

PLAINFIELD MUNICIPAL UTILITIES AUTHORITY

**Minutes of the Board of Commissioners Combined Committee and Regular Meeting
Tuesday, October 8, 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 Henry V. Robinson
Alt. #1 Commissioner Marleen Powell
Alt. #2 Commissioner Ron Scott Bey

Also Present

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

Commissioner Michelle Graham-Lyons

Excused

Chairman Edghill advised that due to certain circumstances it was necessary to combine the October 2019 Committee Meeting with the Regular Meeting.

- IV. APPROVAL OF MINUTES – September 5, 2019 Committee Meeting Minutes, September 5, 2019 Executive Session, and September 10, 2019 Regular Meeting Minutes.** Commissioner Robinson moved approval of the minutes, seconded by Alternate Commissioner Powell. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE September 5, 2019 Committee Meeting Minutes, September 5, 2019 Executive Session and September 10, 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

Executive Director Jackson advised one part of communications will be reported under the Executive Director’s Report.

VI. REPORT OF COMMITTEES

- Finance Committee

Ms. Morris-Gill, Deputy Director/CFO reported that the Finance Committee held discussions regarding refinancing the existing and upcoming debt: the existing debt is for the 2018 JD Backhoe, which was purchased in April; and the three Crane Carriers that were purchased in 2018. As of September 30, 2019, the debt for this equipment totaled \$842,951.07, bearing interest rates of 4.35% and 4.08%, respectively. Ms. Morris-Gill noted that Bank of America is willing to refinance this debt at a rate of 2.22%.

Ms. Morris-Gill reported the upcoming debt is associated with two Rear Loaders and a Mack Tractor, totaling \$741,405 with interest rates of 2.95% and 3.25%, respectively. Bank of America is willing to finance this debt at 2.27%. Bank of America sent financing documents that were forwarded to General Counsel for review. Ms. Morris-Gill advised, if everything is in order, she would like to proceed with the refinancing that is expected to generate savings of approximately \$24,000 over a period of forty-four (44) months.

Ms. Morris-Gill reported the tax sale will take place on Thursday, October 17th. As of October 1, 2019, there were nine hundred twenty-seven (927) accounts outstanding, accounting for \$1,479,467.01 in receivables. In comparison to last year at this time, there were one thousand three hundred thirty-two (1,332) outstanding accounts, representing receivables of \$1,904,121.32.

Ms. Morris-Gill reported the budget process for 2020 has begun. PMUA will be receiving input from all department managers, who will be accountable for their departmental budget throughout the year.

Ms. Morris-Gill reported PMUA will be spending approximately \$19,000 to repair Tractor 423 in order to have another vehicle available for use. Tractor 423 was originally purchased as a used vehicle to move trailers around the yard at the Transfer Station. Ms. Morris-Gill stated that PMUA is trying to add to its fleet to help in performing daily tasks.

Ms. Morris-Gill advised they are still waiting to hear from the State Comptroller's Office on the audit. Also, the bills list is included in the Commissioners' packet for approval.

Commissioner Robinson inquired if there are any costs associated with the first item Ms. Morris-Gill reported on and Ms. Morris-Gill responded that while she didn't think so, she will confirm and send the results to the Commissioners.

Commissioner Bright had a question regarding the bills list: with respect to almost \$12,000 in checks that were for the Environmental Fair, was that money collected. Ms. Morris-Gill responded yes, and Executive Director Jackson added PMUA Staff paid for some of the items for which they were reimbursed, but everything was covered by donations received from external sources. Ms. Morris-Gill advised they received approximately \$20,000 in donations.

Commissioner Robinson inquired about Items 7 and 8 on the bills list, noting that fuel consumption cost is rising and PMUA is using Cheap Gas much more. He mentioned PMUA had a problem with Cheap Gas before regarding water in their tanks. Michael Minor, Fleet Manager, responded Cheap Gas and also Global have changed their underground tanks, which should take care of the water problem. PMUA has fuel delivered on Mondays, Wednesdays, and Fridays; on off days, they're running so hard they have to stop and purchase fuel so they can make it through the next day.

Commissioner Robinson inquired which fuel is cheaper; delivered or Cheap Gas. Mr. Minor responded he will check because the numbers vary. Commissioner Robinson advised maybe another day could be added if it's cheaper to have it delivered. Executive Director Jackson advised if they do that they would have to go back out to bid, but he will look into it. Commissioner Robinson said maybe they could do it when the contract expires.

Commissioner Robinson congratulated the Administration on the refinancing.

- Personnel Committee

Executive Director Jackson reported the Personnel Committee met and went over the Commissioner's Retreat that will take place on November 19th during the New Jersey State League of Municipalities Conference at the Borgata. The Personnel Committee reviewed the agenda for the retreat, which he will send to the Commissioners next week.

Executive Director Jackson reported the Personnel Committee also reviewed the Collective Bargaining Agreement.

Buildings & Operations Committee

Executive Director Jackson reported the Buildings & Operations Committee met today and discussed the next steps for the Materials Recovery Facility. CME Associates and Plexus Technology will revise the scope of their proposals for the Waste Composition Study to include, but not be limited to, all waste collected at the Transfer Station during multiple collection seasons to be determined by PMUA, and the number of PMUA staff required to assist in the project. The proposals are expected either the first or second week of this month and the Executive Director will report back to the Board after receipt and discussion by the Committee.

Executive Director Jackson advised there is significant information on the Muhlenberg Development Project, but will need to move into Executive Session to discuss the recent developments at a time the Chairman deems appropriate.

Executive Director Jackson reported recycling collaboration with Union County Recycling Bureau that concluded at the end of September with training of PMUA staff for the collection of relevant data. This information will help PMUA to assemble information for future tonnage reports. The Executive Director thanked the County and Mr. Murphy for their efforts in assisting PMUA to collect the recycling data and training PMUA Staff.

Executive Director Jackson reported the glass at the front of Administration Building had been broken, and it was reported to the police and to the insurance carrier. It is anticipated to be repaired in the next few weeks.

VII. EXECUTIVE DIRECTOR'S REPORT

Executive Director Jackson advised under communications that Karen Burris, Office Manager for the Association of Environmental Authorities, wrote to thank the Board of Commissioners for their support in opposing Senate Bill 3870 and Assembly Bill 5391. The Board Resolution and letters were also sent to elected officials from PMUA.

Executive Director Jackson reported he was asked to prepare a status update for PMUA and appear before the Plainfield City Council on October 15, 2019 at 7:00 p.m. He has prepared some talking points and will have a conversation with the City Council President tomorrow to confirm the Council's expectations.

Executive Director Jackson reported that PMUA's challenge to the NJDEP Notice of Violation and Assessed Penalty for the Transfer Station remains pending, as PMUA is awaiting a response.

Executive Director Jackson reported he met with Dr. Diana Mitchell, Plainfield Superintendent of Public Schools and they committed to champion quality services for the Plainfield Schools and to work in partnership for the benefit of the students, residents, and community.

Chairman Edghill advised regarding the strengthening partnership with the Board of Education portion of the Executive Director's Report that he would like the Vice Chair to share something he talked about before that fits with this recycling effort. Commissioner Robinson advised the schools in Plainfield have a very valuable commodity - clean paper - that is valuable to the recycling industry. The County was distributing containers to the schools to help them with the recycling program. It is a commodity that should be captured by PMUA.

Executive Director Jackson advised he and the Superintendent agreed to meet every month or every other month; there is a meeting scheduled for the last week in October. The meeting is with staff, and he would introduce the topic on how to capture the clean paper.

Executive Director Jackson reported the employee end-of-year celebration will be held on Friday, December 13, 2019, at the Spain Inn.

Chairman Edghill advised the next item concerns Resolution No. 85-2019. Commissioner Bright inquired why they are doing that for Home Depot. Executive Director Jackson indicated PMUA has a threshold of \$15,000 for Home Depot and the maintenance crew is challenged to perform more work in-house and the go-to supplier is Home Depot. He said while he and the Deputy keep a close eye on the work being done, it was his position to channel the work done outside to be performed in-house.

Ms. Morris-Gill mentioned the service for PMUA's lawns was brought in-house, but the savings would have come when they didn't have to pay a contractor to service Cottage Place and headquarters. Executive Director Jackson added PMUA didn't have to go out for the skill set so they could manage it in-house. Ms. Morris-Gill said in the spring they would have purchased some lawn equipment.

Executive Director Jackson advised PMUA Staff had the skill set to perform repairs on a roof in-house and purchased the supplies from Home Depot and saved money. He advised the Board he would provide a list of projects being done by using Home Depot.

Commissioner Robinson advised he would like to see some documentation as a Board member, to justify this course of action.

A. Attorney's Report

Mr. Conti advised he has an update that he will provide in Executive Session.

Chairman Edghill advised they will go into Executive Session and vote on the Resolutions when they return to open session.

VIII. UNFINISHED BUSINESS

None

IX. NEW BUSINESS

None

X. PUBLIC HEARING

Chairman Edghill advised there are no members of the public present so at this time they will adjourn into Executive Session.

Mr. Conti presented **Resolution No. 82-2019 providing for Executive Session**, moved by Commissioner Bright, seconded by Commissioner Robinson. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE

Resolution #82-2019 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 6:31 p.m. and returned to the public session at 7:25 p.m. Chairman Edghill summarized the Executive Session by stating the Board discussed matters relating to potential litigation and personnel issues.

B. Administration

Mr. Conti presented **Resolution No. 83-2019, approving the 2020 holiday schedule.** 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 #83-2019 CY 2020 Holiday Schedule

	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. 84-2019, authorizing approval of 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 #84-2019 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	

Commissioner Robinson moved, seconded by Commissioner Bright and unanimously approved by the Board, to adjourn the meeting at 7:30 p.m.

Recorded by:

Roslyn Mathis, Recording Secretary



**COMMISSIONER ROBIN C. BRIGHT
BOARD SECRETARY**

SEAL