



Lambertville Municipal Utilities Authority

Tuesday, September 1, 2020, 6:00 PM

Virtual Zoom Regular Meeting Minutes

Link: <https://us02web.zoom.us/j/84849580341>

The meeting was called to order at 6:02 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, August 13, 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, Paul Rotondi-Treasurer, Russell Lambert-Secretary, Helen Pettit-Member entered at 6:09 p.m. after minutes were approved, Jacqueline Middleton-Alternate I & Michael Gaudio- Alternate II

Also Present: Thomas F. Horn, P.E.-Executive Director, C. Gregory Watts-Watts, Tice & Skowronek, 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 one member of the public in attendance and shared the agenda for tonight’s meeting. Mr. Whittaker, the owner of the Lambertville Station Restaurant and Inn was joining in to discuss his request under correspondence.

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Minutes.

The minutes from the July 7, 2020 virtual rate hearing and regular meeting were approved in a motion made by Mr. Rotondi and seconded by Mr. Uhl.

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	

The minutes from the August 4, 2020 virtual regular meeting were approved in a motion made by Mr. Rotondi and seconded by Mr. Lambert.

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	

Public Comment.

Mrs. MacGregor acknowledged Mr. Whittaker; the owner of the Lambertville Station & Inn was in attendance.

Correspondence.

- A. Lambertville Station & Inn: A request for an account credit towards the Inn’s bill, account 20271 for the billing period covering 04/01/20-06/30/20 was received via email on 07/21/20. The bill for the Inn has been paid prior to their request. The Inn is claiming that due to the Covid-19 pandemic they were forced to close from 03/24/20-06/01/20. They are currently opened but renting at a reduced capacity. Mr. Horn explained the Inn’s request for relief stating that he can confirm that they were down during that time frame. Mr. Horn also noted that this is one of only a few Inn’s in town.

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Mr. Rotondi asked if the closing was due to an executive order. Mr. Whitaker explained that there was some confusion in the beginning but “they were defiantly closed because of the Governor’s order.” Ms. Middleton expressed concerns with the impact on our budget and feels that the Board needs to first adopt a policy that would offer equal billing adjustments to any of the commercial customers in town. She just “wants to make sure we are treating everyone equally.” Mrs. MacGregor agreed with Ms. Middleton and would rather we have a specific calculation that we could offer to any requesting commercial property. Mr. Horn explained that we did see some decrease in flow but not a significant amount to reflect in operational savings. Mrs. MacGregor would like the Authority to review the impact of offering a commercial billing relief on next year’s budget. Mr. Rotondi mentioned the possibility of forbearance and giving commercial properties more time to pay their bills without penalty.

Ms. Pettit asked if the Board could appoint a subcommittee to review the situation in more detail before making a recommendation to the Board. Mr. Watt’s recommendation would be to waive interests on any outstanding bills that are before the Board with a relief request until a decision can be made. The Board would like the Authority to compile a list of commercial accounts broken down into type for a subcommittee to begin review. Mr. Watts advised that this is an emergency, stand alone situation and the Board can decide to grant an equitable relief that is fair to all users.

The Board appointed Ms. Pettit and Mrs. MacGregor as the subcommittee to review possible commercial sewer relief. Mr. Horn, Mrs. Ege and Mr. Watts will also be involved to offer their guidance. Mrs. MacGregor explained to Mr. Whitaker that the Board is sorry they cannot offer a decision on relief tonight but that we are seriously considering it as it will impact all the users in town. Mr. Whitaker thanked the Board for their time and exited the meeting at 6:30 p.m.

- B. 1-5 Kline Court: A second request for a credit toward the last billing quarter of commercial account 30462 covering the period of 05/01/20-07/31/20 was sent via email on 8/24/20. Mr. Horn explained that they are billed at a flat rate of 4 commercial units not on water usage. Mrs. MacGregor would like Mrs. Ege to compile a list of commercial properties listed by type for the subcommittee to review. Mrs. Ege will set up the meeting once this has been completed.
- C. 72 Bridge Street: Capacity verification was sent in a letter via email on 7/30/20. This confirmed sufficient capacity for their proposed conversion of an existing building into a hair salon.
- D. 5 S. Main Street: Capacity verification was sent in a letter via email on 8/20/20 confirming sufficient capacity for converting an existing commercial space into a pub with a kitchen located on the first and second floors.
- E. 9 Douglas Street: Capacity verification was sent in a letter via email on 08/27/20 to confirm capacity for the proposed subdivision of an existing lot into two residential lots.

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Chairpersons Report-Janine MacGregor.

Mrs. MacGregor took a moment to thank the staff of the LMUA for their continued hard work during these difficult times.

Executive Directors Report-Thomas Horn.

OPERATIONS REPORT FOR SEPTEMBER 2020.

TREATMENT FACILITY: There were no serious issues while the staff worked on normal maintenance.

COLLECTION SYSTEM: A minor blockage occurred on August 16th in our main on Elm Street. This was initially called out as an odor complaint with no one experiencing a backup. Once the operations personnel investigated the odors, a blockage was discovered and cleared before causing any issues.

ODOR CONTROL: There were no calls concerning odors for July or August.

UNION/ PERSONNEL: Beginning in August, the operations staff is now working a staggered schedule of four days a week. Mr. Horn expects to have them back to full time by the end of September. The office staff has continued to share their time in the office while working from home about half the time. Mrs. MacGregor asked if this current work schedule for the office staff is affecting their ability to get their work done. Mr. Horn will discuss this with them and come up with a solution should they need it.

The JIF have issued their updated personnel manual and requires all members to make and approve the necessary changes. Mr. Horn has begun his review with Mr. Watts and will have this completed within the required time period and by next June.

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

Mr. Horn recommended that the Board move to pass Resolution 041-2020 authorizing our continued membership in the NJUA JIF for our insurance.

Ms. Pettit had a question in regards to an air conditioning bill on the bills list for the month. Mr. Horn explained that this charge was to repair the unit in the control building where the guys work.

There was one additional question on the website training charge. Mrs. Ege explained that the Authority needed to update their website to a whole new system for security and to have the added ability of more functions. Mrs. Ege plans to setup a list serve signup on the website that will compile a list of emails to receive news and alerts.

Memo-Status of Capital Improvements.

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

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Plant & road paving & roof replacement: Engineer is working on final submittals for contract closeout.

Clarifier parts: The parts have been delivered and the staff has begun the prep work for installation.

Chemical Building & Drain Lines: The Engineer working with the contractor to get all the submittals complete. Work is expected to begin in the Fall.

Resolution 041-2020 *Authorize Renewal of Membership in the NJUA JIF*

WHEREAS, the Lambertville Municipal Utilities Authority is a member of the New Jersey Utilities Authorities Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2020 unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew said membership;

NOW THEREFORE, be it resolved as follows;

1. The Lambertville Municipal Utilities Authority agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Governing Body shall be and hereby are authorized to execute the agreement to renew membership attached by reference and made a part hereof and to deliver same to the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.

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	

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Resolution 042-2020 *Authorization of Payment of Portable Comfort Stations to Support the City of Lambertville COVID-19 Relief Efforts*

BE IT RESOLVED by the Commissioners of the Lambertville Municipal Utilities Authority (LMUA) would like to support the City of Lambertville COVID-19 relief efforts.

BE IT FURTHER RESOLVED the LMUA would like to cover the costs of the portable comfort and hand wash stations located at the North Union Street parking lot and the North Union Street Park in an amount, not to exceed of \$1,200.00.

BE IT FURTHER RESOLVED that the Board conditionally approves this funding pending the City obtaining any proper authorizations needed from the State.

Moved: Mrs. MacGregor

Seconded: Ms. Pettit

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	

The below resolutions were tabled until such time as the subcommittee can make a recommendation to the Board.

Resolution 043-2020 *Authorization of Hardship Relief for Lambertville Station Inn*

Resolution 044-2020 *Authorization of Hardship Relief for 1-5 Klines Court Building*

Chief Financial Officer’s Report.

Mr. Rotondi made a motion to approve the bill list for August. Ms. Pettit seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED

Governing Body	<u>Recorded Vote:</u>				
	Member	Aye	Nay	Abstain	Not Voting

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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 no outstanding issues to report.

Adjournment.

The meeting adjourned at 6:50 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 October 6, 2020.