



## Lambertville Municipal Utilities Authority

Tuesday, August 4, 2020, 6:00 PM

### Virtual Zoom Regular Meeting Minutes

Link: <https://us02web.zoom.us/j/89625991373>

The meeting was called to order at 6:04 p.m. by Chairwoman MacGregor and Mrs. Ege read the 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 Thursday, July 16, 2020 to The Hunterdon County Democrat and also noticed in The Times of Trenton. 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, Russell Lambert-Secretary, Helen Pettit-Member, Jacqueline Middleton-Alternate I & Michael Gaudio- Alternate II

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

Absent: Paul Rotondi-Treasurer

### 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.

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**Chairpersons Report-Janine MacGregor.**

Due to Tropical Storm Isaias leaving the majority of the Board members without power, Mrs. MacGregor asked that the Board keep this meeting short and table anything nonessential for the regular Board meeting in September.

**Minutes.**

The minutes from the July 7, 2020 virtual rate hearing and regular meeting were postponed until the September 1, 2020 regular meeting.

**Correspondence.** -Postponed until September 1, 2020 meeting.

A. Lambertville Station & Inn: Request for a Bill Adjustment 7/22/20

B. 72 Bridge Street Capacity Verification 7/30/20

**Executive Directors Report-Thomas Horn.** -Postponed until September 1, 2020 meeting.

**Attorney's Report.**

Mr. Horn recommended that the Board pass the proposed Personnel Policy supporting the State of New Jersey's travel advisories and restrictions. Mr. Horn explained that with this policy in place, should an employee travel to a state on the travel advisory list they would be responsible for covering their quarantine time. Mr. Watts confirmed that this is giving advanced warning to any employee before they decide to do any travel. In the event that they visit one of the states on this list they do it using their own time. Mrs. Ege read the policy for the record. Hearing no other questions, Mrs. Pettit moved Resolution 040-2020.

**Resolution 040-2020**

*Adopting a Revision to the Personnel Policies and Procedures Manual*

**WHEREAS**, effective September 4, 2018 the Commissioners of the Lambertville Municipal Utilities Authority authorized Personnel Policies and Procedures by adoption of Resolution 034-2018; and

**WHEREAS**, the LMUA has determined that there is a need for a revision to the personnel policies and procedures due to the COVID -19 pandemic; and

**WHEREAS**, the LMUA's Attorney and staff recommend the policy revisions as written and attached to this resolution; and

**WHEREAS**, the LMUA's Commissioners have reviewed the revisions and find them to be acceptable.

**NOW, THEREBY, BE IT RESOLVED** by the Commissioners of the LMUA at the public Zoom meeting held on August 4, 2020 do hereby approve the recommended revisions to the Personnel Policies and Procedures Manual attached hereto.

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**BE IT FURTHER RESOLVED** that the Executive Director and all managerial/supervisory personnel are responsible for these employment practices. The Personnel Officers and the Legal/ Labor Attorney shall assist the Executive Director in the implementation of the policies and procedures in this manual.

**BE IT FURTHER RESOLVED**, that this Resolution shall be effective immediately upon adoption.

Moved: Mrs. Pettit

Seconded: Mr. Lambert

<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	

**Chief Financial Officer's Report.**

Mrs. MacGregor made a motion to approve the bill list for July. Mr. Uhl seconded the motion. An affirmative roll call was taken in favor of the motion except for Ms. Pettit who abstained as she did not have a chance to review them. 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

Before making a motion to close, Mrs. MacGregor asked that the Authority send the Board's condolences to Mr. Rotondi for the recent loss of his father.

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**Public Comment.**

There was one member of the public in attendance but they did not request to share any comments or concerns. Mrs. MacGregor stated that should they need any assistance or have a question after the meeting to please contact our main office and we will address it.

**Adjournment.**

The meeting adjourned at 6:27 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.*

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**ATTACHMENT TO RESOLUTION 040-2020**

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Any LMUA employee visiting a state, territory or country designated by the State of New Jersey as being a place from which such visitor upon returning to New Jersey must quarantine, such employee must quarantine for such length of time as may be mandated by the State of New Jersey. For the length of such quarantine, the employee must use his/her unused vacation, personal and/or sick time. To the extent none of the foregoing is available, the employee will not be paid for the quarantined days.