

PLAINFIELD MUNICIPAL UTILITIES AUTHORITY

**Minutes of the Board of Commissioners Regular Meeting
Tuesday, March 12, 2019**

**127 Roosevelt Avenue
Plainfield, New Jersey**

I. OPEN PUBLIC MEETINGS LAW (STATEMENT OF COMPLIANCE)

Commissioner Edghill, 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 Miguel Edghill
Commissioner Pedro Estevez
Commissioner Michelle Graham-Lyons
Commissioner Henry V. Robinson
Alt. #1 Commissioner Marleen Powell
Alt. #2 Commissioner Ron Scott Bey

Also Present

Mr. Eric E. Jackson, Executive Director
Ms. Beverly Morris-Gill, Deputy Director/ CFO
Mr. Kevin Conti, Board Attorney
Mrs. Roslyn Mathis, Recording Secretary
Staff and Public

IV. APPROVAL OF MINUTES – February 7, 2019, Reorganization Committee Meeting Minutes and Executive Session Meeting Minutes; Rescheduled February 14, 2019 Reorganization Regular Meeting Minutes

The Chairman inquired if the corrections to the minutes had been made; Executive Director Jackson responded yes. Commissioner Robinson moved approval of the corrected minutes, seconded by Commissioner Bright. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE

February 7, 2019 Reorganization Committee Meeting Minutes and Executive Session Minutes; and Rescheduled February 14, 2019 Reorganization Regular Meeting Minutes

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Miguel Edghill	X				
Pedro Estevez	X				
Michelle Graham-Lyons	X				
Henry V. Robinson	X				
<u>Alternate #1</u> Marleen Powell				X	
<u>Alternate #2</u> Ron Scott Bey				X	

V. COMMUNICATIONS

None.

VI. REPORT OF COMMITTEES

- Finance

Ms. Morris-Gill reported the Finance Committee met last Thursday, March 7th, and discussed the follow-up audit from the State Comptroller’s Office. She noted that, as of today, PMUA has not yet received a final report from the State Comptroller’s Office, although Ms. Morris-Gill does not anticipate any difficulties with their report.

Ms. Morris-Gill indicated the formal compilation was distributed last week and she emphasized PMUA ended the fourth quarter strongly; both funds were positive, due to a big contribution to the solid waste fund from additional business generated at the Transfer Station from the neighboring municipalities. Ms. Morris-Gill also reported PMUA was able to secure financing for the backhoe after having solicited three quotes from financial organizations. She recommends PMUA award a contract to Kansas State Bank consistent with the resolution is in the Commissioners’ packets for approval. The Bills List is also included in their packet for approval.

Ms. Morris-Gill reported at the last meeting that Commissioner Bright had inquired about the robo call system, which has been approved but the check, in the amount of \$6,229.44, has not yet been issued. Commissioner Bright asked by whom it had been approved and Ms. Morris-Gill responded by the requisition system.

Commissioner Bright inquired whether that was something that should have been approved by resolution. Executive Director Jackson responded he didn't believe so, but it could if that was the will of the Board.

- Personnel Committee

Executive Director Jackson reported the Personnel Committee met on March 7th, and discussed the Board of Commissioners' Retreat, including topics for discussion such as PMUA's future, organizational assessment, and the strategic direction of the organization. Executive Director Jackson advised the facilitator will be Kim Lemon of the Lemon Group, LLC, and indicated the tentative dates that have been set are April 3rd, 4th, and 5th; 9 a.m. through 4 p.m. The Retreat will be at a local venue; Ms. Lemon will begin to contact Board members for a telephone interview and assessment leading up to Retreat.

Executive Director Jackson reported the Committee also discussed PMUA's Wellness Fair is scheduled for March 31st from 10 a.m. to 3 p.m., for all PMUA staff as well as Board members. The Committee believes the wellness fair is a great add-on benefit to PMUA employees.

Chairman Edghill advised the dates the Executive Director presented for the Retreat are week days and inquired if the Commissioners are able to participate in the Retreat given work obligations. Commissioner Bright is going to check her calendar when she gets to work. Executive Director Jackson addressed the Chair and said if they feel those days are not amenable to the Board, they will look at alternative dates. Chairman Edghill inquired if a Saturday is possible. After discussion, the consensus was that a Saturday would be better, but Chairman Edghill advised they will get back to the Executive Director on the final decision.

- Buildings & Operations

Executive Director Jackson reported there was a Buildings & Operations Committee Meeting on March the 7th, where he reported that on February 20th, he had a very productive meeting with Jeff Tucker of Plexus about the review of the Zanker Facility in San Jose, California, as well as robotics technology and the impact it could have on PMUA's operations. They visited PMUA's Transfer Station/Materials Recovery Facility and also discussed the upcoming field trip to San Jose to the Zanker Facility on March 19th and 20th.

The Executive Director also reported on a discussion regarding the Muhlenberg project and a productive meeting with the developer. Mr. Ron Madison of Maser Consulting is working with PMUA staff on the property site, to determine the location of connection fee meters. Executive Director Jackson anticipates a presentation from Mr. Madison at the April Board meeting.

Executive Director Jackson reported the scales at the Transfer Station have been updated with new technology and are working extremely well.

The Executive Director also reported the robo-calls allow PMUA to effectively communicate with City residents and businesses. He advised PMUA has been sharing the City's robo-call system, but when PMUA's system is fully implemented it will allow PMUA to control its own messaging.

The Executive Director mentioned PMUA is exploring e-billing to improve its services to customers by basically giving them an alternative way to pay their bill.

Last, there was a discussion of PMUA's Styrofoam Campaign where PMUA is partnering, along with other towns in Union County, with the Union County Recycling Program. The County will provide Styrofoam disposal containers and related literature, which will be stored at the Transfer Station and PMUA will distribute the materials to the community.

VII. EXECUTIVE DIRECTOR'S REPORT

Executive Director Jackson reported he received an invitation from the Mayor's Office to join the Mayor for the State of the City Address on March 21, 2019, at the Plainfield High School auditorium, at 7 p.m.

Executive Director Jackson recognized Ms. Morris-Gill and her staff, the Purchasing Department, and Human Resources, for a job well done on the audit. Overall, the audit went very well, and he anticipates a formal response from the State Comptroller in approximately thirty days.

Executive Director Jackson reported the Board was informed about the NJDEP Notice of Violation and the assessed penalty for the Transfer Station. Alternative dispute resolution of the Notice of Violation has been requested and PMUA is waiting to hear from the NJDEP.

He also reported on the progress of the Recycling Collection Program, indicating PMUA is continuing to educate and provide information to the public. PMUA is continuing to make strides and services are improving each week. The Executive Director plans to have a representative from CME Associates attend the April Board meeting to make a presentation on the Solid Waste Tonnage Reports.

Commissioner Bright inquired if the robo-calls are continuing. Executive Director Jackson responded yes. Executive Director Jackson advised PMUA will continue with the City's system for another cycle or two.

Chairman Edghill asked the Executive Director to check on a property on the corner of Central and Ninth regarding their carts.

Commissioner Bright said she would like to see at the end of the First Quarter 2019, if PMUA has lost any customers due to the new schedule, and if so, how many. Executive Director Jackson responded he would obtain that information and make it available to the Board. Chairman Edghill said one of the things PMUA should be able to determine going forward is whether there are any *repeat* offenders re: recycling, and see if it changes as a result of the tagging process.

A. Attorney’s Report

Mr. Conti advised he had nothing to report but is prepared to discuss, if necessary, the resolutions on tonight’s agenda in Executive Session

RESOLUTIONS

B. Administration

Mr. Conti presented **Resolution No. 26-2019, recognizing Commissioner Pat Van Slyke on her exemplary service to the Board of Commissioners**, and read it in its entirety. Executive Director Jackson advised the Resolution will be presented to Commissioner Van Slyke on behalf of the Board along with the gift of a clock. Commissioner Robinson moved approval of the resolution, seconded by Commissioner Graham-Lyons. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE

Resolution #26-2019 Commissioner Van Slyke

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Miguel Edghill	X				
Pedro Estevez	X				
Michelle Graham-Lyons	X				
Henry V. Robinson	X				
<u>Alternate #1</u> Marleen Powell				X	
<u>Alternate #2</u> Ron Scott Bey				X	

Mr. Conti presented **Resolution No. 27-2019, authorizing a general release and settlement agreement**, which was moved by Commissioner Robinson for approval, and seconded by Commissioner Estevez. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE

Resolution #27-2019, authorizing a General Release and Settlement Agreement

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Miguel Edghill	X				
Pedro Estevez	X				
Michelle Graham-Lyons	X				
Henry V. Robinson	X				
<u>Alternate #1</u> Marleen Powell				X	
<u>Alternate #2</u> Ron Scott Bey				X	

C. Finance Report

Mr. Conti presented **Resolution No. 28-2019 authorizing approval of the bills list**. Commissioner Robinson moved approval of the resolution, seconded by Commissioner Bright. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE

Resolution #28-2019 Bills List

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Miguel Edghill	X				
Pedro Estevez	X				
Michelle Graham-Lyons	X				
Henry V. Robinson	X				
<u>Alternate #1</u> Marleen Powell				X	
<u>Alternate #2</u> Ron Scott Bey				X	

Mr. Conti presented **Resolution No. 29-2019, authorizing the financing through a lease/purchase arrangement with Kansas State Bank for one new backhoe through a national cooperative purchasing contract.** Commissioner Bright moved to accept Resolution No. 29-2019 as read, seconded by Commissioner Graham-Lyons. The motion carried, on a roll-call vote.

RECORDED VOTE

Resolution #29-2019 Lease/Purchase Kansas State Bank

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Miguel Edghill	X				
Pedro Estevez	X				
Michelle Graham-Lyons	X				
Henry V. Robinson	X				
<u>Alternate #1</u> Marleen Powell				X	
<u>Alternate #2</u> Ron Scott Bey				X	

D. Purchasing Department

Mr. Conti presented **Resolution No. 30-2019, awarding a contract to, and authorizing the execution of a contract for Auditing Services in 2019 with, Lerch, Vinci & Higgins, LLP.** Commissioner Robinson moved approval of the resolution, seconded by Commissioner Graham-Lyons. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE

Resolution #30-2019, authorizing the award of a contract for auditing services to Lerch, Vinci & Higgins

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Miguel Edghill	X				
Pedro Estevez	X				
Michelle Graham-Lyons	X				
Henry V. Robinson	X				
<u>Alternate #1</u> Marleen Powell				X	
<u>Alternate #2</u> Ron Scott Bey				X	

Mr. Conti presented **Resolution No. 31-2019, authorizing the award to, and execution of a contract for Accounting/Financial Consulting Services in 2019 with, Lerch, Vinci & Higgins, LLP.** Commissioner Robinson moved approval of the resolution, seconded by Commissioner Bright. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE

Resolution #31-2019 Accounting/Financial Consulting Services, Lerch, Vinci & Higgins, LLP

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Miguel Edghill	X				
Pedro Estevez	X				
Michelle Graham-Lyons	X				
Henry V. Robinson	X				
<u>Alternate #1</u> Marleen Powell				X	
<u>Alternate #2</u> Ron Scott Bey				X	

Mr. Conti presented **Resolution No. 32-2019, authorizing the award of contracts for the provision of vehicle parts and supplies.** Commissioner Bright moved to accept Resolution No. 32-2019 as read, seconded by Commissioner Graham-Lyons. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE

Resolution #32-2019 Contracts for Vehicle Parts and Supplies

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Miguel Edghill	X				
Pedro Estevez	X				
Michelle Graham-Lyons	X				
Henry V. Robinson	X				
<u>Alternate #1</u> Marleen Powell				X	
<u>Alternate #2</u> Ron Scott Bey				X	

Mr. Conti presented **Resolution No. 33-2019, authorizing the award of contracts to certain approved State contract vendors pursuant to the Local Public Contracts Law.** Commissioner Bright moved to accept Resolution No. 33-2019 as read, seconded by Commissioner Graham-Lyons. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE

Resolution #33-2019 State Contract Vendors

	YES	NO	ABSTAIN	PRESENT NOT VOTING	NOT PRESENT
Robin Bright	X				
Miguel Edghill	X				
Pedro Estevez	X				
Michelle Graham-Lyons	X				
Henry V. Robinson	X				
<u>Alternate #1</u> Marleen Powell				X	
<u>Alternate #2</u> Ron Scott Bey				X	

VIII. UNFINISHED BUSINESS

None.

IX. NEW BUSINESS

None.

X. PUBLIC HEARING

None.

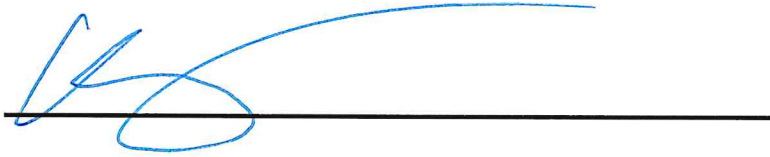
XI. EXECUTIVE SESSION

None.

Chairman Edghill thanked the staff for coming and entertained a motion to adjourn; Commissioner Bright moved, seconded by Commissioner Estevez and unanimously approved by the Board, to adjourn the meeting at 6:35 p.m.

Recorded by:

Roslyn Mathis, Recording Secretary



COMMISSIONER ROBIN C. BRIGHT
BOARD SECRETARY

SEAL