

PLAINFIELD MUNICIPAL UTILITIES AUTHORITY

Minutes of the Board of Commissioners Regular Meeting Tuesday, December 11, 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. 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 Michelle Graham-Lyons
Commissioner Henry V. Robinson
Alt. #1 Commissioner Marleen Powell
Alt. #2 Commissioner Pat Van Slyke

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
Mr. Ronald Madison, Maser Consulting, P.A.
Mr. Pete Repetti, Maser Consulting, P.A.

Commissioner Pedro Estevez absent

- IV. APPROVAL OF MINUTES – November 8, 2018 Joint Committee & Regular Meeting Minutes.** Chairman Edghill advised there were several corrections recommended to the November minutes at the Work Session last Thursday and asked if the corrections had been made. Executive Director Jackson responded the corrections have been made. Chairman Edghill entertained a motion to approve the minutes. Commissioner Bright moved the minutes be accepted, seconded by Commissioner Graham-Lyons. The motion carried, on a roll-call vote, with five members in favor and none opposed.

RECORDED VOTE**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				
<u>Alternate #1</u> Marleen Powell	X				
<u>Alternate #2</u> Pat Van Slyke				X	

V. COMMUNICATIONS

Executive Director Jackson responded there were no communications at this time; they will be part of the Executive Director's Report.

VI. REPORT OF COMMITTEES

- Finance Committee

Ms. Morris-Gill reported the 2019 Budget was approved by the State and administration is asking for the Board's approval tonight.

She advised the third quarter compilation was finalized and distributed last week. At year-end, PMUA does budget amendments, which would be for 2018, transfer funds between categories, and the administration is asking for the Board's approval of those amendments tonight.

Ms. Morris-Gill reported the monthly financial package was distributed last week; the bills list is included in the Agenda packet for approval tonight.

- Personnel Committee

There was no report on behalf of the Committee.

- Buildings & Operations Committee

There was no report on behalf of the Committee.

VII. EXECUTIVE DIRECTOR'S REPORT

Executive Director Jackson reported, under communications, the New Jersey Utility Authorities Joint Insurance Fund Executive Committee has nominated one of the PMUA's employees - Ivy Robinson - to be a Commissioner to the NJUA Board. This is a great honor for her hard work here at PMUA and a positive reflection for the organization; the nomination will be considered by the full Board in January and she will assume her place on the Board of Directors.

Executive Director Jackson reported there is an attachment in the Commissioners' packets entitled Fourth National Climate Assessment that discusses the impact, risk, and adaptation for recycling. He reported they inserted some very condensed highlights because it's a voluminous report.

Executive Director Jackson reported under new business in the Commissioners' packets is the enrollment for the AEA Environmental Professional Development Academy. Track 1, which is the Operations Module, starts on Wednesday, January 23, 2019, and interested members are asked to register with Ms. Hamlin or with the Executive Director.

Chairman Edghill inquired if members of the staff are going to attend the course. Executive Director Jackson responded not at this time. For the record, he reported they have members of staff who have already gone through and are currently in the process of going through the course, but there will be no new starts at this time.

Commissioner Bright asked whether the Executive Director recommends that the management staff take this course, and the Executive Director Jackson responded in the affirmative not only this course, but any training holistically for management. It is the administration's intention to have management continually updated on the latest policies and procedures. This course does a particularly good job talking about operations, going to see facilities, human resources, finances, things that drive agencies and authorities like PMUA; it's good for management to have a different holistic view.

Executive Director Jackson reported under ongoing business on the Oakwood Place Sanitary Sewer Project. The construction project is complete and went very well. He asked Ron Madison of Maser Consulting to give a brief overview of the project and the City's contribution for approximately \$60,000 for the project is being put in place by Mr. Ron West, the City's Finance Director, so PMUA anticipates receiving those revenues in early-January.

Ron Madison confirmed the Oakwood Place Project has been completed and that Black Rock Enterprises did a fantastic job. He said they completed the main line sewer the week before Thanksgiving, performed the base core pavement of the trench for the main sewer, and did a good job of cleaning up for the Thanksgiving weekend for the residents. Black Rock returned the following week to complete the five lateral connections. The lateral connections were a real challenge, as there was quite a bit of rain and he commended the contractor for overcoming those issues.

Mr. Madison reported there were more mystery utility gas and water lines that weren't marked, but Black Rock did a great job in making it all work and tying all five homes in to the sewer line. Mr. Madison had some photos to share with the Board after the meeting. He reported PMUA has received the first pay request for the work completed, and it is on the agenda tonight for consideration by the Board. He has a pencil copy of the next payment request and reported the project is slightly under budget, although there are some issues that have to be worked out. PMUA hasn't received the City of Plainfield Police bill, which is a direct pass through to PMUA. He anticipates it will be substantial, but they did a great job and he is happy they were able to get in with the weather and other problems in order to complete the project before Christmas.

Commissioner Robinson inquired when Mr. Madison said the police bill might be substantial, what does that mean. Mr. Madison responded Oakwood Place residents are pretty much the only people who utilize the street and he had anticipated there would be a police presence when they were working on Belvidere. He thought they would simply barricade the Oakwood Place at either end when they were working so there would be no other need for police presence. The City of Plainfield insisted on having two officers there for the entire project.

Commissioner Bright inquired whether the police presence was only during working hours and Mr. Madison responded yes. He did not anticipate their continued presence at all and, since the contractor doesn't bear that cost, it's the responsibility of PMUA.

Executive Director Jackson advised he hasn't had a specific conversation with the Administrator for the City yet but he has every hope as they are partners with the City in this project, and they will find an amicable way to resolve the cost sharing. Executive Director Jackson took a moment to thank Mr. Steve Dessino who worked with Mr. Madison and Black Rock for doing an outstanding job. Executive Director Jackson had an e-mail that he received from a resident emphasizing the amazing job PMUA, the police, Black Rock and Maser did in alleviating the problems they were having with the sewer backing up in their homes; he read the e-mail in its entirety for the Board.

Commissioner Robinson, along with the Chairman and the entire Board, congratulated everyone for doing a great job. Chairman Edghill added that two people came into the meeting one night and expressed a problem none of them would want to endure with sewerage backing up into their home. He commended the Board, executive and engineering staff, etc., for handling this swiftly.

Executive Director Jackson continued with his report, indicating he communicated today with Jeff Tucker of Plexus Recycling Technologies, and they will continue to have a conversation for the first quarter in 2019 to make sure they can share information for a visit out to San Jose. He will notify the Board when the trip is being scheduled.

Executive Director Jackson reported the scale conversion at the Transfer Station will begin January 2019 and indicated the scale has not been down since their last meeting.

With regard to the NJDEP Notice of Violation for the Transfer Station, PMUA filed a formal response and is awaiting a response from NJDEP as to the next step in the process. Executive Director Jackson hopes PMUA will have a response within the next ninety days.

Executive Director Jackson reported that on Friday, December 14th, PMUA is celebrating the End of the Year Staff Celebration/Community Give Back at 427 Cottage Place at approximately 12:30 p.m. The event actually begins at 7:00 a.m. and runs through 3:00 p.m. to accommodate staff that begins work at 3:00 a.m.

Executive Director Jackson reported PMUA will hold its first bid forum, which will take place on December 18th at 10:00 a.m. at PMUA's offices. Ms. Hamlin and Mr. Conti will make presentations on behalf of PMUA at the forum. Communications were sent to the business community and the City's Economic Development to obtain the names of vendors doing business with the City in order to have them attend the business training forum. He said PMUA will probably hold this forum twice a year depending on the attendance. He wants to make sure PMUA is doing its part with local businesses in explaining how to do business with PMUA and the myriad bidding requirements.

Lastly, Executive Director Jackson reported on the Muhlenberg project that he is continuing to have meetings with Glenn Dominick, and they are looking to schedule a meeting for the latter part of next week. The parties are still at a good distance apart on a number for the connection fees, but are moving in the right direction.

Commissioner Bright inquired whether he has spoken with them about PMUA being the contractor to collect the debris during the construction period as well as after the completion of the project as well as recycling. Executive Director Jackson responded they have already put out whatever they will do and have retained someone for that. He said they have not delved into the conversation about services after completion of the project. Executive Director Jackson advised they have agreed to try to work out right now the connections fee gap; they're on the extreme low side, the PMUA wants to get some of that done in a professional manner that will lead them into how the PMUA can be helpful to them expense-wise to do some of the work they need to have done.

Commissioner Robinson inquired if the communications are being paid for by owner of the Muhlenberg project. Executive Director Jackson responded an escrow account has been established. He added the engineers have to review the additional information and will come back with a recommendation. Management on both sides will then meet with the engineers and talk it through.

A. Attorney's Report

Mr. Conti advised there was nothing to report at this time.

B. Administration

Executive Director Jackson advised he had nothing to report.

C. Finance Report

Mr. Conti presented **Resolution No. 103-2018, authorizing payment of monthly bills list.** 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 #103-2018 Payment of Monthly 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> Pat Van Slyke				X	

Mr. Conti presented **Resolution No. 104-2018 approving Amendment to the 2018 Sewer Budget.** 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 #104-2018 Amendment to 2018 Sewer Budget**

	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> Pat Van Slyke				X	

Mr. Conti presented **Resolution No. 105-2018, approving an Amendment to the 2018 Solid Waste Budget**. 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 #105-2018 Amendment to 2018 Solid Waste Budget**

	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> Pat Van Slyke				X	

Mr. Conti presented **Resolution No. 106-2018 adopting the CY 2019 Sanitary Sewer Operating Budget**, Commissioner Bright moved to accept Resolution No. 106-2018 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 #106-2018 CY 2019 Sanitary Sewer Operating Budget**

	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> Pat Van Slyke				X	

Mr. Conti presented **Resolution No. 107-2018, adopting the CY 2019 Solid Waste Operating Budget**, 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 #107-2018 CY 2019 Solid Waste Operating Budget**

	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> Pat Van Slyke				X	

D. Purchasing Department

Mr. Conti presented **Resolution No. 108-2018 awarding a contract for the provision of work clothes and uniform rental services to American Wear, Inc., East Orange, N.J.** 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 #108-2018 Contract to American Wear, 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				
<u>Alternate #1</u> Marleen Powell	X				
<u>Alternate #2</u> Pat Van Slyke				X	

VIII. UNFINISHED BUSINESS

Commissioner Robinson inquired about the accident with the PMUA truck. Executive Director Jackson responded actually there were two accidents during that period. The cab was totaled and the trailer has been repaired. The budget that was approved contains funds to acquire additional equipment.

Chairman Edghill advised with the approval of the budget it comes with no increase in rates for 2019 and no loss of employees, and that is a result of how the team worked very diligently including the managers in the different departments, and he thanked them again.

IX. NEW BUSINESS

Executive Director Jackson responded none from administration.

Commissioner Robinson mentioned he was watching a program on CNN pertaining to the problem with plastic bags that have become an albatross for the solid waste industry. These young ladies were going to the different communities and different vendors in the towns, and distributing reusable bags. Commissioner Robinson inquired if that was something where PMUA and the City could get involved. There was a discussion as to materials that are recyclable, putting PMUA's name on the bag, and possibly going to the vendors downtown to help replace the plastic bags because the manufacturers aren't being responsible in that regard. Commissioner Robinson believed that if it will save the vendors money, particularly for bringing the bags back, they may buy into the program, and result in some positive attention for PMUA. It's something that would need to be worked out through the administration.

Executive Director Jackson saw part of that program also. The city partnered with the young ladies by passing an ordinance that didn't allow plastic bags to be dispensed at supermarkets in the city. He thought it would be in the right spirit to have a conversation with the Business Administrator for the City and see if they can enter into such a partnership to do it jointly as that would have the greatest impact. Certainly, the reusable bags are the way of the future. When local grocery stores started using them instead of the plastic, the thought was they were being budget conscious, but they were being environmentally conscious. Executive Director Jackson advised this has to have an education component to it and PMUA will need partners to join the effort.

Commissioner Robinson mentioned that possibly the County can join the effort as plastic bags have become a serious problem.

Commissioner Graham-Lyons inquired how that would work with doggie bags; people who own dogs who have to clean up after them; they use plastic. Commissioner Robinson responded they could purchase biodegradable bags.

Executive Director Jackson advised there are a lot of things that would need to be worked out. He receives pictures from vendors that say this can't be accepted because of the plastic that is co-mingled, so it is worth exploring.

Commissioner Bright advised she had this conversation with her son concerning Shoprite's plastic bags. If you look on the bag it has a recyclable emblem, so they are recyclable.

Commissioner Bright inquired whether it is a plan that the administration will be putting something on the lid of the recyclable can, saying what's recyclable and what is not, and if so, when will that happen. Executive Director Jackson responded yes, they are and it will happen almost immediately. He said the first thing is that when they reject materials claimed to be recyclables now, they will start putting that information on the container to inform the resident why they are not picking it up, and pointing out those materials that are recyclable and those that are not. That information will be included on every outlet including e-mails, PMUA's website, media streams, and old fashioned doorknockers.

Commissioner Robinson inquired if they will also be educating our shared services partners, such as Scotch Plains and Fanwood. Executive Director Jackson responded in time; they are getting it done here first and then take it on the road. It's beneficial to do it everywhere.

Commissioner Robinson advised about another initiative involving plastic water bottles. Brita makes water filters; he didn't know how feasible it might be, but if PMUA could distribute Brita water filters because Brita makes money on the back end as far as the filter goes. The Brita water filter cuts down on the plastic water bottles that become part of the waste stream.

Executive Director Jackson responded anything that is environmentally friendly and will reduce costs is worth discussing.

X. PUBLIC HEARING

Chairman Edghill advised they have come to the Public Hearing section of the meeting where the public will have three minutes to speak. Please stand, give your name and address, and tell us what is on your mind.

Sabine Sabio – 1446 Francis Lane. Ms. Sabio inquired if they put information on the PMUA website what happens with the plastic bags when they are being recycled; how they have to stop the machine and go in there with their hands. Executive Director Jackson responded information was recently put on the website; they are trying to educate the residents everywhere and in every way they can to encourage them the proper way to recycle.

Ms. Sabio inquired if it was the truck driver who puts the sticker on the garbage can. Executive Director Jackson responded right now the inspection staff is responsible for doing that.

Ms. Sabio reported if you shop at Aldi's you don't get a cart unless you put a quarter in the slot and you have to bring your own bag, and in Germany they have bags for different types of groceries, so they don't have the problem with plastic bags like we have here.

Richard Spicer -1467 Francis Lane. Mr. Spicer inquired if it's true they're going to wind up with three trash cans. Executive Director Jackson responded they're going to use the same cans they have, and will be educating residents particularly with paper and cardboard not to put it into the container, but to bundle it and tie it.

Mr. Spicer inquired if they are going to put stickers on the cans. Executive Director Jackson responded yes, for recyclables they do not pick up on the first pass they put notification on the container why it wasn't picked up, why it was not recyclable.

Mr. Spicer reported he was concerned about the water drain basins on his street. Three years ago he saw truck cleaning out the storm water line on his street. He hasn't seen them out there for a while. Commissioner Robinson responded that it is the City who performs that task and not PMUA.

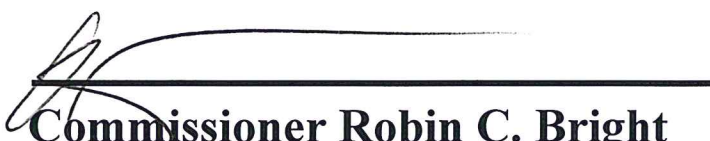
Mr. Dessino inquired if he was asking about cleaning the sanitary line in the middle of the street. He said they have been there. Mr. Spicer responded he is retired, he has been there twelve years, they haven't been there in three years; he said they can smell it coming up. When his wife is washing they can smell the sewerage in the sink. Mr. Dessino responded they don't have to actually be on his street to do the cleaning; they can do it from the cross street. Executive Director said they will come out and take a look to see if they can detect any odors.

Commissioner Bright inquired of the Director if the instructions will be placed on the recyclable cans where people are in violation. Executive Director Jackson responded everyone will be in the education loop; for recycling that is left curbside, residents will be advised why PMUA did not pick up.

Commissioner Graham-Lyons moved, seconded by Commissioner Bright and unanimously approved by the Board, to adjourn the meeting at 6:46 p.m.

Recorded by:

Roslyn Mathis, Recording Secretary



Commissioner Robin C. Bright
Board Secretary

SEAL

