PLAINFIELD MUNICIPAL UTILITIES AUTHORITY

Minutes of the Board of Commissioners Regular Meeting
Tuesday, January 15, 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	**Also Present**
Commissioner Robin Bright	Mr. Eric E. Jackson, Executive Director
Commissioner Miguel Edghill	Ms. Beverly Morris-Gill, Deputy Director/ CFO
Commissioner Pedro Estevez	Mr. Kevin Conti, Board Attorney
Commissioner Michelle Graham-Lyons	Mrs. Roslyn Mathis, Recording Secretary
Commissioner Henry V. Robinson	Staff and Public
Alt. #2 Commissioner Pat Van Slyke	
Alt. #1 Commissioner Marleen Powell	absent

IV. APPROVAL OF MINUTES- December 6, 2018, Committee Meeting Minutes; and December 11, 2018, Regular Meeting Minutes

Chairman Edghill advised there were a few minor changes that were made to the final versions of the minutes of the meetings. With no other corrections, Commissioner Robinson moved approval of the minutes, seconded by Commissioner Graham-Lyons. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE **December 6, 2018 Committee Meeting Minutes and December 11, 2018 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				
Alternate #1 Marleen Powell					X
Alternate #2 Pat Van Slyke				X	

V. COMMUNICATIONS

Executive Director Jackson advised they will be given under the Executive Director's Report.

VI. REPORT OF COMMITEES

- Finance Committee

Ms. Morris-Gill reported the Finance Committee did not meet this month, and there are no updates. She advised the bills list is included on the agenda for approval.

- Personnel Committee

Executive Director Jackson reported the Personnel Committee met on January 10th. Under old business there was a discussion regarding the status of an employee; the attorney connected with this matter is ready to make himself available by phone, if necessary, since he had another commitment and was not able to appear here this evening in person.

Executive Director Jackson reported under new business the Personnel Committee discussed, at the request of the Chairman of the Board of Commissioners, to have a Board of Commissioners retreat; they began to plan that retreat to discuss topics such as the PMUA's future organizational assessment strategic strategy. Currently, he is seeking a facilitator who will also solicit the Board's input; they anticipate a full day offsite, so they can have a retreat and talk about the future vision for PMUA. Executive Director Jackson advised they expect the retreat to take place sometime in March, but no later than April.

Executive Director Jackson reported the Personnel Committee also discussed the Collective Bargaining Agreement negotiations. The first meeting was held on January 3rd, which was really a foundational meeting and no economic issues were discussed. He said it was a great meeting with Teamsters Local 97 and the staff's stewards. He will report back to the Board as they go through the process.

Lastly, they discussed an employee accident that occurred on January 10th. One of PMUA's CDL drivers was driving a sewer camera truck; he was stopped at a light when another vehicle rolled over and came to rest and bumped PMUA's vehicle. The employee, since the accident, has been in and out of work having back spasms; however, he was back today, and PMUA will monitor his condition as the week goes forward.

- Buildings & Operations Committee

Executive Director Jackson reported under old business they discussed the leadership of Plexus Recycling Technologies coming to PMUA to further the discussion about the materials recovery facility operation. Representatives from Plexus have suggested the latter part of February or early March to inspect the facility and have a round table discussion with the members of the Board of Commissioners. He said they should have that finalized soon.

Executive Director Jackson reported the Committee discussed the trip to San Jose to visit the Plexus material recovery facility and the operation is very similar to PMUA's. Plexus has suggested the scheduling of the trip after they visit PMUA.

Executive Director Jackson reported there was discussion about the Muhlenberg project. PMUA's engineers, staff, met yesterday with Mr. Michael Baine, Manager of Field Operations in Plainfield, and his team, from American Water. The Executive Director indicated they made some progress that will be helpful to PMUA. He reported the Muhlenberg project representatives have not had a discussion yet with American Water relative to their connections. The Executive Director reported they have some additional information they're anticipating American Water will send to PMUA and its engineers by the end of this week. A meeting that was scheduled with Glen Dominick and his team from Muhlenberg had, at Mr. Dominick's request, been rescheduled. PMUA will now meet with Muhlenberg representatives in about two or three weeks, and will report back to the Board.

Executive Director Jackson reported there was a discussion at the Buildings & Operations meeting about the same employee who had the automobile accident relative to the Personnel Committee.

VII. EXECUTIVE DIRECTOR'S REPORT

Executive Director Jackson reported, under communications, that PMUA received two notification letters from the State of New Jersey Environmental Protection, Department of Environmental Compliance & Enforcement, indicating the Transfer Station has successfully completed two inspections in August and November 2018. The facility was found to be in compliance with Department regulations and Permit conditions, as no violations were found. It should be noted that PMUA is moving in the right direction. He said Larry Chambers and his staff are working hard to ensure the requirements are being met and facility is in compliance. There is no advance notice of the inspections, so PMUA has to take all steps necessary to make certain the facility is in compliance with regulatory and permit requirements at all times.

Executive Director Jackson reported the Board passed a resolution recognizing Mr. Malcolm Dunn, who passed away, for his service as a member of the Board of Commissioners from 2011 to 2015 and his contributions to PMUA, the community, and the City of Plainfield. The Chairman presented the resolution at the services for Mr. Dunn.

Executive Director Jackson followed-up on communications by way of five or six questions the Commissioners at the Committee meeting asked him and staff to get back to the Board with answers. The Executive Director said the first was to invite or engage Labor Counsel to bring an update on staff. He's not available tonight; they will engage him at a later time. He was asked for a recycling update as to the tags that are being put on the carts in the community, which were distributed to the Board. The Executive Director was also asked to provide tonnage reports for 2017, which were also distributed. He said the report has a lot of data, but the bottom line of the recycling report reveals that 47,146.96 tons were reported to the State.

A question and answer discussion regarding the report followed. Commissioner Robinson inquired how much the rebate for recycling had been. Executive Director Jackson responded he wasn't asked to provide that, but he will get the answer and provide it to the Board.

Executive Director Jackson reported that he was requested to provide a financial update with regard to carts, and a break-out of costs between Sanitation Truck Repair and Air Brakes. Deputy Director Morris-Gill reported with regard to the carts, PMUA had allocated $325,000, of which $275,460 is for the Clark collection. She indicated that the remaining $49,540 would purchase 859 black carts (at a cost of $57.70 per cart); or alternatively, 976 blue carts (at a cost of $50.75 per cart). Deputy Director Morris-Gill said if PMUA purchases more carts, the price per cart decreases.

Commissioner Bright inquired how many carts are being supplied to Clark. Deputy Director Morris-Gill responded 5,000 carts. Chairman Edghill inquired if Clark is paying for the carts over five years and Deputy Director Morris-Gill responded in the affirmative.

With regards to the break-out between Sanitation Truck Repair and Air Brake & Equipment, Deputy Director Morris-Gill advised that of the $360,945.01, Air Brake's is $250,885.38 and Sanitation Truck Repair is $110,059.63.

Commissioner Bright inquired if those figures are year-to-date and Deputy Director Morris-Gill responded no, they are through November 30. Deputy Director Morris-Gill said the bills list shows $61,000 for Air Brake, which would increase the total up to $425,455.66. Of that revised total, $312,495.41 would be Air Brake; and $112,960.25 Sanitation Truck Repair.

Chairman Edghill inquired about a figure of $10,000 and asked if that was included. Deputy Director Morris-Gill responded the total runs through the end of December. This $425,455.66 is the total for the entire year of 2018.

Executive Director Jackson said there was a question relative to collection scheduling, specifically as to why the pickup for garbage and recycling on Prospect Avenue has changed from 7 a.m. to noon. Prospect Avenue is Zone 8 and the collection schedule was changed for the efficiency of operations -- so they can better manage the zones they serve.

The last request the Executive Director had was a fleet aging report that was distributed to the Board. He said that report provides a lot of data on the aging of PMUA's fleet: 30% of the fleet is in fair to poor condition, and 48% of the fleet is older than 10 years and 28% is older than 15 years.

Chairman Edghill thanked the Executive Director for the information and stated the reason they asked for it was because, as they move forward, the fleet is an important part of PMUA's operations, so it is one of the items they need to focus on. Executive Director Jackson added that's why this is something that shouldn't be a one-time document; this is something they can refer to from meeting to meeting.

Commissioner Graham-Lyons inquired what the plan is for the vehicles that are in poor condition. Executive Director Jackson responded PMUA takes the best possible care of the equipment. When they fail, they send them out for repair and when they are able within the Board approved budget, PMUA will upgrade its inventory.

Commissioner Robinson inquired about the recycling tags as how they were received by the public. Executive Director Jackson responded that some residents were saying the tags were a good way to communicate with the public, but some were saying that they were confusing. He said they are continuing to put them out to educate the residents on proper recycling techniques.

Commissioner Bright acknowledged she did receive robo-calls (in English and in Spanish) and they were informative. Commissioner Graham-Lyons also saw it in the Mayor's outreach. Chairman Edghill said that's a great example of the City and PMUA working together. He also received the robo-call and thought it was clear and concise.

Executive Director Jackson reported at the Committee meeting that Commissioner Robinson shared County information that was extremely helpful, containing quite a bit of information and recycling resources. He moved on that information and had an outstanding meeting with Ms. JoAnn Gemenden, Bureau Chief, Union County Bureau of Recycling & Planning. PMUA and the County will be working closely together to build a strong relationship for the benefit of the recycling program and Plainfield's residents.

Director Jackson reported the Oakwood Place Sanitary Sewer Extension Project had been completed. An invoice for $60,000 was prepared and forwarded to Ron West, Finance Director for the City of Plainfield.

Executive Director Jackson reported the scales at the Transfer Station will undergo the conversion at the end of this month, but the scales have been performing very well.

Executive Director Jackson reported he is awaiting a response from the NJDEP on PMUA's request for a formal hearing on a Notice of Violation.

The end of the year staff celebration and community give back was a great success due to the staff and the support from the Board of Commissioners.

Executive Director Jackson reported the Bidder Training Forum was held on Tuesday, December 18, 2018, with Dollie Hamlin, QPA, and Kevin Conti, Esq. making presentations. Four companies attended; who indicated they were willing to pass along information to other business owners. It is anticipated the next session will be held in approximately June or July 2019.

Executive Director Jackson reported on the new recycling requirements and PMUA's decision to move from single to dual stream. There were some problems with the collection concerning the cardboard but they are working to correct it. He reported he had had a meeting with a member of the City Council, and she was extremely helpful in disseminating recycling information. Additionally, he spoke with the Mayor and the City Administrator regarding robo-calls and the potential use of cable television public service messaging to distribute information. In conjunction with the County, PMUA is looking to expand its resource base for the dissemination of information. Executive Director Jackson sent the Board a link which appeared on New Jersey Television, highlighting eight communities in Union County that are experiencing problems similar to Plainfield.

A. Attorney's Report

Mr. Conti advised he didn't have anything special to report on at this time. He did have an issue to discuss pertaining to a resolution under the Purchasing Department. He suggested the Board go into Executive Session to have that discussion and then return to the public session for voting. Chairman Edghill advised if there is no objection, he would like to go in to Executive Session at this time.

Mr. Conti presented **Resolution No. 3-2019 providing for Executive Session in accordance with the provisions of the New Jersey Open Public Meetings Act.** Commissioner Bright moved, seconded by Commissioner Graham-Lyons, to adjourn into Executive Session. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE **Resolution #3-2019 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				
Alternate #1 Marleen Powell					X
Alternate #2 Pat Van Slyke				X	

The Board adjourned into Executive Session at 6:44 p.m.

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

Chairman Edghill summarized Executive Session, stating the Board discussed contract matters.

RESOLUTIONS

B. Administration

None

C. Finance Report

Mr. Conti presented **Resolution No. 4-2019 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 #4-2019 Payment of 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	

D. Purchasing Department

Mr. Conti presented **Resolution No. 5-2019 authorizing the award of a contract to Cascade Engineering, Inc. for the purchase of waste collection and recycling related equipment through the Sourcewell National Cooperative Purchasing Agreement.** 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 #5-2019 Cascade Engineering, Inc.**

	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. 6-2019 authorizing the rejection of all bids and re-bidding for the procurement of vehicle parts and supplies.** 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 #6-2019 Rejection of All Bids**

	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. 7-2019 authorizing an amendment to the contract for vehicle maintenance & repair services with Sanitation Truck Repair & Air Brake & Equipment.** 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 #7-2019 Sanitation Truck Repair & Air Brake Equipment**

	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

None

IX. NEW BUSINESS

None

X. PUBLIC HEARING

Chairman Edghill advised they have now arrived at the Public Hearing segment of the meeting. Members of the public are welcomed and encouraged to participate in this meeting by having three minutes at which time to speak; you are asked to please stand and give your name and address.

Richard Spicer, 1467 Francis Lane. He was here at the last meeting and he made a complaint about his street and the sewer not working. He wanted to thank the Board and administration because when he got up at 7:30 the next morning, PMUA was there pumping out his sewer line and it helped mitigate the odors and cleaned out his drain. He said he was most appreciative and he wanted to thank the Board and the PMUA employees who did the work. Chairman Edghill also added his thanks to the field operations team for their diligent efforts.

Sabine Sabio, 1446 Francis Lane. She wanted to know, as she has a plastic bottle and the top doesn't come off, where in the recycle does the bottle go. Executive Director Jackson responded, unfortunately, as it is contaminated, it goes into the garbage.

Ms. Sabio spoke to Executive Director Jackson inquiring earlier about the pink cans some of the residents have. She wanted to know how she could secure one. Executive Director Jackson responded that the pink cans had been ordered before his tenure. He was informed by Ms. Hamlin and Ms. Cox that the pink cans (in support of Cancer Research) were given to residents years ago, but there are no longer available.

Ms. Sabio advised she recently observed recycling flying all over the place because of the wind. She asked what they are going to do in the winter when they have snow. Executive Director Jackson responded that residents are asked to bundle and tie up the cardboard at the curb, in order to abide by the rules and regulations of the State. The collection of recyclables is going to get better -- as it's a work in progress.

Danielle Franklin, 812 West Third Street. She said there was an issue in the Fourth Ward because the garbage was not collected on Friday and was pushed back to Saturday. She thanked them for coming out and not leaving it. She said in the future residents need notice, as they had no idea garbage collection was pushed back to Saturday until someone shared it on Facebook.

Ms. Franklin said that cardboard bundling is very difficult. For instance, when you have a spaghetti box and a cereal box, they're not the same size and it's tough trying to tie them together with other larger pieces of cardboard. It was easier when they were allowed to put it in a bin. Now, with the bundling requirement and the rain, many residents are going to start trashing it. Chairman Edghill thanked her for her feedback. Commissioner Robinson advised the Executive Director that is something PMUA will have to address. Executive Director Jackson acknowledged he will have to look into the problem.

Chairman Edghill asked that before they adjourn they have a moment of silence for the passing of Commissioner Bright's sister. A moment of silence was observed.

Commissioner Edghill took this opportunity to advise everyone that sadly Commissioner Van Slyke' s term on the Board is ending; having served as an Alternate Commissioner for two years. On behalf of the Board, the Chairman thanked Alternate Commissioner Van Slyke for her service and said the Board looked forward to working with her in the future.

Alternate Commissioner Van Slyke thanked the Board and mentioned that when a new Commissioner is appointed, PMUA should put an information package together because she had difficulty at first until she learned about PMUA and its operations.

Chairman Edghill entertained a motion to adjourn; Commissioner Bright moved, seconded by Commissioner Estevez and unanimously approved by the Board, to adjourn the meeting at 7:17 p.m.

Recorded by:

Roslyn Mathis, Recording Secretary

Commissioner Robin C. Bright
Board Secretary

SEAL