

EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY
Minutes of Regular Meeting
Thursday, July 21, 2011

The regular monthly meeting of the East Windsor Municipal Utilities Authority was held on Thursday, July 21, 2011 at the Administration Building on Wiltshire Drive and called to order by Chairperson Moore at 8:00 p.m..

The following Members were present:

Linda L. Moore
Leonard J. Millner
Marc Platizky
Steven Kurs
William Lawler
Michael Shifman

Absent: Marc Lipman

Also present:

Edwin Schmierer, Esq., of Mason Griffin & Pierson
James Farry, of Hatch Mott MacDonald
Ronald Ghrist, Finance Officer
Richard Brand, Executive Director
Clark Wolverton, Wastewater Superintendent
Skip Lovejoy, Water Superintendent
Dolores Borosko, Board Secretary

Chairperson Moore requested that the Public Notice be read. The Board Secretary read the statement announcing that the notice and agenda of this meeting were mailed to the Windsor Hights Herald, Trenton Times and Trentonian on July 15, 2011. An agenda was posted on the official bulletin board of the Authority and delivered to the Township Clerk for posting on the bulletin board at the East Windsor Township Municipal complex on July 15, 2011. Chairperson Moore then asked for a roll call after which she asked if any Member had an objection to holding this meeting as advertised. No one objected.

Chairperson Moore asked if any member of the audience wanted to speak on a topic not on tonight's agenda. Hearing no one, Chairperson Moore moved to the first item on the agenda a discussion of the Solar project. Chairperson Moore stated both her and Mr. Millner had been meeting with Mr. Brand to discuss the possibilities and benefits to the Authority of moving forward with a solar project. Mr. Brand introduced Cassandra, who is a consultant working with the MUA regarding various options available to the Authority with a solar system. Cassandra gave an overview of the different technologies, the finance options and what the Authority could expect as they move forward with the project. Mr. Brand explained that the greater benefit to the Authority is with ownership of the solar system. Several of the Board Members asked questions regarding sizing of the project, maintenance, financing as well as purchase/ownership options. Chairperson Moore poled the Board Members to determine how the Authority should proceed and the Members all agreed to move forward with ownership of the solar system. Mr. Brand added that plan documentation had to be filed by October 1, 2011 for NJEIT loan application and Mr. Farry suggested a meeting be set up with the DEP as soon as possible.

Chairperson Moore continued with the next item on the agenda the Capacity Allocation Amendment: Sci-Park which was not ready and tabled for the next meeting.

Chairperson Moore requested information on the gravity sand filters to which Mr. Farry responded that the Board had authorized the replacement of the Pourus Plates for filters 1 and 2. During the removal process the contractor noticed the cell dividers were broken. These cell dividers are used to hold the Pourus Plates intact. Unfortunately this was something that was unforeseen. This is a very labor intensive job but we have no other option and in fact this is necessary in order for the filters to operate properly. The problem is that plates have to be

caulked in place and this cannot be done in the winter time so there are time restraints. The Members asked for clarification of what caused the damage and if any design changes could be built into the replacement to avoid a similar problem in the future. Mr. Farry answered that the damage was caused by stress/fatigue and there were no design changes. Mr. Platizky made a motion instructing the engineer to proceed with the project, seconded by Mr. Millner and carried with the following vote: AYES: Chairperson Moore, Mr. Platizky, Mr. Kurs, Mr. Millner and Mr. Shifman. NOES: None. ABSTAIN: Mr. Lawler.

Mr. Brand informed the Board that Comcast was going to be out in 2 weeks to run a fiber optic line at no cost to the Authority for construction. Mr. Brand added the bandwidth would be increased about 5 times current at a cost of \$50.00 more per-month.

Mr. Brand updated the Board on progress being made with switching energy providers. Mr. Brand stated he had made numerous phone calls to find out if the Authority was exempt from the SUT tax (State Utilities Tax) and found out from the Treasury Department that we are not exempt. Therefore Mr. Brand will be going back to the providers requesting a price which includes the SUT tax. If the providers give us a price less than .91 cents then the Authority will go out to bid for the service. If the provider's price is above .91 cents, the Authority will purchase directly from Direct Energy as part of the Middlesex Co-op. The Authority should save about \$200,000.00 on electric.

Mr. Brand informed the Members that he had received a call from the Ford dealership that all the 2011 trucks had been given out and that the Authority would receive a 2012 model at the same cost in the middle of August.

Mr. Brand stated that the new tractor had been delivered today and some of the employees had already received training. The remainder of the employees will be trained next Wednesday.

During General Discussion/Topics from Board Members Chairperson Moore requested that Mr. Brand inform the Members about a notice to the public requesting voluntary water conservation. Mr. Brand stated that over the last several days there had been a large spike in water use and that the Authority was requesting voluntary conservation by our customers. Mr. Brand explained that the Authority was attempting to be proactive in this matter and possibly avert the need to put mandatory restriction in place.

Mr. Brand informed the Members that recently it was discovered that one of the apartment complexes has a couple of buildings which have been un-metered since construction in 1972. The Water Department staff will be at the complex turning off water to the various buildings to determine which are un-metered and once the buildings have been identified meters will be installed. In the meantime, Mr. Brand is requesting Board approval to send a letter to complex owners stating that until access is granted and meters installed the Authority will send estimated bills for the un-metered buildings. The Board Members agreed that this letter be sent immediately.

Mr. Brand explained to the Members that for sometime one of our meter readers has been attempting to gain access to a residence to inspect the water meter. When this meter reader finally did gain access, he discovered that there were 2 water meters in the house. The domestic meter which is recorded, read and billed and an irrigation meter which was unknown and un-billed. The reading on this irrigation meter was 1.7 million gallons which has never been billed to the homeowner. Mr. Brand suggested we bill the homeowner for this water use and allow him to make payment arrangements. The Members agreed and a letter will be sent to the homeowner.

A request was made by a property owner on Hope Valley Road to reduce the sewer portion of his bill because of outside water use. The billing method was explained to the homeowner and he was informed that he can install a second meter to measure outside water use which will not affect the sewer portion of his bill. After a brief discussion Chairperson Moore stated that there would be no adjustment to the bill or any change in the bill method. All Board Members agreed and Mr. Brand will notify the owner of the Board decision.

Mr. Millner advised the Board that he had attempted to go onto the MUA website and was informed that there was a virus on the site that was attacking his computer. Mr. Brand informed the Board that we were having problems with the hosting site and he was attempting to rectify the issue.

Mr. Kurs requested that the Members be given a tour of the new facilities and was told that both wastewater and Well #7 facilities should be finished and available for tours in a month.

Chairperson Moore informed the Members that there had been a water main break in Georgetown and that Rich and Water Department staff had responded to turn off the water so that repairs could be made and they were very helpful even though the MUA is not responsible for the repair and maintenance of the lines in Georgetown development.

Mr. Kurs made a motion to approve Operating bills in the amount of \$285,608.11 and payrolls in the amount \$59,667.60, \$60,738.07 and \$63,280.99; Prepaid to Postmaster Consumer Confidence Reports - \$822.55; Prepaid to East Windsor Township Tax Collector for Tax Sale - \$2,685.00; Prepaid to East Windsor Township Tax Collector for Tax Sale - \$77.92; NJEIT Clean Water Loan Construction Fund Requisition #28 - \$57,352.30; NJEIT Drinking Water Loan Construction Fund Requisition #27 - \$26,874.96 and the ARRA Millstone Road Water Pollution Control Misc. Improvement Requisition #17 - \$32,989.42, seconded by Mr. Platizky and approved with the following vote: AYES:Mr. Millner, Mr. Kurs, Mr. Platizky, Mr. Shifman, Chairperson Moore: NOES: None. ABSTAIN: Mr. Lawler. Mr. Millner questioned the prepaid checks for tax sale and Mr. Ghrist informed Mr. Millner that normally the checks are paid in the Operating bills and not prepaid but the Township needed the money this year and requested early payment. Mr. Ghrist also informed the Members that we do collect the money from the customer which is for advertising cost for tax sale notices.

The Operating Report was approved on a motion made by Mr. Platizky, seconded by Mr. Kurs and unanimously carried. Mr. Millner requested an update on EWMUA Personnel Manual and information on new phone line for influent pump station control building. Mr. Brand explained that the Authority does have the update of the Personnel Manual for review.

Chairperson Moore requested a motion on the Development Report and Mr. Platizky made a motion to accept, seconded by Mr. Kurs and unanimously approved.

A motion was made by Mr. Kurs to approve the Finance Officer's report, seconded by Mr. Lawler and unanimously carried. Mr. Ghrist informed the Members that they would receive the first draft of the 2012 Budget at the next meeting.

The Attorney's Report for June was approved on a motion made by Mr. Platizky, seconded by Mr. Millner and unanimously carried.

The Engineer's Report was approved on a motion made by Mr. Platizky, seconded by Mr. Lawler and unanimously carried.

A motion to approve the minutes of the May 19, 2011 Regular Board Meeting was made by Mr. Platizky, seconded by Mr. Lawler and unanimously carried.

There being no further items for discussion the meeting was adjourned.

Respectfully,


Marc Platizky, Secretary