PLAINFIELD MUNICIPAL UTILITIES AUTHORITY

Minutes of the Board of Commissioners Regular Meeting
Tuesday, April 10, 2018

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. and read 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 Michelle Graham-Lyons
Commissioner Henry V. Robinson
Alt. #1 Commissioner Marleen Powell
Alt. #2 Commissioner Pat Van Slyke

Also Present
Mr. Daniel Mejias, Executive Director
Mr. Duane Young, Chief Financial Officer
Mr. Kevin Conti, Board Attorney
Mrs. Roslyn Mathis, Recording Secretary
Staff

Commissioner Pedro Estevez Absent

Chairman Edghill advised the Board will adjourn into Executive Session prior to the Executive Director's Report to discuss matters relative to the agenda.

IV. APPROVAL OF MINUTES – March 8, 2018 Committee Meeting Minutes, and March 8, 2018 Executive Session Minutes; and March 13, 2018 Regular Meeting Minutes, and March 13, 2018 Executive Session Minutes.

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

RECORDED VOTE **March 8, 2018 Committee Meeting Minutes and Executive Session; and March 13, 2018 Regular Meeting Minutes and 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				
Alternate #1 Marleen Powell	X				
Alternate #2 Pat Van Slyke				X	

V. COMMUNICATIONS

None.

VI. REPORT OF COMMITTEES

- Finance Committee

Chief Financial Officer Young reported there was a Finance Committee meeting held last week with Lerch, Vinci & Higgins, PMUA Auditors, to review the audit process, which started yesterday. He said it will take about two or three weeks to complete the audit, but the intent is to have the audit completed by the end of the month and submitted to the Department of Community Affairs, Division of Local Government Services, Local Finance Board.

- Personnel Committee

Executive Director Mejias reported the Personnel Committee met and discussed plans going forward. He is pleased to report everything is status quo with respect to personnel matters and the day-to-day operations.

- Buildings & Operations Committee

Executive Director Mejias reported the Building & Operations Committee met, which was attended by the Chairman, along with the Assistant Superintendent and Supervisor of the Sewer Department, to obtain some clarification with regards to questions the Board had concerning the recent line collapse on Putnam Avenue. He said one of the things that came out of the meeting was the minutes from approximately two years ago, which he will forward to the Board, when PMUA was investigating the Perma-Liner™ System explaining the difference between the two products involved with the Perma-Liner™ System. The product they have is the Perma Lining System, which was utilized on Putnam Avenue last year for 375 linear feet of line, and the other product – Perma-Liner™ Patch System, involving the installation of smaller patches that are able to handle 3 to 10 feet provided there are no laterals in between because PMUA does not have the equipment to cut out the laterals. He said the lateral is the line that comes from the home out to the street. Executive Director Mejias said the responsibility of the PMUA is to maintain the sewer line; and the responsibility for the lateral belongs to the property owner. He said the last time Putnam was patched was October 2016.

Commissioner Bright inquired that's not the same part that recently collapsed. Executive Director Mejias replied no.

Commissioner Bright stated the Executive Director said at the meeting the last time the line was videoed was in 2017 right before the paving. Executive Director Mejias indicated there was no videoing performed before the paving of that street; there was a videoing on February 22, 2018 and, ultimately, the line collapsed on March 26, 2018, and it was repaired on March 30, 2018.

Commissioner Robinson inquired about the ability of the PermaLiner™ Patch System and not being able to repair the whole line; it's a different machine, and the other one would cost more money. He inquired if they have done any Perma-Liner™ patching at all. Executive Director Mejias replied they have done three.

Commissioner Robinson also mentioned another sewer issue on Eighth Street. Executive Director Mejias replied that involves a line that's going to need relining. PMUA reached out to Perma Liner and, similar to what was done in 2016 PMUA allowed Perma-Liner™, which is a Florida based company, to come to Plainfield to demonstrate its product to other municipalities. He said PMUA received a quote for the traditional repair for that length of sewer main in an amount of approximately $124,000, but it only cost between $19,000 and $21,000 using the Perma Patch products that PMUA has in its inventory. By inviting Perma-Liner™ to come back to Plainfield and demonstrate to other municipalities how to handle the problem on Eighth St. it will be a benefit to PMUA as well as the other municipalities. Executive Director Mejias said the way they structured it last time, PMUA would be the official Perma-Liner™ installer for the Union County, Middlesex, and Somerset County area. PMUA invited representatives from the surrounding municipalities, and Perma-Liner™ invited people from other areas where it didn't have a market share.

Commissioner Bright inquired what would be the incentive for Perma-Liner™ to come in and repair PMUA's line on Eighth Street. Executive Director Mejias replied because Perma-Liner™ is based in Florida, instead of people traveling to Florida they could come to PMUA from the surrounding areas to see how their equipment works.

VII. EXECUTIVE DIRECTOR'S REPORT

Executive Director Mejias reported under new business that there was a discussion regarding shared services. He had given the Board a breakdown from a profitability standpoint where PMUA would be. He said he has a meeting on Friday to discuss the one contract where three or four scenarios were posed, and determine whether PMUA would derive a benefit.

Executive Director Mejias reported on a contract for seasonal bulk pickup; Darius Griffin has been in contact with General Counsel for the preparation of shared services agreement.

Executive Director Mejias reported there was discussion regarding the rate increase notification letters that were sent out following the rate hearing. He indicated there are three different templates for the letters; it was an attempt to be pro-active to let those who did not attend the rate hearing to be aware of that a rate increase for solid waste services had been approved by the Board.

Commissioner Graham-Lyons inquired why there were three different templates for the letters to the ratepayers. Executive Director Mejias explained there are three different levels of service that PMUA provides: 1 to 9 family homes; commercial establishments; and high density accounts, which are comprised of 10 to 65 units.

Executive Director Mejias had the Finance Department prepare a synopsis regarding a review of new vehicle purchases to PMUA's fleet in the past three years, which he submitted to the Board. He said in the last three years PMUA invested a total of $2,266,453 in new equipment.

Executive Director Mejias reported next month he will have a draft of an efficiency review from PMUA's management team. He did receive recommendations from the various departments; he will review the recommendations and present a report to the Board.

Lastly, Deborah Kane, Senior Public Information Specialist, gave the Board a demonstration of the programs she puts on in the City schools to teach children about, and encourage, recycling .

Chairman Edghill advised at this time the Board will go into Executive Session.

Mr. Conti presented **Resolution No. 50-2018 providing for Executive Session in accordance with the provisions of the New Jersey Open Public Meetings Act,** moved by Commissioner Robinson, and seconded by Commissioner Bright, to adjourn into Executive Session. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE **Resolution #50-2018, authorizing 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				
Alternate #1 Marleen Powell	X				
Alternate #2 Pat Van Slyke				X	

The Board adjourned into Executive Session at 6:21 p.m.

The Board returned to the public session of the meeting at 6:40 p.m.

Chairman Edghill summarized Executive Session by stating the Board discussed matters relating to the awarding of contracts, and personnel matters resulting in the revision of the Employee Handbook.

A. Attorney's Report

Mr. Conti indicated that he had nothing to report in open session.

B. Administration

Mr. Conti presented **Resolution No. 36-2018, authorizing an amendment to the Employee Handbook.** 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 #36-2018, approving an Amendment to the Employee Handbook**

	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				
Alternate #1 Marleen Powell	X				
Alternate #2 Pat Van Slyke				X	

C. Finance Report

Mr. Conti presented **Resolution No. 37-2018, authorizing approval of bills list.** 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 #37-2018 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				
Alternate #1 Marleen Powell	X				
Alternate #2 Pat Van Slyke				X	

Mr. Conti presented **Resolution No. 38-2018, authorizing changes regarding to PMUA's desingated signatories.** Commissioner Robinson moved, seconded by Alternate Commissioner Powell, approval of the Resolution. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE **Resolution #38-2018 Additional Signatories**

	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				
Alternate #1 Marleen Powell	X				
Alternate #2 Pat Van Slyke				X	

Mr. Conti presented **Resolution No. 39-2018, approving an engagement with a financial consultant to complete a disclosure audit for the SEC as it relates to PMUA bond financing.** Commissioner Bright moved the Resolution 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 #39-2018 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				
Alternate #1 Marleen Powell	X				
Alternate #2 Pat Van Slyke				X	

D. Purchasing Department

Mr. Conti presented **Resolution No. 40-2018, awarding, and authorizing the execution of, a contract for 2018 Auditing Services with Lerch, Vinci & Higgins, LLP.** 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.

<u>RECORDED VOTE</u> **Resolution #40-2018, awarding, and authorizing the execution of, a contract for 2018 Auditing Services with 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				
Alternate #1 Marleen Powell	X				
Alternate #2 Pat Van Slyke				X	

Mr. Conti presented **Resolution No. 41-2018, awarding, and authorizing execution of, a contract for Accounting/Financial Consulting Services with Lerch, Vinci & Higgins, LLP.** 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.

<u>RECORDED VOTE</u> **Resolution #41-2018 Lerch, Vinci & Higgins, LLP Accounting/Financial Consulting Services**

	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				
Alternate #1 Marleen Powell	X				
Alternate #2 Pat Van Slyke				X	

Mr. Conti presented **Resolution No. 42-2018, authorizing renewal of the Authority's contract with the Reliance Insurance Group, LLC to serve as Health Benefits Insurance Risk Management Consultant.** 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 #42-2018 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				
Alternate #1 Marleen Powell	X				
Alternate #2 Pat Van Slyke				X	

Mr. Conti presented **Resolution No. 43-2018, authorizing the award of a contract for employee medical and prescription insurance benefits coverage with United Healthcare/Oxford.** 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 #43-2018 United Healthcare/Oxford**

	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				
Alternate #1 Marleen Powell	X				
Alternate #2 Pat Van Slyke				X	

Mr. Conti presented **Resolution No. 44-2018, authorizing the award of a contract with Aetna Insurance Company for employee dental benefits coverage.** Commissioner Robinson moved, seconded by Alternate Commissioner Powell, approval of the Resolution. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE **Resolution #44-2018 Aetna Insurance Company**

	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				
Alternate #1 Marleen Powell	X				
Alternate #2 Pat Van Slyke				X	

Mr. Conti presented **Resolution No. 45-2018, authorizing the award of a contract to VSP Insurance Company for vision care benefits for Authority employees.** 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 #45-2018 VSP Insurance Company**

	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				
Alternate #1 Marleen Powell	X				
Alternate #2 Pat Van Slyke				X	

Mr. Conti advised with regard to **Resolution No. 46-2018 awarding a contract to AMC Group**, this Resolution has been **tabled;** there are some issues that need to be addressed pertaining to billing issues, and they will report back to the Board at the May meeting.

Mr. Conti presented **Resolution No. 47-2018, authorizing the award of a contract for Sanitary Sewer System Repair Services to Montana Construction, Inc.** Commissioner Robinson inquired about the not-to-exceed amount of $40,000 and the repair cost for the Putnam Avenue job. Executive Director Mejias replied it was rough estimate of about $30,000. Commissioner Robinson inquired what happens if it goes over that threshold. Mr. Conti responded this is not the emergency Resolution. This is for repair services on an an as-needed basis. The emergency contract is for any amount to rectify the emergency. That was not done pursuant to this Resolution. After discussion 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 #47-2018 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				
Alternate #1 Marleen Powell	X				
Alternate #2 Pat Van Slyke				X	

Mr. Conti presented **Resolution No. 48-2018, declaring an emergency condition, and ratifying entry into a contract with Montana Construction Corporation, Inc. for emergency Sanitary Sewer System Repair Services regarding 1116 Putnam Ave., Plainfield, N.J.** Commissioner Robinson moved, seconded by Alternate Commissioner Powell, approval of the Resolution. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE **Resolution #48-2018 Authorizing the Award of an Emergency Contract to 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				
Alternate #1 Marleen Powell	X				
Alternate #2 Pat Van Slyke				X	

Mr. Conti presented **Resolution No. 49-2018, declaring an emergency condition, and authorizing entry into a contract with Britton Industries, Inc. for Emergency Vegetative Waste Services.** Commissioner Graham-Lyons inquired whether this contract award is premised upon PMUA receiving a written statement from RER. Mr. Conti replied yes. Commissioner Graham-Lyons then moved to accept **Resolution 49-2018** as read, seconded by Commissioner Bright. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE **Resolution #49-2018 Authorizing the Award of an Emergency Contract to Britton Industries, Inc. for Emergency Vegetative Waste Services**

	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				
Alternate #1 Marleen Powell	X				
Alternate #2 Pat Van Slyke				X	

VIII. UNFINISHED BUSINESS

Executive Director Mejias had two items: one, Commissioner Bright inquired about property on Grant Avenue, consisting of a two-family home, so it was within the parameters of the bulk pickup. Secondly, United Health Care gives PMUA $10,000 for health and wellness events; there is one coming up tomorrow for all three facilities involving biometric screening, an A1C screening, a cooking demonstration, 10 to 15 minute chair massages, diabetes presentation, and high blood pressure. There is an online registration and they are scheduled to have a good turnout.

IX. NEW BUSINESS

None.

X. PUBLIC HEARING

Chairman Edghill said they have reached the public hearing portion of the agenda, but seeing no one from the public in attendance this evening, the public hearing was closed.

Chairman Edghill entertained a motion to adjourn; Commissioner Graham-Lyons moved, seconded by Commissioner Robinson, 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**