

PLAINFIELD MUNICIPAL UTILITIES AUTHORITY

**Minutes of the Board of Commissioners Regular Meeting
Tuesday, April 9, 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

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

Alt. #2 Commissioner Ron Scott Bey

Excused

Chairman Edghill departed from the regular agenda to recognize former Alternate Commissioner Patricia Van Slyke, whose term ended this year. He and the Board thanked Alternate Commissioner Van Slyke for her opinions, her openness and expressed appreciation for having her on the Board. He had Mr. Conti, Board Attorney, read the resolution that was approved at the March Regular Meeting of the Board. Alternate Commissioner Van Slyke was presented with a framed copy of the resolution along with an engraved clock. After the presentation the Board continued with the agenda.

IV. APPROVAL OF MINUTES – March 7, 2019 Committee Meeting Minutes and Executive Session Meeting Minutes; and March 12, 2019 Regular Meeting Minutes

Commissioner Robinson moved, seconded by Commissioner Bright, to approve the minutes. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE Approval of March 7, 2019 Committee Meeting Minutes and Executive Session Minutes; and March 12, 2019 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 Committee

Ms. Morris-Gill reported the Finance Committee met on Thursday, April 4th, where it discussed the status of the 2018 audit and were informed the auditors were expected to be at PMUA in another two weeks. She also reported information was provided to the entire Board on the Fanwood recycling contract, which had been requested by Commissioner Bright. Ms. Morris-Gill advised that information had also been provided regarding the opt-out for the first quarter in response to a request by Commissioner Bright. Ms. Morris-Gill also provided a breakdown of the DeCotiis bills, per a request by Commissioner Bright, showing the bills averaged approximately \$9,500 per month. Total billing for the year 2018 was \$114,227.08, averaging about \$9,518.02 per month, so the amount on the bills list of \$20,000 the months of January and February was within a reasonable range of the average the firm has incurred throughout 2018.

Commissioner Bright asked, and Ms. Morris-Gill agreed to e-mail the breakdown.

Ms. Morris-Gill advised the bills list is included in the Commissioners' packets for approval.

- Personnel Committee

Executive Director Jackson reported the Personnel Committee met on April 4th and discussed three staff members who recently had experienced deaths in their families.

Executive Director Jackson reported there was discussion regarding the rescheduling of the Commissioners Retreat from a week day to a Saturday, and the Committee is working diligently to find a day that will work for all parties.

He reported the Committee discussed the Wellness Fair held at the office of PMUA on March 21, 2019, and concluded that it was extremely successful.

Executive Director Jackson indicated there was also a discussion regarding the level of staffing to accomplish the work load at PMUA.

- Buildings & Operations Committee

Executive Director Jackson reported the Buildings & Operations Committee met last Thursday and discussed an array of items. The first was the materials recovery facility field trip to San Jose, California where they met with Jeff Tucker and the Plexus Recycling Technologies/ZenRobotics team on March 19th and 20th. In addition to the tour of the Zanker facility, the highlights of the discussion were a review of the robotics technology, diversion rates, waste composition analysis, sustainable markets, and return on investment for such a facility.

Executive Director Jackson reported the Committee talked about the Muhlenberg project and the continuing meetings between engineers from Maser Consulting, American Water, and PMUA staff. The involvement of American Water and access to the water meters that previously served the property are clarifying a number of issues. Ron Madison, Maser Consulting, made a presentation on rates, rules, regulations and connection fees, which tonight he will ask the Board for consent for them to begin the process to incorporate the revisions that the Board must consider for implementation. They also reviewed revisions to the PMUA policy on sewer applications and are requesting the Board consent to the continuation of that dialogue, in discussion with General Counsel because it involves increasing the rates for an escrow account.

Executive Director Jackson also reported the Committee met briefly tonight to discuss acquisition of new vehicles.

Commissioner Bright inquired about the materials recovery facility and the return on investment as it affects PMUA's facility. Executive Director Jackson responded they discussed the importance of timing for the outlay and how long does that take, depending on different methodology and the revenue streams to be realized by PMUA.

Commissioner Bright inquired if the Executive Director with the uncertainty of the recycling industry and where it's headed, did he still see the materials recovery facility as a viable option for PMUA. Executive Director Jackson said it is something he is moving cautiously with before making any recommendations. He mentioned they will be in-depth conversations about the cost to pursue the next steps over the next 12 to 18 months. And, considering the uncertainty of the market, where does the Board want the opportunity and risk to be.

Commissioner Bright inquired for clarification that when the Executive Director talked about a rate increase he was speaking about sewer increases for businesses. Executive Director Jackson responded that is what he was referring to escrow accounts for new applications to develop property in the City of Plainfield to ensure PMUA has adequate funds to review the application.

Chairman Edghill agreed that was a very good question on the matter of the material recovery facility. He feels a solution must be developed because garbage disposal is an issue that will always have to be addressed. It's a long process that will take quite a bit of thought and discussion if PMUA wants to participate in that market when it opens.

Commissioner Robinson advised once they do a waste composition study it will give PMUA a much better idea of how to move forward. He indicated he texted everyone a newspaper article that will provide some clarity on the issue.

VII. EXECUTIVE DIRECTOR'S REPORT

Executive Director Jackson reported the Union County Board of Chosen Freeholders offered a free household hazardous waste recycling event on Saturday, April 6, 2019 at the Union County Vo-Tech in Scotch Plains.

The Executive Director reminded the Commissioners to complete the 2019 Financial Disclosure Form.

Executive Director Jackson reported PMUA is still waiting for a response on the NJDEP Notice of Violation.

Executive Director Jackson advised PMUA is continuing to educate the citizens about the Recycling Collection Program. PMUA is seeing improvement, and the program is moving in the right direction. PMUA will begin issuing warnings in April and fines in May.

Executive Director Jackson reviewed that Mr. Bashar Assadi, of CME Associates, had made a presentation on Tonnage Reports to the Board at last week's meeting.

Executive Director mentioned he would like the Board's consent to go forward with the draft revision of PMUA Rules and Regulations.

Executive Director stated that PMUA has seventy-two tenant accounts and fifty of them are delinquent. PMUA has no leverage to collect on these accounts the Executive Director is asking the Board to revise its policy by not accepting new commercial tenant accounts. A memorandum was given to the Board for their review outlining his request.

Executive Director Jackson reported the Environmental Fair is scheduled for September 7, 2019 and mentioned more than three thousand persons are expected to attend.

The Executive Director advised the Business Travel and Reimbursement Policy is being updated for review and approval through the Committee and will be presented to the Board at the May meeting.

Executive Director Jackson reported PMUA is strengthening relationships through productive meetings for more efficient and effective working relationships with the Plainfield community, including Valarie Jackson, Economic Director, City of Plainfield; JoAnn Gemenden, Bureau Chief, Union County Recycling; and Randy Woods, Executive Director, Plainfield Housing Authority.

By way of follow-up, Executive Director reported in response to a request to provide information on the robo-call contacts that PMUA has updated five thousand nine hundred contacts and is working to remove duplicates.

Commissioner Bright inquired regarding the fifty delinquent accounts, when will they be removing those cans and when will they be put into collections. Executive Director Jackson responded they are trying to collect those in-house first. He has put in place, for accounts that are non-responsive for more than sixty days, a procedure for two phone calls and a letter, and after that PMUA will remove its equipment. He recognizes that a number of these individuals don't reside locally anymore.

Commissioner Bright inquired as to whether the carts assigned to accounts that can be identified as no longer residing here, can be removed immediately. The Executive Director responded yes as he is not an advocate for people who don't pay to continue to receive service. PMUA is now moving to collect its equipment.

Commissioner Graham-Lyons volunteered to help in the selection of the gifts for the children for the Environmental Fair. Chairman Edghill requested the Executive Director to put Commissioner Graham-Lyons on the Environmental Committee. Chairman Edghill also inquired if the Executive Director had a conversation with Alternate Commissioner Ron Scott Bey. Executive Director Jackson responded they have not, but they will.

A. Attorney's Report

Mr. Conti advised the Board he did not have anything to report in open session. In the event the Commissioners want to go into Executive Session, he is available.

RESOLUTIONS

A. Administration

None.

B. Finance

Mr. Conti presented **Resolution No. 36-2019 authorizing approval of the Bill 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 #36-2019, Approving 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. 37-2019, authorizing changes regarding the Authorities additional signatories.** Commissioner Bright inquired as to who is the Accounting Manager and was the Accounting Manager an authorized signature on the account. Ms. Morris-Gill responded she was the authorized signatory as the Comptroller; the Accounting Manager is Asif Mansuri, who was hired a few months ago, and in that position signs checks. After the discussion Commissioner Robinson moved to approve 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 #37-2019, Approving Additional Signatory

	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. 38-2019, authoring the award of a contract for Financial Consultant to complete a Disclosure Audit for the Security and Exchange Commission related to PMUA bond financings.** 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 #38-2019 Financial Consultant

	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. Purchasing Department

Mr. Conti presented **Resolution No. 39-2019, authorizing the award of contract for an Insurance Risk Management Consultant to Reliance Insurance Group, LLC.** 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 #39-2019 Reliance Insurance Group, LLC

	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. 40-2019, authorizing the award of a contract for Medical Insurance with Oxford/United Healthcare.** Commissioner Bright moved approval of the resolution, Commissioner Graham-Lyons seconded. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE Resolution #40-2019 Oxford/Healthcare

	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

Executive Director Jackson asked the Human Resources Manager, Lana Carden, to explain the reasons PMUA intended to extend the contract for two months, but tonight is asking for a one-year extension as the data has changed. Ms. Carden reported United Healthcare submitted an initial renewal at a 24% increase and PMUA directed the broker to continue to market the plan. Mr. Conti presented **Resolution No. 41-2019 authorizing award of contract for Dental Insurance with Aetna**. 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 #41-2019 Aetna**

	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. 42-2019, authorizing award of contract for Vision Insurance with VSP.** Commissioner Robinson moved, 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 #42-2019 VSP**

	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. 43-2019, authorizing award of contract for Emergency Sanitary Sewer Repair with Montana Construction.** Commissioner Robinson moved, seconded by Commissioner Bright, approval of the resolution. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE **Resolution #43-2019 Montana Construction**

	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

Executive Director Jackson advised he would like to ask the Board for consideration of the commercial tenant accounts; for approval they do not accept any more of them.

Mr. Conti advised there is a memorandum from the office of the Executive Director to Chairman Edghill with copies to the Board of Commissioners and Mr. Conti as General Counsel with regards to the tenant accounts; Mr. Conti read the memorandum. After the reading of the memorandum, Chairman Edghill called for a motion to approve the request, which basically establishes a policy of no longer entering into contracts with commercial tenants, but only property owners.

Commissioner Bright inquired whether twenty-two accounts would be grandfathered; is there something in writing that says when they move they will let the PMUA know so PMUA can retrieve the trash cans. Executive Director Jackson responded PMUA will certainly add that into the request. After the discussion, Commissioner Robinson moved, seconded by Commissioner Bright, approval of the request. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE

Commercial Tenant Accounts

	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

Executive Director Jackson inquired if he had the consent of the Board to continue to move forward on the application acceptance policy, and revision of Sanitary Sewer Rules and Regulations for later review; no formal vote is necessary. The Board consented unanimously.

IX. NEW BUSINESS

None.

X. PUBLIC HEARING

Chairman Edghill advised they have come to the Public Hearing session of the meeting; members of the public are invited to communicate with the Board. Anyone desiring to do so, please stand, give your name and address and they will have three minutes to give their comments.

Sabine Sabio, 1443 Francis Lane. Ms. Sabio reported things have greatly improved in her area due to Norman; he is fabulous. Executive Director Jackson responded he is one of PMUA's inspectors. Ms. Sabio said she has also seen improvements on 7th Street all the way to Washington Avenue. It's a fifty percent improvement with the recycling and garbage. She noticed in her travels some people had yellow tickets below instead of the handle bar and suggested it should be put on the handle bar where it would be seen better. She inquired what happens if the people don't pay their fine for the garbage.

Executive Director Jackson advised PMUA is not levying fines as of yet; first there will be a warning and then PMUA must decide the appropriate course of action.

Chairman Edghill thanked Ms. Sabio for the feedback.

XI. EXECUTIVE SESSION

Commissioner Bright advised the Board needed to engage in a discussion in Executive Session.

Mr. Conti presented **Resolution No. 35-2019 to adjourn into Executive Session.** Commissioner Robinson moved to approve 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 #35 Executive Session

	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

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

The Board returned to the Public Session of the meeting at 7 p.m.

Chairman Edghill advised during the Executive Session the Board discussed matters involving personnel.

Commissioner Bright moved, seconded by Commissioner Estevez 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