



Lambertville Municipal Utilities Authority
Tuesday, May 5, 2020, 6:00 PM
Phone: 978-990-5000, Access Code: 381264
Telephonic Regular Meeting Minutes

The meeting was called to order at 6:02 p.m. by Chairwoman MacGregor with a statement of compliance with the Open Public Meetings Act, providing the required legal notice published on Thursday, April 30, 2020 to The Hunterdon County Democrat, also noticed The Times of Trenton. A copy of the agenda and minutes were posted on the web sites of the LMUA and the City of Lambertville.

Roll Call.

Mrs. Ege called the roll as follows:

LMUA Board:

Present: Janine MacGregor-Chairwoman, Paul Rotondi-Treasurer, Russell Lambert-Secretary, Helen Pettit-Member, Jacqueline Middleton-Alternate I & Michael Gaudio- Alternate II

Absent: Vincent Uhl-Vice Chairman

Also Present: Thomas F. Horn, P.E.-Executive Director, Kathy Leary-CFO, C. Gregory Watts-Watts, Tice & Skowroneck

Chairpersons Report-Janine MacGregor.

After roll call, Mrs. MacGregor expressed how happy she was to hear from almost everyone tonight and that she was glad we have remained healthy during the pandemic. She quickly reminded everyone to please place your phone on mute until you need to say something to cut down on background noise. Mrs. MacGregor and the Board agreed that since our meetings will remain remote for the foreseeable future they would like to start using an online meeting platform like Zoom or Google Meets for our next Board meeting on June 2, 2020.

Minutes.

Mrs. MacGregor made a motion to approve the Minutes from the April 7, 2020 regular meeting. Ms. Pettit seconded the motion. An affirmative roll call was taken by all members present except for Ms. Middleton who abstained as she was absent. MOTION CARRIED

Governing Body	<u>Recorded Vote:</u>					
	Member	Aye	Nay	Abstain	Not Voting	Not Present
Janine MacGregor	X					
Vincent Uhl						X
Paul Rotondi	X					
Russell Lambert	X					
Helen Pettit	X					
Jacqueline Middleton				X		

Michael Gaudio

X

Public Comment.

At this time Mrs. MacGregor asked if there was any public in attendance. Hearing none, the Board moved to correspondence.

Correspondence.

1. Joan Lindenau-Face Mask Donation Recognition: A letter of appreciation dated April 23rd was sent to Mrs. Lindenau, a Lambertville resident who has very generously been making and donating masks for all of the City employees to wear.
2. Bucks & Stockton 2019 Capital Projects Reimbursements Requests: Letters were sent April 30th to Bucks County W&SA and Stockton Borough requesting reimbursements for their share of 2019-2020 Capital Projects expenses.

Executive Directors Report-Thomas Horn.

OPERATIONS REPORT FOR MAY 2020.

TREATMENT FACILITY: Semiannual tank cleaning continued and staff worked on other normal maintenance. Mr. Horn said that the “pandemic is really what is driving everything”. The office has remained closed to the public and the operations staff continues their two man rotation schedule. Mr. Horn and Mr. Rose have been in each day during the week to oversee and manage operations.

COLLECTION SYSTEM: Work continued when time allowed at the Ferry pump station.

ODOR CONTROL: There were no calls concerning odors for April.

UNION/ PERSONNEL: The staff has been doing a good job at keeping themselves socially distanced. Currently everyone has remained healthy while we continue using our COVID-19 precautionary measures.

REGULATORY: Biofilter and carbon unit continue to be monitored. The lab proficiency tests for our certification have been completed.

ADMINISTRATIVE ISSUES:

FY 2021 Budget: The Board approved the draft budget for FY 2021 and this was sent out to the DCA for their approval. Mr. Horn has received a couple of corrections that have been addressed.

The NJIB is working on refunding our 2003 bonds. Mr. Horn reported that typically after this has been completed the Authority should receive a credit towards the loan principal and/or interest. There are no new developments on this.

Financial Disclosures & Elected Officials Online training has been completed by the Board and required staff.

Memo-CDM Smith Recommendations Update 5/1/20:

Mr. Horn had revised his recommendations list into two separate spreadsheets in response to the Board's request to a format change. The Capital Projects spreadsheet is broken down by section, location, project name, and projected costs by fiscal year. Until we get the Asset Management Plan and location completed, this list is based on the Annual Inspection conducted by CDM Smith.

The Operations Projects document is just broken down by project name. These are performed in house when the staff has time between normal operations.

CDM's recommendations and the capital projects spread sheet do overlap a bit. There are more details in CDM's recommendations spreadsheet. Once the Asset Management Plan is done the Authority will have a much more detailed list and schedule. Then these other documents can be eliminated. Ms. Pettit asked about the lawn mower expenditure this past month as it is on FY 2021 capital costs. Mr. Horn advised the Board that the Authority's lawn mower needed to be replaced sooner than expected and he will include the lawn mower with the current fiscal year costs. There were no other recent changes.

Memo-Status of Capital Improvements.

Collection system work: The Engineer is working on project closeout.

Plant & road paving: There are two change orders needed to adjust the changed quantities and final project closeout on tonight's agenda to be approved. Ms. Pettit requested that the June 2020 report reflect the status of the two Change Orders for the Paving Contract.

Roof replacement: Final inspection is needed; we may be able to close out this contract by next month.

Clarifier parts: We had a kickoff phone call and the contractor is working on submittals. After a few questions, Mr. Horn clarified that the spreadsheet shows the current status as working on documents but actually this means the contractor is working on execution of the contract documents. The contractor is getting ready to submit documents for the equipment being supplied.

Drain Lines & Chemical Building: The Engineer is working on contract document execution.

The Board reviewed the construction estimates versus the contract price on each capital project. Mr. Horn explained the NJIB borrowing was based on the Engineer's estimate when we didn't have the final price. Paving and clarifier parts were based on actual contract price. Since the I-Bank changed the way the loan is done we will only bond for what we actually need. Once we are done with all the projects we will do a final bonding.

Road & Parking Lot Change Order No. 1:

Mr. Horn reviewed Change Order 1 with the Board, by summarizing the total contract amount is \$2,829.22 less than the original agreement. Page 2 of the *Contract Modification 1-Revision A* outlines the changes necessary to complete the project. The changes included using one NJDEP sign for all the treatment plant projects, less

topcoat asphalt, no leveling course asphalt needed, additional base course in some areas of the road, and less dense grade aggregate material. Mr. Horn reported that during the course of the project we found that some of the conditions of the road were not as good as expected. The Engineer looked at what was needed to be done and once all the changes were calculated, there was an overall decrease of \$2,829.22. Mr. Horn recommends the approval of this change order.

**RESOLUTION 033-2020
AUTHORIZING CHANGE ORDER NO. 1
REPAVING OF WASTEWATER TREATMENT PLANT AREA
AND ACCESS ROAD
DEP Project No. S340882-09**

WHEREAS, Lambertville Municipal Utilities Authority (“Authority”), via Resolution 049-2019 passed on December 3, 2019 awarded a contract to Reivax Contracting Corporation (Reivax) in an amount not to exceed \$205,802.00 for the Repaving of the Wastewater Treatment Plant Area and Access Road project; and

WHEREAS, during the execution of the work under the contract, it was determined that sections of the areas to be repaved did not have the proper base paving to insure a satisfactory project, that some areas originally designated for reconstruction did not need that work, and that Reivax was not required to provide a Project Identification sign; and

WHEREAS, subsequent to the completion of the contract work, Suburban Consulting Engineers prepared Change Order No.1 dated April 14, 2020 to Reivax reconciling the quantities completed under each line item versus the amounts in the original contract; and

WHEREAS, after the reconciliation, the contract amount decreased by \$2,829.22 to a final contract price of \$202,972.78; and

WHEREAS, Suburban Consulting Engineers recommends that Change Order No. 1 be approved by the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of May 5, 2020 as follows:

1. Change Order No. 1 is hereby authorized to reconcile line item changes to the contract with Reivax Contracting Corporation for the Repaving of the Wastewater Treatment Plant Area and Access Road project to decrease the final contract amount by \$2,829.22.
2. Thomas F. Horn, P.E., Executive Director is hereby authorized and directed to execute any and all documents and to take any and all actions necessary to implement this resolution.
3. The Resolution shall be effective immediately upon adoption.

Moved: Mrs. MacGregor

Seconded: Ms. Pettit

Governing Body

Member

Recorded Vote:

Aye

Nay

Abstain

**Not
Voting**

**Not
Present**

Janine MacGregor	X	
Vincent Uhl		X
Paul Rotondi	X	
Russell Lambert	X	
Helen Pettit	X	
Jacqueline Middleton	X	
Michael Gaudio		X

Road & Parking Lot Change Order No. 2, Final Change Order:

The Board reviewed Page 2 of the *Contract Modification 2* that breaks down the additional necessary changes needed to the original contract amount. There was a decrease in the fuel and asphalt prices from when the project was bid and when it was done as well as additional funds needed for striping. This caused an additional decrease of \$9,244.53 in the contract amount and resulted in a net Contract Cost to the LMUA of \$193,728.25. Mr. Horn recommended the Board approve this change order.

**RESOLUTION 034-2020
AUTHORIZING CHANGE ORDER NO. 2 FINAL CHANGE ORDER
AND CONTRACT CLOSEOUT
REPAVING OF WASTEWATER TREATMENT PLANT AREA
AND ACCESS ROAD
DEP Project No. S340882-09**

WHEREAS, Lambertville Municipal Utilities Authority (“Authority”), via Resolution 049-2019 passed on December 3, 2019 awarded a contract to Reivax Contracting Corporation (Reivax) in an amount not to exceed \$205,802.00 for the Repaving of the Wastewater Treatment Plant Area and Access Road project; and

WHEREAS, during the execution of the work under the contract, it was determined that sections of the areas to be repaved did not have the proper base paving to insure a satisfactory project, that some areas originally designated for reconstruction did not need that work, and that Reivax was not required to provide a Project Identification sign; and

WHEREAS, subsequent to the completion of the contract work, Suburban Consulting Engineers prepared Change Order No.2 dated April 28, 2020 to Reivax to address the Fuel Price Adjustment, Asphalt Price Adjustment, and traffic Striping to reconcile the price changes and quantity completed under those line items versus the amounts in the original contract; and

WHEREAS, after the reconciliation, the contract amount decreased an additional \$9,244.53 to a final contract price of \$193,728.25; and

WHEREAS, Suburban Consulting Engineers recommends that Change Order No. 2 be approved by the Authority.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Lambertville Municipal Utilities Authority at the meeting of May 5, 2020 as follows:

1. Change Order No. 2 is hereby authorized to reconcile line item changes to the contract with Reivax Contracting Corporation for the Repaving of the Wastewater Treatment Plant Area and Access Road project to decrease the final contract amount by an additional \$9,244.53.
2. Thomas F. Horn, P.E., Executive Director is hereby authorized and directed to execute any and all documents and to take any and all actions necessary to implement this resolution.
3. The Resolution shall be effective immediately upon adoption.

Motion: Mrs. MacGregor

Second: Ms. Pettit

Governing Body Member	<u>Recorded Vote:</u>				
	Aye	Nay	Abstain	Not Voting	Not Present
Janine MacGregor	X				
Vincent Uhl					X
Paul Rotondi	X				
Russell Lambert	X				
Helen Pettit	X				
Jacqueline Middleton	X				
Michael Gaudio				X	

Proposed Connection & User Fee as of July 1, 2020.

Bowman & Company LLP submitted their report for the maximum connection fee for FY 2021 which follows the statutory limits as defined in N.J.S.A. 40:14B-21. Based upon the auditor’s calculations they are recommending an increase of \$224 above the current fee of \$6,198. If approved, the new fee would take effect July 1, 2020. June 2, 2020 is the scheduled rate hearing and sufficient notice will be given to the public. Mr. Watts explained the statutory rates and that it has been the normal past practice that the Board would approve the full recommended amount. If you don’t charge the full amount, it may negatively impact the current rate payers.

The Board discussed the issue of raising user fees as well as raising the connection fee. The issue of the \$72,000 annual payment to the City was discussed as a major contributor to raising rates. Mr. Watts confirmed that other local Authorities budget for their annual payment made to the City Government. Mr. Horn confirmed that the current user fees were used for our proposed FY 2021 budget.

Mrs. MacGregor would like Mr. Horn to update the Financial Advisor’s spreadsheet with current debt service fees and revenue to make sure that we stick to a recommended schedule for increases to cover the 120% of our total debt service. Mr. Horn will review this with the Financial Advisor and have it ready for the Board’s review at next month’s meeting.

Mr. Watts recommended that the Board at least hold the connection fee hearing in June and at that time review the user rates. The Board in agreement moved onto the CFO's report.

Chief Financial Officer's Report.

Mrs. MacGregor made a motion to approve the bill list for April. Mr. Rotondi seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED. Mrs. Leary noted there was a thank you letter for the donation made by the Board to St. Jude's in memory of Treasurer Rotondi's mother. This was in last month's disbursements and is just to let the Board know.

Governing Body	<u>Recorded Vote:</u>					
	Member	Aye	Nay	Abstain	Not Voting	Not Present
Janine MacGregor	X					
Vincent Uhl						X
Paul Rotondi	X					
Russell Lambert	X					
Helen Pettit	X					
Jacqueline Middleton	X					
Michael Gaudio					X	

Attorney's Report.

Mr. Watts had nothing to report from April.

Adjournment.

Mrs. MacGregor asked if the rate payers have expressed any payment issues due to the pandemic. Mrs. Ege did receive one call from a landlord expressing concerns. After speaking with the City, Mrs. Ege will direct any rate payers experiencing a hardship to contact Bambi Kuhl, the Public Assistance Director.

The meeting adjourned at 6:44p.m.with a motion made by Mrs. MacGregor followed by a unanimous voice vote taken in favor of the motion by all members present. MOTION CARRIED.

Respectfully submitted,

Melissa S. Ege

Melissa S. Ege, Administrative Assistant

Approved at the regularly scheduled Lambertville MUA Board meeting held on June 2, 2020.