

EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY

Minutes of Regular Meeting

Wednesday, May 14, 2025 @ 5:30pm

The regular monthly meeting of the East Windsor Municipal Utilities Authority was held on Wednesday, May 14, 2025 at the Administration Building located on 7 Wiltshire Drive and called to order by Chairperson Moore at 5:30pm

The following Members were present:

Linda Moore  
Steve Kurs  
Lewis Meixler  
Marc Platizky  
Matt Kohut

The following Members present via zoom:

The following Members were absent:

Marc Lippman

Present: Richard Brand, Executive Director  
Megan Thompson, CFO  
Megan Kudish, GIS/IT Manager  
Susan Pretz, Administration Board Secretary  
Julie Palmer, Administrative Assistant  
Matthew J. Krantz, Esq. Tyler, Aversano & Krantz, P.C  
Brian T. Dougherty, PE, French & Parrello

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 May 6, 2025. 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, May 9, 2025. 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 is anyone from the public who would like to speak on any issue not on today's agenda. Resident, David Meiswinkle (present via zoom) expressed concerns on fluoride remaining in the water. Mr. Brand advised that a referendum would be required to have it removed. Chairperson Moore closed the public portion of the meeting.

Chairperson Moore asked for approval of Resolution #2025-24 Engineering Services for the Wastewater Treatment Plant Tertiary Filter Project Replacement, Steve Kurs made the motion, seconded by Marc Platizky and unanimously carried.

**EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY**

**COUNTY OF MERCER,**

**STATE OF NEW JERSEY**

**RESOLUTION TO APPROVE ENGINEERING SERVICES FOR THE WASTEWATER  
TREATMENT PLANT TERTIARY FILTER PROJECT REPLACEMENT**

**Resolution # 2025-24**

WHEREAS, East Windsor Municipal Utilities Authority ("Authority") is in need of engineering services to review and make recommendations of existing plans and file a Treatment Works Application (TWA) for the replacement of the sand filters with rotating disc filters.

WHEREAS, this project needs to meet the requirements with NJ I Bank and NJDEP ("state Agencies") in order for the East Windsor MUA to obtain funding. ("Projects". These projects are necessary to protect the health and safety of the public and increase the efficiencies of the operation of the Authority; and

WHEREAS, the Authority received several bids (RFP's) in which Kleinfelder, 150 College Road West, Suite 100, Princeton, NJ 08540, was awarded the contract under Resolution 2023-30 as lowest responsible bidder with a not to exceed cost of \$45,000 (not including the cost of the permit); and

WHEREAS, the Authority staff and Kleinfelder Engineering, through investigative work realized the electrical wiring needs to be upgraded; the original drawings that were prepared by the manufacturer needed changes to be acceptable by the NJ I Bank; NJDEP put more restrictive removal rates of phosphorus removal requiring a more detailed analysis as described in the amendment in appendix A - Attached; and

WHEREAS, the Authority received a not to exceed cost of \$119,509.00 in additional cost by Kleinfelder, 150 College Road West, Suite 100, Princeton, NJ 08540 (not including the cost of the permit); and

WHEREAS, adequate funds are available in an amount sufficient to defray the expenditure of money as evidenced by the Financial Officer's Certification, and

WHEREAS, the Local Public Contract Law, N.J.S.A. 40A11-1 et seq. authorizes the award of this contract without public bidding on the basis that the services are to be performed by persons who are recognized as licensed and regulated professionals and are specifically exempted under N.J.S.A. 40A:11-5; and

**WHEREAS**, ENGINEER and OWNER wish to entered into the Agreement to execute the proper paper work, review and make necessary changes to the plans, File a "TWA", attend all necessary meetings and to perform any other work necessary so that the Authority will be able to obtain low interest and/or principal forgiveness on these "projects" from these "state agencies"; and

**WHEREAS**, the Agreement provides that any amendments shall be valid only when expressed in writing and signed by the parties.

**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 Agreement as follows:

1. The preamble to this Resolution shall be incorporated herein as if fully restated.
2. That all applications and reports are the property of the Authority
3. 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.

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

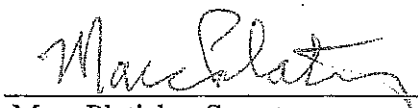
The Authority Chairperson and Secretary are hereby authorized and directed to sign any necessary documents, and the Authority staff and professionals are authorized and directed to undertake any and all action's necessary, to effectuate the terms and intent hereof.

Dated: 5/14/2025

  
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 May 14, 2025

  
Marc Platizky, Secretary

Chairperson Moore asked for approval of Resolution #2025-25 Replacement of Motor Controls (VFD's) for the Wastewater Treatment Plant Influent Pumps, Matt Kohut made the motion, seconded by Steve Kurs and unanimously carried.

**EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY**

**COUNTY OF MERCER**

**STATE OF NEW JERSEY**

**RESOLUTION NO. 2025-25**

**REPLACEMENT OF MOTOR CONTROLS (VFD's) FOR THE WASTEWATER  
TREATMENT PLANT INFLUENT PUMPS**

WHEREAS, the East Windsor Municipal Utilities Authority ("Authority") has determined through its long-term planning and Asset Management Plan the replacement of certain equipment; and

WHEREAS, the East Windsor Municipal Utilities Authority ("Authority") has determined the Variable Frequency Drives (VFD's - motor controls) for the Wastewater Treatment Plant Influent Pumps (4) are in need of replacement; and

WHEREAS, the existing VFD's are no longer being supported with parts and service; and

WHEREAS, this work is under state contract #22-FOOD-09931 as determined by the provisions of the New Jersey Local Public Contracts Law, *N.J.S.A. 40A:11-1 et seq.*; and

WHEREAS, The State of New Jersey had determined that the lowest responsible bidder was Miller Energy Inc, 3200 South Clinton Ave., South Plainfield, NJ 07080; and

WHEREAS, adequate funds are available in an amount sufficient to defray the expenditure of money as evidenced by the Financial Officer's Certification, and

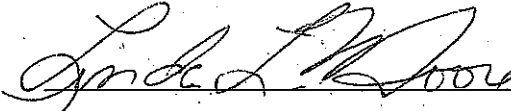
NOW THEREFORE, BE IT RESOLVED by the East Windsor Municipal Utilities Authority as follows:

1. The East Windsor Municipal Utilities Authority (EWMUA) hereby authorized and confirms the actions taken by the EWMUA's Executive Director to preserve the public health, safety and welfare of the public to authorize Miller Energy Inc. for a sum not to exceed Two Hundred and Six Thousand Five Hundred and Ninety-Eight Dollars and 50/100 cents (\$206,598.50).

2. The East Windsor MUA Board authorizes the installation and programing of the VFD's by Miller Energy Inc.

**BE IT FURTHER RESOLVED** that authorization from the East Windsor MUA Board take effective immediately.

Dated: 05/14/2025

A handwritten signature in dark ink, appearing to read "Linda L. Moore", written over a horizontal line.

Linda Moore, Chairperson

CERTIFICATION

I, Marc Platizky, Secretary of the East Windsor Municipal Utilities Authority, do hereby certify that the foregoing is a true and correct copy of a resolution adopted by the East Windsor Municipal Utilities Authority at a meeting held on the 14<sup>th</sup> day of May, 2025.

A handwritten signature in dark ink, appearing to read "Marc Platizky", written over a horizontal line.

Marc Platizky, Secretary

Chairperson Moore asked for approval of Resolution #2025-26 Necessary Updates to the Cybersecurity Incident Response Plan, Marc Platizky made the motion, seconded by Steve Kurs and unanimously carried.

2025 - 26

**EAST WINDSOR MUNICIPAL UTILITIES AUTHORITY**

**COUNTY OF MERCER,**

**STATE OF NEW JERSEY**

**RESOLUTION TO APPROVE NECESSARY UPDATES TO THE CYBERSECURITY  
INCIDENT RESPONSE PLAN, EWMUA TECHNOLOGY PRACTICES, AND  
BUSINESS CONTINUITY GUIDELINES**

**Resolution # 2025-26**

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

**WHEREAS**, the Authority realizes that an updated and expansion of cybersecurity policies are a crucial element when it comes to the performance of its employees and to minimize and/or eliminate the risk management of the of the Authority; and.

**WHEREAS**, the Authority is committed to maintaining a highly skilled and professional staff; and

**WHEREAS**, the Authority realizes its responsibility to promote a safe work environment which will increase growth of its staff within the departments and allows staff to strive for a critical career path; and

**WHEREAS**, the Executive Director made some changes to its cybersecurity policies to reflect changes in the law which included;

- Cultivating Cybersecurity Awareness and Transparency

Language was added to support the MEL's framework of creating transparency between third party vender and client, the EWMUA requires vendors to complete the Third-Party Evaluation Tool (Third Party Security Questionnaire v2.1) to assess vendors that have access to the network, personally identified information (PII), protect health information (PHI), or any information that is deemed sensitive in nature.

- Adapting our Interfaces to the Best Practices

Last year changes were made to stay current and up to date with our firewall, anti-virus software, and other cybersecurity infrastructure, transitioning the EWMUA from Sophos to Fortinet. In addition, using Fortinet and their admin portal, Fortigate, helps the EWMUA with creating a 'target hardening' approach.

The EWMUA made additional changes last year with using D 2 cybersecurity to provide cybersecurity training to all staff and have them perform ecosystem scans on a weekly basis.

The EWMUA is implementing N-able Cove Backup solution to monitor, test, and ensure hourly back-ups are occurring for both water & wastewater. This provides the EWMUA with redundancy and continuity measures in the event of a disgruntled employee trying to harm EWMUA data.

The EWMUA will adhere to MEL's guidelines and perform annual penetration testing to align the organization with a stronger cybersecurity framework and improve any vulnerabilities each year.

- Incident Response

More details such as phases of cybersecurity incident response (detection, response & analysis, containment, eradication, and recovery) and a description of each type of incidents (cyber extortion threat, cybersecurity breach, data breach, etc.) are included.

- Investigation Process and Incident Report

An addition of contacts including JIF Risk Management Consultant, Claims Advisor, Breach Hotline, and Local Law Enforcement were added to the section as any of these individuals/organization may be needed depending on the threat level of a cybersecurity incident. A policy that **any personally owned devices (PDAS, Phones, Wireless Devices, or Other Electronic Devices) relevant to an incident, may be subject to retention until the incident is eradicated** was added. Elements of the incident report were expanded on to include more details and better communication for incident response team.

- Technical Operations

A provision on technical operations was added in accordance to the MEL's cybersecurity recommendations, to test employees' passwords monthly to assure no data breaches and password integrity. An addition of log monitoring was implemented following MEL's cybersecurity recommendations as well to monitor and detect all traffic to our network.

- Remote Work

Remote work policy was created to add structure to any employee with granted permission to utilize it. All remote connections to our network use VIPER (virtual private network) and multifactor authentications (Microsoft and Fortinet Token authenticators). The two multifactor authentications verify that the employee is attempting to access their workstation and bolsters our security. **Please note all employees use Microsoft authenticator to access their work stations and Fortinet Token authenticator is for any remote connections only.**

- Employee Cyber Practices

Several additions were implemented to the employee cyber practice cybersecurity best practices, including: disabling autorun, utilizing the phishing add-in, and password standards according to classic password policy/NIST password standards 800-63B.

- Business Continuity Guidelines

Guidelines outlining recovery requirements in the event EWMUA suffers from their systems being down due to natural or cyber-related incidents was created. The guideline determines operational technology and technical operations of the EWMUA as well as how long the EWMUA can function without each system identified. The guidelines found EWMUA can still continue despite software being inoperable, however productivity would be greatly impacted and could potentially hurt the EWMUA's reputation/upset the EW community. Recovery measures such as back-up system, vendor management, and command/crisis team are identified. Exercise scenarios of phishing, data breach, and ransomware attacks are created to help the EWMUA team in the future if any of these incidents were to occur.

**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 changes in the Personnel Policy Manual and Handbook 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 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 all action's necessary, to effectuate the terms and intent hereof.

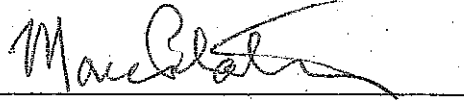
Dated: 5/14/25

  
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 May 14, 2025

A handwritten signature in dark ink, appearing to read "Marc Platizky", is written over a horizontal line.

Marc Platizky, Secretary

Chairperson Moore asked for update on the water main at Hidden Springs Lane and Disbrow Hill Rd. Mr. Brand stated that our guys are doing a great job but an additional dump truck was needed. Mr. Brand asked the Board for \$80,000 to purchase a used dump truck. Chairperson Moore asked for a motion to approve the purchase of a dump truck not to exceed \$80,000. Mr. Platizky made the motion, seconded by Mr. Kurs and unanimously carried.

Chairperson Moore asked for update on the analysis for future Dewatering system for sludge at the Wastewater Treatment Plant. Mr. Brand stated we are moving forward with allocation permit from the State to be able to pump more water from the wells for the new treatment plant.

Chairperson asked for an update on the Administration, Maintenance and Water treatment plant. Mr. Brand stated we are under technical review by the NJDEP and are tentatively expecting approval with a month or two, we are hopeful that we can break ground by September,

Chairperson Moore asked for approval of the payment of bills for May 14, 2025 . Mr Kurs made the motion, seconded by Mr. Platizky and unanimously carried.

Chairperson Moore asked for approval of the Operating report from April 2025. Mr. Kurs made the motion, seconded by Mr. Kohut and unanimously carried.

Chairperson Moore requested a motion to approve the Development report for May 2025 Mr. Kurs made the motion, seconded by Mr. Kohut and unanimously carried.

Chairperson Moore requested a motion to approve the Finance Officers report for April 2025. Mr. Kohut made the motion, seconded by Mr. Kurs and unanimously carried.

Chairperson Moore requested a motion to approve the Attorneys report for April – May, 2025 Mr. Kurs made the motion, seconded by Mr. Meixler and unanimously carried.

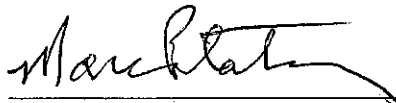
Chairperson Moore requested a motion to approve the Engineers report for April 2025, Mr. Platizky made the motion, seconded by Mr. Kurs and unanimously carried.

The minutes from the April 17, 2025 meeting were approved on a motion made by Mr. Kurs seconded by Mr. Kohut and unanimously carried.

The minutes from the May 7, 2025 special meeting were approved on a motion made by Mr. Kurs seconded by Mr. Platizky and unanimously carried

Having nothing further to discuss Chairperson Moore adjourned the meeting.

Respectfully submitted,



Marc Platizky, Secretary