



**Lambertville Municipal Utilities Authority**  
**Tuesday, July 7, 2020, 6:00 PM**  
**Virtual Zoom Rate Hearing & Regular Meeting Minutes**  
Link: <https://us02web.zoom.us/j/82817419034>

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, by adoption of *Resolution 009-2020* setting forth meeting dates for 2020-2021. Notification was additionally published on Saturday, June 6, 2020 to The Times of Trenton and also noticed in The Hunterdon County Democrat. A copy of the agenda was 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, Vincent Uhl-Vice Chairman, Paul Rotondi-Treasurer, Russell Lambert-Secretary, Helen Pettit-Member, Jacqueline Middleton-Alternate I & Michael Gaudio-Alternate II

Also Present: Thomas F. Horn, P.E.-Executive Director & Jacqueline Klapp-Stenographer

Absent: C. Gregory Watts-Watts, Tice & Skowroneck, Kathy Leary-CFO

**Public Participation Instructions for Zoom.**

Mrs. Ege read the instructions on how the public can participate in the meeting.

**Virtually by Computer:** If you are currently utilizing a computer to participate, you would click the **“Raise Hand” button** on the bottom of the screen. This will place you in a queue that I can see for when it’s time to take public comments. People are sorted in the order they raised their hands. When I call on you, a message will pop-up asking if you want to unmute yourself. If you choose to move forward and place a public comment or question, choose to unmute, if you have changed your mind then choose deny.

**Telephonically by Phone:** If you are dialing in tonight on your phone, to **“raise your hand” dial \*9** to be placed in the queue. When called on, the system will ask you to confirm being un-muted to proceed.

Once called, I will ask you to please state your full name and address into the record, then please feel free to make your comment or ask a question. You will remain unmuted while the governing body responds. Please make sure there is no background noise such as the T.V. on, music or loud chatter.

When public comments are finished, participants will be placed back on mute for the duration of the meeting.

After reading the Zoom instructions, Mrs. Ege confirmed there was no public in attendance at this time and shared the agenda for tonight’s meeting.

**LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY**

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**Public Hearing:**

**FY 2020-2021 User Fees:** Mrs. MacGregor opened the public hearing portion of the meeting and Mrs. Ege shared Mr. Horn's memo titled *User Fees for Fiscal Year 2021*. Mrs. MacGregor asked the Board if they had any questions or concerns regarding the proposed user fee increase of 4.065%. Hearing none, the Board reviewed the spreadsheet titled *Scenario 3: 4% (\$5) Increase in User Fees for Fiscal Year 2021*. Mrs. MacGregor noted that based on this sheet in 2022 the Authority may need to adjust user fees again depending on the final debt service from our current capital improvements project. Mrs. MacGregor asked again if there were any questions or comments on this. Ms. Pettit confirmed that the Board was planning on taking action on the proposed increase in user fees as outlined in the *Scenario 3* spreadsheet as her internet connection was cutting in and out. Mrs. MacGregor confirmed this and after hearing no other comments or questions she moved Resolution 039-2020 approving an increase of 4.065% for all user fees, effective July 1, 2020.

**Resolution 039-2020**  
**Approving a 4.065% Increase in the User Charge Amounts**  
**Effective July 1, 2020**

**WHEREAS**, after a public hearing held by the Lambertville Municipal Utilities Authority ("Authority") on July 7, 2020, pursuant to the provisions of N.J.S.A. 40:14A-8, user charge amounts were determined by the Authority; and

**WHEREAS**, notice of the public hearing was published in the Times of Trenton on Saturday, June 6, 2020, posted on their website for 30 days: <https://www.njpublicnotices.com/> and posted on the Authority's website: [www.lambertvillemua.com](http://www.lambertvillemua.com); and

**WHEREAS**, the user charge system is reviewed by the Authority every year to ensure proper charges for users so that the Authority may operate, manage and maintain the sewerage facilities in an efficient manner; and

**WHEREAS**, after review of our Financial Position the Financial Advisor, Acacia Financial Group, Inc. recommended an increase of our user fees.

**NOW, THEREFORE BE IT RESOLVED**, by the Commissioners of the Lambertville Municipal Utilities Authority that commencing retroactively on July 1, 2020 sewer use charge amounts will increase by 4.065% proportionally and are hereby established at \$512.00 per equivalent dwelling unit (EDU) per year for residential use, \$384.00 per EDU, per year for qualified Senior Citizens; \$636.88 per EDU per year for commercial use and increased proportionally for all other rates as per the Rate Schedule dated July 1, 2020.

**BE IT FURTHER RESOLVED** that a schedule of the aforesaid user charge amounts shall at all times be kept on file at the offices of the Lambertville Municipal Utilities Authority, 3 Bridge Street, Lambertville, New Jersey, and posted on the Authority's website: [www.lambertvillemua.com](http://www.lambertvillemua.com) and shall at all reasonable times be open to public inspection.

Effective: July 1, 2020

**Moved: Mrs. MacGregor**

**Seconded: Mr. Rotondi**

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

**Public Comment.**

Mrs. MacGregor asked if there were any public in attendance who would like to comment or ask questions. Mrs. Ege confirmed that there was no public in attendance.

Mrs. MacGregor made a motion to close the public hearing portion of the meeting. Mr. Rotondi seconded the motion. An affirmative roll call was taken by all members present. The hearing closed at 6:12 p.m. Ms. Klapp then exited the Zoom meeting.

**Minutes.**

Mr. Rotondi made a motion to approve the Minutes from the June 2, 2020 virtual rate hearing and regular meeting. Mr. Lambert seconded the motion. An affirmative roll call was taken by all members present. MOTION CARRIED Ms. Pettit requested that next fiscal year’s budget resolution reference an attached copy of the budget. Mr. Horn noted that our current budget resolution is written by the DCA. Mr. Horn will reach out to the DCA and ask about Ms. Pettit’s requested change. Mrs. Ege then confirmed for the record that all of the Authority’s most recent budgets and audits are posted on our website for public access, including the most recent budget for FY 2021.

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

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Helen Pettit	X	
Jacqueline Middleton		X
Michael Gaudio		X

Ms. Pettit made a motion to approve the closed session minutes from the June 2, 2020 meeting. Mrs. MacGregor seconded the motion. An affirmative roll call was taken by all members present. MOTION CARRIED

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

**Correspondence.**

- A. Mr. Horn’s Memo dated 6/24/2020- *Sump Pump Inspections to Resume July 6th*: The memo outlined a standard protocol for inspections going forward for the safety of our personnel and the public.
- B. NJDEP Water Quality Inspection: Upon the inspection held on June 16, 2020 the treatment plant was found to be in compliance with DEP regulations and permit conditions.

**Chairpersons Report-Janine MacGregor.**

Mrs. MacGregor asked about personal protective equipment training of our personnel concerning the sump pump inspections. Mr. Horn confirmed that our personnel have been trained on proper use of all protective equipment necessary to ensure the safety of themselves and the public. The necessary safety equipment is also provided by the Authority along with training.

**Executive Directors Report-Thomas Horn.**

OPERATIONS REPORT FOR JULY 2020.

TREATMENT FACILITY: There were no issues of concern in June.

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COLLECTION SYSTEM: The flow meter at the N. Union Street pump station was replaced.

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

UNION/ PERSONNEL: The staff work schedule has increased to two, (2) man rotations working four days a week. Mr. Horn confirmed that the operations staff is currently working on a reduced work schedule for safety reasons due to the pandemic and are on call during their off days should an emergency arise. They are being retained as full time employees during the health emergency.

There is one staff member who has been out on sick leave in June due to an elective surgery. They are expected to return to normal duty mid July.

Mr. Watts is working on a new policy for the travel advisory issued by the Governor's office for the Board's review and action at the August 4<sup>th</sup> meeting.

REGULATORY: Biofilter and carbon unit continue to be monitored.

FY 2021 Budget: The Budget has been approved by the DCA.

**Memo-Status of Capital Improvements.**

Collection system work: The Authority is waiting for DEP to do their final inspection.

Plant & road paving & roof replacement: The Engineer is working on the documents for contract closeout on both projects.

Clarifier parts: Shop drawings have been approved and parts are estimated to be delivered around August/September timeframe.

Chemical Building & Drain Lines: The contractor is working on submittals.

Mrs. MacGregor suggested that Mr. Horn remove the *Tom & Engineer Construction Estimate* columns in the spreadsheet to allow for more room in the update column.

ASSET MANAGEMENT PLAN: Mr. Horn reported that CDM Smith has continued to work on the asset spreadsheet and report. This will not include the collections system as we have not completed the TV inspections. A draft report is anticipated for the Board's review in September.

**Chief Financial Officer's Report.**

Mr. Rotondi made a motion to approve the bill list for June. Mr. Uhl seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED Mr. Horn reported that Mrs. Leary is working on putting together and submitting reimbursables to the NJ I-Bank for monies spent out of Fund 16 for capital projects.

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Governing Body Member	<u>Recorded Vote:</u>			Abstain	Not Voting	Not Present
	Aye	Nay				
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 will send a draft of the proposed personnel policy for the Board's review before our August 4<sup>th</sup> meeting.

**Adjournment.**

The meeting adjourned at 6:35 p.m. with a motion made by Mrs. MacGregor, seconded by Ms. Pettit and 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 September 1, 2020.*