

EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY
Minutes of Regular Meeting
Thursday, March 21, 2013

The regular monthly meeting of the East Windsor Municipal Utilities Authority was held on Thursday, March 21, 2013 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
Steven Kurs
Leonard Millner
Marc Platizky

Absent: Marc Lippman
William Lawler
Michael Shifman

Also present:

Amanda Nini, of Mason Griffin & Pierson
James Farry, of Hatch Mott MacDonald
Ronald Ghrist, Finance Officer
Richard Brand, Executive Director
Carlin Lovejoy, Water Superintendent
Clark Wolverton, Wastewater 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 Heights Herald, Trenton Times and Trentonian on Friday, March 15, 2013. 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 March 15, 2013. Chairperson Moore then asked for a roll call after which she asked if any Members had an objection to holding this meeting as advertised. No one objected.

Chairperson Moore asked for comments from the audience on matters not on tonight's agenda and hearing none moved to a discussion of Solar. Mr. Brand stated that recently the state of NJ, through the BPU has allowed Net Metering Aggregation to be part of the solar initiative. This will allow the Authority to utilize one location to generate electricity to offset our total usage including wells and pump stations. Mr. Brand stated that he has been approached by companies about Power Purchasing Agreements (PPA). Mr. Brand was invited and did take site tours of solar fields in South Jersey and talked to the contractor. From the information Mr. Brand has gathered so far it appears that the Authority could realize a saving of about 8% per kilowatt and an additional 31% savings just at the wastewater plant where PSE&G adds a distribution charge. When questioned by the Board about current cost of electricity Mr. Brand responded that current cost is approximately \$600,000 per year. Proceeding with a PPA means no upfront cost to the Authority and could potentially mean a savings of \$180,000 to 200,000 on electric. The Members told Mr. Brand to continue to explore the options, the cost to build and the savings to the Authority.

Chairperson Moore continued the meeting with a discussion of going paperless with green meetings. Mr. Brand spoke briefly stating that cost could be reduced by eliminating the paper copies of meeting material and allowing for better utilization of staff time. The packages would be sent electronically to the Members except for confidential material. Mr. Brand would like to provide iPads for each of the Members so meeting material can be sent by email to each of them. When questioned on whether other Authorities were going green Mr. Brand responded yes that there are a lot of Authorities already using this method and others that are looking into this format. Chairperson Moore suggested that for the April meeting the packages be sent

electronically to test the process.

During a discussion on notification process and time frame for delinquent accounts, Mr. Brand stated the current procedures have created problems for both the MUA and the Township tax office. Current procedures allow the delinquent process for shutoffs to begin only after the customer's account exceeds \$225.00 for over 30 days. To reach the shut off amount of \$225.00 a customer could have not paid for 3 quarters or 9 months. Then the process takes 53 days 30 days from billing date to considered delinquent and receive a reminder notice than 10 days before the shut off notice is sent and than 72 hours or 3 days from when the door hanger is put out to actual shut off. Staff is recommending lowering the delinquent amount to \$150.00 which for the average user would be 2 quarters or 6 months unpaid. Staff is also recommending eliminating the reminder notice just sending shut off notices and door hangers shorting the time from a 53 day process to 43 a day process. The Board approved changes and instructed Mr. Brand to prepare a resolution for the changes in procedure for delinquent accounts for adoption.

Mr. Brand spoke briefly regarding the rebidding of the magnesium hydroxide for the Wastewater Treatment Plant. Mr. Brand informed the Members that the new bids were accepted on March 19th. and there were two bidders. The recommendation was to award the bid to Premier Chemicals LLC as the lowest responsible bidder at the rate of \$552.98 for 2013 and 2014. A motion to award to Premier Chemicals LLC was made by Mr. Kurs, seconded by Mr. Millner and unanimously approved.

Resolution 2013-11

WHEREAS, in accordance with a properly advertised Notice to Bidders, Two (2) bidders submitted bids for the provision of Chemicals, specifically Magnesium Hydroxide for Wastewater Treatment, which were received on March 19, 2013; and

WHEREAS, the original bid was rejected on February 21,2013 as the price of the bid came in excess of funds appropriated for that chemical: and

WHEREAS, after review of the re-bid submitted there were one (1) apparent low bidder., Premier Chemicals LLC, 300 Barr Harbor Drive, Suite 250, West Conshohocken, PA and

WHEREAS, it is the recommendation of the Executive Director that Premier Chemicals LLC, 300 Barr Harbor Drive, Suite 250, West Conshohocken, PA., be awarded the contract for the provision of Magnesium Hydroxide for Wastewater Treatment as the lowest responsible bidder; and

WHEREAS, the Financial Officer has certified that sufficient funds are available for the award of this contract; and

NOW, THEREFORE, BE IT RESOLVED by the East Windsor Municipal Utilities Authority ("MUA" or "Authority") as follows:

1. The preamble to this Resolution shall be incorporated herein as if fully restated.
- 2 The bid of Premier Chemicals LLC, 300 Barr Harbor Drive, Suite 250, West Conshohocken, PA., for the provision of Magnesium Hydroxide in 2013 and 2014 at \$572.98 per dry ton; is hereby accepted and the contract awarded to Premier Chemicals LLC.

The Authority Chairperson and Secretary are hereby authorized and directed to sign any necessary documents, and the Authority staff and professionals are authorized and directed to undertake any and all action's necessary, to effectuate the terms and intent hereof.

During General Discussion section of the meeting Mr. Brand informed the Members that the Authority had received an award from the JIF for no accidents/ loss of time in two years which has also saved the Authority money on the insurance. Mr. Brand stated that this was thanks to Mr. Lovejoy and Mr. Wolverton, the Safety Committee and the employees who have

taken the courses.

Mr. Platizky noted that in the Authorities Newsletter there was an article appointing Mr. Brand to the AEA Board of Directors. Congratulations to Mr. Brand were offered from all Board Members.

Mr. Millner asked that we take a look at the website. It needs to be updated. Chairperson Moore suggested that we look at the site and make some changes. The Chairperson also suggested it be placed on the agenda for the next meeting for discussion.

Mr. Brand informed the Board that a former resident had sent a letter to the MUA complaining about her final water and sewer billing. She did not feel that she should not have to pay the fixed charges on the bill since she no longer lived at this residence. The Board instructed Mr. Brand to respond to the letter with an explanation of MUA rate structure. There would be no adjustment to the bill.

Mr. Millner moved to approve the Operating Bills of \$232,588.32; Payroll 2/20/13 of \$62,710.07; Payroll 2/27/13 of \$43,270.15; and Payroll 3/6/13 of \$61,021.87, seconded by Mr. Platizky and unanimously carried.

Mr. Brand informed the Members that he is releasing a check for partial payment to Harris for software. Mr. Brand added that we would hold the remainder until the Pay Force Program was up and running smoothly. Once that is complete the final payment will be released.

A motion to accept the Operating Report was made by Mr. Kurs, seconded by Mr. Platizky and unanimously approved. There was some discussion of various items in the report including the decreasing water use. Mr. Brand explained that was expected with the rate increase. Mr. Brand also informed the Members that there were a few phone calls related to the rate increase but overall the response was not bad. Mr. Millner asked about the installation of primary sludge pump and related piping and Mr. Brand stated that the maintenance crew did a fabulous job on installing the pump and piping and he would like to share pictures of the work with the Board. Mr. Brand continued by stating that had we gone out to bid on this project the labor cost would have been approximately \$40,000. Mr. Millner questioned the bid specifications for AMR. Mr. Brand explained that the specs were not complete and AMR refers to the Automatic Meter Reading System. Mr. Platizky questioned the status of payments from FEMA. Mr. Brand explained he had just spoken to FEMA and is waiting for a response. Mr. Millner also inquired about the reverse auction and Mr. Brand stated that he was attempting to arrange a presentation for the next board meeting. Mr. Brand stated he felt it was a good option to look into to reduce electric cost.

Chairperson Moore requested a motion to approve the Finance Officer's report. Mr. Millner made the motion to approve, seconded by Mr. Platizky and unanimously carried.


Mr. Kurs made a motion to approve the Development Report, seconded by Mr. Platizky and unanimously carried.

Chairperson Moore requested a motion to approve the Attorney's Report. Mr. Kurs made the motion, seconded by Mr. Platizky and unanimously carried.

Mr. Kurs made a motion to approve the Engineer's Report, seconded by Mr. Platizky. After a brief discussion of the turnpike expansion project the Board unanimously carried the motion to approve the Engineer's Report.

There being no other topics for discussion Chairperson Moore adjourned the meeting.

Respectfully submitted,


Steven Kurs, Secretary