drill scheduled for tomorrow, and the Fire Department will be here to assist with that. Mr. Mejias said there is no fee to have the Fire Department to come and assist with the fire drills.

Mr. Mejias said that they discussed the ongoing beautification project at the Transfer Station; they have also begun to clean up the overgrown vegetation as per DEP directive, and they have plans to make the entrance to the Transfer Station a little more visually pleasing.

There was discussion regarding fleet operations training for new vehicles and the need to purchase two new pickup trucks for their fleet, preferably with snowplows.

VII. EXECUTIVE DIRECTOR'S REPORT

Mr. Mejias reported the Perma-Liner proposal was discussed at a prior meeting that will allow the Authority to do sewer repairs in-house at a substantial savings is on the agenda this evening for the Board's approval. He reminded the Board that the Perma-Liner process will allow the PMUA to make repairs to the sewer without cutting holes in the street.

Mr. Mejias said that there was discussion regarding purchasing a stationary compactor for the Transfer Station. The compactor will be used for the cardboard that is being extracted from the waste stream and will allow PMUA to get a two and a half to three to one compaction ratio, so in a 40 yard compactor they will really be taking out 120 yards of cardboard, which will reduce the transportation cost and increase the Authority's efficiency at the Transfer Station.

Mr. Mejias reported that there was a discussion about purchasing additional pool meters in preparation for the pool filling season. He said that applications are being received at the PMUA from residents who are looking to refill their pools, and can get some relief on the cost of the water that is not going into the sanitary sewer system.

Mr. Mejias said that the Authority wanted former Commissioner Mitchell to come to the meeting to give a report concerning PARSA, but he had a conflict and was unable to attend. Mr. Mitchell suggested sending the Commissioners information in writing regarding the subjects discussed during his attendance at the meetings.

Commissioner Graham-Lyons inquired regarding Mr. Mitchell sending information in writing concerning PARSA as to how questions from the Commissioners would be handled. Mr. Young responded that the Board should again request that Mr. Mitchell make himself available to attend either a regular meeting or a committee meeting regarding PARSA.

Commissioner Brokaw said that it would be helpful if the minutes from the PARSA meetings were distributed to the Board. She said it would also be helpful if a Board member attended the PARSA meeting; they don't have to be a member of the committee to attend, and it would also be helpful for them to receive a copy of the schedule of PARSA's meetings.

Mr. Mejias said that there was discussion regarding the re-branding and marketing of the PMUA. Mr. Mejias reported that PMUA hosted the Union County shred event that was held in Cedarbrook Park; there were over 400 vehicles there, and he greeted most of the people who generally had positive opinions about PMUA and the services it performs.

A. Attorney's Report

Mr. Conti didn't have any information to report, unless the Board had a reason to go into Executive Session. Commissioner Bright responded, there is a reason to have an Executive Session.

RESOLUTIONS FOR CONSIDERATION**B. Administration**

Mr. Conti presented **Resolution #49-2016 In Recognition of Jacinth Clayton-Hunt on her Exemplary Service to the Board of Commissioners.** Commissioner Brokaw moved that the resolution be accepted as read, seconded by Commissioner Bright. The motion carried, on a roll-call vote, with three members in favor and none opposed.

RECORDED VOTE**Resolution #49-2016 Recognition of Jacinth Clayton-Hunt**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Carol Ann Brokaw	X				
Michelle Graham-Lyons	X				
Henry V. Robinson					X
Charles W. Tyndale					X
<u>Alternate</u> Pedro Estevez					X
<u>Alternate</u>					

C. Finance Report

Mr. Young stated that the bills list had been distributed, and in his highlights he noted that the larger expenses were paid in March such as \$628,000.00 for pension, which is due April 1, but they try to pay it in March; salaries and wages, \$480,000.00; disposal, \$275,000.00; and health benefits, \$157,000.00; those are the large disbursements, along with the JIF, \$242,000.00; he said those are the major expenses the Authority is obligated to pay; that represents approximately 80 percent of the Authority's total expenses.

Mr. Young distributed the comparison of budget versus actual that gives a positive on the sanitary sewer side of \$120,510.00, and on the solid waste side a positive of \$132,869.00. He said that even though it looks good now, it could turn around because the heavier disposal months are in the second and third quarter.

Commissioner Graham-Lyons inquired why there are three instances of overpayment on the bills list. Mr. Young responded that there are times when an investor purchases a lien at a tax sale and they pay to keep it current and the client pays at the same time, resulting in someone having to receive a refund.

Mr. Conti presented **Resolution #50-2016 authorizing the payment of bills.** Commissioner Brokaw moved that the bills list be approved as read, seconded by Commissioner Bright. The motion carried, on a roll-call vote, with three members in favor and none opposed.

RECORDED VOTE **Resolution #50-2016 Payment of Bills**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Carol Ann Brokaw	X				
Michelle Graham-Lyons	X				
Henry V. Robinson					X
Charles W. Tyndale					X
<u>Alternate</u> Pedro Estevez					X
<u>Alternate</u>					

Mr. Conti presented **Resolution #51-2016 authorizing a review of compliance with prior annual continuing disclosure obligations and participation in the Securities and Exchange Commission's municipalities continuing disclosure cooperative initiative.** Commissioner Brokaw moved that Resolution No. 51-2016 be accepted as read, seconded by Commissioner Bright. The motion carried, on a roll-call vote, with three members in favor and none opposed.

RECORDED VOTE **Resolution #51-2016 Disclosure Audit for SEC**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Carol Ann Brokaw	X				
Michelle Graham-Lyons	X				
Henry V. Robinson					X
Charles W. Tyndale					X
<u>Alternate</u> Pedro Estevez					X
<u>Alternate</u>					

D. Purchasing Department

Mr. Conti presented **Resolution #52-2016 authorizing the award of a contract for employee medical and prescription insurance benefits coverage with United Healthcare/Oxford.** Commissioner Bright moved that Resolution No. 52-2016 be accepted as read, seconded by Commissioner Brokaw. The motion carried, on a roll-call vote, with three members in favor and none opposed.

RECORDED VOTE**Resolution #52-2016 United Healthcare/Oxford Insurance –
Medical and Prescription**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Carol Ann Brokaw	X				
Michelle Graham-Lyons	X				
Henry V. Robinson					X
Charles W. Tyndale					X
<u>Alternate</u> Pedro Estevez					X
<u>Alternate</u>					

Mr. Conti presented **Resolution #53-2016 authorizing the award of a contract with Aetna Insurance Company for employee dental benefits coverage.** Commissioner Brokaw moved that Resolution No. 53-2016 be accepted as read, seconded by Commissioner Bright. The motion carried, on a roll-call vote, with three members in favor and none opposed.

RECORDED VOTE**Resolution #53-2016 Aetna Insurance Company - Dental**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Carol Ann Brokaw	X				
Michelle Graham-Lyons	X				
Henry V. Robinson					X
Charles W. Tyndale					X
<u>Alternate</u> Pedro Estevez					X
<u>Alternate</u>					

Mr. Conti presented **Resolution #54-2016 awarding a contract to Mutual of Omaha for employee term life and disability insurance benefits.** Commissioner Graham-Lyons called for a motion to accept Resolution No. 54-2016 with corrections. Commissioner Brokaw moved that Resolution No. 54-2016 awarding a contract to Mutual of Omaha for employee term life insurance be accepted as read, seconded by Commissioner Bright. The motion carried, on a roll-call vote, with three members in favor and none opposed.

RECORDED VOTE**Resolution #54-2016 Mutual of Omaha – Term Life/Disability**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Carol Ann Brokaw	X				
Michelle Graham-Lyons	X				
Henry V. Robinson					X
Charles W. Tyndale					X
<u>Alternate</u> Pedro Estevez					X
<u>Alternate</u>					

Mr. Conti presented **Resolution #55-2016 authorizing the award of a contract to VSP Insurance Company for vision care benefits for Authority employees.** Commissioner Bright moved that Resolution No. 55-2016 be accepted as read, seconded by Commissioner Brokaw. The motion carried, on a roll-call vote, with three members in favor and none opposed.

RECORDED VOTE**Resolution #55-2016 VSP Insurance Company - Vision**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Carol Ann Brokaw	X				
Michelle Graham-Lyons	X				
Henry V. Robinson					X
Charles W. Tyndale					X
<u>Alternate</u> Pedro Estevez					X
<u>Alternate</u>					

Mr. Conti presented **Resolution #56-2016 authorizing a contract to Peter Soriero D/B/A Allied Risk Management Services**. Commissioner Brokaw moved that Resolution No. 56-2016 Allied Risk Management Services be approved as read, seconded by Commissioner Bright. The motion carried, on a roll-call vote, with three members in favor and none opposed.

RECORDED VOTE**Resolution #56-2016 Allied Risk Management Services**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Carol Ann Brokaw	X				
Michelle Graham-Lyons	X				
Henry V. Robinson					X
Charles W. Tyndale					X
<u>Alternate</u> Pedro Estevez					X
<u>Alternate</u>					

Mr. Conti presented **Resolution #57-2016 awarding a contract to Comcast Cable Communications Management, LLC for the provision of communicating services**. Commissioner Brokaw moved that Resolution No. 57-2016 be accepted as read, seconded by Commissioner Bright.

Commissioner Brokaw asked Ms. Hamlin if this went out to bid.

Ms. Hamlin replied no, it's a Non Fair and Open contract.

Mr. Conti said that Comcast is a public utility and the rates and charges are consistent with the tariff that has been on board with the Board of Utilities.

Commissioner Brokaw inquired if they were the Authority's previous provider.

Mr. Mejias responded no, Verizon was.

Ms. Hamlin added that this is a better rate.

After the discussion, the motion carried, on a roll-call vote, with three members in favor and none opposed.

RECORDED VOTE **Resolution #57-2016 Comcast**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Carol Ann Brokaw	X				
Michelle Graham-Lyons	X				
Henry V. Robinson					X
Charles W. Tyndale					X
<u>Alternate</u> Pedro Estevez					X
<u>Alternate</u>					

Mr. Conti presented **Resolution #58-2016 authorizing the execution of a contract for vehicle roadside and tire repair services.** Commissioner Bright moved Resolution No. 58-2016 be accepted as read, seconded by Commissioner Brokaw. The motion carried, on a roll-call vote, with three members in favor and none opposed.

RECORDED VOTE **Resolution #58-2016 Gino's Tire Service**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Carol Ann Brokaw	X				
Michelle Graham-Lyons	X				
Henry V. Robinson					X
Charles W. Tyndale					X
<u>Alternate</u> Pedro Estevez					X
<u>Alternate</u>					

Mr. Conti presented **Resolution #59-2016 authorizing the execution of a contract for loader remedial repairs and preventative maintenance services with Jesco, Inc.** Commissioner Brokaw moved Resolution No. 59-2016 for loader remedial repair service be accepted as read, seconded by Commissioner Bright. The motion carried, on a roll-call vote, with three members in favor and none opposed.

RECORDED VOTE **Resolution #59-2016 - Jesco, Inc.**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Carol Ann Brokaw	X				
Michelle Graham-Lyons	X				
Henry V. Robinson					X
Charles W. Tyndale					X
<u>Alternate</u> Pedro Estevez					X
<u>Alternate</u>					

Mr. Conti presented **Resolution #60-2016 authorizing the execution of a contract for vehicle maintenance and repair services, and supplies to Eagle Equipment, Inc. d/b/a Pierce Equipment Co.** Commissioner Brokaw moved that Resolution No. 60-2016 be accepted as read, seconded by Commissioner Bright. The motion carried, on a roll-call vote, with three members in favor and none opposed.

RECORDED VOTE **Resolution #60-2016 Eagle Equipment, Inc. D/B/A Pierce Equipment Co.**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Carol Ann Brokaw	X				
Michelle Graham-Lyons	X				
Henry V. Robinson					X
Charles W. Tyndale					X
<u>Alternate</u> Pedro Estevez					X
<u>Alternate</u>					

Mr. Conti presented **Resolution #61-2016 authorizing the award of a contract for the purchase of a Perma-Liner point repair municipal package to Perma-Liner Industries.** Commissioner Bright moved that Resolution No. 61-2016 be accepted as read, seconded by Commissioner Brokaw.

Commissioner Brokaw inquired if this contract is just for one year or a shorter term.

Mr. Mejias responded this is for the purchase of the package.

Commissioner Brokaw inquired if there is a service agreement and training that is included.

Mr. Mejias responded yes, there will be training for the use of the product and there will be technical assistance available going forward if needed.

After the discussion, the resolution passed, on a roll-call vote, with three members in favor and none opposed.

RECORDED VOTE Resolution #61-2016 Perma-Liner

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Carol Ann Brokaw	X				
Michelle Graham-Lyons	X				
Henry V. Robinson					X
Charles W. Tyndale					X
<u>Alternate</u> Pedro Estevez					X
<u>Alternate</u>					

Mr. Conti presented **Resolution #62-2016 authorizing the award of a contract for the lease with an option to purchase of a stationary compactor and container to National Equipment Solutions.** Commissioner Brokaw moved that Resolution No. 62-2016 for the lease with an option to purchase of a stationary compactor be approved as read, seconded by Commissioner Bright. The motion carried, on a roll-call vote, with three members in favor and none opposed.

RECORDED VOTE**Resolution #62-2016 National Equipment Solutions –
Stationary Compactor**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Carol Ann Brokaw	X				
Michelle Graham-Lyons	X				
Henry V. Robinson					X
Charles W. Tyndale					X
<u>Alternate</u> Pedro Estevez					X
<u>Alternate</u>					

Mr. Conti presented **Resolution #63-2016 awarding a contract for the provision of onsite fueling services to John Duffy Fuel Co. of Newark, NJ.** Commissioner Brokaw moved that Resolution No. 63-2016 awarding a contract for onsite fueling services to John Duffy be accepted as read, seconded by Commissioner Bright. The motion carried, on a roll-call vote, with three members in favor and none opposed.

RECORDED VOTE**Resolution #63-2016 John Duffy – Onsite Fueling Services**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Carol Ann Brokaw	X				
Michelle Graham-Lyons	X				
Henry V. Robinson					X
Charles W. Tyndale					X
<u>Alternate</u> Pedro Estevez					X
<u>Alternate</u>					

Mr. Conti presented **Resolution #64-2016 awarding a contract for the provision of automotive gasoline and diesel fuel services to D & V Fuel, LLC of North Plainfield, NJ.** Commissioner Brokaw moved that Resolution No. 64-2016 awarding a contract for automotive gasoline and diesel fuel services be approved as read, seconded by Commissioner Bright. The motion carried, on a roll-call vote, with three members in favor and none opposed.

RECORDED VOTE**Resolution #64-2016 D & V Fuel –Automotive Gasoline and Diesel Fuel Services**

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Carol Ann Brokaw	X				
Michelle Graham-Lyons	X				
Henry V. Robinson					X
Charles W. Tyndale					X
<u>Alternate</u> Pedro Estevez					X
<u>Alternate</u>					

VIII. UNFINISHED BUSINESS

None.

IX. NEW BUSINESS

None.

X. PUBLIC HEARING

Commissioner Graham-Lyons said anyone wishing to speak should please stand, state their name and address, and they will be given three minutes.

Bernice Paglia, 124 E. 7th St. Ms. Paglia stated that she was glad to hear that the management and supervisors are standing behind Mr. Mejias.

She said that as far as PARSA, Robert Vela might come and talk to the Board; she said he's the original person since the inception of PARSA, and if they want an overview, especially since there are new Commissioners, she felt he would extend that courtesy. Ms. Paglia was glad to hear Commissioner Brokaw mention PARSA's minutes; Ms. Paglia said that the minutes and the schedule are online. She said that the City Council representative is Councilwoman Toliver, who, she said, has attended one meeting so far, and they haven't appointed another representative.

Ms. Paglia inquired if the onsite fuel service means that the Authority's vehicles will be fueled onsite rather than have them to go out to get fuel.

She thought that at some point the Authority and the City shared fuel and she inquired if that was right or wrong.

Mr. Mejias responded that the City has their own tank on their property.

Commissioner Brokaw added that there was an attempt to participate in sharing fuel with the City, but it was too difficult to manage all the trucks doing that.

Mr. Mejias said the reason is to avoid the labor cost associated with having the Authority's staff driving to fuel up when they are done for the day; this way someone will come and fuel up the PMUA's trucks, which was found to be substantially cheaper.

Ms. Paglia inquired if the stationary compactor is a replacement.

Mr. Mejias responded no; he said that the Authority currently has an open top container and it is getting full with only one to one and a half tons of debris; with the compactor, when that box is full it should be leaving with close to five tons.

Commissioner Graham-Lyons called for a motion to go into Executive Session.

Mr. Conti presented **Resolution #65-2016 providing for Executive Session.** Commissioner Brokaw moved to go into Executive Session, seconded by Commissioner Bright. The motion carried, on a roll-call vote, with three members in favor and none opposed.

RECORDED VOTE

Resolution #65-2016 Executive Session

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Carol Ann Brokaw	X				
Michelle Graham-Lyons	X				
Henry V. Robinson					X
Charles W. Tyndale					X
<u>Alternate</u> Pedro Estevez					X
<u>Alternate</u>					

The Board adjourned into Executive Session at 6:50 p.m.

The Board returned to the public session at 7:02 p.m.

Commissioner Graham-Lyons summarized the Executive Session discussion; she said there was a question regarding cash disbursements from March. The Board also discussed a lawsuit and the payment of connection fees by various developers.

Commissioner Graham-Lyons called for a motion to adjourn; moved by Commissioner Brokaw, seconded by Commissioner Bright and unanimously approved by the Board, to adjourn the meeting at 7:05 p.m.

Recorded by:

Roslyn Mathis, Recording Secretary

Commissioner Robin C. Bright
Board Secretary

SEAL