

EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY

Minutes of Regular Meeting
Thursday, December 17, 2015

The regular monthly meeting of the East Windsor Municipal Utilities Authority was held on Thursday, December 17, 2015 at the Administration Building on Wiltshire Drive and called to order by Chairperson Moore at 7:30 p.m.

The following Members were present:

Linda L. Moore
Marc Lippman
Marc Platizky
Steven Kurs
William Lawler

Absent: Leonard Millner
Michael Shifman

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 the Public Notice statement be read announcing that the notice and agenda of this meeting were mailed to the Windsor Hights Herald, Trenton Times and Trentonian on December 11, 2015. 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 December 11, 2015. The Board Secretary then called the roll after which the Chairperson asked if any Member had an objection to holding this meeting as advertised. No one objected.

Chairperson Moore asked Mr. Brand for an update on the Shared Service Agreement with Cranbury. Mr. Brand stated that the Authority had received an executed Agreement from Cranbury and a certified copy of Cranbury Township Resolution which was adopted by Cranbury Township Committee at a regular meeting held on November 23, 2015. Mr. Platizky questioned staffing issues for the shared service and Mr. Brand stated that the MUA was shifting some of its employees around and utilizing them more efficiently. Instead of 2 Collection Department employees inspecting our small pump stations, we are not splitting them up.. This leaves one employee to check the Cranbury pump stations. Mr. Millner asked what about in an emergency.

Mr. Brand responded that the shared service is only for scheduled work. In all cases Cranbury will pay the employee's salary and benefits (burden reate) for the time worked. The MUA has a clause that will allow them to get out of the agreement with 60 days' notice if a problem arises. Mr. Schmierer has reviewed the agreement and sees no problems. Mr. Brand continued by saying there would be no additional cost for the MUA to provide this service in fact it will reduce our cost. Mr. Lippman made the motion to approve the Shared Service Contract with Cranbury, seconded by Mr. Kurs and unanimously carried.

Cranbury Shared Service Agreement Attached

Resolution 2015-21

WHEREAS, the East Windsor Municipal Utilities Authority ("Authority") is organized for the purpose of providing a potable water supply and sewerage collection and treatment facility within its service area for discharge to and treatment; and

WHEREAS, the Township of Cranbury, County of Middlesex, State of New Jersey has proposed entering into a Shared Services Agreement as authorized my *N.J.S.A. 40A:65-1 et seq.* whereby the Authority would provide regular and emergency operation and maintenance for the Cranbury Township Sanitary Sewer System consisting of six (6) pump stations, various force mains and approximately 17 miles of gravity collection mains; and

WHEREAS, the Authority and said Township have negotiated the terms and conditions of said Shared Services Agreement; and

WHEREAS, *N.J.S.A. 40:14B-19* permits the Authority to provide the requested services to the Township of Cranbury.

NOW, THEREFORE, BE IT RESOLVED by the East Windsor Municipal Utilities Authority as follows:

1. The Chairperson and Secretary of the East Windsor Municipal Utilities Authority are hereby authorized and directed to execute on behalf of said Authority a Shares Services Agreement between the Authority and the Township of Cranbury for the provision of sanitary

sewer services. The Shares Services Agreement authorized this Resolution is on file of the office of the Authorities Executive Director and may be inspected during regular office hours.

2. A certified true copy of this resolution shall be furnished during its adoption to the Clerk, Township of Cranbury, 23A North Main Street, Cranbury, New Jersey 08512.

Mr. Brand spoke briefly about the EWMUA's NJDEP water allocation saying that just as an FYI basically the MUA has an available allocation of ½ Million gallons. If water use continues on the same trend the MUA will gain about ½ million gallons of allocation by 2017. However if we hit very dry weather in the summer with high usage the MUA could start to have issues with allocation in the future Mr. Brand would like to meet with Mr. Farry to review situation and possibly start the process to try to obtain more allocation. Hopefully we could avoid issue in the future for new development.

Mr. Brand informed the Board that the Joint insurance fund will be crediting to the MUA account \$29,250.14. These savings are due to Board participation in ethics questionnaire, staff safety meetings and Mr. Brand's attendance at JIF meetings.

Chairperson Moore questioned the time schedule for the Employee Appreciation Luncheon on Friday. Mr. Brand responded that it would begin at noon.

Chairperson Moore asked Mr. Brand to update the Members on the virus on the computer. Mr. Brand explained that one of the employees opened an email that appeared to come from Staples. The email was not from Staples and our system was found to have a virus. Princeton Computer came out and checked the entire system, cleaned up some files and restored information from back up tape to one hour prior to the hit. This was not the type of virus that extracts information but rather locks certain operating files so that your company can not have access to them. Everything was ok no breach of customer or employee information.

Mr. Kurs made a motion to approve Operating Bills in the amount of \$140,691.11; Payroll for 11/25/15 in the amount of \$70,835.75; and Payroll for 12/09/15 in the amount \$83,146.44 the motion was seconded by Mr. Lawler and unanimously carried.

During a brief discussion of the operating report Mr. Lawler requested that we try to extend the Monthly Flow Comparison chart by one year. After the discussion Mr. Lippman made the motion to accept the Operating Report for November 2015, seconded by M. Lawler and unanimously carried.

The Members requested that old information be removed from the Development Report and development names be updated (i.e. Rainbow Academy Childcare Center has changed to Lightbridge Academy). Then Mr. Lippman made a motion to accept the Development Report, seconded by Mr. Lawler and unanimously carried.

Mr. Ghrist stated that the Authority had a good year with development related fees. The Board Members agreed and Mr. Lippman made the motion to approve the Finance Officer's Report, seconded by Mr. Lawler and unanimously carried.

Chairperson Moore asked if there was any discussion or questions on the Attorney's Report and hearing none requested a motion to approve. Mr. Platizky made the motion, seconded by Mr. Kurs and unanimously carried.

There was no discussion on the Engineer's Report and a motion to approve was made by Lippman, seconded by Mr. Kurs and unanimously carried.

Mr. Platizky noted a discrepancy in the Members attendance for the September 24, 2015 regular and Executive Session minutes and the Board requested that be reviewed and corrected. Mr. Lippman then made a motion to approve the amended minutes, seconded by Mr. Kurs and unanimously carried.

There being no additional items to discuss Chairperson Moore adjourned the meeting.

Respectfully submitted,



Marc Platizky, Secretary