



Lambertville Municipal Utilities Authority

Tuesday, November 3, 2020, 6:00 PM

Virtual Zoom Regular Meeting Minutes

Link: <https://us02web.zoom.us/j/88236905800>

The meeting was called to order at 6:05 p.m. by Chairwoman MacGregor who 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 Friday, September 11, 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, Jacqueline Middleton-Alternate I

Absent: Helen Pettit-Member

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.

Public Comment.

No public in attendance.

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

November 3, 2020 6:00 pm

Held Virtually Via Zoom

Link: <https://us02web.zoom.us/j/88236905800>

Minutes, Page 2

Minutes.

The minutes from the October 6, 2020 virtual regular meeting were approved in a motion made by Mrs. MacGregor and seconded by Mr. Rotondi.

Governing Body Member	Recorded Vote:		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				

Correspondence.

- A. A response to the Lambertville Station Inn’s request for a billing credit was sent on October 20, 2020. It was the decision of the Board to deny their request after a detailed review by a subcommittee that included maintaining a balanced budget, treating all like customers equally & meeting our bond requirements.
- B. A similar response was sent on October 20, 2020 to Mr. Rappaport, the owner of 1-5 Klines Ct. who had also requested a bill adjustment. The Board understands the financial impact the pandemic has had on businesses in town but has a duty to all rate payers to maintain fiscal control.
- C. A letter dated October 8, 2020 was sent to Delaware Township MUA notifying them of the Board’s decision to approve their request to purchase chlorine from the LMUA subject to a shared services agreement.

Chairpersons Report-Janine MacGregor.

Resolution 043-2020

Thanksgiving Turkeys for Authority Employees

WHEREAS, the Lambertville Municipal Utilities Authority (“Authority”) would like to recognized and show their appreciation for their employees by providing turkeys for Thanksgiving; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority, approve the purchase of Thanksgiving turkeys for the Authority employees in an amount not to exceed \$300.00.

The Resolution shall be effective immediately upon adoption.

Moved: Mrs. MacGregor

Second: Mr. Lambert

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

November 3, 2020 6:00 pm

Held Virtually Via Zoom

Link: <https://us02web.zoom.us/j/88236905800>

Minutes, Page 3

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				

Executive Directors Report-Thomas Horn.

OPERATIONS REPORT FOR OCTOBER 2020.

TREATMENT FACILITY: There were no issues while the staff worked on normal maintenance and continued tank cleaning.

COLLECTION SYSTEM: No issues, regular maintenance continued.

ODOR CONTROL: No calls for October.

UNION/ PERSONNEL: No issues with the staff. Mr. Horn advised the Board that the Authority is taking the necessary steps to comply with the requirements of Executive Order 192. Working on a daily sign in sheet and purchasing an additional thermometer for both the office and plant staff to use each morning.

Updates to personnel manual continue as time allows.

REGULATORY: Biofilter and carbon unit continue to be monitored.

ADMINISTRATIVE ISSUES: JIF Safety Consultant performed their annual Lost Control inspection on October 9th. There was no safety compliance issues noted.

Memo-Status of Capital Improvements.

Collection system work: No change.

Plant & road paving & roof replacement: No change.

Clarifier parts: No change.

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

November 3, 2020 6:00 pm

Held Virtually Via Zoom

Link: <https://us02web.zoom.us/j/88236905800>

Minutes, Page 4

Drain Lines: The contractor started work on the lines. Floor is all cut and drains will be put in place as early as later this week.

Chemical Building: The contractor started work on the temporary disinfection system. The replacement building is anticipated to be delivered this month.

Software Upgrade for Accounting, Payroll & Utility Billing.

After the October meeting Mr. Horn had requested an updated quote from Edmunds & Associates which included the Human Resources 1 Module at no extra cost. At the direction of the Board, Mr. Lambert reviewed the updated quote and the current work stations for compatibility and recommends the purchase of the software proposal. Mrs. MacGregor asked about the annual maintenance fee for the human resources module and asked that Mr. Horn confirm that it is only for maintenance. Mr. Horn also confirmed that the quote includes staff training and ongoing support for troubleshooting any issues that may arise once the system is live. After a short discussion Mrs. MacGregor made a motion to approve the purchase via resolution.

RESOLUTION 044-2020
Authorizing the Purchase of Edmunds & Associates
Proprietary Computer Software in the Total Amount of \$37,365

WHEREAS, Public Contracts Law 40A:11-4 requires that every contract awarded by the contracting agent for the provision or performance of any goods or services, the cost of which in the aggregate exceeds the bid threshold, shall be awarded only by resolution of the governing body; and

WHEREAS, pursuant to N.J.S.A. 40A:11-5(1)(dd) the Lambertville Municipal Utility Authority, "Authority" is authorized by law to undertake the purchase of goods or services for the support or maintenance of proprietary computer hardware and software; and

WHEREAS, currently the Authority's accounting, payroll and utility billing are operated through Harris Local Government formally known as Computer Software Incorporated originally installed in 1993; and

WHEREAS, the Authority's IT consultant cannot guarantee the compatibility of the current program with our current computer's operating system; and

WHEREAS, Harris Local Government cannot guarantee how long they will support the older program; and

WHEREAS, based on these conditions it has been recommended that the Authority's software be upgraded and a quote has been secured in the total amount of \$37,365 which would cover the application and license, training, hosting and conversion fees from existing software as per the Edmunds & Associate quote of October 27, 2020, which is attached hereto and made a part hereof by reference; and

WHEREAS, the Authority's desires to purchase the Edmunds and Associates Finance Super Suite 1, Payroll 1, Human Resources 1, Utility Billing with WIPP Utility Modules for a total cost of \$37,365 ; and

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Lambertville Municipal Utilities

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

November 3, 2020 6:00 pm

Held Virtually Via Zoom

Link: <https://us02web.zoom.us/j/88236905800>

Minutes, Page 5

Authority hereby approve the following:

1. The Executive Director is hereby authorized and directed to execute a contract with Edmunds and Associates for the purchase of proprietary software application and license, training, hosting and conversion fees for a total cost of \$37,365.
2. This Resolution is effective in accordance with applicable laws.
3. Notice of this action shall be published once in the Times of Trenton.

Motion: Mrs. MacGregor

Second: 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					

2021 Professional Services.

Mr. Horn requested approval to solicit the 2021 professional contracts and request them back earlier so that the Board has more time to review them before the February reorganization meeting. Mr. Horn has updated the RFP's for Bond Counsel, Engineer and Financial Advisor to reflect our current project and anticipated long term financing with NJIB.

Resolution 045-2020

Resolution to Solicit Proposals for 2021 Professional Services

WHEREAS, the Lambertville Municipal Utilities Authority (“Authority”), pursuant to the Municipal Utilities Law, to retain services of persons who will render professional services to the Authority as it may determine necessary for its operation; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of the Lambertville Municipal Utilities Authority, as follows:

1. Thomas F. Horn, Executive Director is hereby authorized and directed to publicly advertise for proposals for the following 2021 professional services to be awarded February 2, 2021:
 - Engineer

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

November 3, 2020 6:00 pm

Held Virtually Via Zoom

Link: <https://us02web.zoom.us/j/88236905800>

Minutes, Page 6

- Auditor
 - Special Projects Auditor
 - Financial Advisor
 - Legal/ Labor Attorney
 - Bond Counsel
 - Risk Manager
2. The Resolution shall be effective immediately upon adoption.

Moved: Mrs. MacGregor

Second: 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					

Funding for Portable Comfort Stations.

The City has requested that the LMUA cover the cost of the comfort stations to the end of November. Mr. Horn explained that the Board would need to approve additional money to fund this. The total budget for charitable donations is \$2,000 yearly and Mr. Horn recommended that the Board approve the remainder to cover the costs of the comfort stations.

Resolution 046-2020

**Authorization for Additional Funding of Portable Comfort Station
to Support the City of Lambertville’s COVID-19 Relief Efforts**

WHEREAS, by the Commissioners of the Lambertville Municipal Utilities Authority (LMUA) on September 1, 2020 approved Resolution 042-2020 authorizing payment for portable comfort stations in an amount not to exceed \$1,200 in support the City of Lambertville (City) COVID-19 relief efforts; and

WHEREAS, the City requested additional assistance toward the cost of the portable comfort stations; and

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

November 3, 2020 6:00 pm

Held Virtually Via Zoom

Link: <https://us02web.zoom.us/j/88236905800>

Minutes, Page 7

WHEREAS, LMUA would like to approve additional funding to help cover the costs of one portable comfort station located at the North Union Street parking lot in an amount, not to exceed \$800.00.

NOW THEREFORE BE IT RESOLVE, that the Commissioners of the Lambertville Municipal Utilities Authority hereby authorize additional payment for portable comfort stations in an amount not to exceed \$800.00.

The Resolution shall be effective immediately upon adoption.

Moved: Ms. Middleton

Seconded: Mr. Rotondi

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				

Chief Financial Officer's Report.

Mr. Rotondi made a motion to approve the bill list for October. Mrs. MacGregor seconded the motion. An affirmative roll call was taken in favor of the motion by all members present. MOTION CARRIED Mr. Horn confirmed that the checks for NJIB projects will be held until State issues the funds.

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				

LAMBERTVILLE MUNICIPAL UTILITIES AUTHORITY

Regular Meeting

November 3, 2020 6:00 pm

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Minutes, Page 8

Attorney's Report.

Mr. Watts prepared a memo to advise the Board on Executive Order 190 which was issued on October 15, 2020. The order prohibits charging late penalties for water systems both private and public beginning March 9, 2020 through March 15, 2021. It is his opinion that this order directly affects the Lambertville MUA and he recommends that the Authority follow it. Ms. Middleton asked if this has any impact on the tax sale. Mr. Watts confirmed that the tax sale that recently took place was for 2019 delinquent sewer only so it is not affected.

Adjournment.

The meeting adjourned at 6:35 p.m. with a motion made by Mrs. MacGregor seconded by Ms. Middleton 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 December 1, 2020.