

EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY
Minutes of Regular Meeting
Thursday September 23, 2021 @ 5:00pm

The regular monthly meeting of the East Windsor Municipal Utilities Authority was held on Thursday September 23, 2021 at the Administration Building located on 7 Wiltshire Drive and called to order by Chairperson Moore at 5:00pm

The following Members were present via zoom:

Linda Moore
Len Millner
Marc Platizky
Marc Lippman
Steve Kurs
Mike Shifman

Absent:

Present: Ronald Ghrist, Finance Officer
Richard Brand, Executive Director
Jim Mackie, Assistant Operations Manager
Susan Pretz, Board Secretary

Also present via zoom:

Ryan Scerbo Esq., DeCotiis, Fitzpatrick, Cole & Giblin, LLP
David Klemm, Mott Mac Donald

Chairperson Moore requested that the Public Notice be read. The secretary read the statement stating that the agenda for this meeting was e-mailed to the Cranbury Press-Windsor Hights Herald and Trenton Times on Tuesday September 14, 2021. 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 Friday September 17, 2021. Chairperson Moore then asked for a roll call after which she asked if any member had any objection to holding this meeting as advertised. No one objected.

Chairperson Moore asked if there was anyone who would like to speak on any issue not on today's agenda. Hearing no one Chairperson Moore closed the public portion of the meeting.

Chairperson Moore asked for approval of Resolution #2021-29, Award for Emergency Water Main repair. Mr. Kurs made the motion, seconded by Mr. Millner and unanimously carried.

EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY

COUNTY OF MERCER,

STATE OF NEW JERSEY

RESOLUTION AWARDING CONTRACT FOR EMERGENCY WATER MAIN REPAIR
2021 - 2023

RESOLUTION NO. 2021-29

WHEREAS, East Windsor Municipal Utilities Authority went to public notification to accept bids for the purpose of Emergency Water Main Repair on July 22, 2021; and

WHEREAS, on or about July 22, 2021, bids were solicited to undertake and complete this work as required by the provisions of the New Jersey Local Public Contracts Law, *N.J.S.A. 40A:11-1 et seq.*; and

WHEREAS, in soliciting bids for said work, the Authority followed the Fair and Open process in accordance with *N.J.S.A. 19:44A-20.4*; and

WHEREAS, in accordance with a properly advertised Notice to Bidders, three (3) bidders submitted bids for Emergency Water Main Repair which were received on August 10, 2021; and

WHEREAS, after review of the bids submitted, Waters and Bugbee, Inc. was the lowest bidder; and

WHEREAS, it is the recommendation of the Executive Director that Waters and Bugbee, Inc. be awarded the contract for Emergency Water Main Repair for two (2) years; and

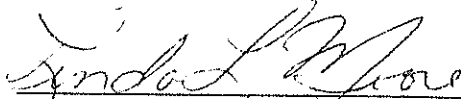
WHEREAS, the Financial Officer has certified that sufficient funds are available for the award of this contract; and

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 Emergency Water Main Repair for two (2) years be awarded to Waters and Bugbee, Inc., which fees are based on time and material, not to exceed Three Hundred Twenty Five Thousand Seven Hundred Twenty Dollars (325,720.00) for first year 2021-2022 and Three Hundred Sixty One Thousand Four Hundred Dollars (\$361,400.00) for second year 2022-2023.

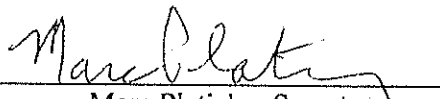
3. The Authority Chairperson and Secretary are hereby authorized and directed to sign any documents necessary, and the Authority staff and professionals are authorized and directed to undertake any and all actions necessary, to effectuate the terms and intent hereof.

Dated: September 23, 2021


Linda Moore, Chairperson

CERTIFICATION

The undersigned, Secretary of the East Windsor Municipal Utilities Authority, do hereby certify that the foregoing Resolution was considered and adopted by said Authority at its regular meeting held on this 23rd day of September, 2021.


Marc Platizky, Secretary

Chairperson Moore asked for approval of Resolution #2021-30 Award for Emergency Sewer Main repair. Mr. Lippman made the motion, seconded by Mr. Kurs and unanimously carried.

EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY

COUNTY OF MERCER,

STATE OF NEW JERSEY

**RESOLUTION AWARDING CONTRACT FOR EMERGENCY SEWER MAIN REPAIR
2021 - 2023**

RESOLUTION NO. 2021-30

WHEREAS, East Windsor Municipal Utilities Authority went to public notification to accept bids for the purpose of Emergency Sewer Main Repair on July 22, 2021; and

WHEREAS, on or about July 22, 2021, bids were solicited to undertake and complete this work as required by the provisions of the New Jersey Local Public Contracts Law, *N.J.S.A. 40A:11-1 et seq.*; and

WHEREAS, in soliciting bids for said work, the Authority followed the Fair and Open process in accordance with *N.J.S.A. 19:44A-20.4*; and

WHEREAS, in accordance with a properly advertised Notice to Bidders, three (3) bidders submitted bids for Emergency Sewer Main Repair which were received on August 10, 2021; and

WHEREAS, after review of the bids submitted, J. Fletcher Creamer & Son, Inc. was the lowest bidder; and

WHEREAS, it is the recommendation of the Executive Director that J. Fletcher Creamer & Son, Inc. be awarded the contract for Emergency Sewer Main Repair for two (2) years; 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 Emergency Sewer Main Repair for two (2) years be awarded to J. Fletcher Creamer & Son, Inc., which fees are based on time and material, not to exceed Eighty-Nine Thousand Seven Hundred Twenty-One Dollars and Eighty Cents (\$89,721.80) for first year 2021-2022 and Eighty-Nine Thousand Seven Hundred Twenty-One Dollars and Eighty Cents (\$89,721.80) for second year 2022-2023.

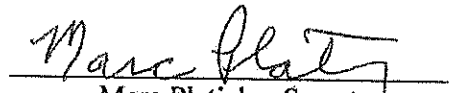
3. The Authority Chairperson and Secretary are hereby authorized and directed to sign any documents necessary, and the Authority staff and professionals are authorized and directed to undertake any and all actions necessary, to effectuate the terms and intent hereof.

Dated: September 23, 2021


Linda Moore, Chairperson

CERTIFICATION

The undersigned, Secretary of the East Windsor Municipal Utilities Authority, do hereby certify that the foregoing Resolution was considered and adopted by said Authority at its regular meeting held on this 23rd day of September, 2021.


Marc Platizky, Secretary

Chairperson Moore asked for approval of Resolution #2021-32, Approval of 2021-2025 Salary Guide. Mr. Platizky made the motion, seconded by Mr. Millner and unanimously carried.

EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY

COUNTY OF MERCER,

STATE OF NEW JERSEY

RESOLUTION TO APPROVE THE REVISED SALARY GUIDE FOR 2020 - 2025

Resolution # 2021-32

WHEREAS, East Windsor Municipal Utilities Authority Board ("Authority") has a fiduciary responsibility to its rate payers and staff; and

WHEREAS, the Authority realizes that salary levels are a crucial element when it comes to attracting and retaining the best people; and.

WHEREAS, the Authority is committed to maintaining a highly skilled, educated and licensed staff; and

WHEREAS, the salary guide, well-establishes pay ranges that provide a framework for personnel to know their position in the organization and ensures them an opportunity for growth; and

WHEREAS, the salary guide has been revised for years 2022 -2025; and

NOW THEREFORE, BE IT RESOLVED by the East Windsor Municipal Utilities Authority ("MUA" or "Authority") and in consideration of the mutual understandings and Agreements contained herein, the parties agree to the salary guide as follows:

1. The preamble to this Resolution shall be incorporated herein as if fully restated.
2. The Authority Chairperson and Secretary are hereby authorized and directed to sign any necessary documents, and the Authority Executive Director is authorized and directed to undertake any and all action's necessary, to effectuate the terms and intent hereof.

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the date indicated above for the purpose herein expressed.

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

Dated: 9/23/21


Linda Moore, Chairperson

CERTIFICATION

The undersigned, Secretary of the East Windsor Municipal Utilities Authority, do hereby certify that the foregoing Resolution was considered and adopted by said Authority at its regular meeting held on this September 23, 2021



Marc Platizky, Secretary

Chairperson Moore asked for approval of Resolution #2021-33, Approval of 2021-2022 Water Budget. Mr. Kurs made the motion, seconded by Mr. Platizky and unanimously carried.

WATER

2021 (2021-2022) AUTHORITY BUDGET RESOLUTION

Resolution 2021-33

East Windsor Municipal Utilities Authority

(Name)

FISCAL YEAR: FROM: DECEMBER 1, 2021 TO: NOVEMBER 30, 2022

WHEREAS, the Annual Budget and Capital Budget for the East Windsor Municipal Utilities Authority for the fiscal year beginning, December 1, 2021 and ending, November 30, 2022 has been presented before the governing body of the East Windsor Municipal Utilities Authority at its open public meeting of September 23, 2021; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$3,385,292, Total Appropriations, including any Accumulated Deficit if any, of \$2,711,625 and Total Unrestricted Net Position utilized of NONE; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$24,702,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$527,000; and


WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the East Windsor Municipal Utilities Authority, at an open public meeting held on September 23, 2021 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the East Windsor Municipal Utilities Authority for the fiscal year beginning, December 2021 and ending, November 30, 2022 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the East Windsor Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 18, 2021.



(Secretary's Signature)

September 23, 2021
(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Linda Moore	X			
Marc Lippman	X			
Marc Platizky	X			
Steve Kurs	X			
Len Millner	X			

Chairperson Moore asked for approval of Resolution #2021-34 Approval of 2021-2022 Sewer Budget. Mr. Millnermade the motion, seconded by Mr. Platizky and unanimously carried.

SEWER

2021 (2021-2022) AUTHORITY BUDGET RESOLUTION

Resolution #2021-34

East Windsor Municipal Utilities Authority

(Name)

FISCAL YEAR: FROM: DECEMBER 1, 2021 TO: NOVEMBER 30, 2022

WHEREAS, the Annual Budget and Capital Budget for the East Windsor Municipal Utilities Authority for the fiscal year beginning, December 1, 2021 and ending, November 30, 2022 has been presented before the governing body of the East Windsor Municipal Utilities Authority at its open public meeting of September 23, 2021; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$4,677,210, Total Appropriations, including any Accumulated Deficit if any, of \$4,839,401 and Total Unrestricted Net Position utilized of \$162,191 and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$11,101,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$621,000; and

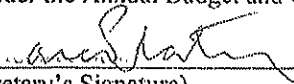
WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the East Windsor Municipal Utilities Authority, at an open public meeting held on September 23, 2021 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the East Windsor Municipal Utilities Authority for the fiscal year beginning, December 1, 2021 and ending, November 30, 2022 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the East Windsor Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on November 18, 2021.



 (Secretary's Signature)

September 23, 2021
 (Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
Linda Moore	X			
Marc Lippman	X			
Marc Platizky	X			
Steve Kurs	X			
Len Millner	X			

Chairperson Moore asked for any new updates on the new well at Well Six (6). Mr. Brand said the contractor is having issues with materials that's the reason for holding up the well from going on line.

Chairperson Moore asked for an update on the new water treatment plant. Mr. Brand said things are moving along. We are in the process of going out for production well and aquifer bids. Should be ready in a couple of weeks.

Chairperson Moore asked for an update on the new Administration building. Mr. Brand said we received a few responses for the RFP for Architect drawings for the Admin/Maintenance building.

Chairperson Moore asked for approval of the payment of bills for September 23, 2021. Mr. Millner made the motion, seconded by Mr. Kurs and unanimously carried.

Chairperson Moore asked for approval of the Operating report from August 2021. Mr. Lippman made the motion, seconded by Mr. Platizky and unanimously carried.

Chairperson Moore requested a motion to approve the Development report for September 2021. Mr. Kurs made the motion, seconded by Mr. Platizky and unanimously carried.

Chairperson Moore requested a motion to approve the Finance Officers report for August 2021. Mr. Platizky made the motion, seconded by Mr. Millner and unanimously carried.

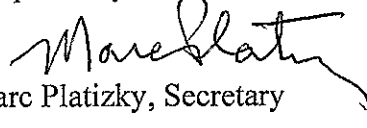
Chairperson Moore requested a motion to approve the Attorneys report for August-September 2021. Mr. Platizky made the motion, seconded by Mr. Millner and unanimously carried.

Chairperson Moore requested a motion to approve the Engineers report for August 2021, Mr. Lippman made the motion, seconded by Mr. Platizky and unanimously carried.

The minutes from the August 19, 2021 meeting were approved on a motion made by Mr. Platizky seconded by Mr. Lippman and unanimously carried.

Having nothing further to discuss Chairperson Moore adjourned the meeting.

Respectfully submitted,



Marc Platizky, Secretary